



City Council Agenda

Monday, October 25, 2010

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order for October: Johnson, Roe, Ihlan, Pust, Klausing
- 6:02 p.m. **2. Approve Agenda**
- 6:05 p.m. **3. Public Comment**
- 6:10 p.m. **4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report**
- 6:15 p.m. **5. Recognitions, Donations, Communications**
 - a. Proclaim November 2010 National American Indian Heritage Month
- 6:20 p.m. **6. Approve Minutes**
 - a. Approve Minutes of October 18, 2010 Meeting
- 6:25 p.m. **7. Approve Consent Agenda**
 - a. Approve Payments
 - b. Adopt a Resolution Authorizing City Manager to apply for SCORE Grant
 - c. Energy Use Update
 - d. Award Bid for Rosewood Wetland and Midland Hills Road Drainage Improvements
- 6:35 p.m. **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**
- 10. Presentations**
- 11. Public Hearings**
- 6:45 p.m. a. Public Hearing for a Minor Subdivision at 3053 Chatsworth
- 12. Business Items (Action Items)**

- 6:50 p.m. a. Consider a Minor Subdivision at 3053 Chatsworth
- 6:55 p.m. b. Consider Community Survey
- 7:05 p.m. c. Consider changing the 2030 Comprehensive Land Use Plan designation and Rezoning of unaddressed parcel west of 556 County Road C from High Density Residential to Low Density Residential
- 7:15 p.m. d. Consider changing the 2030 Comprehensive Land Use Plan designation and Rezoning of 3253 and 3261 Old Highway 8 from High Density Residential to Low Density Residential
- 7:45 p.m. e. Consider Corrections/Amendments and Rezoning of approximately 16 parcels to be consistent with the 2030 Comprehensive Plan

13. Business Items – Presentations/Discussions

- 7:55 p.m. a. Discuss 2011 Street Work Plan
- 8:05 p.m. b. Discuss Asphalt Plant

14. City Manager Future Agenda Review

15. Councilmember Initiated Items for Future Meetings

16. Adjourn

Some Upcoming Public Meetings.....

Wednesday	Oct 27	5:30 p.m.	Additional Planning Commission Meeting
Thursday	Oct 28	5:00 p.m.	Grass Lake Water Management Organization
Tuesday	Nov 2	7:00 a.m.	Election
Wednesday	Nov 3	6:30 p.m.	Planning Commission
Monday	Nov 8	6:00 p.m.	City Council Meeting
Tuesday	Nov 9	6:30 p.m.	Human Rights Commission
Tuesday	Nov 9	6:30 p.m.	Parks and Recreation Commission Cedarholm Golf Course, 2323 Hamline Avenue
Wednesday	Nov 10	6:30 p.m.	Ethics Commission
Monday	Nov 15	6:00 p.m.	City Council Meeting
Tuesday	Nov 16	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Nov 17	5:30 p.m.	Additional Planning Commission Meeting
Monday	Nov 22	6:00 p.m.	City Council Meeting
Tuesday	Nov 23	6:30 p.m.	Public Works, Environment & Transportation Commission

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



National American Indian Heritage Month November 2010

Whereas: The American Indian community has made substantial contributions to the American culture, language and community; and

Whereas: The City of Roseville is located on land that was once home to many Dakota and Ojibwa Indians; and

Whereas: The City of Roseville is committed to promoting racial understanding and equality and justice as a fundamental aspect of a healthy community; and

Whereas: The American Indian community has brought values and ideas that have become ingrained in the American spirit including respect for the natural environment and respect for cultural differences and the awareness that diversity can be a source of strength rather than division; and

Whereas: By Act of Congress of the United States, November is declared as American Indian Heritage Month; and

Whereas: This observance offers special opportunities to become more knowledgeable about the American Indian heritage and to honor the many American Indian leaders who have contributed to the progress of our nation.

Now, Therefore Be It Resolved, that the City Council hereby proclaim the month of November 2010 as American Indian Heritage Month in the City of Roseville and urge all citizens to join in appreciation for our rich and diverse community.

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 25th day of October 2010.

Mayor Craig D. Klausing

Date: 10/25/10

Item: 6.a

Approve 10/18/10 Minutes

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 10/25/2010
Item No.: 7 . a

Department Approval

Christopher K. Miller

Acting City Manager Approval

Christopher K. Miller

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	\$153,175.85
60320-60417	\$69,754.57
Total	\$222,930.42

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: n/a

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 10/20/2010 - 2:27 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	10/14/2010	Recreation Fund	Operating Supplies	Becker Arena Products, Inc.		66.26
0	10/14/2010	Recreation Fund	Professional Services	Mari Marks		70.00
0	10/14/2010	Workers Compensation	Professional Services	SFM Risk Solutions		872.00
0	10/14/2010	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank		31.50
0	10/14/2010	General Fund	Vehicle Supplies	Napa Auto Parts		52.37
0	10/14/2010	General Fund	Vehicle Supplies	Napa Auto Parts		35.01
0	10/14/2010	General Fund	Vehicle Supplies	Napa Auto Parts		54.46
0	10/14/2010	Housing & Redevelopment Agency	Professional Services	George Hornik		1,500.00
0	10/14/2010	Housing & Redevelopment Agency	Professional Services	George Hornik		375.00
0	10/14/2010	Housing & Redevelopment Agency	Professional Services	George Hornik		450.00
0	10/14/2010	Housing & Redevelopment Agency	Professional Services	George Hornik		6,800.00
0	10/14/2010	Community Development	Electrical Inspections	Tokle Inspections, Inc.		4,158.80
0	10/14/2010	Housing & Redevelopment Agency	Conferences	Jeanne Kelsey		79.00
0	10/14/2010	Housing & Redevelopment Agency	Miscellaneous	Jeanne Kelsey		19.80
0	10/14/2010	Sanitary Sewer	Sanitary Sewer	City of Maplewood		53,035.49
0	10/14/2010	Storm Drainage	Storm Drainage Fees	City of Maplewood		2,888.26
0	10/14/2010	Recreation Fund	Professional Services	Barbara Carlson		117.00
0	10/14/2010	General Fund	211402 - Flex Spending Health			134.07
0	10/14/2010	General Fund	211403 - Flex Spend Day Care			217.00
0	10/14/2010	General Fund	211403 - Flex Spend Day Care			1,615.44
0	10/14/2010	Water Fund	Employer Pension			700.00
0	10/14/2010	General Fund	211200 - Financial Support			368.03
0	10/14/2010	General Fund	Vehicle Supplies	Rigid Hitch Incorporated		200.35
0	10/14/2010	General Fund	Vehicle Supplies	Rigid Hitch Incorporated		38.38
0	10/14/2010	General Fund	Operating Supplies City Garage	Brock White Co		85.84
0	10/14/2010	P & R Contract Maintenance	Overtime Pay	Cushman Motor Co Inc		478.12
0	10/14/2010	General Fund	Vehicle Supplies	Rigid Hitch Incorporated		-0.27
0	10/14/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc		217.41
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	St. Croix Recreation Co., Inc.		32.06
0	10/14/2010	General Fund	Vehicle Supplies	MacQueen Equipment		516.09
0	10/14/2010	General Fund	Vehicle Supplies	MacQueen Equipment		19.46
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	AmSan Brissman-Kennedy, Inc.		127.31
0	10/14/2010	General Fund	Contract Maintenance Vehicles	Midway Ford Co		130.38
0	10/14/2010	General Fund	Contract Maintenance Vehicles	Midway Ford Co		350.78

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
0	10/14/2010	General Fund	Vehicle Supplies	O'Reilly Automotive Inc		64.06
0	10/14/2010	Recreation Fund	Professional Services	Metro Volleyball Officials		1,072.50
0	10/14/2010	General Fund	Motor Fuel	Yocum Oil		9,524.00
0	10/14/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		180.32
0	10/14/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		59.24
0	10/14/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		231.79
0	10/14/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		13.57
0	10/14/2010	General Fund	Vehicle Supplies	Factory Motor Parts, Co.		13.57
0	10/14/2010	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn P.A.		11,284.00
0	10/14/2010	General Fund	Contract Maint. - City Hall	Commercial Steam Team Inc		3,373.80
0	10/14/2010	General Fund	Contract Maint. - City Garage	Commercial Steam Team Inc		137.16
0	10/14/2010	General Fund	209001 - Use Tax Payable	McMaster-Carr Supply Co		-2.84
0	10/14/2010	General Fund	Vehicle Supplies	McMaster-Carr Supply Co		44.10
0	10/14/2010	Recreation Fund	Memberships & Subscriptions	MRPA		3,402.00
0	10/14/2010	Recreation Fund	Memberships & Subscriptions	Minnesota Recreation & Park Association		1,554.00
0	10/14/2010	General Fund	Op Supplies - City Hall	Davis Lock & Safe Inc		18.70
0	10/14/2010	TIF District #17-Twin Lakes	AUAR SubArea I Prof Svcs	WSB & Associates, Inc.		43,046.35
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	Grainger Inc		54.55
0	10/14/2010	Golf Course	Operating Supplies	Grainger Inc		13.48
0	10/14/2010	Recreation Improvements	Tennis Crt Lighting: Rosebrook	Grainger Inc		107.06
0	10/14/2010	Recreation Fund	Operating Supplies	Grainger Inc		312.93
0	10/14/2010	General Fund	Vehicle Supplies	Grainger Inc		61.37
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	Grainger Inc		10.29
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	Grainger Inc		34.57
0	10/14/2010	General Fund	Operating Supplies	ARAMARK Services		6.37
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	Eagle Clan, Inc		55.25
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	Eagle Clan, Inc		294.87
0	10/14/2010	Recreation Fund	Operating Supplies	Eagle Clan, Inc		427.07
0	10/14/2010	General Fund	Vehicle Supplies	Emergency Automotive Tech Inc		121.74
0	10/14/2010	P & R Contract Maintenance	Minor Equipment	Davis Equipment Corp		153.30
0	10/14/2010	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.		150.04
0	10/14/2010	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.		509.00
0	10/14/2010	Pathway Maintenance Fund	Operating Supplies	ESS Brothers & Sons, Inc.		889.99
0	10/14/2010	Street Construction	Professional Services	Stork Twin City Testing Corp.		122.25
Check Total:						153,175.85
60320	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Ron Drechnik		60.00
Check Total:						60.00
60321	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Thomas Faragher		60.00
Check Total:						60.00
60322	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	John Gray		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
					Check Total:	60.00
60323	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Les Henke		60.00
					Check Total:	60.00
60324	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	George Johnson		60.00
					Check Total:	60.00
60325	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	James Koren		60.00
					Check Total:	60.00
60326	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Satish Kumar		60.00
					Check Total:	60.00
60327	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Virginia McDermott		60.00
					Check Total:	60.00
60328	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Thomas Morse		60.00
					Check Total:	60.00
60329	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Randall Oehrlein		60.00
					Check Total:	60.00
60330	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Glenn Offerman		60.00
					Check Total:	60.00
60331	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Margaret Olson		60.00
					Check Total:	60.00
60332	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Kathleen Reagan		60.00
					Check Total:	60.00
60333	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Noel Rosenthal		60.00
					Check Total:	60.00
60334	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Brad Schmitt		60.00
					Check Total:	60.00
60335	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Denise Schoster		60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
60336	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Ngo Sing Law	Check Total:	60.00
						60.00
60337	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Joyce Smith	Check Total:	60.00
						60.00
60338	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	John Wottrich	Check Total:	60.00
						60.00
60339	10/12/2010	Housing & Redevelopment Agency	Payment to Owners	Alexi Young	Check Total:	60.00
						60.00
60340	10/14/2010	Recreation Donations	Operating Supplies	All Seasons Rental	Check Total:	60.00
						201.55
60341	10/14/2010	General Fund	Liquor Licenses	Applebee's Restaurants North, LLC	Check Total:	201.55
						1,800.00
60342	10/14/2010	Storm Drainage	Professional Services	Appraisal Concepts, Inc.	Check Total:	1,800.00
						518.00
60343	10/14/2010	Solid Waste Recycle	Professional Services	Asset Recovery Corporation	Check Total:	518.00
						393.02
60344	10/14/2010	General Fund	Contract Maintenance Vehicles	Astleford International Trucks	Check Total:	393.02
						576.05
60345	10/14/2010	Contracted Engineering Svcs	Deposits	Bald Eagle Builders	Check Total:	576.05
						3,000.00
60345	10/14/2010	Contracted Engineering Svcs	Deposits	Bald Eagle Builders		3,000.00
60345	10/14/2010	Contracted Engineering Svcs	Deposits	Bald Eagle Builders		3,000.00
60346	10/14/2010	Community Development	Property Improvement Permit	Lawrence Bangert	Check Total:	9,000.00
						78.00
60347	10/14/2010	General Fund	Vehicle Supplies	Batteries Plus, Inc.	Check Total:	78.00
						27.83
					Check Total:	27.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
60348	10/14/2010	Recreation Fund	Professional Services	Madeline Bean		45.00
Check Total:						45.00
60349	10/14/2010	Water Fund	Hydrant Meter Deposits	Benson Orth Associates Inc		400.00
60349	10/14/2010	Water Fund	State Sales Tax Payable	Benson Orth Associates Inc		-0.29
60349	10/14/2010	Water Fund	Miscellaneous Revenue	Benson Orth Associates Inc		-40.00
60349	10/14/2010	Water Fund	Water - Roseville	Benson Orth Associates Inc		-4.40
Check Total:						355.31
60350	10/14/2010	Pathway Maintenance Fund	Operating Supplies	Bituminous Roadways Inc		966.39
60350	10/14/2010	General Fund	Operating Supplies	Bituminous Roadways Inc		1,358.49
Check Total:						2,324.88
60351	10/14/2010	General Fund	Vehicle Supplies	Blaine Brothers		160.21
Check Total:						160.21
60352	10/14/2010	Building Improvements	Skating Center MN Bonding Proj	Bonestroo		537.85
Check Total:						537.85
60353	10/14/2010	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP		50.70
Check Total:						50.70
60354	10/14/2010	Info Tech/Contract Cities	Oakdale Fire Computer Equip	CDW Government, Inc.		613.92
60354	10/14/2010	Information Technology	Contract Maintenance	CDW Government, Inc.		1,226.09
Check Total:						1,840.01
60355	10/14/2010	P & R Contract Maintenance	Operating Supplies	Cheetah Auto Supply		29.18
Check Total:						29.18
60356	10/14/2010	General Fund	Clothing	Cintas Corporation #470		29.73
60356	10/14/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470		2.14
60356	10/14/2010	General Fund	Clothing	Cintas Corporation #470		29.73
60356	10/14/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470		2.14
60356	10/14/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470		2.14
60356	10/14/2010	General Fund	Clothing	Cintas Corporation #470		29.73
60356	10/14/2010	General Fund	Clothing	Cintas Corporation #470		29.73
60356	10/14/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470		2.14
60356	10/14/2010	P & R Contract Maintenance	Clothing	Cintas Corporation #470		2.14
60356	10/14/2010	General Fund	Clothing	Cintas Corporation #470		29.73
60356	10/14/2010	General Fund	Clothing	Cintas Corporation #470		29.73
60356	10/14/2010	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470		2.14

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
Check Total:						191.22
60357	10/14/2010	Golf Course	Merchandise For Sale	Coca Cola Bottling Company		226.14
Check Total:						226.14
60358	10/14/2010	Information Technology	Telephone	Comcast Cable		73.55
60358	10/14/2010	Information Technology	Telephone	Comcast Cable		4.69
Check Total:						78.24
60359	10/14/2010	P & R Contract Maintenance	Operating Supplies	Commercial Pool & Spa, Inc.		208.62
60359	10/14/2010	P & R Contract Maintenance	Operating Supplies	Commercial Pool & Spa, Inc.		50.75
Check Total:						259.37
60360	10/14/2010	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair		1,769.04
Check Total:						1,769.04
60361	10/14/2010	Water Fund	Accounts Payable	CHARLES DAWS		24.45
Check Total:						24.45
60362	10/14/2010	Water Fund	Accounts Payable	PHILIP & ELIZABETH DREWES		9.25
Check Total:						9.25
60363	10/14/2010	General Fund	Vehicle Supplies	Electric Motor Repair, Inc		192.38
Check Total:						192.38
60364	10/14/2010	Recreation Improvements	Playground Improvements	Flanagan Sales, Inc.		2,496.07
Check Total:						2,496.07
60365	10/14/2010	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.		20.00
Check Total:						20.00
60366	10/14/2010	Golf Course	Vehicle Supplies	Frontier Ag & Turf		261.84
Check Total:						261.84
60367	10/14/2010	Information Technology	Contract Maintenance	FWR Communication Networks		200.00
Check Total:						200.00
60368	10/14/2010	Recreation Fund	Contract Maintenance	Gilbert Mechanical Contracting		215.00
60368	10/14/2010	Recreation Fund	Professional Services	Gilbert Mechanical Contracting		285.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
Check Total:						500.00
60369	10/14/2010	License Center	Memberships & Subscriptions	GlobalPayments		25.00
Check Total:						25.00
60370	10/14/2010	Recreation Fund	Collected Insurance Fee	Janet Grottodden		1.50
60370	10/14/2010	Recreation Fund	Fee Program Revenue	Janet Grottodden		4.00
60370	10/14/2010	Recreation Fund	Fee Program Revenue	Janet Grottodden		17.50
60370	10/14/2010	Recreation Fund	Fee Program Revenue	Janet Grottodden		5.00
Check Total:						28.00
60371	10/14/2010	Recreation Improvements	Tennis Crt Lighting: Rosebrook	Harmon Auto Glass		513.00
Check Total:						513.00
60372	10/14/2010	Recreation Fund	Operating Supplies	Douglas Hefti		50.00
Check Total:						50.00
60373	10/14/2010	Water Fund	Accounts Payable	THOMAS & DOREEN KAPFER		123.25
60373	10/14/2010	Sanitary Sewer	Accounts Payable	THOMAS & DOREEN KAPFER		5.45
Check Total:						128.70
60374	10/14/2010	Recreation Fund	Professional Services	Casey Kohs		45.50
Check Total:						45.50
60375	10/14/2010	Equipment Replacement Fund	Rental - Copier Machines	Konica Minolta Business Solutions, Inc		2,460.20
60375	10/14/2010	Equipment Replacement Fund	Rental - Copier Machines	Konica Minolta Business Solutions, Inc		119.51
Check Total:						2,579.71
60376	10/14/2010	General Fund	Training	Lake Johanna Fire Dept		1,925.00
Check Total:						1,925.00
60377	10/14/2010	General Fund	Vehicle Supplies	Larson Companies		554.90
60377	10/14/2010	General Fund	Vehicle Supplies	Larson Companies		56.32
Check Total:						611.22
60378	10/14/2010	Water Fund	Accounts Payable	JEFF LESEMAN		8.58
60378	10/14/2010	Sanitary Sewer	Accounts Payable	JEFF LESEMAN		6.59
Check Total:						15.17
60379	10/14/2010	General Fund	Medical Services	LexisNexis Occ. Health Solutions		96.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
Check Total:						96.00
60380	10/14/2010	Recreation Fund	Contract Maintenance	Life Safety Systems		267.17
Check Total:						267.17
60381	10/14/2010	P & R Contract Maintenance	Operating Supplies	M/A Associates		654.93
Check Total:						654.93
60382	10/14/2010	Water Fund	Accounts Payable	SIDNEY MADLOCK		37.86
Check Total:						37.86
60383	10/14/2010	General Fund	211402 - Flex Spending Health			51.51
Check Total:						51.51
60384	10/14/2010	Information Technology	Contract Maintenance	McAfee, Inc.		195.00
Check Total:						195.00
60385	10/14/2010	P & R Contract Maintenance	Operating Supplies	Menards		114.34
60385	10/14/2010	P & R Contract Maintenance	Operating Supplies	Menards		45.02
Check Total:						159.36
60386	10/14/2010	Recreation Fund	Professional Services	Michael Miller		3,818.75
Check Total:						3,818.75
60387	10/14/2010	Water Fund	State surcharge - Water	MN Dep Pub Health-Water Supply		16,154.40
Check Total:						16,154.40
60388	10/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ Development		225.67
60388	10/14/2010	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ Development		220.00
60388	10/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ Development		450.07
60388	10/14/2010	Telecommunications	Unemployment Insurance	Mn Dept of Employment & Econ Development		406.70
60388	10/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ Development		30.64
Check Total:						1,333.08
60389	10/14/2010	Community Development	Building Surcharge	MN Dept of Labor and Industry		2,560.32
60389	10/14/2010	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry		-51.21
Check Total:						2,509.11
60390	10/14/2010	Street Construction	P-10-04 Mill & Overlays	MN Dept of Transportation		1,972.64
Check Total:						1,972.64

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
60391	10/14/2010	P & R Contract Maintenance	Operating Supplies	Motion Industries Inc		36.59
				Check Total:		36.59
60392	10/14/2010	P & R Contract Maintenance	Operating Supplies	Muska Lighting Center		245.45
				Check Total:		245.45
60393	10/14/2010	Police Forfeiture Fund	Professional Services	National Law Enforcement Museum (NLEM)		4,500.00
				Check Total:		4,500.00
60394	10/14/2010	Recreation Fund	Professional Services	Bob Nielsen		80.00
				Check Total:		80.00
60395	10/14/2010	Water Fund	Accounts Payable	VINCENT PRIMOLI		9.02
				Check Total:		9.02
60396	10/14/2010	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.		757.73
				Check Total:		757.73
60397	10/14/2010	Telephone	St. Anthony Telephone	Qwest		137.04
60397	10/14/2010	Telephone	Telephone	Qwest		359.36
60397	10/14/2010	Telephone	NSCC Telephone	Qwest		217.22
				Check Total:		713.62
60398	10/14/2010	Storm Drainage	09-02 Roselawn/HamlineVictoria	Ramsey County		826.14
				Check Total:		826.14
60399	10/14/2010	Recreation Fund	Advertising	Roseville Boys Hockey Booster Club		150.00
				Check Total:		150.00
60400	10/14/2010	General Fund	Contract Maintenance Vehicles	Roseville Chrysler Jeep Dodge		930.29
60400	10/14/2010	General Fund	209001 - Use Tax Payable	Roseville Chrysler Jeep Dodge		-32.84
				Check Total:		897.45
60401	10/14/2010	Recreation Fund	Advertising	Roseville Girls Hockey Booster Cub		100.00
				Check Total:		100.00
60402	10/14/2010	General Fund	Liquor Licenses	Royal Orchid		425.00
				Check Total:		425.00
60403	10/14/2010	Recreation Fund	Fee Program Revenue	Amy Saunders		62.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
Check Total:						62.50
60404	10/14/2010	P & R Contract Maintenance	Clothing	Matt Schlosser		51.00
Check Total:						51.00
60405	10/14/2010	Recreation Fund	Professional Services	Melissa Schuler		45.50
Check Total:						45.50
60406	10/14/2010	General Fund	Professional Services	Sheila Stowell		189.75
60406	10/14/2010	General Fund	Professional Services	Sheila Stowell		4.35
Check Total:						194.10
60407	10/14/2010	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.		292.21
Check Total:						292.21
60408	10/14/2010	General Fund	Telephone	T Mobile		39.99
60408	10/14/2010	Sanitary Sewer	Telephone	T Mobile		39.99
Check Total:						79.98
60409	10/14/2010	General Fund	Vehicle Supplies	Toll Gas & Welding Supply		350.17
Check Total:						350.17
60410	10/14/2010	Water Fund	Accounts Payable	LUCILLE TRIPLETT		8.52
60410	10/14/2010	Sanitary Sewer	Accounts Payable	LUCILLE TRIPLETT		6.13
Check Total:						14.65
60411	10/14/2010	Boulevard Landscaping	Operating Supplies	Trugreen L.P.		550.42
60411	10/14/2010	Boulevard Landscaping	Operating Supplies	Trugreen L.P.		248.24
Check Total:						798.66
60412	10/14/2010	General Fund	Transportation	US Bank		5.00
60412	10/14/2010	General Fund	Transportation	US Bank		8.00
60412	10/14/2010	General Fund	Transportation	US Bank		6.00
60412	10/14/2010	General Fund	Office Supplies	US Bank		6.42
60412	10/14/2010	General Fund	Transportation	US Bank		7.00
60412	10/14/2010	Storm Drainage	Operating Supplies	US Bank		20.00
60412	10/14/2010	Police - DWI Enforcement	Operating Supplies	US Bank		20.00
60412	10/14/2010	Police - DWI Enforcement	Operating Supplies	US Bank		20.00
60412	10/14/2010	Police - DWI Enforcement	Operating Supplies	US Bank		20.00
60412	10/14/2010	Police - DWI Enforcement	Operating Supplies	US Bank		20.00
60412	10/14/2010	General Fund	Operating Supplies	US Bank		20.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Void	Amount
60413	10/14/2010	Recreation Fund	Professional Services	Kristina Van Deusen	Check Total:	153.32
						48.00
60414	10/14/2010	Singles Program	Operating Supplies	Martha Weller	Check Total:	48.00
						4.29
60415	10/14/2010	Recreation Fund	Operating Supplies	Wheeler Hardware Company	Check Total:	4.29
						73.36
60416	10/14/2010	Water Fund	Accounts Payable	GEORGE WINTZ	Check Total:	73.36
						240.63
60417	10/14/2010	Contracted Engineering Svcs	Transportation	Matt Woodruff	Check Total:	240.63
						68.50
					Check Total:	68.50
					Report Total:	222,930.42

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Request for Council Action

Date: 10/25/10
Item Number: 7 . b

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Department Approval

Acting City Manager Approval

Christopher K. Miller

Item Description:

Resolution authorizing City Manager to apply for SCORE Funding Grant

Background

State law requires counties to manage the waste produced by citizens and businesses by waste reduction, reuse, and recycling in preference to landfilling. In 1989, the Legislature adopted legislation, based on recommendations made by the Governor's Select Committee on Recycling and the Environment (SCORE), to further waste reduction, reuse, and recycling. Among other things, SCORE statutes authorize state grants for recycling, managing problem materials, educating the public, and other related activities.

Ramsey County passes through a portion of its SCORE funding to cities. The County requires the funding be used for waste reduction, reuse and recycling programs. The County further requires the cities to have a permanent source of funding for their waste reduction, reuse and recycling programs. Roseville responded by approving the establishment of a recycling fee that has been included as a part of the quarterly utility bill.

Ramsey County has announced that cities may apply for SCORE funds for 2011. Grant amounts are based on the amount of funds received from the State and the city's population. In 2011 Roseville is eligible for \$70,327.

The application process for the grant requires a resolution adopted by the City Council.

Financial Implications

The grant will be used to pay a portion of the Curbside Recycling Program.

Staff Recommendation

It is recommended the Council adopt a resolution authorizing the City Manager to apply for the grant.

Requested Council Action

A motion adopting a resolution authorizing the City Manager to submit a grant application to Ramsey County for a 2011 SCORE Grant in amount of \$70,327.00.

1 **EXTRACT OF MINUTES OF MEETING**
2 **OF THE**
3 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

4
5 * * * * *

6
7 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of
8 Ramsey, Minnesota was duly held on the 25th day of October, 2010, at 6:00 p.m.

9
10 The following members were present:

11
12 and the following were absent:.

13
14 Member ____ introduced the following resolution and moved its adoption:

15
16 **RESOLUTION No.**

17
18 **RESOLUTION REQUESTING 2011 SCORE FUNDING GRANT**
19 **FOR USE IN ROSEVILLE’S RESIDENTIAL RECYCLING PROGRAM**
20

21 WHEREAS, the Roseville City Council is committed to residential waste abatement through its curbside
22 recycling program, Clean Up Day, and Leaf Pick Up Program; and

23
24 WHEREAS, in order to improve Roseville’s waste abatement programs and minimize the cost to Roseville
25 residents; and

26
27 WHEREAS, Ramsey County has SCORE Funding Grants available for 2011;

28
29 NOW THEREFORE, BE IT RESOLVED, that the City Manager is authorized to submit a grant application to
30 Ramsey County for a 2011 SCORE Funding Grant and that that grant will be used for Roseville’s waste
31 abatement programs.

32
33
34 The motion for the adoption of the foregoing resolution was duly seconded by Member ____, and upon a vote
35 being taken thereon, the following voted in favor thereof:

36
37 and the following voted against the same: .

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39 WHEREUPON said resolution was declared duly passed and adopted.
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William J. Malinen, City Manager

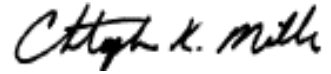
REQUEST FOR COUNCIL ACTION

Date: 10/25/10
Item No.: 7 . C

Department Approval



Acting City Manager Approval



Item Description: Energy Use Update

BACKGROUND:

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

Prepared by: Duane Schwartz, Public Works Director

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



Public Works Maintenance Department

Memo

To: Duane Schwartz, Public Works Director
From: Pat Dolan, Fleet & Facility Supervisor
Date: October 25, 2010
Re: Energy Use Update

The following is an update of the Roseville Energy and Conservation Team supported energy savings areas we have achieved as of September 30, 2010. In these areas, 2009 was used as a baseline.

Fleet Fuel Reduction

Goal

Our goal for the rest of 2010 is to continue to reduce fuel consumption.

Accomplishment

From June 1 through September 30, City fuel usage increased by 3.8% compared to last year. This was in part due to increased mowing and street maintenance operations and an extra vehicle in the Police Department

Summary

We will continue to follow the recommendations of the “no idle policy” and practice efficient driving habits that have been established over the last couple years. It must be noted that the weather plays an important component of fuel usage. With more snow, street fuel usage will go up. With more hot, wet weather we will be out mowing more. July and August 2010 had higher temperatures and rainfall than 2009. Thus, our fuel usage for July and August increased. With each vehicle purchase, energy efficiency is considered in the decision-making process. We will continue to look for and consider alternative fuel options, as they become available.

Building Energy Management

Goal

Our goal is to continue to reduce overall energy consumption from 2009.

Accomplishment

From June 1 through September 30, 2010 we continued to see improvements in performance due to the HVAC system evaluation and adjustments made in the first quarter.

Electric

Electric usage in City Hall decreased by 2.5%, and the Maintenance Center usage increased slightly by 0.2%, compared to the same quarter in 2009. The slight increase is due to excessive heat in July and August.

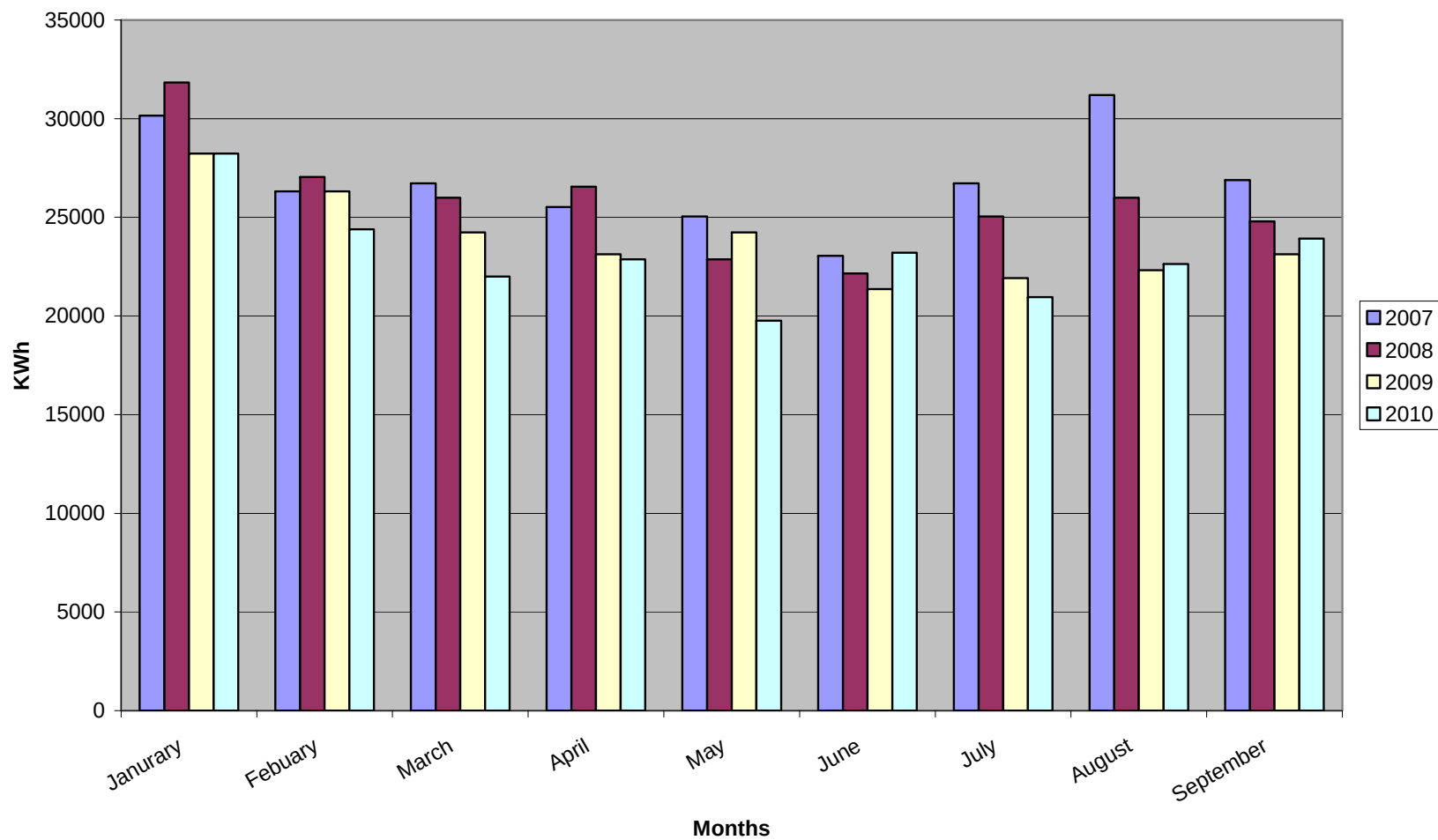
Gas

City Hall gas usage decreased by 68%, and Public Works decreased usage by 11%. The reductions are due to the adjustments made to the HVAC systems last quarter, and a higher thermostat setting of 74 degrees for summer months.

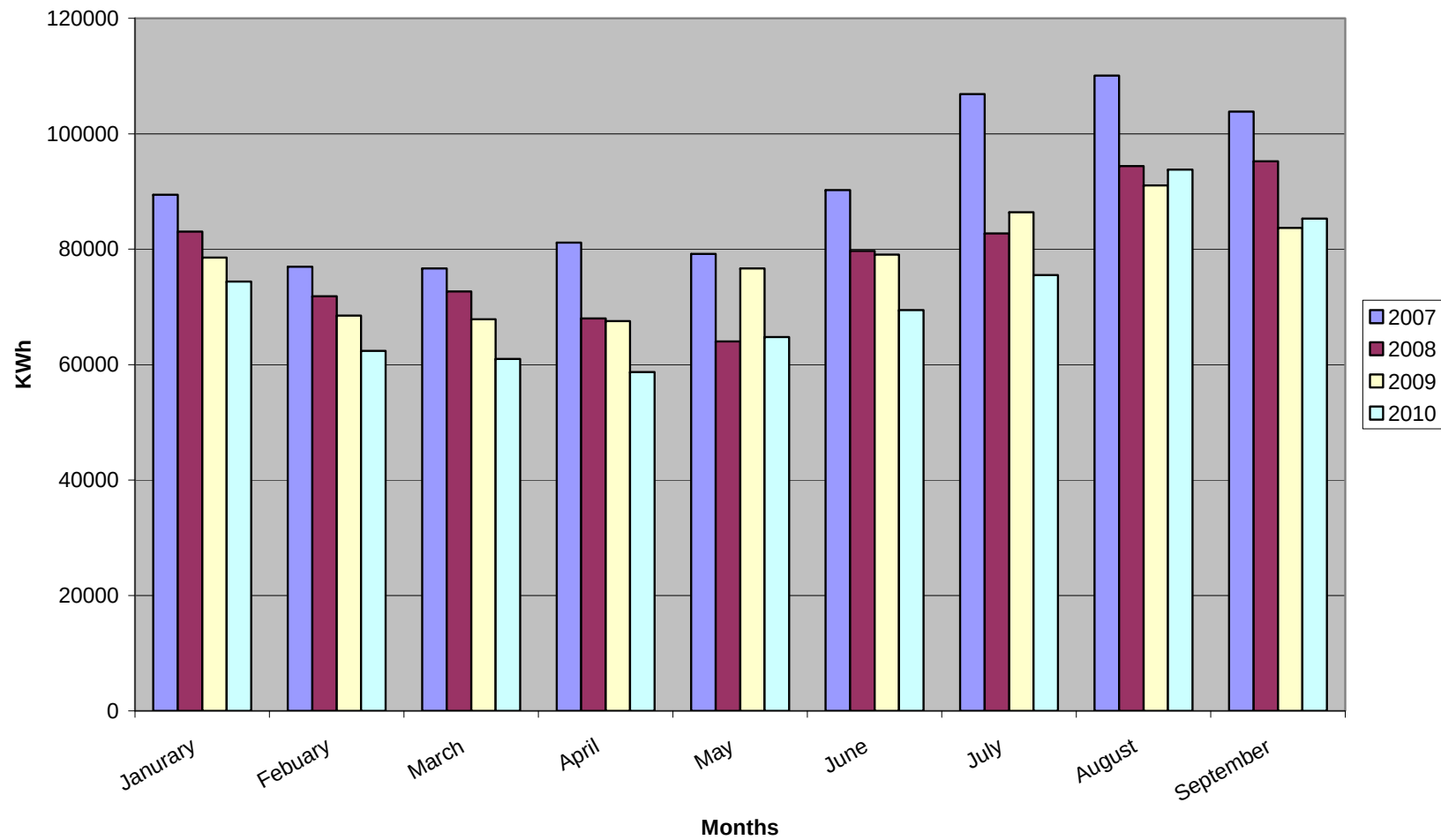
Summary

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

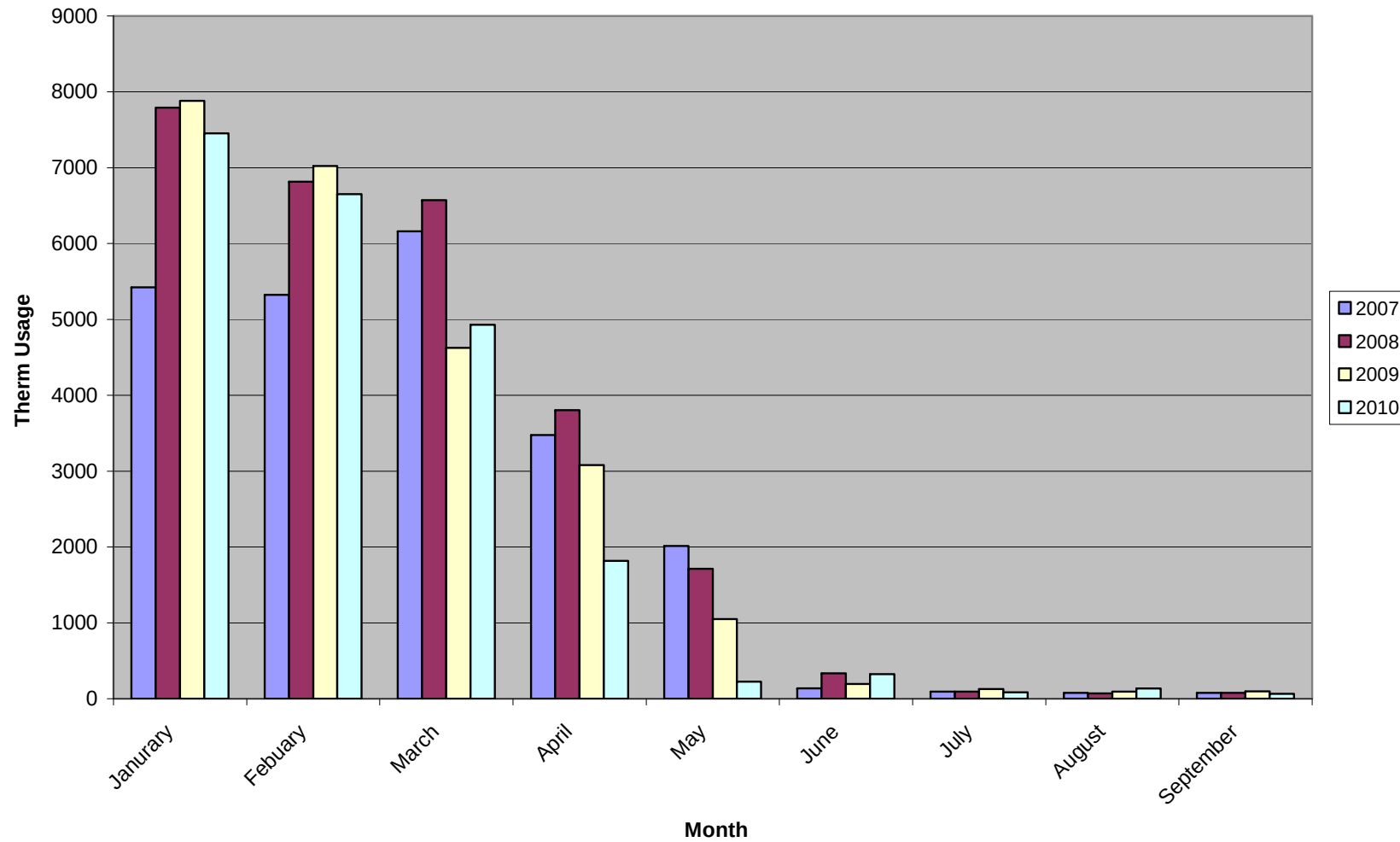
**Public Works Electric Usage
2007 through 2010 (Jan - Sept)**



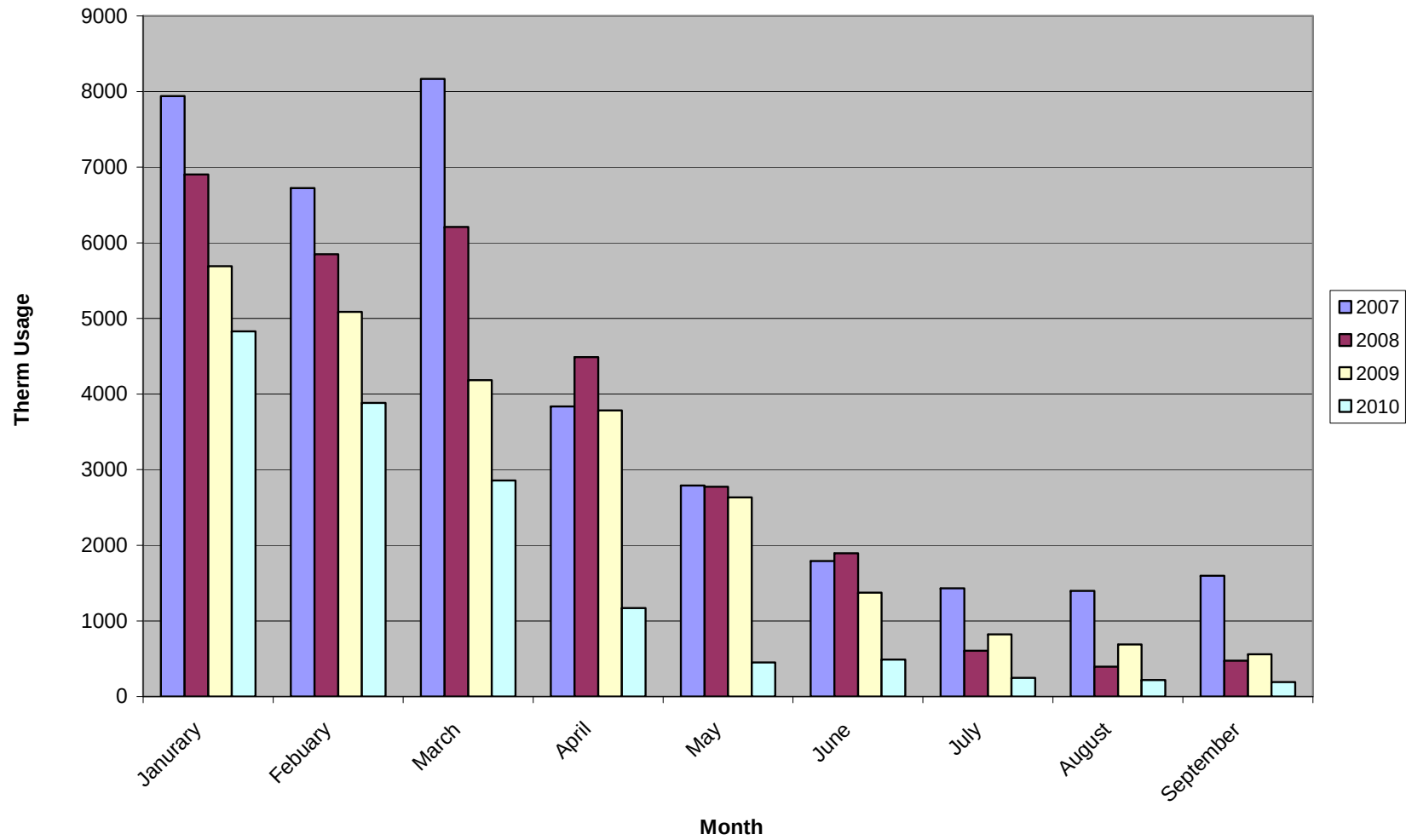
**City Hall Electric Usage
2007 through 2010 (Jan - Sept)**



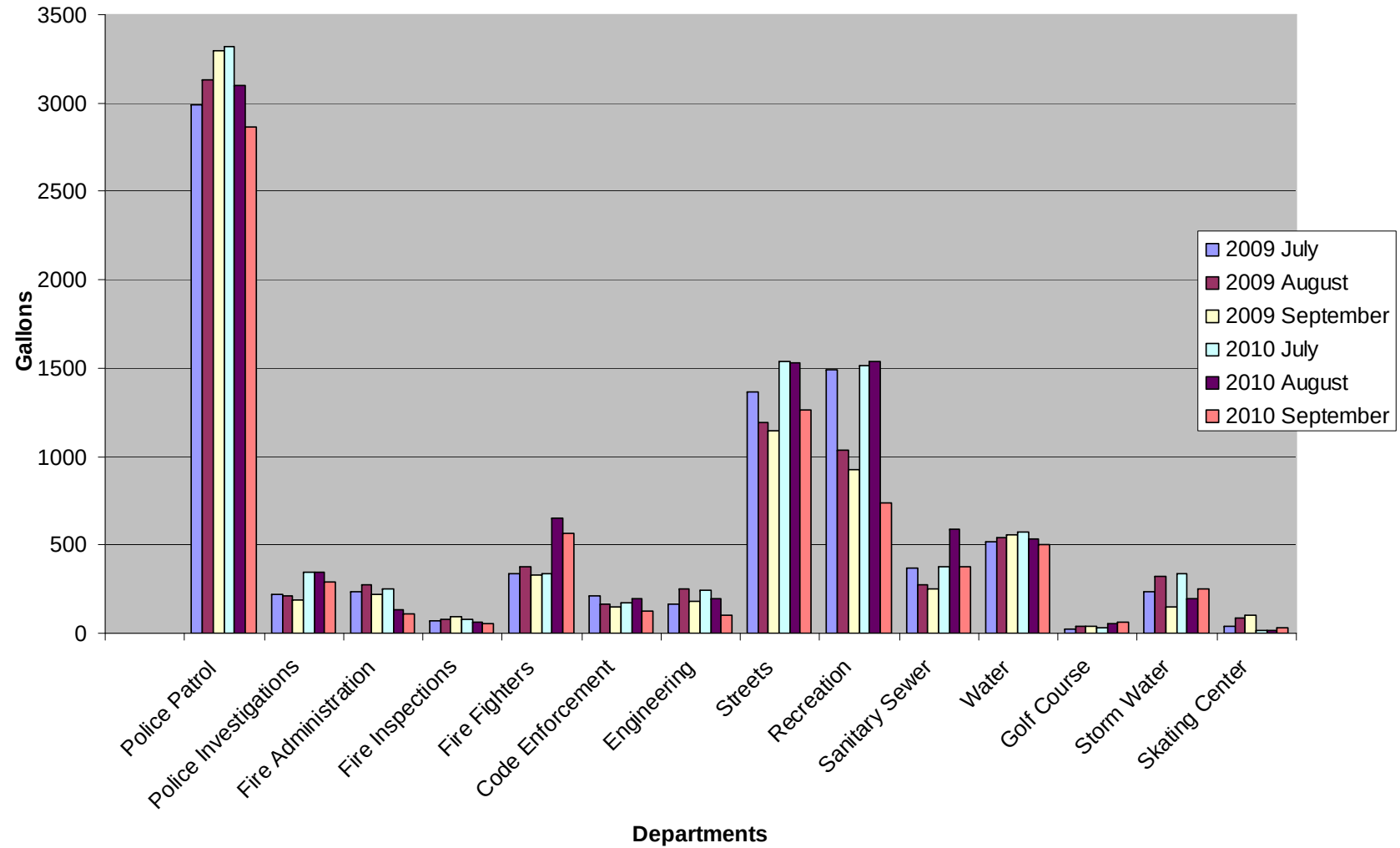
**Public Works Gas Usage
2007 through 2010 (Jan - Sept)**



**City Hall Gas Usage
2007 through 2010 (Jan - Sept)**



Fuel Usage For 2009 and 2010 By Department





Memo

To: Mr. Lonnie Brokke, Parks and Recreation Director
From: Brad Tullberg, Skating Center Superintendent
Date: October 15, 2010
Re: Skating Center Energy Usage Update

The following information is an update of the energy use at the Roseville Skating Center as of August 31, 2010.

Skating Center Natural Gas Usage

Goal

Our goal for 2010 is to realize a 20% reduction in natural gas consumption compared to 2009 without a reduction in patron comfort.

Accomplishment

From January 1 through August 31, natural gas consumption (in therms) is down 31.6% as compared to the same period in 2009.

Summary

On average, monthly temperatures were 5 degrees warmer in 2010 than in 2009 accounting for some of the additional savings in natural gas consumption. Also, a programming change in the geothermal system is allowing us to realize greater savings than in 2009. We will continue to closely monitor natural gas consumption and make adjustments as we become more familiar with the capabilities of the geothermal system.

Skating Center Electrical Usage

Goal

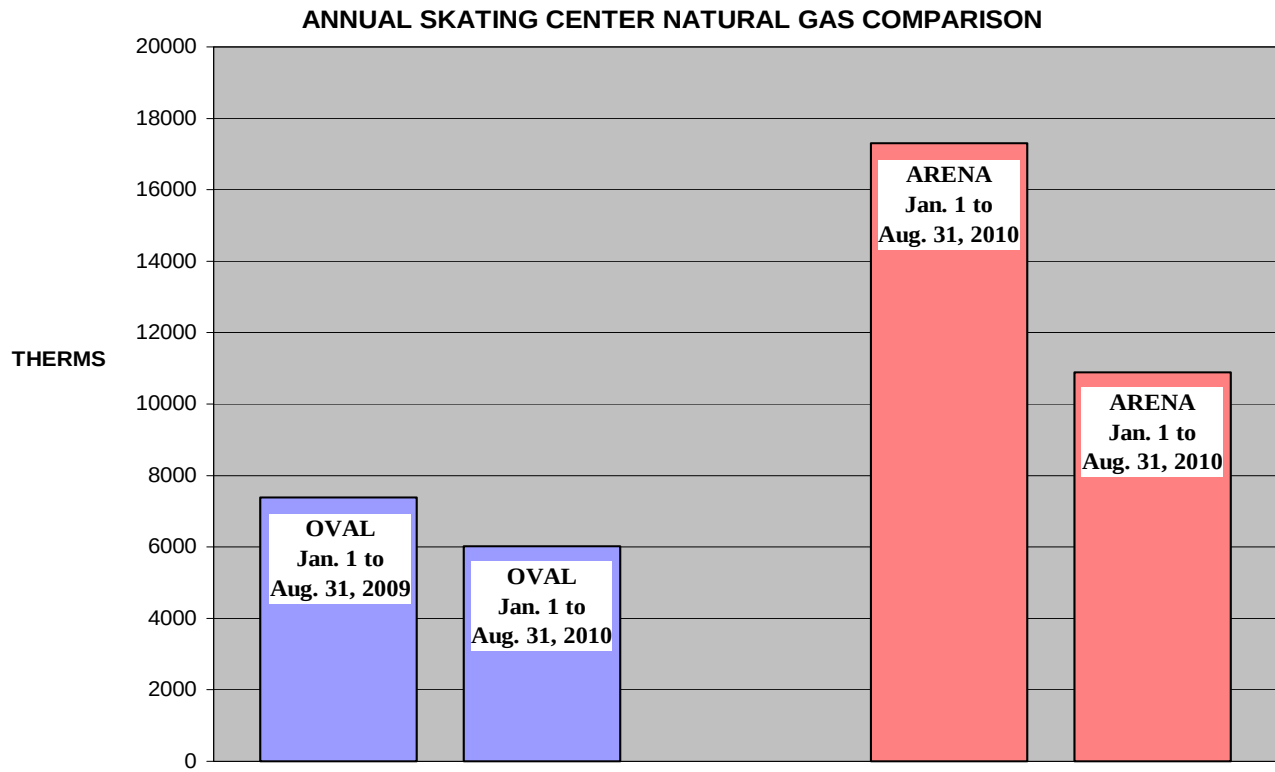
Our goal for 2010 is to maintain the same level of electrical consumption as in 2009.

Accomplishment

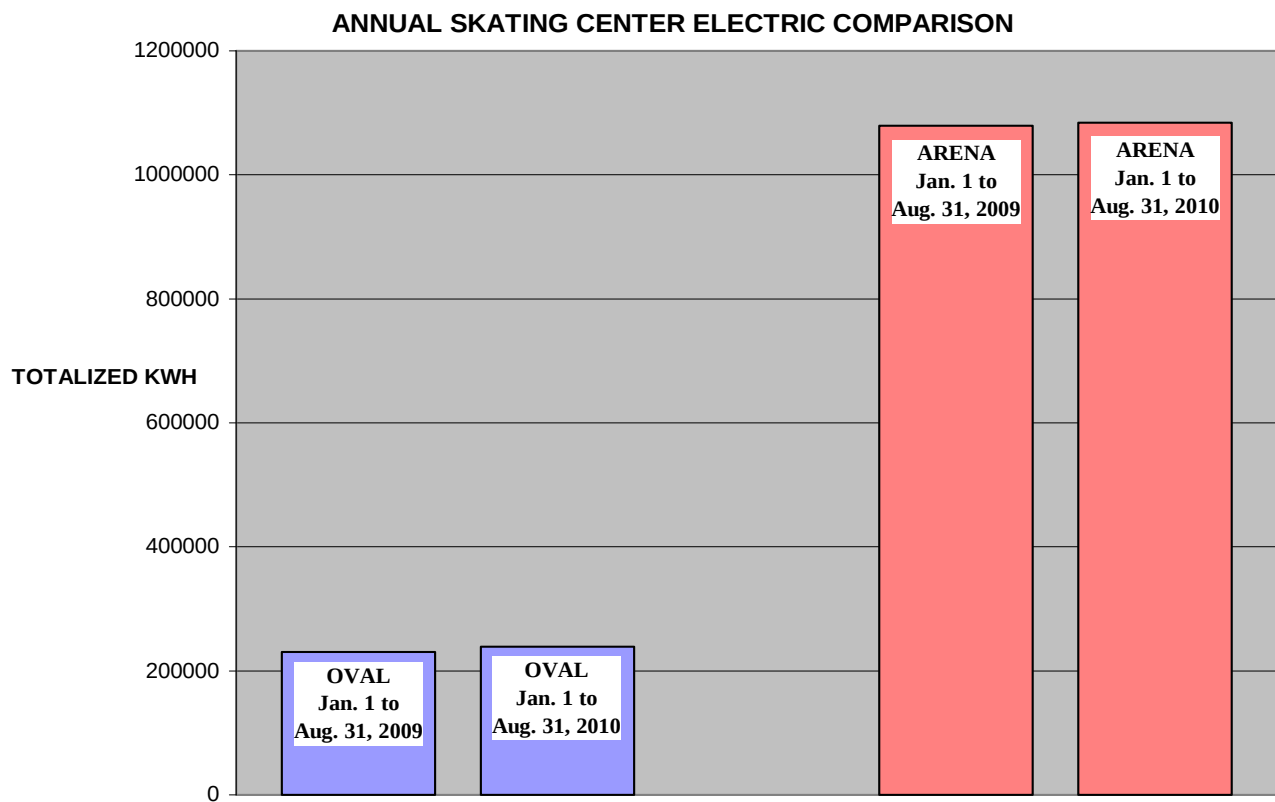
From January 1 through August 31, electrical consumption is up 1.7% as compared to the same period in 2009.

Summary

On average, monthly temperatures were 5 degrees warmer in 2010 than in 2009 accounting for some of the additional electric consumption. Staff will continue to work to maximize the efficiency of the facility to control electrical costs and maintain natural gas savings.



- OVAL Natural Gas consumption is down 18.6% from 2009
- Arena Natural Gas consumption is down 37.1% from 2009
- Overall Skating Center Natural Gas Consumption is down 31.6% from 2009



- OVAL Electric consumption is up 3.8% from 2009
- Arena Electric consumption is up 1.3% from 2009
- Overall Skating Center Electric Consumption is up 1.7% from 2009

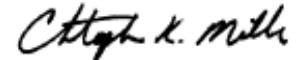
REQUEST FOR COUNCIL ACTION

Date: 10/25/10
Item No.: 7.d

Department Approval



Acting City Manager Approval



Item Description: Award Bid and Approve Drainage Easements for Rosewood Wetland and Midland Hills Road Drainage Improvements

BACKGROUND

On March 24, 2008, the City Council authorized a study of the storm water hydrology of the Walsh Lake subwatershed located in the neighborhood southeast of Midland Hills Golf Course ("Rosewood Neighborhood") due to neighborhood concerns about localized street flooding and damage to property. This area includes the following streets: Midland Hills Road, Draper Avenue, Rosedale Drive, Westwood Circle, Hythe Street, Skillman Avenue, North Rosewood Lane, and South Rosewood Lane.

WSB and Associates, Inc., completed the modeling for this area, as well as the final design for the drainage improvements to mitigate the flooding in the neighborhood. WSB's analysis showed that the flooding concerns in the neighborhood were separated into two distinct watersheds. The final design includes two improvements to alleviate the flooding concerns in the neighborhood. The first improvement was the construction of 19 rain gardens throughout the neighborhood. This project was completed this summer.

The second improvement consists of the expansion of the wetland located between 2235 and 2211 Rosewood Lane North and the construction of an underground storage chamber along Midland Hills Road.

The wetland is prone to flooding during large rain events, and in the past, has inundated two nearby homes. The drainage study determined that a majority of the runoff to this wetland comes from the golf course. After reviewing several alternatives, it was determined that the most cost effective solution is to increase storage in this wetland. The proposed project to provide flood protection to these homes is to expand and deepen the wetland. Existing conditions result in up to one foot of flooding above the low building elevations. The wetland expansion will provide one foot of freeboard, or the high water level will be one foot lower than the low building elevations. The expansion will occur onto the Midland Hills Country Club (MHCC) property, as well as private property adjacent to the MHCC.

The underground storage chamber, in combination with the constructed rain gardens, will reduce the runoff volume of water and change the rate at which water reaches the bottleneck in the storm sewer system at Draper Avenue and Midland Hills Road. Past storms have caused flooding up to 2 feet higher than the lowest floor elevation at 2241 Rosewood Lane South. A

backflow preventor will be installed in the existing storm sewer inlet and a berm will be constructed at 2241 Rosewood, which will prevent the street flooding from entering the yard and the home. The underground storage chamber will be located within right-of-way, and on MHCC property

City staff has worked with the MHCC to ensure that the proposed expansion and underground storage chamber does not impact the golf course, and that valued trees are protected whenever possible. Staff has worked with the City Attorney and the MHCC Board to develop agreements to be signed by the MHCC to allow this work to occur and provide the City a ponding and drainage easement over both areas. The MHCC Board will be meeting on Thursday, October 28 and will review the easement documents for approval.

Staff is also working with four private property owners whose land will be impacted by the proposed project. Three of the four property owners have granted ponding and drainage easements to the City. City staff is working with the remaining property owner to obtain an easement in order to complete this project.

This project is proposed to begin in November, contingent upon easement acquisition. By awarding the contract at this time, staff can execute contract documents with the Contractor and begin coordination with the Contractor, so that work may begin in a timely manner once all easements are acquired. The City Attorney has reviewed the contract documents and is comfortable with awarding the project prior to acquiring all easements. The contract language clearly states the project start is contingent upon acquisition of all easements.

POLICY OBJECTIVE

In 2007, the Walsh Lake subwatershed was added as a problem area to the City's Comprehensive Surface Water Management Plan (CSWMP.) One of the goals from the City's CSWMP is to provide flood protection for all residents and structures as well as protect the integrity of conveyance channels and storm water detention areas. This project is also consistent with City water quality goals.

Based on past practice, the City Council has awarded contracts to the lowest responsible bidder. In this case the lowest bidder is Minnesota Dirt Works, Inc., of Lonsdale, Minnesota.

FINANCIAL IMPACTS

We received eight bids for the Rosewood Wetland and Midland Hills Road Drainage Improvements. Bids were received on September 29, 2010. The low bid submitted by Minnesota Dirt Works, Inc., \$219,169.90, is within the budgeted amount for this project. This work is funded in the Storm Sewer Infrastructure Funds, as well as with grants received from the Ramsey Conservation District and the Rice Creek Watershed District. The following is a list of bids received:

BIDDER	AMOUNT
Minnesota Dirt Works, Inc.	\$219,169.90
Stocker Excavating, Inc.	\$232,947.60
Peterson Companies, Inc.	\$255,977.26
Sunram Construction,	\$275,620.15

Park Construction Company	\$278,306.29
C.W. Houle, Inc.	\$293,903.50
Forest Lake Contracting, Inc.	\$306,237.00
G.F. Jedlicki, Inc.	\$310,182.00

74 **REQUESTED COUNCIL ACTION**

75 Motion adopting a resolution awarding a bid for Rosewood Wetland and Midland Hills Road
76 Drainage Improvements in the amount of \$219,169.90 to Minnesota Dirt Works, Inc., contingent
77 upon easement acquisition, and approving drainage easements from 2195 Rosewood Lane North,
78 2201 Rosewood Lane North and 2211 Rosewood Lane North.

79

Prepared by: Kristine Giga, Civil Engineer

Attachments: A: Resolution
B: 2195 Rosewood Lane North easement
C: 2201 Rosewood Lane North easement
D: 2211 Rosewood Lane North easement

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held in the City Hall at 2660 Civic Center Drive, Roseville, Minnesota, on Monday, the 25th day of October, 2010, at 6:00 p.m.

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

Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION No.
RESOLUTION AWARDDING BIDS
FOR ROSEWOOD WETLAND AND MIDLAND HILLS ROAD DRAINAGE
IMPROVEMENTS**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Wednesday, September 29, 2010, at 9:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

BIDDER	AMOUNT
Minnesota Dirt Works, Inc.	\$219,169.90
Stocker Excavating, Inc.	\$232,947.60
Peterson Companies, Inc.	\$255,977.26
Sunram Construction,	\$275,620.15
Park Construction Company	\$278,306.29
C.W. Houle, Inc.	\$293,903.50
Forest Lake Contracting, Inc.	\$306,237.00
G.F. Jedlicki, Inc.	\$310,182.00

WHEREAS, it appears that Minnesota Dirt Works, Inc., of Lonsdale, Minnesota, is the lowest responsible bidder at the tabulated price of \$219,169.90 and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

1. The Mayor and Manager are hereby authorized and directed to enter into a contract with Minnesota Dirt Works, Inc. for \$219,169.90 in the name of the City of Roseville, contingent upon easement acquisition, for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
2. The City Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the next lowest bidder shall be retained until contracts have been signed.

40

41 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
42 Minnesota:

43

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

47

48 Whereupon said resolution was declared duly passed and adopted.

49

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of October, 2010, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25th day of October, 2010.

William J. Malinen, City Manager

(SEAL)

DRAINAGE & PONDING EASEMENT

08-13

17-13-02

Muriel Rae Wamstad, a single person, residing at 2195 North Rosewood Lane ("Grantor"), hereby conveys a perpetual easement to the City of Roseville, a municipal corporation ("Grantee"), under the terms set forth herein.

WITNESSETH

WHEREAS, Grantor is the owner in fee of certain real property (the "Subject Property") located in Ramsey County, Minnesota, legally described as follows:

Lot 14, Block 1, ROSEWOOD, according to the recorded plat thereof, Ramsey County, Minnesota.

WHEREAS, Grantor and Grantee desire to provide for an easement in perpetuity over a portion of the Subject Property in favor of Grantee for the purpose of maintaining a stormwater pond across the Subject Property.

NOW THEREFORE, in consideration of the premises, the parties agree as follows.

1. Grantor hereby grants to Grantee an easement in perpetuity over, under and across that real property located within the Subject Property legally described as follows and as depicted in Exhibit A (the "Easement Area"):

That part of Lot 14, Block 1, ROSEWOOD, according to said plat on file and of record in the office of the County Recorder, Ramsey County, Minnesota, which lies northerly of the following described line:

Beginning at a point on the west line of said Lot 14, distant 17.00 feet south of the northwest corner of said Lot 14, as measured along said west line; thence easterly, to a point on the east line of said Lot 14, distant 5.00 feet south of the northeast corner of said Lot 14, as measured along said east line, and said line there terminating.

2. Grantor warrants that it is the owner of the property containing the Easement Area, and has the right, title and capacity to convey to the Grantee the Easement herein.

3. The easement in perpetuity granted herein is for flowage within the Easement Area and allows Grantee to use the Easement Area to construct, maintain, inspect, and repair a stormwater pond to convey water across the Subject Property.

4. For the purposes described in paragraph 3, Grantee may operate motorized and non-motorized vehicles and equipment; store equipment and materials; temporarily stockpile spoils, sediments and debris; place and erect temporary structures; and all other activities necessary or convenient for those purposes. Grantee shall repair any damage to the Subject Property caused by its construction activity on the Easement Area under this easement. Grantee may cross and recross the Subject Property at reasonable times and locations in order to conduct any activity authorized under this Easement.

5. Grantor may use the Easement Area for any purpose that does not diminish the hydraulic capacity of the stormwater pond and does not interfere with activity of Grantee under this Easement.

6. This Easement is perpetual; shall run with and burden the Subject Property; and shall be binding on Grantor's representatives, heirs, successors and assigns.

IN WITNESS WHEREOF, this Easement is executed.


Grantor

STATE OF MINNESOTA)

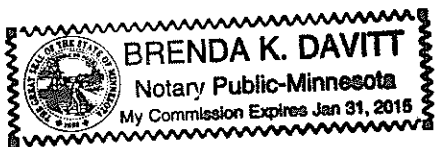
COUNTY OF Ramsey

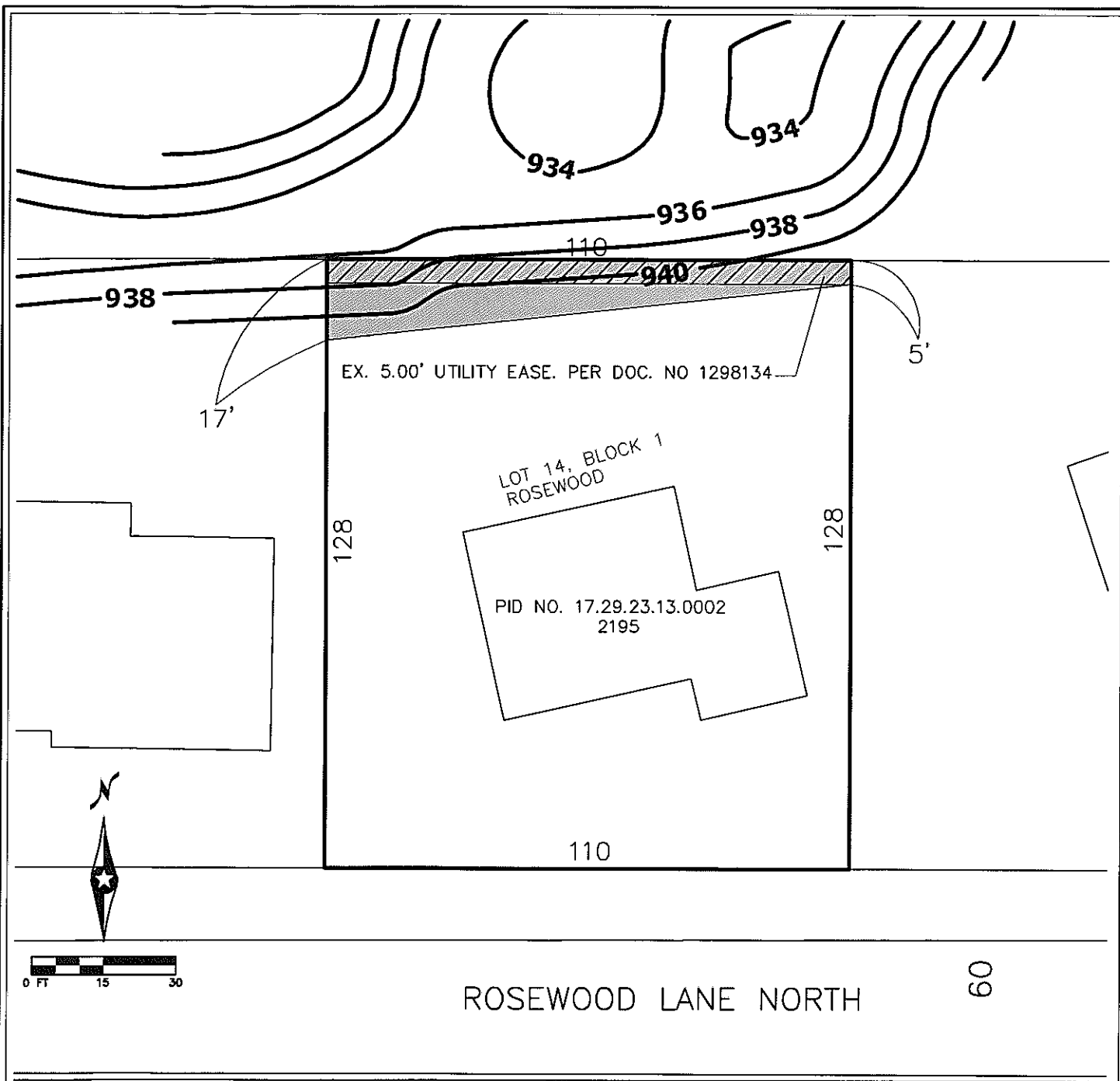
) ss.
)

The foregoing instrument was acknowledged before me this 15 day of March, 2010 by Muriel Rae Wamstad, a single person, Grantor.


Notary Public

SEAL





I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

STEVEN V. ISCHE

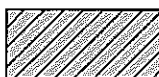
Steven V. Ische

DATE. 10/25/09

REG.NO. 22703



PROPOSED PERMANENT UTILITY, DRAINAGE AND PONDING EASEMENT UNENCUMBERED BY EX. UTILITY EASE. AREA=659 SQ FT



PROPOSED PERMANENT UTILITY, DRAINAGE AND PONDING EASEMENT ENCUMBERED BY EX. UTILITY EASE. AREA=550 SQ FT

Prepared by:



701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
www.wsbeng.com

763-541-4800 - Fax 763-541-1700
INFRASTRUCTURE • ENGINEERING • PLANNING • CONSTRUCTION

**ROSEWOOD LANE NORTH
EASEMENT EXHIBIT A
ROSEVILLE, MINNESOTA**

WSB Project No. 1797-02

Date: 10-8-09
Revised: 10-23-09

2195 ROSEWOOD LANE NORTH

DRAINAGE & PONDING EASEMENT

08-13

17-13-03

Ivars Kauls and Honore Gloria Kauls, husband and wife, residing at 2201 North Rosewood Lane ("Grantor"), hereby convey a perpetual easement to the City of Roseville, a municipal corporation ("Grantee"), under the terms set forth herein.

WITNESSETH

WHEREAS, Grantor is the owner in fee of certain real property (the "Subject Property") located in Ramsey County, Minnesota, designated by Ramsey County Parcel No. 172923130003 and legally described as follows:

Lot 15, Block 1, ROSEWOOD, according to the recorded plat thereof, Ramsey County, Minnesota.

WHEREAS, Grantor and Grantee desire to provide for an easement in perpetuity over a portion of the Subject Property in favor of Grantee for the purpose of maintaining a stormwater pond across the Subject Property.

NOW THEREFORE, in consideration of the premises, the parties agree as follows.

1. Grantor hereby grants to Grantee an easement in perpetuity over, under and across that real property located within the Subject Property legally described as follows and as depicted in Exhibit A (the "Easement Area"):

The north 17.00 feet of Lot 15, Block 1, ROSEWOOD, according to said plat on file and of record in the office of the County Recorder, Ramsey County, Minnesota.

2. Grantor warrants that it is the owner of the property containing the Easement Area, and has the right, title and capacity to convey to the Grantee the Easement herein.

3. The easement in perpetuity granted herein is for flowage within the Easement Area and allows Grantee to use the Easement Area to construct, maintain, inspect, and repair a stormwater pond to convey water across the Subject Property.

4. For the purposes described in paragraph 3, Grantee may operate motorized and non-motorized vehicles and equipment; store equipment and materials; temporarily stockpile spoils, sediments and debris; place and erect temporary structures; and all other activities necessary or convenient for those purposes. Grantee shall repair any damage to the Subject Property caused by its activity on the Easement Area under this easement. Grantee may cross and recross the Subject Property at reasonable times and locations in order to conduct any activity authorized under this Easement.

5. Grantor may use the Easement Area for any purpose that does not diminish the hydraulic capacity of the stormwater pond and does not interfere with activity of Grantee under this Easement.

6. This Easement is perpetual; shall run with and burden the Subject Property; and shall be binding on Grantor's representatives, heirs, successors and assigns.

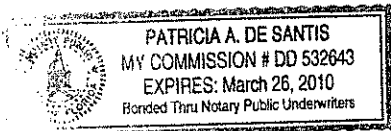
IN WITNESS WHEREOF, this Easement is executed.

Ivars Kauls
Grantor Ivars Kauls

STATE OF ~~MINNESOTA~~) FLORIDA
COUNTY OF LEE) ss.
)

The foregoing instrument was acknowledged before me this 22ND day of JANUARY, 2010
by I VARS KAULS.

SEAL



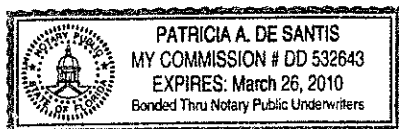
Patricia A. De Santis
Notary Public

Gloria H. Kauls
Grantor Gloria H. Kauls

STATE OF ~~MINNESOTA~~) FLORIDA
COUNTY OF LEE) ss.
)

The foregoing instrument was acknowledged before me this 22ND day of JANUARY, 2010
by GLORIA H KAULS.

SEAL



Patricia A. De Santis
Notary Public

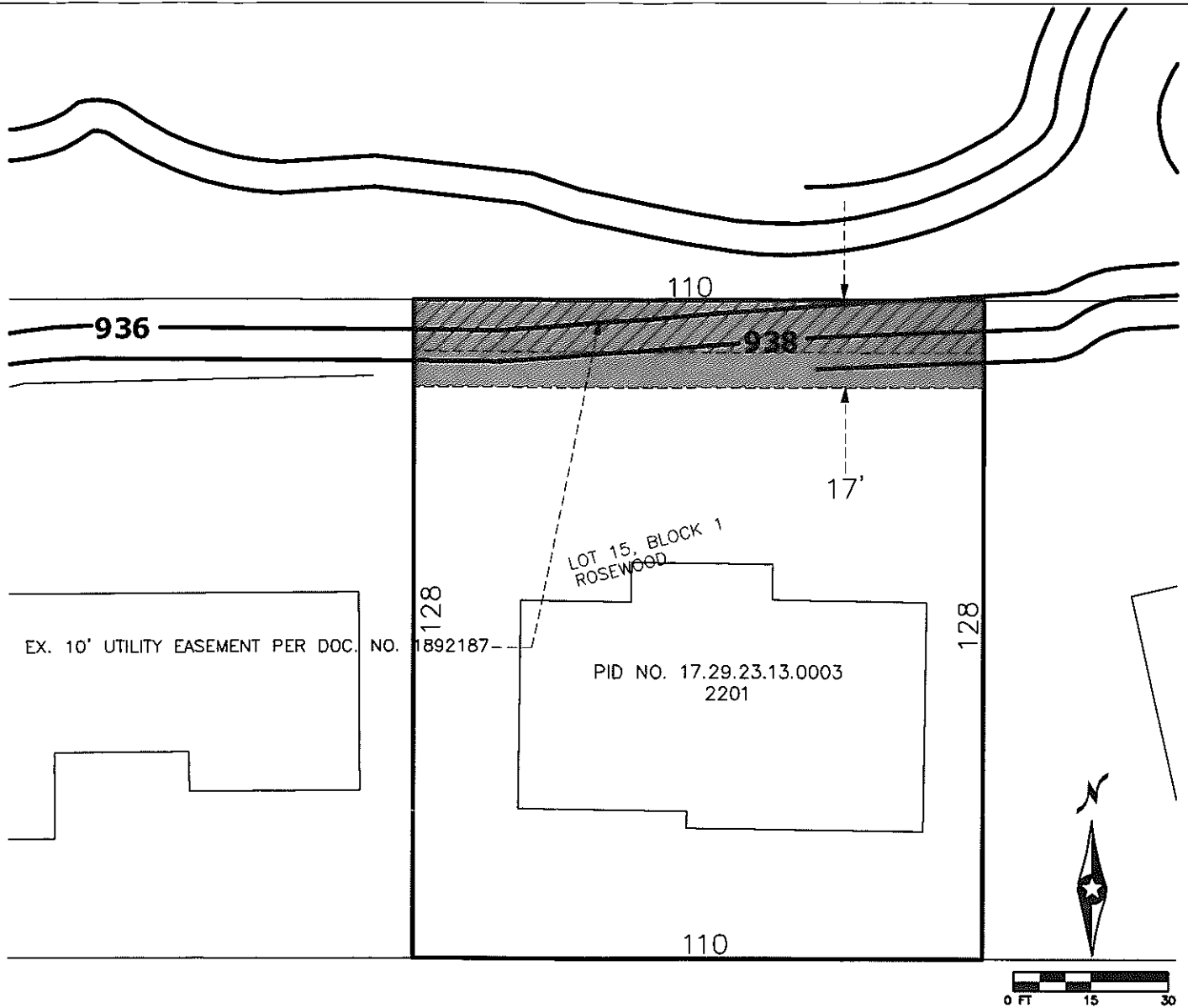
By _____
Its _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2010, by _____.

THIS INSTRUMENT WAS DRAFTED BY:
City of Roseville
Engineering Department
2660 Civic Center Drive
Roseville, MN 55113

3



ROSEWOOD LANE NORTH

69

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR
UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY
REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE
OF MINNESOTA

STEVEN V. ISCHE

Steven V. Ische

DATE: 10/25/09

REG.NO. 22703



PROPOSED PERMANENT UTILITY, DRAINAGE AND PONDING
EASEMENT UNENCUMBERED BY EX. UTILITY EASEMENT AREA=770 SQFT



PROPOSED PERMANENT UTILITY, DRAINAGE AND PONDING
EASEMENT ENCUMBERED BY EX. UTILITY EASEMENT AREA=1100 SQFT

Prepared by:



701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
www.wsbing.com

763-641-1000 • Fax 763-641-1700
INFRASTRUCTURE • ENGINEERING • PLANNING • CONSTRUCTION

**ROSEWOOD LANE NORTH
EASEMENT EXHIBIT A
ROSEVILLE, MINNESOTA**

WSB Project No.1797-02

Date: 10-8-09
Revised: 10-23-09

2201 ROSEWOOD LANE NORTH

DRAINAGE & PONDING EASEMENT

08-13

17-13-04

Ward C. Schendel and Catherine L. B. Schendel, husband and wife, residing at 2211 North Rosewood Lane ("Grantor"), hereby convey a perpetual easement to the City of Roseville, a municipal corporation ("Grantee"), under the terms set forth herein.

WITNESSETH

WHEREAS, Grantor is the owner in fee of certain real property (the "Subject Property") located in Ramsey County, Minnesota, designated by Ramsey County Parcel No. 172923130004 and legally described as follows:

Lot 16, Block 1, ROSEWOOD, according to the recorded plat thereof, Ramsey County, Minnesota.

WHEREAS, Grantor and Grantee desire to provide for an easement in perpetuity over a portion of the Subject Property in favor of Grantee for the purpose of maintaining a stormwater pond across the Subject Property.

NOW THEREFORE, in consideration of the premises, the parties agree as follows.

1. Grantor hereby grants to Grantee an easement in perpetuity over, under and across that real property located within the Subject Property legally described as follows and as depicted in Exhibit A (the "Easement Area"):

That part of Lot 16, Block 1, ROSEWOOD, according to said plat on file and of record in the office of the County Recorder, Ramsey County, Minnesota, lying northwesterly, and northerly of the following described line:

Beginning at a point on the west line of said Lot 16, distant 55.00 feet south of the northwest corner of said Lot 16, as measured along said west line; thence northeasterly, to its intersection with a line drawn parallel with and distant 20.40 feet south of the north line of said Lot 16, and a line drawn parallel with and distant 8.40 feet east of said west line of Lot 16; thence northeasterly, to its intersection with a

line drawn parallel with and distant 14.30 feet south of said north line of Lot 16, and a line drawn parallel with and distant 34.60 feet east of said west line of Lot 16; thence easterly to a point on the east line of said Lot 16, distant 13.00 feet south of the northeast corner of said Lot 16, as measured along said east line, and said line there terminating.

2. Grantor warrants that it is the owner of the property containing the Easement Area, and has the right, title and capacity to convey to the Grantee the Easement herein.

3. The easement in perpetuity granted herein is for flowage within the Easement Area and allows Grantee to use the Easement Area to construct, maintain, inspect, and repair a stormwater pond to convey water across the Subject Property.

4. For the purposes described in paragraph 3, Grantee may operate motorized and non-motorized vehicles and equipment; store equipment and materials; temporarily stockpile spoils, sediments and debris; place and erect temporary structures; and all other activities necessary or convenient for those purposes. Grantee shall repair any damage to the Subject Property caused by its activity on the Easement Area under this easement. Grantee may cross and recross the Subject Property at reasonable times and locations in order to conduct any activity authorized under this Easement.

5. Grantor may use the Easement Area for any purpose that does not diminish the hydraulic capacity of the stormwater pond and does not interfere with activity of Grantee under this Easement.

6. This Easement is perpetual; shall run with and burden the Subject Property; and shall be binding on Grantor's representatives, heirs, successors and assigns.

IN WITNESS WHEREOF, this Easement is executed.

Ward C Schendel
Grantor

STATE OF MINNESOTA)

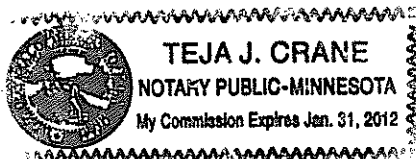
) ss.

COUNTY OF Hennepin)

The foregoing instrument was acknowledged before me this 30th day of December, 2009
by Ward C. Schendel.

[Signature]
Notary Public

SEAL



Catherine Schendel

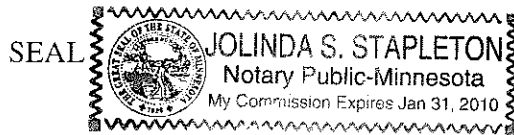
Grantor

STATE OF MINNESOTA) Anoka) ss.

COUNTY OF Hennepin)

The foregoing instrument was acknowledged before me this 31 day of December, 2009
by Catherine Schendel.

Jolinda Stapleton
Notary Public



**CITY OF ROSEVILLE,
Grantee**

By _____
Its _____

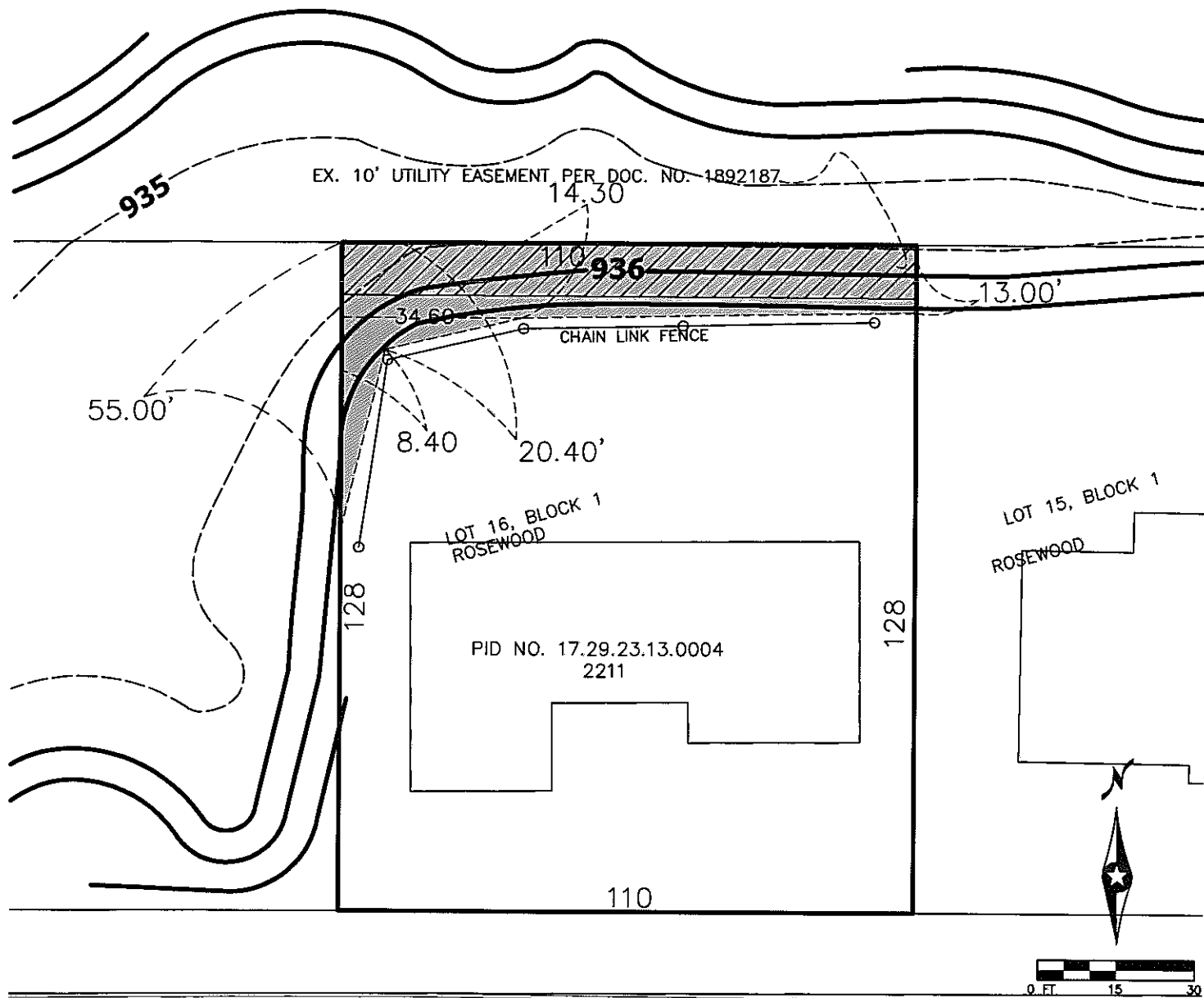
STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2010, by _____.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Roseville
Engineering Department
2660 Civic Center Drive
Roseville, MN 55113

\\metro-inet\\Roseville\\PublicWorks\\Engineering\\Projects\\2008_Projects\\08-13_WalshLake\\Easements\\MidlandHills.doc



ROSEWOOD LANE NORTH

60

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

STEVEN V. ISCHE

Steven V. Ische

DATE: 10/25/09 REG.NO. 22703



PROPOSED PERMANENT UTILITY, DRAINAGE AND PONDING EASEMENT UNENCUMBERED BY EX. UTILITY EASEMENT AREA=700 SQ FT



PROPOSED PERMANENT UTILITY, DRAINAGE AND PONDING EASEMENT ENCUMBERED BY EX. UTILITY EASEMENT AREA=1100 SQ FT

Prepared by:



701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
www.wsbenrg.com

INFRASTRUCTURE • ENGINEERING • PLANNING • CONSTRUCTION

**ROSEWOOD LANE NORTH
EASEMENT EXHIBIT A**

ROSEVILLE, MINNESOTA

WSB Project No. 1797-02

Date: 10-26-09
Revised Date: 11-24-09

2211 ROSEWOOD LANE NORTH

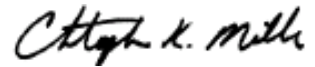
REQUEST FOR ACTION

DATE: 10/25/2010
ITEM NO: 11.a

Department Approval



Acting City Manager Approval



Item Description: Request by Glenn Rose Estate for approval of a proposed minor subdivision, creating 2 residential parcels from the existing parcel at 3053 Chatsworth St (PF10-028)

1.0 REQUESTED ACTION

The applicant requests approval of the proposed MINOR SUBDIVISION creating one additional residential parcel out of a single existing parcel.

Project Review History

- Application submitted and determined complete: October 1, 2010
- Sixty-day application review deadline: November 30, 2010
- Project report prepared: October 21, 2010
- Anticipated City Council action: October 25, 2010

2.0 SUMMARY OF RECOMMENDATION

The Planning Division recommends approval of the proposed MINOR SUBDIVISION; see Section 6 of this report for the detailed recommendation.

3.0 SUGGESTED ACTION

By motion, approve the proposed MINOR SUBDIVISION creating a total of three conforming parcels, pursuant to §1104.04 (Minor Subdivisions) of the City Code; see Section 7 of this report for the detailed action.

4.0 BACKGROUND

4.1 The property located in Planning District 4, has a Comprehensive Plan designation of Low-Density Residential (LR) and a zoning classification of Single-Family Residence (R-1) District.

4.2 A MINOR SUBDIVISION application has been submitted in lieu of the preliminary plat/final plat process because §1104.04E (Minor Subdivision) of the City Code establishes the three-parcel minor subdivision process to simplify those subdivisions “which create a total of three or fewer parcels, situated in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code.” The current application meets all of these criteria.

5.0 REVIEW OF PROPOSED MINOR SUBDIVISION

5.1 City Code §1004.016 (Dimensional and Setback Requirements) requires interior (i.e., non-corner) single-family parcels to be at least 85 feet wide and 110 feet deep, and to comprise at least 11,000 square feet in total area. Both proposed parcels are 475 feet deep, and the other details are as follows:

- a. The northern parcel would measure 102 feet in width and 48,450 square feet in area. The existing improvements would remain on this parcel, and the house would stand about 22 feet from the proposed shared parcel boundary. To avoid creating a nonconforming driveway setback as a result of approving the MINOR SUBDIVISION, Community Development staff would recommend requiring the removal of at least 5 feet of the exiting horseshoe driveway to achieve the required setback from the proposed southern parcel boundary. With the imminent onset of colder weather, it would be reasonable to allow the driveway to remain within the required setback until July 1, 2011. The approximate location of the proposed southern boundary of this parcel is shown in the site plan included with this report as Attachment C.
- b. The proposed southern parcel would be 85 feet wide and 40,375 square feet. Here, too, the existing accessory structure and remainder of the exiting horseshoe driveway should be removed by July 1, 2011 to avoid creating nonconforming conditions by approving the MINOR SUBDIVISION. If plans for new home construction utilizing the existing driveway have been submitted by June 1, 2011, then the bulk of the driveway may remain and only that pavement which is within the required 5-foot setback must be removed by July 1, 2011.

5.2 In reviewing the application, Roseville’s Development Review Committee (DRC) has confirmed that adequate sewer and water utilities are present in the Chatsworth Street right-of-way to serve the proposed parcels. The DRC also noted that that 6-foot wide drainage easements are required along the sides and rear of the new parcels, consistent with §1103.04 (Easements) of the City Code; these easements are shown in Attachment C as well. Other existing drainage conditions need to be resolved in order to prevent storm water problems for both of these properties; because the work well might involve more than can be required with a building permit for a new house on the proposed vacant

57 parcel, DRC staff recommend requiring the provision and implementation of a grading
58 plan – which may involve both proposed parcels – before the subdivision approval is
59 considered final.

60 5.3 According to the procedure established in §1104.04E, if a MINOR SUBDIVISION application
61 is approved, a survey of the approved parcels, the new legal descriptions, and any
62 necessary Quit Claim or Warranty deeds must be submitted within 30 days for
63 administrative review to verify consistency with the City Council’s approval; then the
64 approved survey must be recorded by the applicant with the Ramsey County Recorder.

65 6.0 PUBLIC COMMENT

66 Prior to public notification of the application and public hearing, Planning Division staff
67 received a phone call from someone who is concerned that the developer will cut down
68 the trees in the rear of the new parcel to position a new home in that location so that the
69 owner can better appreciate the trees in the adjacent Open Space of Ramsey County’s
70 Lake Josephine Park, which the caller felt would have an unreasonable impact on the
71 users of the Open Space.

72 7.0 RECOMMENDATION

73 Based on the comments and findings outlined in Sections 4-5 of this report, Planning
74 Division staff recommends approval of the proposed MINOR SUBDIVISION creating a total
75 of two conforming parcels, consistent with the attached site plan, with the following
76 conditions:

- 77 a. The applicant shall submit a topographic survey and grading/storm water
78 management plan for City approval, and implementation of the approved plan
79 shall be a necessary condition of the administrative approval of the final survey as
80 required in §1104.04E of the City Code;
- 81 b. At least 5 feet of the exiting horseshoe driveway shall be removed by July 1, 2011
82 to conform to the required setback from the southern parcel boundary; and
- 83 c. The exiting accessory structure and horseshoe driveway shall be removed from
84 the southern parcel by July 1, 2011. If plans for new home construction utilizing
85 the existing driveway have been submitted by June 1, 2011, the bulk of the
86 driveway may remain, but that pavement which is within the required 5-foot
87 setback from the northern parcel boundary shall be removed by July 1, 2011.

88 8.0 SUGGESTED ACTION

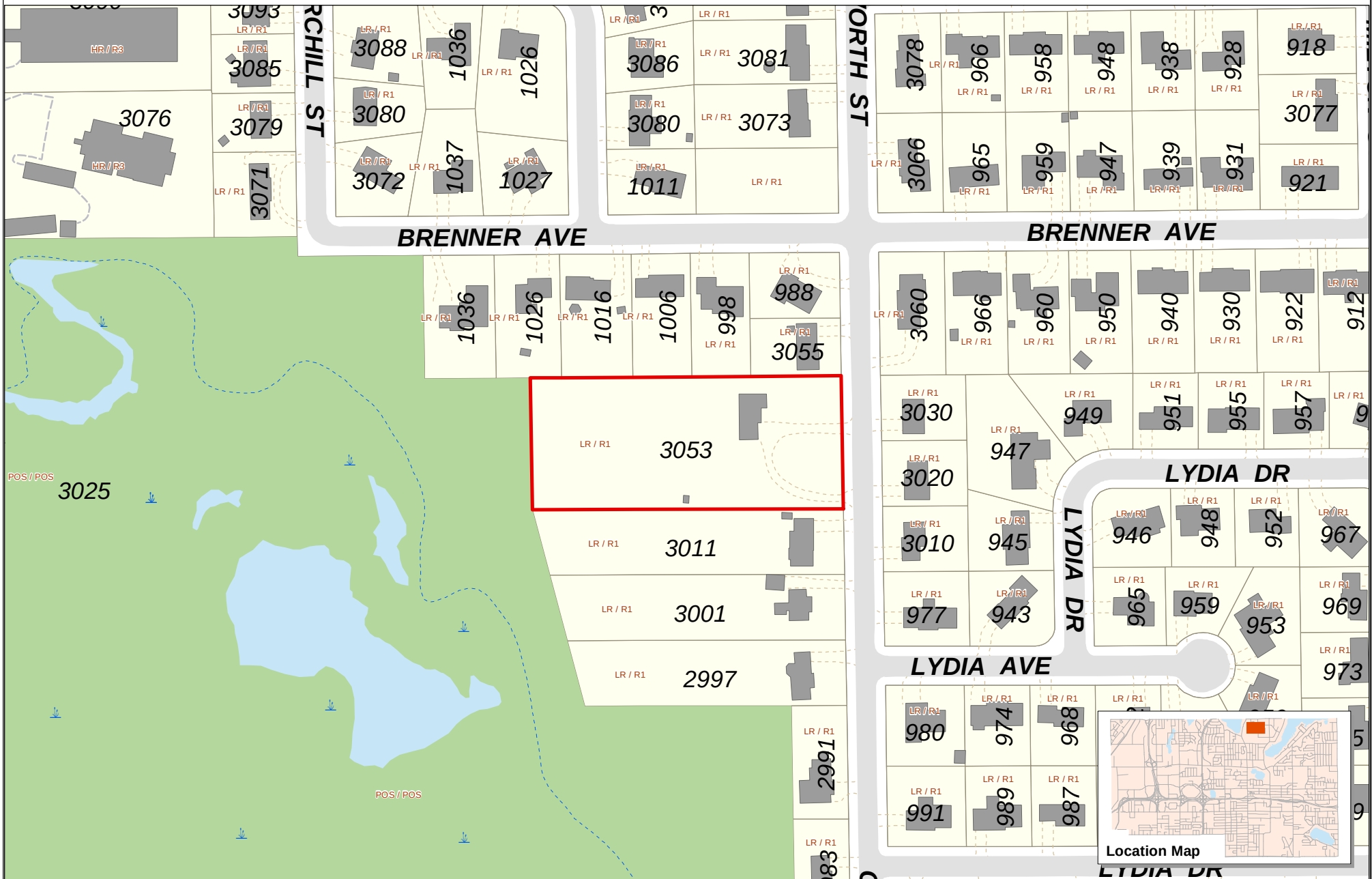
89 **By motion, approve the proposed MINOR SUBDIVISION at 3053 Chatsworth Street**
90 based on the input received during the public hearing and the comments and findings of
91 Sections 4 and 5 and the recommendation of Section 6 of this report.

Prepared by: Associate Planner Bryan Lloyd (651-792-7073)

Attachments: A: Area map
B: Aerial photo

C: Site plan

Attachment A: Location Map for Planning File 10-028



Prepared by:
Community Development Department
Printed: October 12, 2010



Site Location

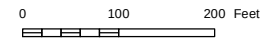
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (10/4/2010)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

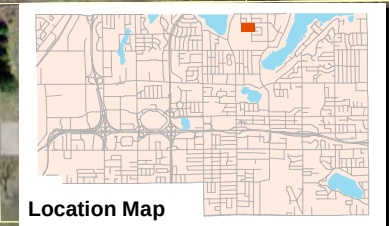
Disclaimer

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



mapdoc: planning_commission_location.mxd

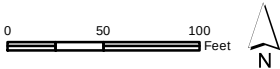
Attachment B: Aerial Map of Planning File 10-028

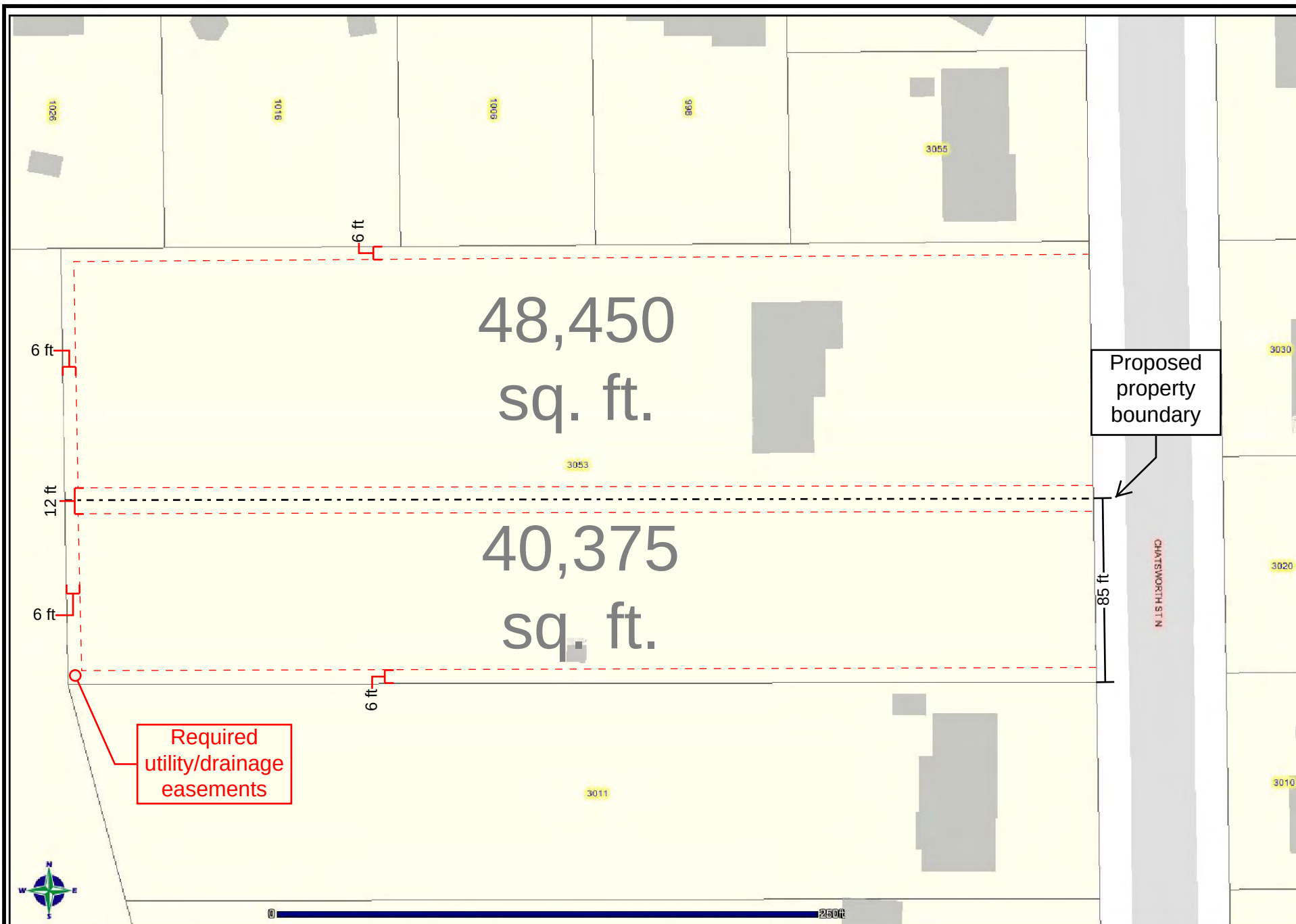


Site Location

Data Sources
* Ramsey County GIS Base Map (10/4/2010)
* Aerial Data: Kucera (4/2009)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: City of Roseville and Ramsey County, The Lawrence Group; August 30, 2010 for City of Roseville data and Ramsey County property records data, August 2010 for commercial and residential data, April 2009

Date: 10/25/10
Item: 12.a
Minor Subdivision
3052 Chatsworth

No Attachment

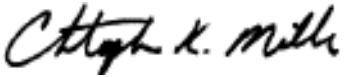
See 11.a

REQUEST FOR COUNCIL ACTION

Date: October 25, 2010
Item No.: 12 . b

Department Approval

Acting City Manager Approval



Item Description: Consider Request to Conduct a Resident Survey

BACKGROUND

Previous background reports have provided information on how a survey meets the City's needs to provide benchmarking of City services, and to provide citizen input on budget priorities. Those reports are included as attachments to this report.

Three issues have been raised by council concerning a resident survey.

Integration With Parks Survey

The Parks and Recreation Department is considering its own survey to assess resident support for various proposals coming out of the Parks and Recreation System Master Plan and the funding of those proposals. Due to the need to generate a sizable amount of data specific to implementation of the Plan, staff believes we could not accomplish the benchmarking, budget input and Parks Plan input with a single survey.

Will Cobalt Community Research Give a Discount for More Than One Survey

Cobalt Community Research is a 501c3 not for profit created as an offshoot of the CFI Group which uses the methodology of the American Customer Satisfaction Index (ACSI) to help private businesses identify which product and service changes will have the greatest effect on satisfaction, loyalty, recommendation, and other vital future behaviors.

CFI began with research conducted at the University of Michigan. The founders decided to give back to the public sector by establishing Cobalt which would use the ACSI methodology to benefit units of government. Cobalt also seeks to help government by providing its research and education at steeply discounted prices. When staff first began researching survey companies in 2004, we found that typical survey prices ranged from \$20,000 - \$45,000. Cobalt's price is \$9,600. Because the survey comes at a deeply discounted price to begin with, there would not be additional discounts available by conducting multiple surveys.

If Council Deleted the Survey from the 2009 Budget, Why Was it Approved in the 2010 Budget

Councils evaluate many criteria when determining priorities for the annual budget. Those priorities can change when new members join the Council or circumstances that affect the criteria change. For instance vehicle depreciation was removed from the 2009 budget as a one-time fix to balance the budget. It would be fiscally irresponsible to not include vehicle

35 depreciation in following years.

36
37 The survey was removed by the Council from the 2009 budget at the November 17, 2008
38 meeting.

39 **Excerpt from 11/17/08 City Council Minutes relating to a Community Survey**

40 Ihlan moved, Willmus seconded, removing the \$10,000 allocation for a
41 community survey, based on previous City Council discussions and lack of
42 majority support.

43
44 The Council membership changed in 2009 and a majority of the Council approved the 2010
45 budget which included money for the survey.

46
47 **POLICY OBJECTIVE**

48 In *Imagine Roseville 2025* residents identified two strategies for Making Roseville a Welcoming
49 Community:

50 Benchmark and routinely seek community input to evaluate and continuously improve
51 city services.

52
53 Assess needs and desires for new public facilities and programs, including a Community
54 Center, through survey and other methods.

55
56 Additionally the Council identified performance goals for the City Manager to achieve in 2010:

57 Excerpt of City Council Meeting Minutes of May 17, 2010

58 Mayor Klausing advised that the City Council and Mr. Malinen agreed on performance
59 targets for 2010, including continued emphasis on the goals and strategies established
60 through the *Imagine Roseville 2025* community visioning process; city-wide performance
61 measurements systems; and demonstration of measurable improvements in community
62 engagement.

63
64 A citizen survey would meet all of these objectives.

65
66 **BUDGET IMPLICATIONS**

67 The 2010 budget includes \$10,000 for a citizen survey in the Communications division budget –
68 a non-property tax supported division. The quote from Cobalt Community Research is for
69 \$9,600.

70
71 **STAFF RECOMMENDATION**

72 Approve contract with Cobalt Community Research on a resident survey.

73
74 **REQUESTED COUNCIL ACTION**

75 A motion to approve contract with Cobalt Community Research on a resident survey.

Prepared by: Tim Pratt, Communications Specialist

Attachments: A: October 18, 2010 Community Survey Request for Council Action

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: October 18, 2010

Item No.: 12.d

Department Approval

Acting City Manager Approval



Item Description: Consider Request to Conduct a Resident Survey

BACKGROUND

Recent state aid cuts have led the City to examine in greater detail the programs and services offered. There have been staff reductions, program cuts and changes in service delivery. The City Council and staff have solicited resident input on the City's budget by inviting the public to come us – attend community meetings or testify at public hearings, with little success.

City Council members have expressed a desire for greater citizen input on budget matters. After much investigation staff have identified a tool that it believes will provide that input – a resident survey. Specifically it is a survey designed by Cobalt Community Research, a 501c3 nonprofit coalition created to help governmental organizations measure, benchmark, and manage their efforts. Their survey instrument is specifically designed to engage residents in budget and planning decisions.

Part of citizen engagement is to assess citizens' satisfaction with various city services. This assessment will give us a benchmark allowing us to know how well services are being provided currently, and allow us in the future to determine if the City's actions or inactions have an effect on resident satisfaction. This would fit with the Council's direction to the City Manager to engage in City-wide performance measurement.

Why a Survey

Surveys are a widely used tool to gauge resident's opinions on budgetary matters. According to an article in the International City/County Manager Association 2010 Municipal Yearbook entitled "Citizen Engagement: An Evolving Process," "citizen surveys give voice to a broader, more representative group of citizens than do public meetings." Such surveys can provide valuable information to elected officials and local government staff on the problems the community faces, or on how to better communicate with residents. These tools also provide an opportunity for individuals who, because of work or family commitments or personal reticence, may find it difficult to participate in the type of meetings typically open to the public.

Roughly 51 percent of jurisdictions responding to the ICMA survey indicated that they conduct citizen surveys, and those operating under the council-manager form reported the highest percentage among all cities and counties – 67%.

About Cobalt

Cobalt Community Research was created as an offshoot of the CFI Group which uses the methodology of the American Customer Satisfaction Index (ACSI) to help private businesses

identify which product and service changes will have the greatest effect on satisfaction, loyalty, recommendation, and other vital future behaviors.

Using their experience gauging business customer satisfaction, Cobalt has created surveys that allow local governments to compare current year scores against similar local governments and even the broader public and private sectors.

The survey instrument from Cobalt has three components.

- 1) A Citizen Engagement section (see example in Attachment A) which provides resident satisfaction with various city services, and develops benchmarks for future assessments (Note that these are sample questions. We would work with Cobalt to develop our own questions).
- 2) A Budget Allocation module (see example in Attachment B) where residents indicate which programs and services are important to them, and solicits possible budgetary actions residents would prefer if there is not adequate funding to provide the services. That data is overlaid with actual budget allocations to support focus of budget and staff on areas with the greatest impact on satisfaction and citizen behaviors (see graphic which is Attachment C).
- 3) The Future Projects module allows residents to rate potential projects by support, funding and cost (see graphic which is Attachment D). This could be used to gauge residents' interest and support for various proposals coming from the Parks and Recreation Master Planning Process. However, this would not preclude an additional survey related to the Master Plan proposals.

The survey would be mailed to 1,500 residents and a follow-up mailing will be sent to non-respondents. In addition to the scientifically valid mail survey, Cobalt would provide an online survey website that would allow residents not selected for the mail survey to respond to the same questions. Online answers would be tabulated separately from the mail survey.

Staff would begin this project by working with Cobalt to develop the questions to be asked. That work would take place this fall. It takes six weeks from the completion of questions until the end of the resident response time. Depending on timing issues, the survey could be issued this fall or may wait until after the holiday season. In either case, survey results would be available for the Council in early 2011. The desired deadline is to have the information for the Council before the annual strategic planning retreat in February.

Integration With Parks Survey

The Parks and Recreation Department is considering its own survey to assess resident support for various proposals coming out of the Parks and Recreation System Master Plan and the funding of those proposals. Due to the need to generate a sizable amount of data specific to implementation of the Plan, staff believes we could not accomplish the benchmarking, budget input and Parks Plan input with a single survey.

POLICY OBJECTIVE

In Imagine Roseville 2025 residents identified two strategies for Making Roseville a Welcoming Community:

84 Benchmark and routinely seek community input to evaluate and continuously improve
85 city services.

86
87 Assess needs and desires for new public facilities and programs, including a Community
88 Center, through survey and other methods.

89
90 Additionally the Council identified performance goals for the City Manager to achieve in 2010:

91 Excerpt of City Council Meeting Minutes of May 17, 2010

92 Mayor Klausing advised that the City Council and Mr. Malinen agreed on performance
93 targets for 2010, including continued emphasis on the goals and strategies established
94 through the *Imagine Roseville 2025* community visioning process; city-wide performance
95 measurements systems; and demonstration of measurable improvements in community
96 engagement.

97
98 A citizen survey would meet all of these objectives.

99
100 **BUDGET IMPLICATIONS**

101 The 2010 budget includes \$10,000 for a citizen survey in the Communications division budget –
102 a non-property tax supported division. The quote from Cobalt Community Research is for
103 \$9,600.

104
105 **STAFF RECOMMENDATION**

106 Approve contract with Cobalt Community Research on a resident survey.

107
108 **REQUESTED COUNCIL ACTION**

109 A motion to approve contract with Cobalt Community Research on a resident survey.

Prepared by: Tim Pratt, Communications Specialist
Attachments: A: Example of Citizen Engagement section of survey
B: Example of Budget Allocation module
C: Example of Budget Allocation Impact graphic
D: Example of Future Projects graphic
E: Cobalt contract

City of Circleville Citizen Engagement Survey

Thank you for your participation in this survey; we value your opinion. All answers will remain confidential - your name will not be shared. Please take a few moments to complete and return the survey in the enclosed postage-paid envelope.

1. First, think about your **local public school system** and rate it on the following attributes using a scale from 1 to 10, where 1 means "**Poor**" and 10 means "**Excellent**."

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Meeting the needs of the community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Preparation of students for solid careers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Preparation of students for college	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Communication with the public	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

2. Now, think about the **transportation infrastructure** in your community and rate it on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Road maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Road signage	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Amount of traffic congestion on the roads	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Public transportation options	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Accommodation for bicycle and foot traffic	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

3. Please rate your **local fire and emergency medical services** on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Adequate fire coverage for the community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire prevention education	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quick response to fires	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quick response to medical emergencies	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

4. Next, rate the **utility services** (water and sewer, garbage, electricity, etc.) that you use on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Water quality	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Adequate garbage collection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Reliable electrical service	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

5. Next, please rate your **local law enforcement** (police department/sheriff's office, etc.) on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Respectful treatment of citizens	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fair and equitable enforcement	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Safety education	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quick response	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

6. Rate your **community health care** on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Access to health care providers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quality of health care providers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

7. Have you paid property taxes in the last 12 months?

☐ Yes

☐ No (Please skip to Q.8)

7a. Rate your **local property taxes** on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Not Applicable
Fairness of property appraisals	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Adequate period to pay taxes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ease of understanding the bills	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fairness of tax levels	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Amount and quality of services you receive for the local taxes you pay	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

8. Think about community **shopping opportunities** using the scale where 1 means "**Poor**" and 10 means "**Excellent**." Please rate your community for providing:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Shopping convenience for everyday items	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Shopping convenience for major items	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sufficient choices for most of your shopping needs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

9. Rate the **local government** in your community on the following:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Having leaders who are trustworthy	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Being well-managed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Having employees who are well-trained	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Communicating effectively to the community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Spending dollars wisely	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Being open to citizen ideas and involvement	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

10. Rate **community events** on the following:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Range of cultural offerings	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Strong and vibrant arts community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quality sporting events to attend	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Variety of festivals and community events	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

11. Rate the **economic health** of your community on the following aspects:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Cost of living	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quality of jobs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Affordability of housing	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Availability of jobs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stability of property values	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Strength of local economy	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

12. Thinking about the **diversity of the people** who live in your community, please rate the following:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Degree of ethnic diversity in your community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Level of interaction between ethnic groups	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Support of ethnic and religious diversity by community groups, businesses, houses of worship and local government	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

13. Rate your **telecommunication services** in your community on the following:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Cell phone reception	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Speed of your internet connection	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Variety of options available for access to the internet	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Availability of television programming options	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

14. How frequently do you use the **parks and recreation** facilities and programs?

☐ Never ☐ Less than 6 times a year ☐ 6-12 times a year ☐ More than 12 times a year

15. Next, rate your **local parks and recreation** facilities and programs on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Facilities meet your needs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Facility maintenance	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Quality of recreational programs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Variety of recreational programs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

16. How frequently do you use the **local library**?

☐ Never ☐ Less than 6 times a year ☐ 6-12 times a year ☐ More than 12 times a year

17. Rate your **local library** on the following attributes:

	Poor 1	2	3	4	5	6	7	8	9	Excellent 10	Don't Know
Hours of operation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Adequacy of resources to meet your needs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Location(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

18. Consider all your experiences in the last year with your community. Use a 10 point scale, where 1 means **"Very Dissatisfied"** and 10 means **"Very Satisfied."**

Very Dissatisfied= 1 2 3 4 5 6 7 8 9 Very Satisfied= 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

19. Consider all your expectations of your community. Use a 10 point scale where 1 means **"Falls Short of Your Expectations"** and 10 means **"Exceeds Your Expectations."** To what extent has your community fallen short of or exceeded your expectations?

Falls Short= 1 2 3 4 5 6 7 8 9 Exceeds= 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

20. Imagine an ideal community. How closely does your community compare with that ideal? Please use a 10 point scale where 1 is **"Not Very Close to the Ideal"** and 10 is **"Very Close to the Ideal."**

Not Very Close= 1 2 3 4 5 6 7 8 9 Very Close= 10

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

21. On a scale where 1 means **"Not at All Likely"** and 10 means **"Very Likely,"** how likely are you to take the following actions:

	Not at All Likely= 1	2	3	4	5	6	7	8	9	Very Likely=10
Recommend the community as a place to live	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Remain living in the community five years from now	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be a community volunteer	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Encourage someone to start a business in the community	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Support the current local government administration	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

22. On a scale where 1 is **"Strongly Disagree"** and 10 is **"Strongly Agree,"** to what degree do you agree or disagree that your community is:

	Strongly Disagree= 1	2	3	4	5	6	7	8	9	Strongly Agree= 10	Don't Know
A safe place to live	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enjoyable place for children	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enjoyable place for unmarried young adults	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enjoyable place for senior citizens	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enjoyable place for everyone else	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Physically attractive	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
A great place to live	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
A great place to have a business	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Growing responsibly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
A safe place to bike and walk	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
A safe place to walk at night	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
A perfect community for me	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

The following questions are for analysis only and will not be used in any way to identify you.

How long have you been living in this community?

☐ One year or less ☐ 1-5 years ☐ 6-10 years ☐ More than 10 years

Do you own or rent/lease your residence?

☐ Own ☐ Rent/Lease

Is your place of employment located in your community?

☐ Yes ☐ No, a different community ☐ I am not currently employed ☐ Retired

What is your age group?

☐ 18 to 24 ☐ 25 to 34 ☐ 35 to 44 ☐ 45 to 54 ☐ 55 to 64 ☐ 65 or over

Which of the following categories best describes your level of education?

☐ Some high school ☐ High school graduate ☐ Some college ☐ College graduate ☐ Graduate degree(s)

Which of the following categories includes your total family income last year?

☐ \$25,000 or less ☐ \$25,001 to \$50,000 ☐ \$50,001 to \$100,000 ☐ Over \$100,000

Please indicate your marital status:

☐ Single ☐ Married/living with partner ☐ Widowed/separated/ divorced

Mark the boxes that describe the people living in your house (other than yourself and/or a spouse). Check all that apply.

☐ Child(ren) age 12 or under ☐ Child(ren) over age 12 ☐ Parent age 65 or older ☐ None of these

What is your gender?

☐ Male ☐ Female

Please check all that apply:
To which group(s) do you belong?

☐ Asian ☐ Black/African American ☐ American Indian/Alaska Native/Native Hawaiian
☐ White/Caucasian ☐ Hispanic/Latino ☐ Other

[illegible][illegible]

Finally, if there is not adequate funding to provide each service below, please specify the **budgetary actions** you would support for each service. *(Mark all that apply.)*

	Eliminate the Service	Reduce Service Levels	Reduce Staffing	Raise User Fees	Raise Taxes	Combine Service with Another Community	Streamline Operations
Crime control	☐	☐	☐	☐	☐	☐	☐
Downtown development/new businesses	☐	☐	☐	☐	☐	☐	☐
Emergency medical services (ambulance)	☐	☐	☐	☐	☐	☐	☐
Firefighting services	☐	☐	☐	☐	☐	☐	☐
Library services	☐	☐	☐	☐	☐	☐	☐
Municipal court	☐	☐	☐	☐	☐	☐	☐
Neighborhood blight control	☐	☐	☐	☐	☐	☐	☐
Parks and recreation	☐	☐	☐	☐	☐	☐	☐
Pedestrian and bike friendly	☐	☐	☐	☐	☐	☐	☐
Rear yard rubbish pickup (Farms, City, Shores Only)	☐	☐	☐	☐	☐	☐	☐
Recycling services	☐	☐	☐	☐	☐	☐	☐
Rubbish pickup	☐	☐	☐	☐	☐	☐	☐
Snow removal	☐	☐	☐	☐	☐	☐	☐
Street lighting	☐	☐	☐	☐	☐	☐	☐
Street maintenance	☐	☐	☐	☐	☐	☐	☐
Tree maintenance and replacement	☐	☐	☐	☐	☐	☐	☐
Water and sewer services	☐	☐	☐	☐	☐	☐	☐
Yard waste collection	☐	☐	☐	☐	☐	☐	☐

OPTION to replace grid above:

Because of the weak economy and falling property valuations, the City is looking at ways to address the budget shortfall. Below are changes that the City is considering. Do you support each of these potential changes?

	Yes - I support this idea	No - I do not support this idea	Not sure
Reduce the hours and days that city offices and facilities are open (may include city hall, other city offices, libraries, recreation centers, parks, etc.)	☐	☐	☐
Privatize some services (may include cemetery operations, golf course operations, etc.)	☐	☐	☐
Fund public safety through an assessment fee instead of through property tax levies	☐	☐	☐
Use red light camera revenues to reduce property tax revenues needed to balance the budget	☐	☐	☐
Reduce sidewalk and road maintenance	☐	☐	☐
Conserve street lighting (energy) costs	☐	☐	☐
Reduce roadway plantings/beautification projects	☐	☐	☐
Increase user fees to pay the cost of adult recreation programs (may include lawn bowling, softball, etc.)	☐	☐	☐
Reduce cultural arts and special needs funding to non-profit agencies	☐	☐	☐

Understanding the Charts:

Community Questions – Long-term Drivers



Satisfaction

High scoring areas that do not have a large impact on Satisfaction relative to the other areas. Action: May show over investment or under communication.

High impact areas where the organization received high scores from citizens. They have a high impact on Satisfaction if improved. Action: Continue Investment

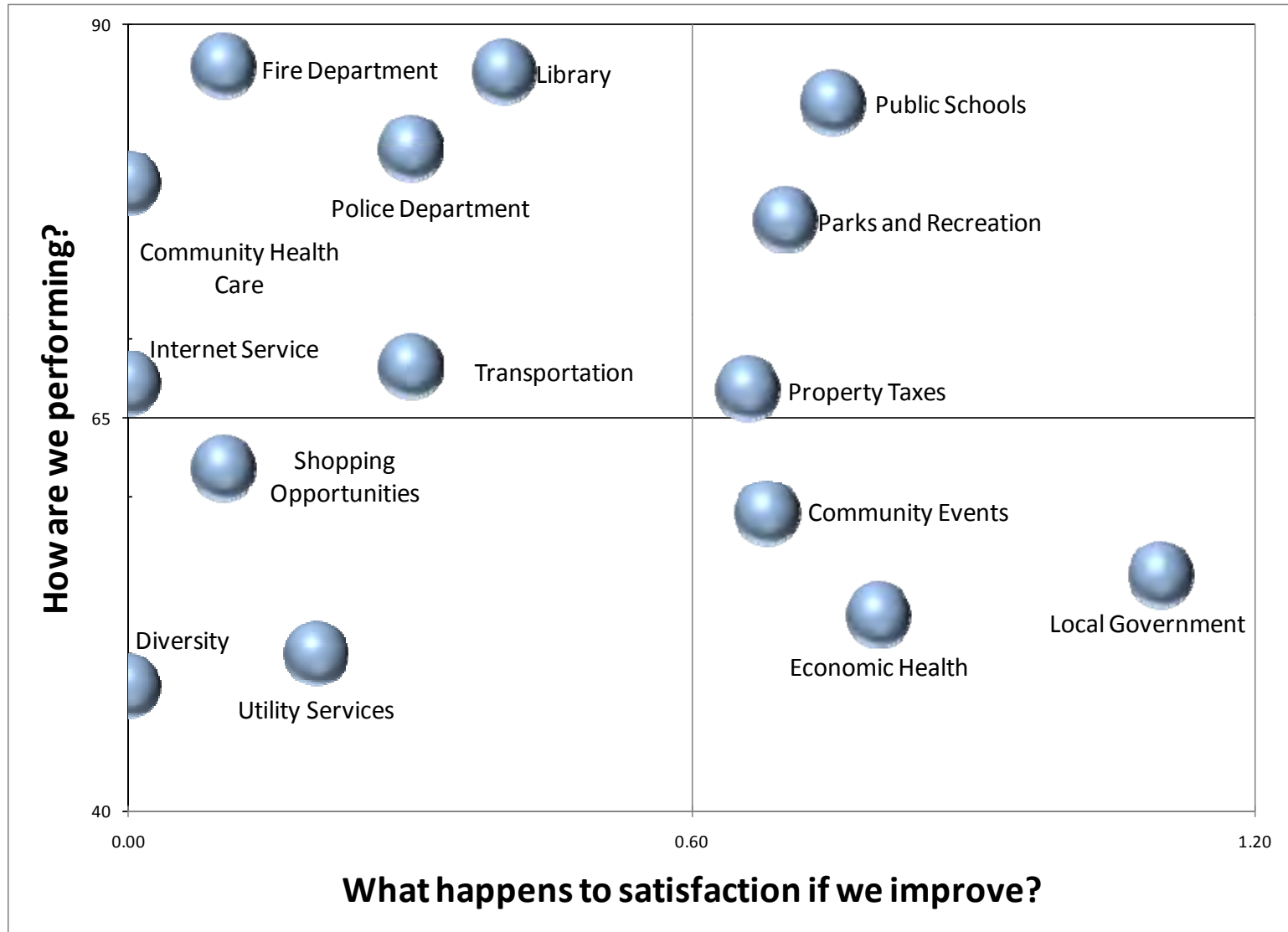
Low scoring areas relative to the other areas with low impact on Satisfaction. Action: Limit investment

High impact on Satisfaction and a relatively low score. Action: Prioritize Investment to drive positive changes in outcomes.



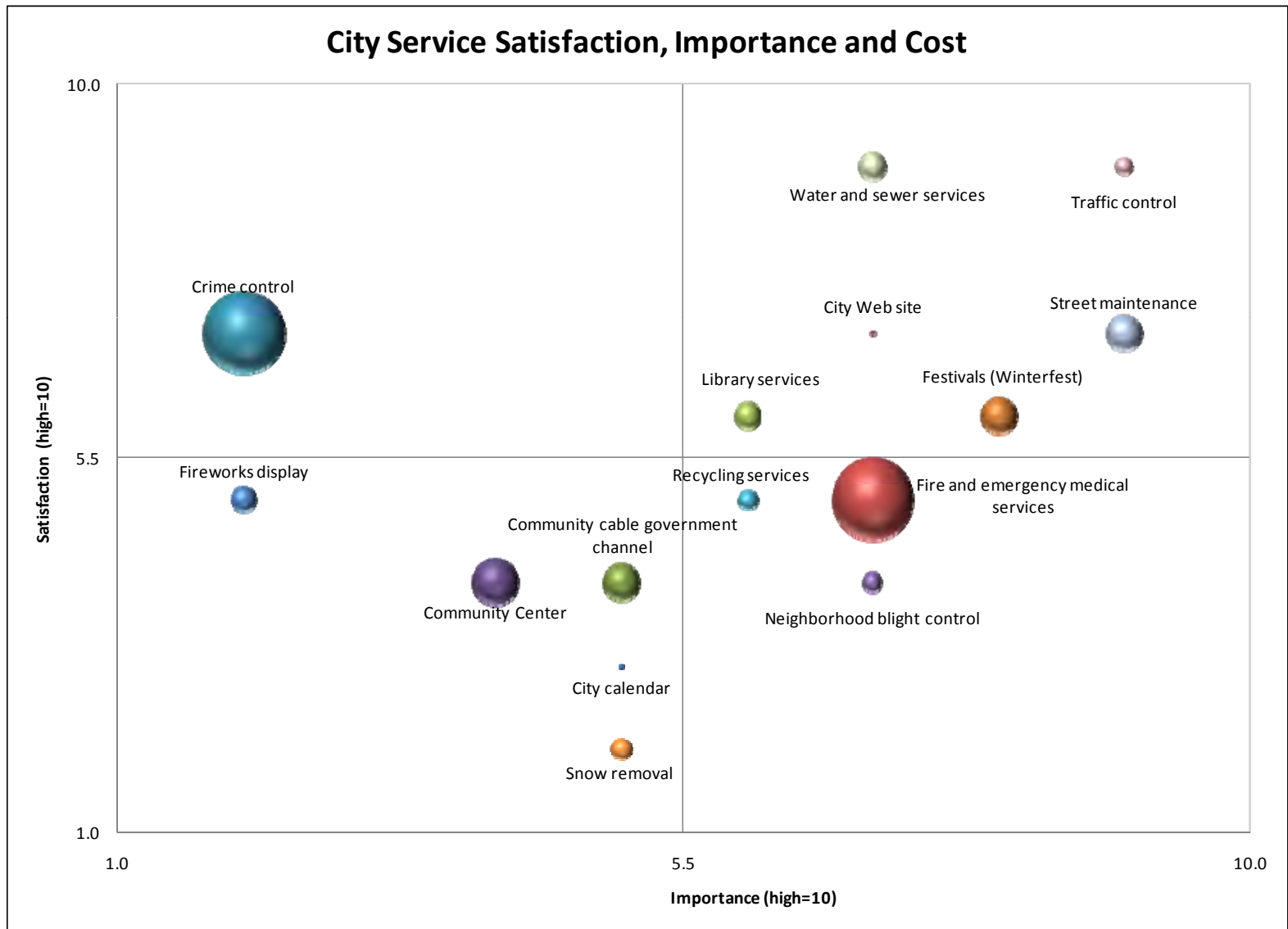
Impact

Standard Portal Analysis: Mapping Strategic Priorities



Optional Budget Allocation Module:

Rate Your Programs by Satisfaction, Importance and Cost



Optional Future Project Module:

Rate Potential Projects by Support, Funding and Cost



CITY OF ROSEVILLE, MN

AGREEMENT FOR RESEARCH

September 28, 2010

Submitted by:

William SaintAmour
Executive Director
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F: (517) 703-9704

E-mail: wsaintamour@cobaltcommunityresearch.org

Agreement No: G242062008000 City of Roseville, MN

Nondisclosure Statement: All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

SECTION I: WORK STATEMENT

SCOPE

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and the City of Roseville, MN (the Partner), having a business address of 2660 Civic Center Dr., Roseville, MN 55113, using the Cobalt Citizen Engagement and Priority Assessment SM powered by technology behind the American Customer Satisfaction Index SM (ACSI) and CFI Group USA LLC. Results are targeted for late September to early October 2010.

Cobalt Community Research (www.cobaltcommunityresearch.org) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt is located at 1134 Municipal Way, Lansing, Michigan 48917.

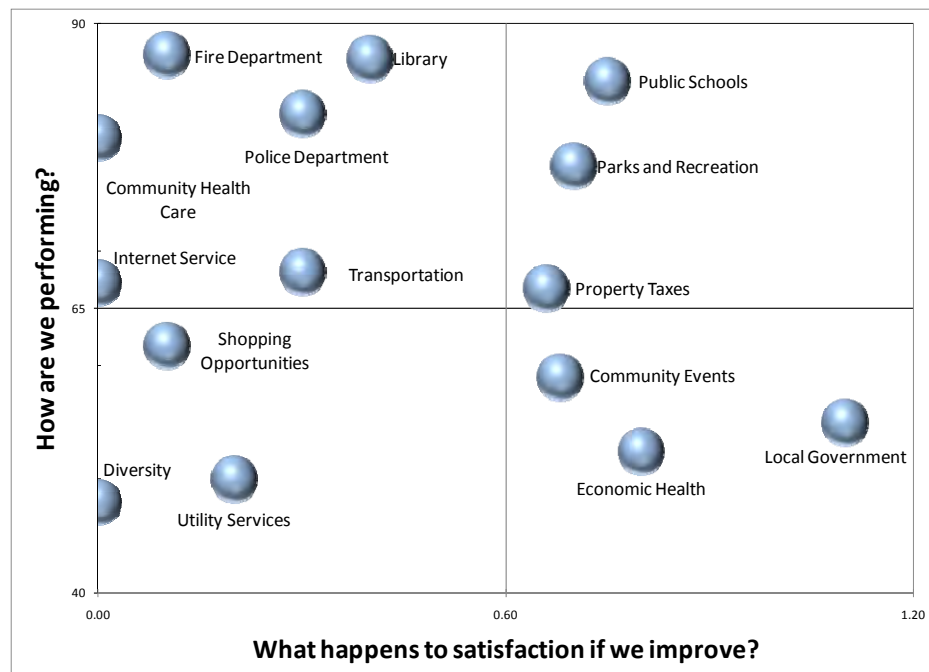
OBJECTIVES

The primary objectives of the research will be as follows:

1. Support budget and strategic planning decisions
2. Explore service assumptions to ensure baseline service levels are well understood
3. Identify which services provide the greatest leverage on citizens' overall satisfaction – and how satisfaction, in turn, influences the community's image and citizen behaviors such as volunteering, remaining in the community, recommending it to others, and supporting the current administration.
4. Measure improvements by tracking performance over time
5. Benchmark performance against a standardized performance index regionally and nationally

FROM INFORMATION TO ACTION

The output from the research supports development of sensible action plans. The improvement priority map shown below illustrates how such results can be displayed. It combines community component scores and impact information from the research model and serves as the starting point for action planning. Generally speaking, the critical areas to improve are those where impact is high and performance is low (lower right quadrant). In this example, citizens are essentially telling us that community leadership is falling short in these important areas and improvements there will focus resources where they have the greatest impact on satisfaction and desired behavioral outcomes.



Once the high-level priorities have been identified, a more specific understanding of the issues at hand is provided by looking at the individual questions that were used to measure each component. The Cobalt portal shows how one can begin “peeling the onion” and identify the operational and/or tactical issues that need to be addressed. Such results are provided for every “component” included in the survey.

In addition, the Partner may add a 1 page supplemental module measuring satisfaction and importance of up to 10 community-specific services and programs to support the budgeting and planning process and engage citizens in important decisions on where limited resources should be applied. The illustration below provides an example of results from the budget allocation module:



Also, the Partner may add an optional module on potential future projects to assess interest level and willingness to fund. In the example below, the bike trail shows nearly 90 percent of residents would like to have the trail implemented, and more than 80 percent are willing to fund such a project through higher fees or taxes.



Also, the Partner may add an optional module to continue up to 10 questions from previous surveys to update key measurements from past research efforts.

PROCESS

Cobalt proposes a five-step process for the development of the Citizen Satisfaction Study.

Step 1 – Kick-off Discussions:

This preliminary step aims at refining the objectives, scope, timeline, and key deliverables for the project. Informational needs are confirmed. The sampling methodology will also be finalized during this step.

Step 2 – Questionnaire Development:

Based on the input received during Step 1, Cobalt will develop supplemental questions to be added to the core questionnaire, which will be presented and discussed with the project lead to ensure that the questions included in the survey are aligned with community needs.

Step 3 – Survey Deployment:

The questionnaire will be administered to a random sample of citizens. At this time, Cobalt recommends collecting the surveys through two waves of a mail survey along with an online portal. Deployment and data collection is generally completed within 6 weeks. Data collection via telephone could also be considered to reduce collection time, but at higher cost.

Step 4 – Modeling & Analysis:

Cobalt and CFI Group will analyze the data using the ACSI-based methodology, which quantifies the relationships between the various elements of the survey.

Step 5 – Reporting:

Findings will be communicated to the project lead and other key decision makers by teleconference or WebEx. Upon request, a summary report in PowerPoint will be provided to the project lead. Access to detailed results will be provided to the project lead through a secure online portal.

TASKS

Cobalt will provide the following services included in the fixed rate:

- Core survey
- Cover letter
- Online link and portal to allow respondents to complete the survey from a link on the Partner's Web site
- Access to a secure, online portal to review core survey results, compare to peer groups, and download tables into MS Excel
- Maintenance of the local government's data on the portal for 24 months
- Assistance creating supplemental custom questions
- Three modules of up to 10 questions each to measure satisfaction, importance, support for funding up to 10 community-specific services and programs, measure support for up to 10 future projects, and continue up to 10 questions from past surveys.
- Supplemental report in MS Excel detailing custom question results and cross tabulation across demographic questions not integrated into results portal

- Technical assistance in understanding the results by phone and e-mail

Cobalt will provide the following service with out-of-pocket printing and postage costs passed to the Partner.

- Two mailings to a sample of residents based on a list that the Partner has provided. Mailings include an initial mailing of the survey and a second mailing of the survey to those who have not responded. Includes data entry of survey results.

ASSUMPTIONS

1. The Partner shall provide resident contact data using the Cobalt Citizen Satisfaction Survey Contact Template in MS Excel.
2. Cobalt will not charge for phone consultation for survey design, preparation of the mailing list, or explanation of results.
3. Cobalt cannot guarantee survey response levels. Typical projects have a response rate of 25% to 35%; however, a minimum of 100 completed surveys is required for accurate analysis. Cobalt will automatically conduct reminder mailings to ensure a minimum of 100, which provides a confidence interval of approximately +/- 3.3% with a 90% confidence. The Partner may designate a higher minimum.
4. Cobalt shall bill and the Partner agrees to pay all out-of-pocket printing and postage costs associated with a mailing.
5. The Partner is responsible for prompt review and response to draft questions and research materials that are in addition to the core Cobalt Citizen Satisfaction Survey, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 30 days of receipt from Cobalt, the partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an “inactive” status. The Partner has an additional 30 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.
6. All research is subject to imprecision based on scope, sampling error, response error, etc. Survey results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

COBALT COMMUNITY RESEARCH TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principals and that comply with the requirements of national services such as the ACSI. In addition, projects and services will be lead by Cobalt staff certified by the Market Research Association’s Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

PRICING

The period of performance for this engagement begins immediately after contract approval. Pricing for deliverables are as follows:

- Mail-based Survey Package with Budget Module, Future Projects Module, Past Survey Questions Module, and Executive Summary Report in MS PowerPoint: **\$6,300**
- Plus distribution below:
 - Production and postage for an initial mailing of the 5-6 page survey to random sample of 1500 residents, a second mailing of the survey to those who have not responded, and business reply postage based on a 25% response rate. Actual costs may vary based on final counts, page counts, postal discounts, and response levels. Includes online portal. **Estimated cost: \$3,300.**

Total Estimate: \$9,600

- The Partner may add other non-demographic question modules (such as Communications Module or expand a contracted module for an additional 10 questions) and open ended questions for \$600 each.
- The Partner may add additional custom demographic questions for \$750 each
- Pricing valid for 60 days from the date of this document.

PAYMENT

Payment shall be made according to the following milestone schedule:

- 50% of quoted amount of the survey engagement upon the signing of the contract
- 50% upon delivery of results
- Invoicing will be within 30 days of each milestone above.

SECTION II: CONTRACTUAL TERMS AND CONDITIONS

1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

3. CONFIDENTIALITY

Cobalt and the Partner shall treat all information provided by one another as confidential. Except in the course of, and as necessary to, providing services pursuant to this agreement, neither party shall disclose any confidential information without the other party's consent, unless required by law. Prior to any such disclosure, if not otherwise prohibited by law, the party required to disclose shall notify the other party at least 5 days prior to the date that it intends to make such disclosure. Confidential information includes any and all documents, materials and information (whether oral or written, including electronic media format), including but not limited to member and resident data, client lists, fee schedules, and statements of policies, procedures, and business methods.

"Data", as used in this Section 3, means the information contained in survey responses received from Partner's residents or members, but not the surveys themselves. The Partner agrees that identity information about individual survey respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the survey. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Partner hereby grants to Cobalt and to CFI Group USA, LLC ("CFI") a perpetual, non-exclusive, royalty free, fully paid-up, worldwide license, with the right to sublicense, to use such Data and Measurements in the performance of the Services and in the creation of indices which are compiled from aggregated Data and Measurements (the "Aggregated Indices"). The Aggregated Indices will contain Partner's Data and Measurements; however, the Aggregated Indices will not contain individually identifiable data regarding Partner or its residents/members and will not allow a user thereof to ascertain or otherwise isolate data regarding the Partner or its residents or members. Cobalt and CFI shall not publish or disclose to any third party Partner's individual Data or Measurements without the prior written consent of Partner. Partner shall have no ownership interest in the Aggregated Indices. Cobalt and CFI has the right to use Partner's name in describing the participants of the Aggregated Indices. In addition, Cobalt and CFI has the right to use the Partner's name in identifying best-in-class organizations that produce high satisfaction levels.

Notwithstanding anything to the contrary contained herein, the parties acknowledge that the information generated pursuant to this agreement is subject to the Minnesota Government Data Practices Act set forth in Minnesota Statutes Chapter 13. The parties agree that this agreement shall be subject to, and the parties shall comply with, the Minnesota Government Data Practices Act with respect to the information generated under this contract. The parties further agree that the City may disclose such information to others to the extent it deems necessary to use the survey results obtained pursuant to this contract.

4. INDEMNIFICATION

Cobalt shall be held to the exercise of reasonable care in carrying out the provisions of the contract. The Partner agrees to indemnify, subject to the limitation of liability set forth below, to

defend and hold harmless Cobalt, its trustees, officers, agents and employees from and against any and all claims, damages, losses, liabilities, suits, costs, charges, expenses (including, but not limited to reasonable attorney fees and court costs), judgments, fines and penalties, of any nature whatsoever, arising from the performance of duties to be performed by the Partner under the contract, to the extent not attributable to negligence, willful misconduct, or unethical practice by Cobalt.

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 business days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any Minnesota court having jurisdiction thereof.

7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel. No amount for any Partner requested travel shall be payable unless both parties agree to such travel in writing.

8. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

9. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

10. SURVIVAL.

Sections 3, 4, 6 and this Section 10 shall survive the termination of this Agreement.

BINDING AGREEMENT

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

ACCEPTANCE

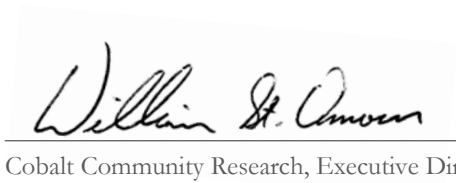
This agreement shall be deemed accepted only after it has been signed by a representative of the Partner and thereafter signed by a representative of Cobalt. Acceptance may be made by facsimile transmission and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

Nondisclosure Statement: All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.

City of Roseville

By: _____
Mayor Date

By: _____
City Manager Date

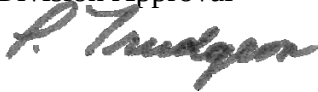

Cobalt Community Research, Executive Director
September 28, 2010
Date

REQUEST FOR CITY COUNCIL ACTION

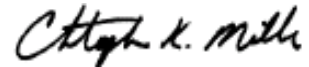
DATE: 10/25/2010

ITEM NO: 12 . C

Division Approval



Acting City Manager Approval



Item Description: Request to amend the Comprehensive Plan – Land Use Map designation of property directly west of 556 County Road C and also rezone accordingly (**PROJ0017**).

1.0 REVIEW OF REQUEST

- 1.1 At the Planning Commission's public hearing on June 2, 2010 regarding the Official Zoning Map, Cedric Adams, property owner of the smaller parcel east of Dale Street along County Road C, adjacent to (west) 556 County Road C, spoke in opposition of the proposed Comprehensive Plan – Land Use Designation on his and the adjacent (west/corner) property. Mr. Adams indicated to the Planning Commission that he has plans to construct a single family home on his parcel which is currently zoned R-1, Single Family Residential. Mr. Adams also stated that he felt the adjacent property, given the elevation change, should also be guided for low density residential use.
- 1.2 Staff indicated that he did not believe that this parcel was an anomaly, but that the Commission could take action to recommend that the City Council consider and/or direct the Planning Staff to process a Comprehensive Plan Land Use Amendment.
- 1.3 The Planning Commission had discussion clarifying each of the properties and their current and proposed zoning designation; whether to add the parcel(s) to the list of anomaly properties or recommend to the City Council a Comprehensive Plan Amendment; and previous and confusing designation of one of the properties improperly guided to Open Space.
- 1.4 After discussion, the Planning Commission voted to recommend that the City Council consider a land use and zoning change for 556 County Road C (PIN# 12-29-23-22-0003) from a current land use designation of High Density to Low Density Residential and a zoning classification of LDR-1.

2.0 STAFF COMMENTS/RECOMMENDATIONS

- 2.1 On August 23 the Planning Division sought direction from the City Council regarding the subject undeveloped parcel. The City Council recommended that the Planning Staff conduct the necessary open house (slated for September 30) and hold the required public hearing.
- 2.2 After the August 23, 2010 City Council meeting, the Planning Division meet to review and consider the requested change. After reviewing historical maps, the topography of

the area, and considering the property owner's request, the Planning Division concluded that it could support the requested land use map change.

2.3 On September 28, 2010, the Planning Division held the required open house regarding the propose land use designation change. At the meeting three property owners for the direct neighborhood attended and did the two property owners of the subject site. The three property owners/residents were in attendance to learn more about the proposal and did not have any issues or concerns with the proposed change.

2.4 The Roseville Planning Division recommends that the property directly west of 556 County Road B, identified as PIN# 12-29-23-22-0003, have a Comprehensive Plan - Land Use Map amendment from High Density Residential to Low Density Residential and a subsequent Rezoned (to be addressed with the final Official Zoning Map).

3.0 PLANNING COMMISSION ACTION

3.1 At their meeting of October 6, 2010, the Roseville Planning Commission held the duly notice public hearing regarding the land use designation and subsequent rezoning of the vacant undeveloped parcel adjacent to 556 County Road C (the Cedric Adams property). There were no citizens at the meeting to address the Commission and Commissioners did not have any specific questions of the Planning Staff regarding the subject change.

3.2 The Planning Commission voted 6-0 to recommend approval a Comprehensive Plan – Land Use Map Amendment for the property directly west of 556 County Road C (identified as PIN# 12-29-23-22-0003) from High Density Residential to Low Density Residential and a subsequent Rezoned (to be addressed with the final Official Zoning Map).

4.0 SUGGESTED CITY COUNCIL ACTION:

ADOPT A RESOLUTION APPROVING A COMPREHENSIVE PLAN – LAND USE MAP AMENDMENT for the property directly west of 556 County Road C (identified as PIN# 12-29-23-22-0003) from High Density Residential to Low Density Residential and a subsequent Rezoned (to be addressed with the final Official Zoning Map).

Prepared by: Thomas Paschke, City Planner

Attachments: A: Site Map
B: Resolution
C. Email from Karen Stout

Cedric Adams Property



Prepared by:
Community Development Department
Printed: September 14, 2010



Site Location

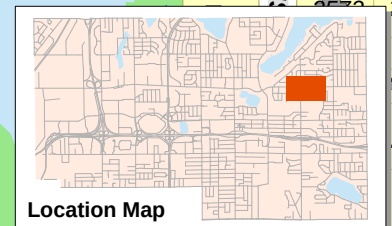
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (8/30/2010)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



0 100 200 Feet



mapdoc: planning_commission_location.mxd

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of October 2010 at 6:00 p.m.

The following Members were present:
and _____ was absent.

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

**RESOLUTION NO. _____
A RESOLUTION AMENDING ROSEVILLE'S 2030 COMPREHENSIVE PLAN – LAND
USE MAP TO CHANGE THE DESIGNATION OF THE CERDIC ADAMS PROPERTY**

WHEREAS, the City Council directed the Planning Division to reconsider the Comprehensive Plan – Land Use Designation of the vacant parcel west of 556 County Road C; and

WHEREAS; the Planning Division held the required open house regarding the Comprehensive Plan – Land Use Map change/correction on September 28, 2010, where there area residents and the property owners attended, all supporting the change from High Density Residential to Low Density Residential: and

WHEREAS, the Planning Commission on October 6, 2010 held the public hearing regarding the Comprehensive Plan – Land Use Map change for the Adams property, at which meeting no citizen were present (other than the property owners) and where the Planning Commission voted (6-0) to recommend approval of the Comprehensive Plan – Land Use Map change from High Density Residential to Low Density Residential;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to adopt a COMPREHENSIVE PLAN – LAND USE MAP AMENDMENT changing the designation from High Density Residential to Low Density Residential for the following property in Roseville:

Cedric Adams Parcel – 12-29-23-22-0003

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

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Comprehensive Plan - Land Use Map Amendment Cedric Adams

[illegible]

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of October 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25th day of October 2010.

William J. Malinen, City Manager

(SEAL)

Thomas Paschke

From: support@civicplus.com
Sent: Thursday, September 16, 2010 4:24 PM
To: Thomas Paschke
Subject: Online Form Submittal: Contact Thomas Paschke

The following form was submitted via your website: Contact Thomas Paschke

Name:~| Karen Stout

Address:~| 2737 Mackubin St., #3

City:~| Roseville

State: ~| MN

Zip:~| 55113

Home Phone Number:~| [REDACTED]

Daytime Phone Number:~| [REDACTED]
[REDACTED] [REDACTED]

Please Share Your Comment, Question or Concern~| I'm concerned about the proposed rezoning of the southeast corner of Cty Rd C and Dale. What a short-sighted shame, traffic nuisance, and environmental disaster it would be to erect high density housing in this location! Please tell me when the next meeting is about this proposed rezoning and how I can get involved.

Additional Information:

Form submitted on: 9/16/2010 4:24:17 PM

Submitted from IP Address: [REDACTED]

Referrer Page: <http://www.cityofroseville.com/index.aspx?nid=1819>

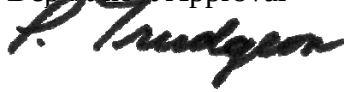
Form Address: <http://www.cityofroseville.com/forms.aspx?FID=99>

REQUEST FOR CITY COUNCIL ACTION

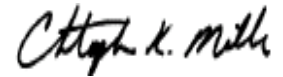
DATE: **10/25/2010**

ITEM NO: **12 . d**

Department Approval



Acting City Manager Approval



Item Description: Request to change the Comprehensive Plan – Land Use Designation and Zoning of property at 3253 and 3261 Old Highway 8 (**PROJ004 and 0017**).

1.0 BACKGROUND

- 1.1 During the City Council’s discussion regarding the Official Zoning Map on July 12, 2010, a citizen addressed the Council seeking a change to the current land use designation of 3253 and 3261 Old Highway 8 from the existing High Density Residential to Low Density Residential.
- 1.2 The City Council directed the Planning Division to proceed through the process to amend the current Comprehensive Plan – Land Use Designation by holding the required Open House and public hearing seeking the input from the property owners and area property owners.

2.0 STAFF COMMENTS/RECOMMENDATION

- 2.1 The subject two properties along with property to the east and south have had a Comprehensive Land Use guiding of High Density at least since the late 1970’s. In 2000 the Woodsedge Townhomes (directly south), a medium density residential development, was approved and constructed and in 2001 the Roseville Commons Condominium, a high density residential development (directly east), was approved and constructed.
- 2.2 In review of other adjacent parcels, the Executive Manor Condominiums, a high density development, lies south of the Woodsedge Townhomes; single family homes and a few duplexes/townhomes that are medium density lie across Long Lake Road; and directly west across Old Highway 8 is town home development that would be considered medium density.
- 2.3 Given the location of the two parcels at the intersection of Old Highway 8 and Long Lake Road, and given the existing density in the direct area, the Planning Divisions does not see a compelling reason to reduce the density from high to low. Further, neither the 2000 tome home project directly south of 3253 Old Highway 8 nor the 2001 condo project directly east of 3261 Old Highway 8 are considered medium density developments. The following statement was provided in the Request For City Council Action in 1999:
- The City’s Comprehensive Plan map designates this area for High Density Residential. The zoning of the site is Limited Business District “B-1”. The zoning would be revised to R-PUD with an underlying zone of R-6, Townhouse District. High density allows residential developments from 10 to 36 units per acre.*

And although 10 units an acre is deemed medium density under the new Comprehensive Plan, the site has never been changed from its high density land use designation. The condo building at 2496 County Road C2 would have been subject to the requirement of being able to utilize no more than 25% of the wetland portion of the lot for lot area purposes, which reduces that lot size dramatically, to where the site is considered a high density development of more than 12 units per acre.

2.4 The Land Use Designation history of these parcels dates back to 1980 when the triangle (bound by County Road C2, Highway 88 and the city limits) was designated high density residential. However, in 1994 the parcel on which the condo was constructed was changed to medium density residential “preferably for a townhome PUD similar to other projects in the area and in the adjacent community of St. Anthony” (quote directly from 2004 Comprehensive Plan Book). The site did not develop as a townhome project of a medium density but instead it was developed as a three-story 30-unit condo which has been determined to be a high density residential development by the Planning Division.

2.5 At the June 2, 2010 Roseville Planning Commission meeting where the revisions to the Official Zoning Map were discussed, Ms. Van Kalipe 3155 Old Highway 8 addressed the Commission with the following: *Ms. Kalipe reviewed the current peaceful, pedestrian-friendly nature of her area and expressed concern that the five-(5) intersection triangle parcel proposed for land use designation as HDR and potential redevelopment, would seriously impact traffic in a negative sense. Ms. Kalipe advocated keeping the zoning designation as current, R-1.*

2.6 On July 12, 2010, the Planning Division discussed the proposed Official Zoning Map amendments with the City Council. At this meeting there were a number of citizens present to address the Council. The following is a review of the comments, discussion and direction of the Council regarding 3253 and 3261 Old Highway 8: Ms. Van Kalipe, a resident of the Executive Condominium complex, noted the current zoning of this adjacent property, and proposed zoning for HDR, and questioned that designation at this busy five intersection corner and safety issues for the heavily used pedestrian area and current wooded area represented by this lot. Ms. VanKalipe noted interest of one area resident in purchasing the property for preservation, and discovery of drainage issues. Mr. Trudgeon stated that the two residential parcels are currently zoned Single Family Residential with the Comprehensive Plan guiding of High Density Residential. After further discussion, it was the consensus of the City Council that this item be added for further consideration along with staff’s list under Section 3.0, as Item “d;” with Council direction to staff to reconsider the zoning designation of this property.

2.7 On July 28, 2010, the Planning Division held the public open house regarding approximately the two parcels along with the other anomaly properties. Only the property owner’s representative of the 3253 Old Highway 8 property was in attendance to comment that he was opposed to the change in land use designation from the current high density residential designation to low density residential.

2.8 Based on the history and development of the area, the Roseville Planning Division recommends that the Comprehensive Plan – Land Use Map designation remain High Density Residential on 3253 and 3261 Old Highway 8.

75 **3.0 PLANNING COMMISSION ACTION**

76 3.1 On September 29, 2010 the Roseville Planning Commission held the public hearing
77 regarding the subject two parcels. A number of area residents addressed the Commission
78 voicing their opposition to the designation of high density residential. The City Planner
79 clarified that the area, including the subject two parcels are or have been designated
80 and/or developed high density residential since 1979 and that the action is to change to
81 two parcels currently zoned single family residential to low density residential.

82 3.2 The two property owners and/or owner representatives addressed the Commission
83 indicating that they wanted the designation to remain. The property owner representative
84 of 3253 Old Highway 8 indicated he had a purchase agreement to sell the property for a
85 multi-family development consistent with the current comprehensive plan designation
86 and that changing this site for no apparent reason would jeopardize the sale and change
87 the value of the land that he has been attempting to sell for the family trust for the past 3
88 years.

89 3.3 The proposed developer spoke in opposition of the change to low density development
90 indicating that few if any developers would purchase either or both of the subject lots and
91 attempt to redevelop with single family homes when the area is mostly high density
92 residential.

93 3.4 The Planning Commission had a few questions for the City Planner pertaining to adjacent
94 developments and past land use designations and zoning of the property. The
95 commission was also concerned about a low density designation's appropriateness.

96 3.5 The Planning Commission voted 5-2 to recommend to the City Council that the
97 Comprehensive Plan – Land Use Designation be changed from High Density Residential
98 to Medium Density Residential for the two properties located at 3253 and 3261 Old
99 Highway 8.

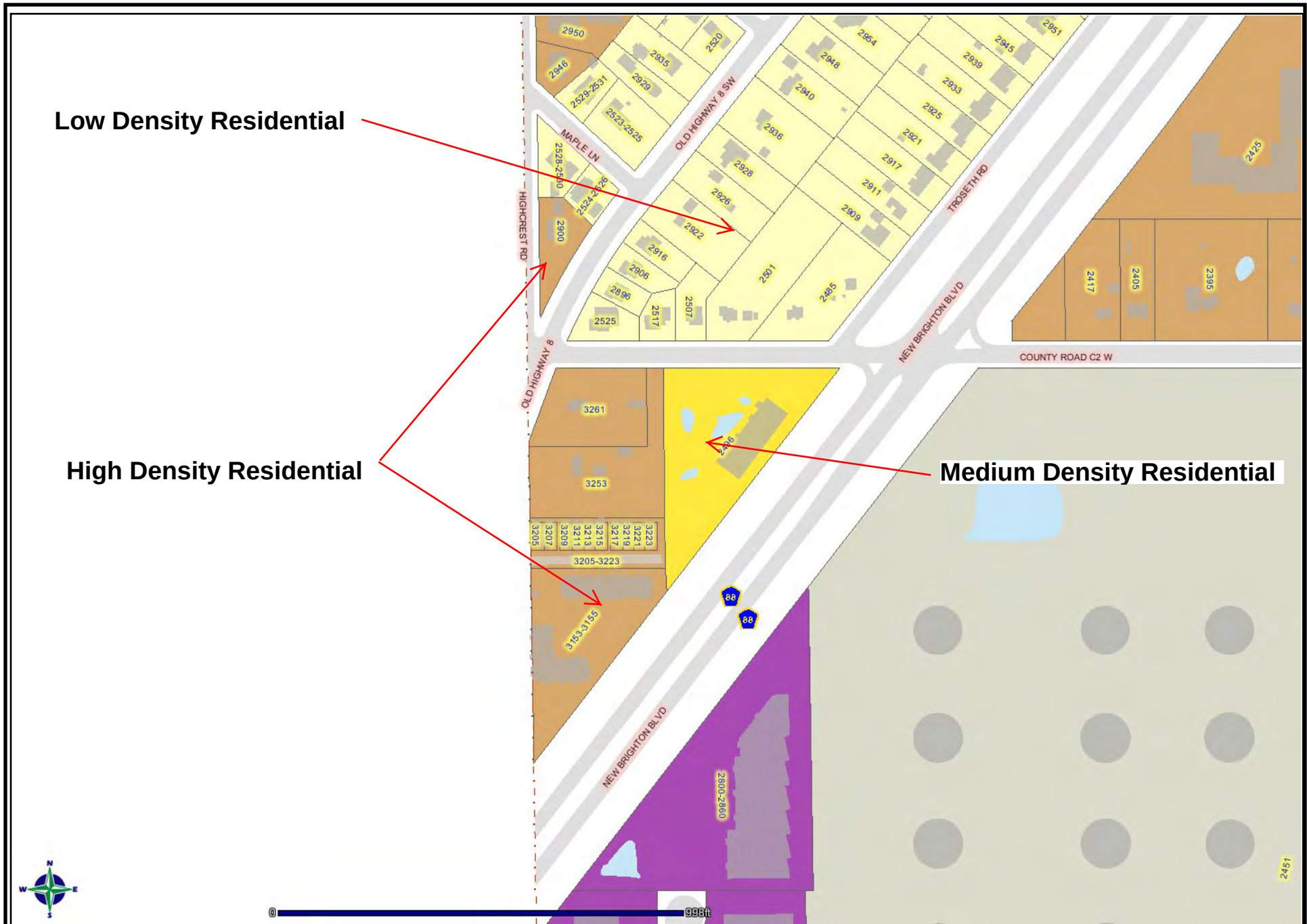
100 **4.0 SUGGESTED CITY COUNCIL ACTION**

101 **Should the City Council determine that the existing designation of High Density**
102 **Residential is appropriate and does not merit or warrant a correction, then no**
103 **action is necessary. However, should the City Council determine that a correction**
104 **of the existing Comprehensive Plan - Land Use Designation is warranted, then the**
105 **City Council shall adopt a resolution amending the existing land use designation for**
106 **the two parcels at 3253 and 3261 Old Highway 8 from high density residential to**
107 **either medium density or low density residential.**

Prepared by: Thomas Paschke, City Planner
Attachments: A: Site Map
B: Email Comments
C: Resolution
D: Owner/Developer Comments

Comprehensive Plan Land Use Designations

Attachment A



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: City of Roseville and Ramsey County, The Lawrence Group; August 2, 2010 for City of Roseville data and Ramsey County property records data, August 2010 for commercial and residential data, April 2009

Site Map



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: City of Roseville and Ramsey County, The Lawrence Group; August 2, 2010 for City of Roseville data and Ramsey County property records data, August 2010 for commercial and residential data, April 2009

Thomas Paschke

From: Margaret Driscoll
Sent: Friday, August 27, 2010 8:38 AM
To: Pat Trudgeon; Thomas Paschke
Subject: FW: Bahe/High Density Residential re-zoning

Do you have this email on record?

From: [REDACTED]
Sent: Wednesday, June 09, 2010 9:19 PM
To: *RVCouncil
Subject: Bahe/High Density Residential re-zoning

Hello City Council,

I live in Executive Manor condominiums near 33rd/County C2 and Old Highway 8. I would like to express my dissatisfaction with the rezoning of my neighborhood to high-density. Please let me know when the hearing/meeting is for the vote on this topic as I would like to express my disapproval of the rezoning of my neighborhood. Thank you.

Ryan Bahe

--

Ryan Bahe

Cell: [REDACTED]

Office: [REDACTED]

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Thomas Paschke

From: T Grahek [REDACTED]
Sent: Wednesday, September 01, 2010 9:50 PM
To: Thomas Paschke
Subject: RE: High to low density analysis from tonights meeting

Thanks for all of this. You mentioned during the meeting to email our comments. I am speaking on behalf of my mother-in-law Susan Diane Dunn at 3203 Old Hwy 8. I also live in St Anthony.

My comments:

-the house is very un-kept and the grass even now is a foot tall. The mailbox is rusted and crooked. Until there is a buyer can they mow the lawn and fix the mailbox because it brings down the neighborhood? I have called the housing inspector 2 weeks ago about this already no response.

-The turn off 88 feeds cars onto old Hwy 8 at a VERY fast MPH. I have seen at least one accident with a car hitting someone at the stop sign on old hwy 8 with a car coming from 88 too fast.

-Continuing to keep it high density will increase cars on this short road and back up that 5 way stop.

-the Wilshire school that is close by also will see increased cars and the playground is on that side of the road.

-if you change the 5 way stop to a stop light there is not enough room on the south side of old hwy 8 to handle the backed up traffic

-I often see traffic backed up from the stop sign on old hwy 8 all the way past her townhouse turn. High density will make it worse.

Thanks for hearing us out

Tom Grahek
2601 36th ave ne
st anthony

From: thomas.paschke@ci.roseville.mn.us
To: tgrahek@hotmail.com
Date: Fri, 27 Aug 2010 08:06:17 -0500
Subject: RE: High to low density analysis from tonights meeting

It was the July 12 City Council meeting – below is an excerpt of the very brief discussion.

Ms. Van Kalipe, 3155 Old Highway 8

Ms. VanKalipe, a resident of the Executive Condominium complex, noted the current zoning of this adjacent property, and proposed zoning for HDR, and questioned that designation at this busy five intersection corner and safety issues for the heavily used pedestrian area and current wooded area represented by this lot. Ms. VanKalipe noted interest of one area resident in purchasing the property for preservation, and discovery of drainage issues.

Mr. Trudgeon noted that this property is currently LDR, with the Comprehensive Plan guiding toward HDR.

After further discussion, it was the consensus of the City Council that this item be added for further consideration along with staff's list under Section 3.0, as Item "d;" with Council direction to staff to reconsider the zoning designation of this property.

The second statement in the above is incorrectly stated. The Comprehensive Plan has guided the parcels since at least 1979 as High Density. However the two parcels are currently zoned Single Family Residential and would be rezoned to High Density Residential to be consistent with the guiding.

From: T Grahek [REDACTED]
Sent: Thursday, August 26, 2010 9:59 PM

Thomas Paschke

From: Pat Trudgeon
Sent: Wednesday, August 25, 2010 4:37 PM
To: Thomas Paschke; Bryan Lloyd
Subject: FW: Proposed zoning change

Patrick Trudgeon, AICP
City of Roseville
Community Development Director
2660 Civic Center Drive
Roseville, MN 55113
(651) 792-7071
(651) 792-7070 (fax)
pat.trudgeon@ci.roseville.mn.us
www.ci.roseville.mn.us

From: [REDACTED]
Sent: Wednesday, August 25, 2010 4:30 PM
To: Pat Trudgeon
Cc: *RVCouncil; 'Tate-Lunde, Barb'
Subject: Proposed zoning change

We would like to attend the Roseville Planning Commission meeting this evening, August 25; however, we do not get out of work until well after the meeting begins. Thus this E-mail.

We understand that there is a proposed zoning change before the Planning Commission for a piece of property on Old Highway 8, near 33rd Ave NE (also called County Road C2). The proposal is to change the zoning from high density to low density residential. Although we live in St. Anthony, we live within 1.5 blocks of that property and strongly support that change to the lower density residential zoning. We believe there is already sufficient "high" density residential development in the immediate area of that property:

- A medium size townhouse development exists directly across Old Highway 8 in ST. Anthony.
- A small townhouse development exists adjacent to the "south" property line of the site.
- A 3 story condominium development exists adjacent to the "east" property line of the site.

Additional high density housing would add ever more traffic, noise, pollution and road damage to the local streets, including 33rd Ave NE. It should be noted that St. Anthony Middle and High School are within 3 blocks of the site on 33rd Ave NE. 33rd Ave NE is already a heavily traveled street especially during rush hour; in addition, adding additional traffic would further impact the safety of the students that attend St. Anthony schools.

Again we strongly support changing the zoning from high density to low density. Please call Martin if you have questions..Martin's cell number is 612-968-2841. Thank you for this opportunity to voice our opinion at the Planning Commission meeting.

Martin and Barbara Lunde, PE
3425 33rd Ave NE
St. Anthony, MN 55418

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Thomas Paschke

From: [REDACTED]
Sent: Wednesday, August 25, 2010 7:53 AM
To: Thomas Paschke
Subject: Old Highway 8 - Public Hearing

Hello Thomas,

I live at 3609 33rd Avenue NE just across the street and one house in from the property at 3261 Old Highway 8. The "high density" land use designation proposal is concerning. I am interested in attending the public hearing and have a few questions:

Where is the hearing located tonight at 5:30?

What is the current designation of these two properties?

What types of buildings are permitted in "low density" vs. "high density" land use designations?

Any other background on the issue/proposal that I should be aware of?

Thanks,
Brian Buck

Thomas Paschke

From: Jason Hagen [REDACTED]
Sent: Tuesday, September 28, 2010 8:31 AM
To: Craig Klausing; Thomas Paschke
Cc: Karen Hagen
Subject: September 29th planning meeting

Thomas and Craig

I am writing in reference to the September 29th planning meeting. My spouse and I support changing the comprehensive land use plan designation on two parcels from high density residential to low density residential. The two parcels are 3253 Old Highway 8 and 3261 Old Highway 8. As adjacent landowners to the these parcels, we believe that high density residential development will have a negative impact on the livability of our residential neighborhood. By placing high density housing adjacent to low density housing with no buffer, we believe our property values will be negatively affected. We also believe that high density development will introduce unacceptable levels of noise pollution, light pollution, increased crime and increased traffic. We have strong concerns that any development is likely to increase non-owner occupied housing.

Because this matter is so important to the livability of our area, we will also attend the public hearing in person.

Respectfully,

Karen J. Hagen and Jason S.J. Hagen
2485-CRD. C2 West
Roseville, Mn 55113
[REDACTED]

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of October 2010 at 6:00 p.m.

The following Members were present:
and ____ was absent.

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

RESOLUTION NO. ____
**A RESOLUTION AMENDING ROSEVILLE'S 2030 COMPREHENSIVE PLAN – LAND
USE MAP TO CHANGE THE DESIGNATION OF 3253 AND 3261 OLD HIGHWAY 8**

WHEREAS, the City Council directed the Planning Division to reconsider the Comprehensive Plan – Land Use Designation of 3253 and 3261 Old Highway 8; and

WHEREAS, the Planning Commission on September 29, 2010 held the public hearing regarding the Comprehensive Plan – Land Use Map change for the two subject parcels and voted (5-2) to recommend a change from High Density Residential to Medium Density Residential;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to adopt a COMPREHENSIVE PLAN – LAND USE MAP AMENDMENT changing the designation from High Density Residential to Medium Density Residential for the following properties in Roseville:

3253 Old Highway 8 – 05-29-23-32-0002

3261 Old Highway 8 – 05-29-23-32-0001

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 25th day of October 2010.

(SEAL)

October 13, 2010

Subject: Changing the 2030 Comprehensive Land Use Plan Designation of 2 parcels from High Density Residential and the subsequent removing of the same parcels from High Density Residential to Low Density 1, Single Family Residential.

Sites: 3253 Old Hwy 8
3261 Old Hwy 8

Community First Development, LLC, acting as builder/developer (3253 & 3261) and agent (3261) for above subject properties, has been completing necessary due diligence to proceed with building. Based on the information in the 2030 Comprehensive Plan and the proposed Zoning Code draft of 7/16/10, we moved forward with planning. At all times during our the process, we insured we could approach the city without asking for variances or concessions of any kind.

The 2030 Comprehensive Plan that is under consideration of change is a document, along with *Imagining Roseville 2025*, that has been used by city planners since it was written in 1980. This Plan, adopted 10/26/09, was to be followed by a rewriting of the Zoning Code. The code presently in use was written in 1959. As of today, is still in the process of being finalized. (latest draft to our knowledge, 7/16/10)

Items to consider before changing the designation of HDR on above subject parcels:

The 2030 Comprehensive Plan was written in 1980. Thus, developers, realtors and purchasers of property in this area have been aware the density modifications and have planned, or should have planned, accordingly. The "market" and "need" described in the two documents has not changed. In fact, the need for more housing in this community could increase substantially, requiring even more HDR property.

The following information has been gleaned from published information including, *Imagining Roseville 2025* and the *2030 Comprehensive Plan for Roseville*. Both documents were written to lead community growth over the next twenty years

* Demographics of Roseville (2030 Comp. Plan, Chapter 6 - Housing):

The city of Roseville has increased in size while the household size has decreased causing a large demand in the number of units of housing. Between 2000 and 2030 there will be a need for nearly 2,000 housing units. The increase of 26 acres from LDR to HDR in the Comprehensive Plan will be offset by the 24 acres scheduled to change from residential to nonresidential according to the Plan.

* Imagining Roseville 2025 (Housing):

Strategy B, item 2., Increase residential density to reduce costs. The overall planning, using this strategy, will assist in securing sufficient, diverse and affordable housing for the entire community.

OCT 13 2010

* 2030 Comprehensive Plan, pages 6 - 8:

It's mentioned there is a concern within the community of a future overabundance of age-restricted housing. HDR units that have no age-restriction and are larger than the typical senior unit, provide diversity and give the growing population of active seniors with an option suitable to their desired lifestyle. As noted in *Imagining Roseville 2025*, this kind of thinking and foresight could provide diverse and affordable housing for all kinds of families in Roseville.

* Notes from the Metropolitan Council:

A directive from the System Statement -- "develop strategies to increase density and infill development". The Metropolitan Council has projected the population of Roseville to increase by 13% by 2030.

* *Trading Places*, Star Tribune 7/21/10:

Nearly 1 in 4 residents in Roseville is over 64, making it one of the five oldest cities outside of the Sun Belt. Many of these are long time residents and want to stay in the area, close to family, friends and church. (This is one of the reasons for the decrease in household size.) Typically, these "empty nesters" are looking for a place to live without the care and maintenance of a house. They aren't necessarily looking for a nursing home or even an assisted living home. They are still active and need space for their "stuff", and have room to bring the family home and entertain their friends.

* Please note that all of the recent development, since 1980 and the 2030 Comprehensive Plan, south of County Rd C2, has been either HDR or a PUD. The existing HDR Land Designation in the 2030 Comprehensive Plan, adopted 10/26/09, seems to fit the area exactly.

A lot of time, effort, money and other resources have been spent by city staff, hired experts, input from citizens on commissions and at public hearings, etc... to compile the 2030 Comprehensive Plan and the *Imagining Roseville 2025* documents. As a result, a future Land Use Map has also been developed from this intensive, thorough analysis. Any changes to this map should not be hastily done at the direction of neighbors or activists with their own agendas. Citizens and professionals have been working, developing plans (in some cases for years) and investing money based on commitments to these plans and maps by the City of Roseville.

If you have any questions or would like to discuss this matter further, please give us a call. We appreciate your time and attention.

Respectfully,


Jerry Nordenstrom
Project Coordinator - Community First Development, LLC
612-807-0745

Dear City Council Member,

I am the owner of 3261 Old Hwy 8, which is being considered for a change of land designation from HDR.

My uncle has owned this property since the 1940's. In 2002, I purchased the house and land as an investment for future development. I have followed the changes in Roseville for years and have a proposed project that I may be able to pursue that fits the existing 2030 Comprehensive Plan and will meet all the requirements of the city of Roseville.

Looking at what has been built in the area, I cannot understand why the council would consider any change at this point in time. I object very strongly to the change as it will create a great deal of difficulty to build any project and my property's value will plummet. Please look at what is around my lot. Everything has been a High Density project or a PUD.

I have relied on the information that the city of Roseville has put forward and to, after all this time, have the rug pulled out from under me by neighbors who knew what this property was designated as, is totally unfair. I have heard the comments by the anti-groups about section 8, subsidized, 300 units, traffic safety, etc... I want the council to be aware that the project I'm looking at will be an asset to the area and I personally plan on living there. So, believe me, I want a good thing here.

Respectfully,

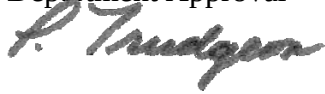
A handwritten signature in black ink that reads "Thomas A. Ranallo". The signature is fluid and cursive, with the first name "Thomas" being the most prominent.

Thomas Ranallo
3261 Old Hwy 8
Roseville, MN 55113

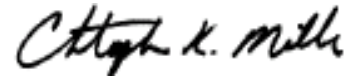
ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: **10/25/2010**
ITEM NO: **12.e**

Department Approval



Acting City Manager Approval



Item Description: Request by the Roseville Planning Division to approve corrections or amendments to the 2030 Comprehensive Land Use Plan designations of approximately 16 parcels throughout the city and the subsequent rezoning of the same parcels to be consistent with the Comprehensive Plan as required by State Law (**PROJ0017**).

1.0 BACKGROUND/RECOMMENDATION

1.1 Since the Planning Commission's hearing on August 4 regarding the 72 anomaly properties that had an incorrect or inappropriate land use guiding and zoning, the Planning Division has located an additional 16 such properties.

1.2 As you may recall, during the initial Official Zoning map notification process the Planning Division located 50+ anomaly properties and after notices were mailed the staff determined that 10 additional parcels also required correction. Since the July 28, 2010 open house and the August 4, 2010 public hearing regarding the 72 anomaly properties, the Planning Division has determined that 16 additional properties also require Comprehensive Plan designation corrections and applicable zoning.

1.3 The 16 newly identified properties include a number of small or unique land forms that were difficult to catch during the initial and subsequent reviews. Of the 16 parcels, 10 are owned by either a school, railroad, utility company, the City, County, State or federal agency. The remaining 6 are privately owned.

1.4 To better understand the need to establish an appropriate land use designation and zoning, the Planning Division has created separate slides of each parcel. These "attachments" each identify the lot/parcel and the existing/proposed Comprehensive Plan – Land Use Designation. Zoning of parcels guided Right-of-Way will appear as Right-of-Way on the Official Zoning Map, whereas parcels guided Low Density Residential may appear as either Low Density Residential – (single family homes) or Low Density Residential -2 (two family, duplex, or townhomes) on the Official Zoning Map.

1.5 Similar to the other 72 parcels, these 16 properties need to be corrected to accurately and appropriately identify what they are and how they should be guided and zoned for future use.

1.6 On August 19, 2010, the Roseville Planning Division held the required open house regarding the proposed changes. Ten property owners/residents within 500 feet of one or more of the subject properties attended the open house to seek clarification on what was occurring. Once the Planning Staff reviewed the slide sheet and provided additional

information regarding the proposed change, property owners/residents appeared to be satisfied and thanked the staff.

The Roseville Planning Division recommends that the Planning Commission support the proposed changes in Comprehensive Plan – Land Use Map designations and Zoning Classifications for the 16 properties as indicated on the attached slides.

2.0 PLANNING COMMISSION ACTION

At their meeting of October 6, 2010, the Roseville Planning Commission held the duly notice public hearing regarding the 16 anomaly properties. At the meeting there were a few citizens who received notice of the hearing and who were present to obtain additional information and clarification and to support the proposed corrections.

The Planning Commission voted 7-0 to recommend to the City Council approval of all 16 Comprehensive Plan - Land Use Designations amendments and subsequent zoning reclassifications.

3.0 SUGGESTED CITY COUNCIL ACTION

ADOPT A RESOLUTION APPROVING COMPREHENSIVE PLAN – LAND USE MAP AMENDMENTS FOR 16 PROPERTIES IN ROSEVILLE.

Prepared by: Thomas Paschke, City Planner

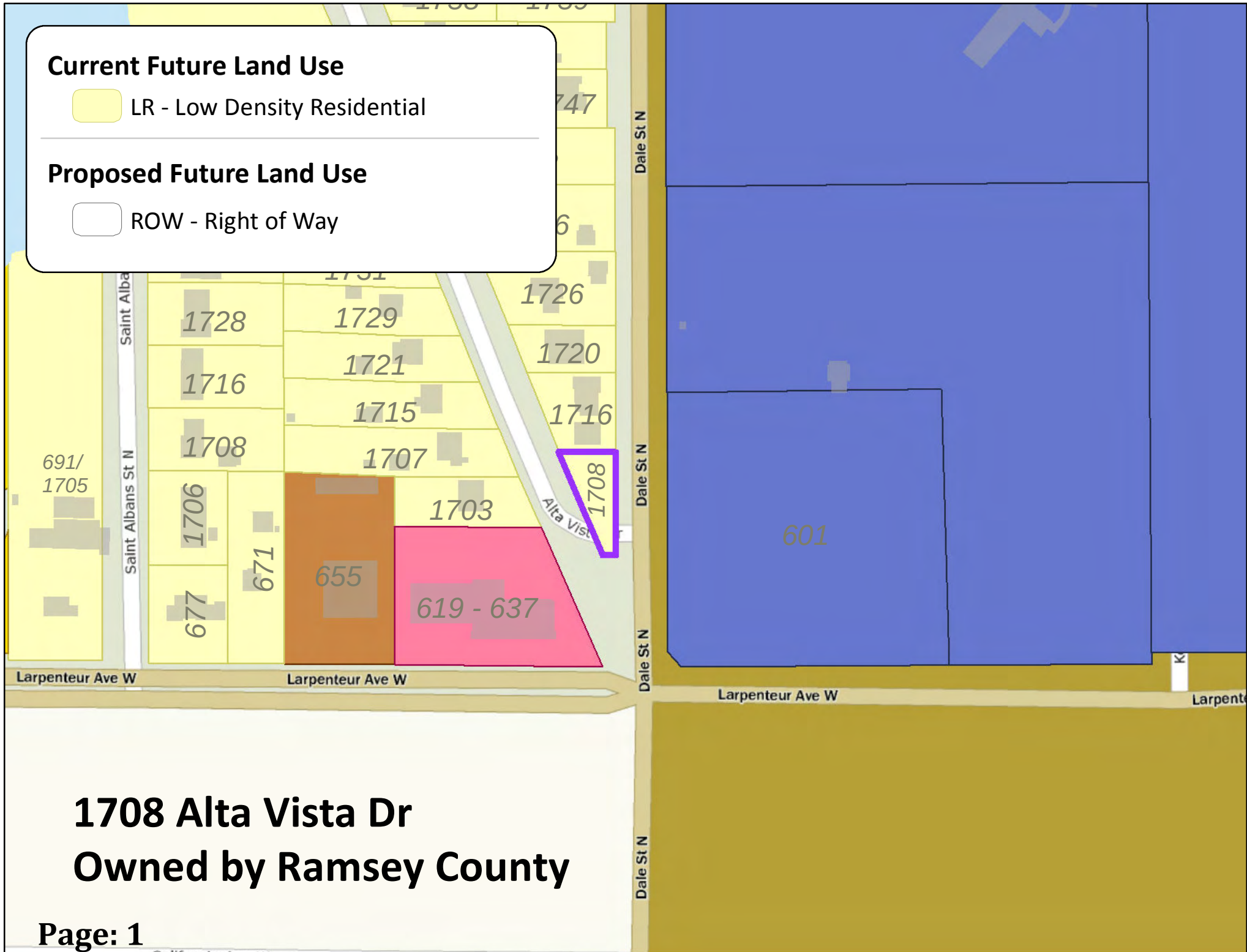
Attachments: A: Anomaly Slides
B. Open House Comments
C. Resolution

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 ROW - Right of Way



1708 Alta Vista Dr
Owned by Ramsey County

Current Future Land Use

 POS - Park/Open Space

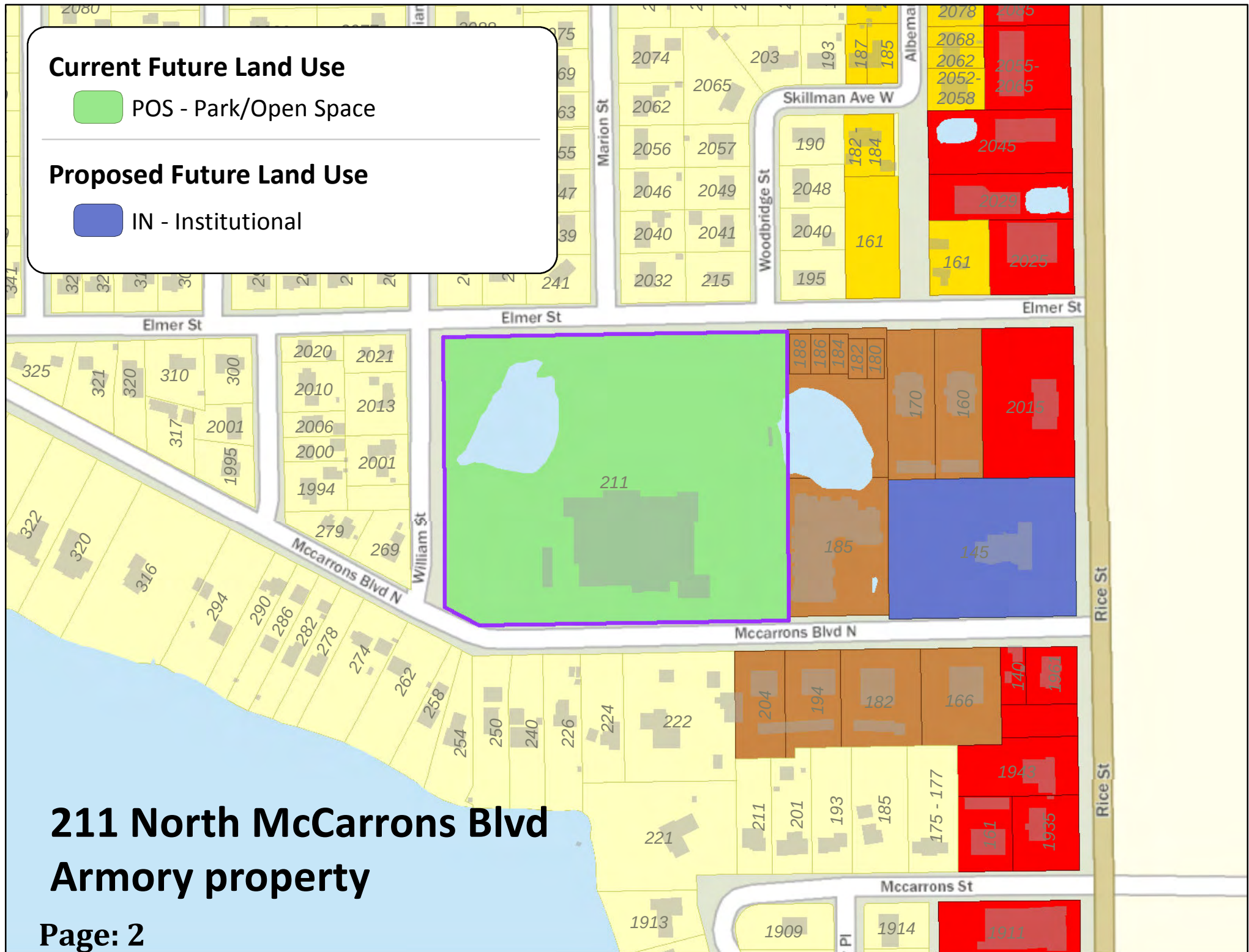
Proposed Future Land Use

 IN - Institutional



Proposed Future Land Use

 IN - Institutional



211 North McCarrons Blvd

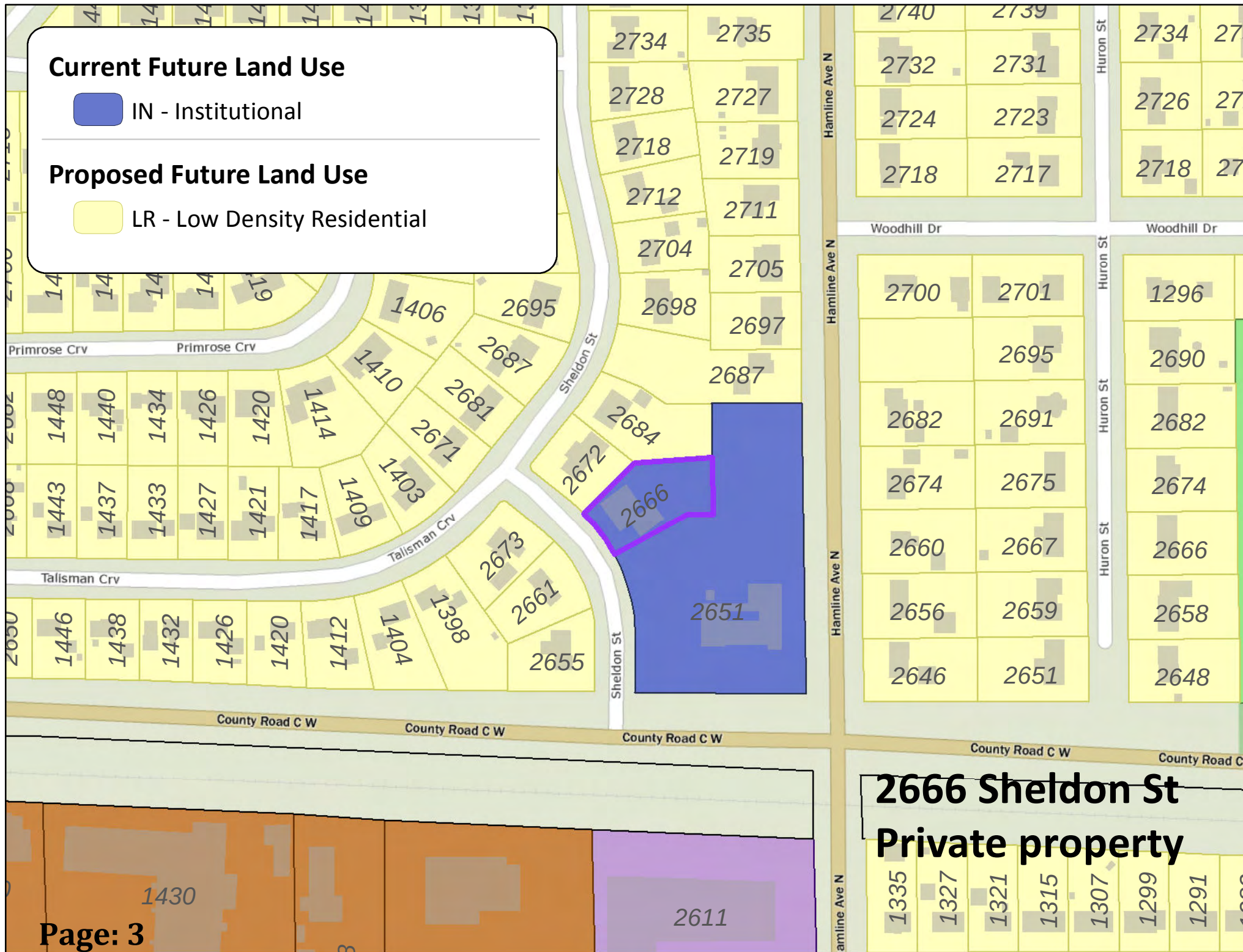
Armory property

Current Future Land Use

 IN - Institutional

Proposed Future Land Use

 LR - Low Density Residential



2666 Sheldon St
Private property

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 MR - Medium Density Residential

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 MR - Medium Density Residential

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

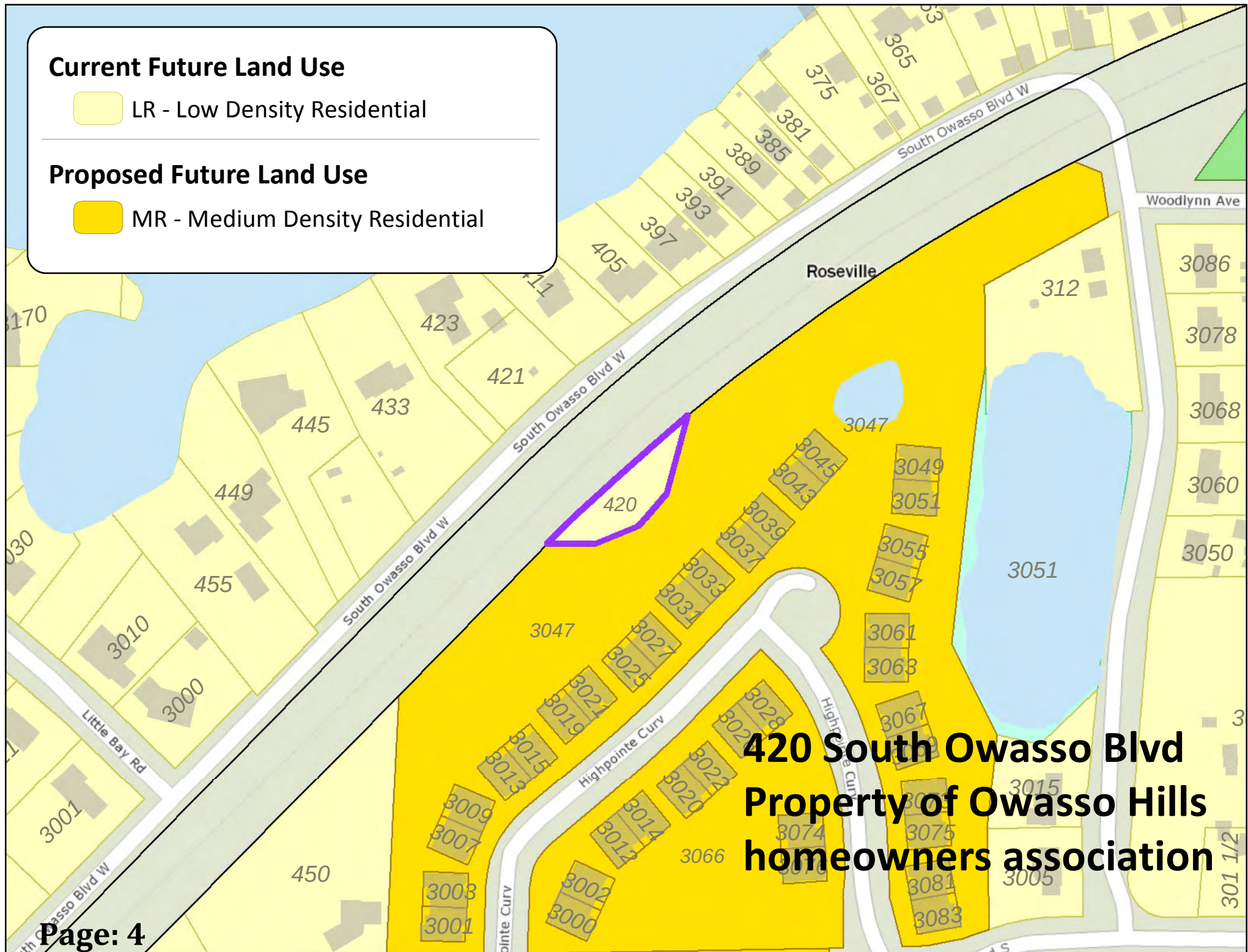
 MR - Medium Density Residential

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 MR - Medium Density Residential

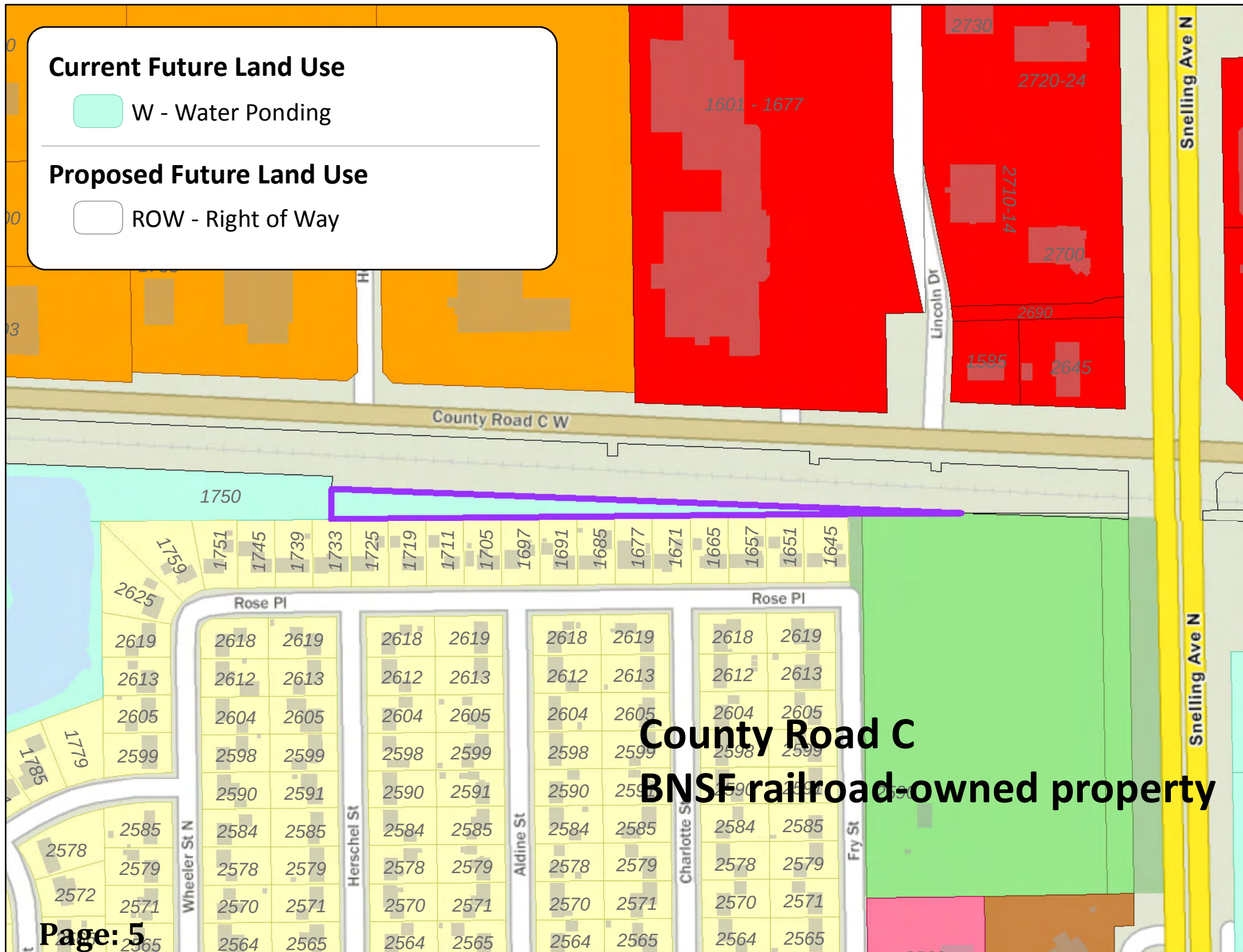


Current Future Land Use

 W - Water Ponding

Proposed Future Land Use

 ROW - Right of Way

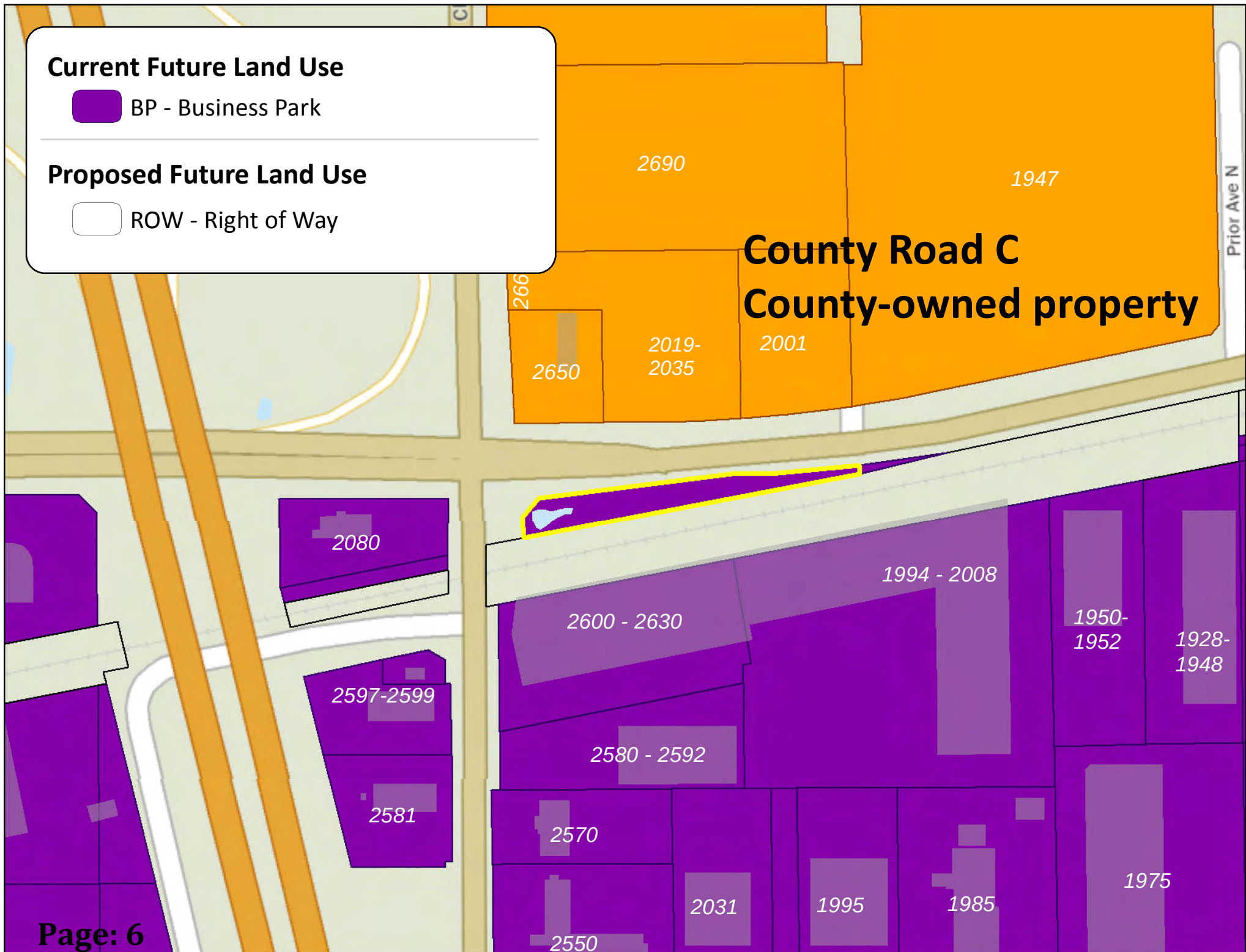


Current Future Land Use

 BP - Business Park

Proposed Future Land Use

 ROW - Right of Way

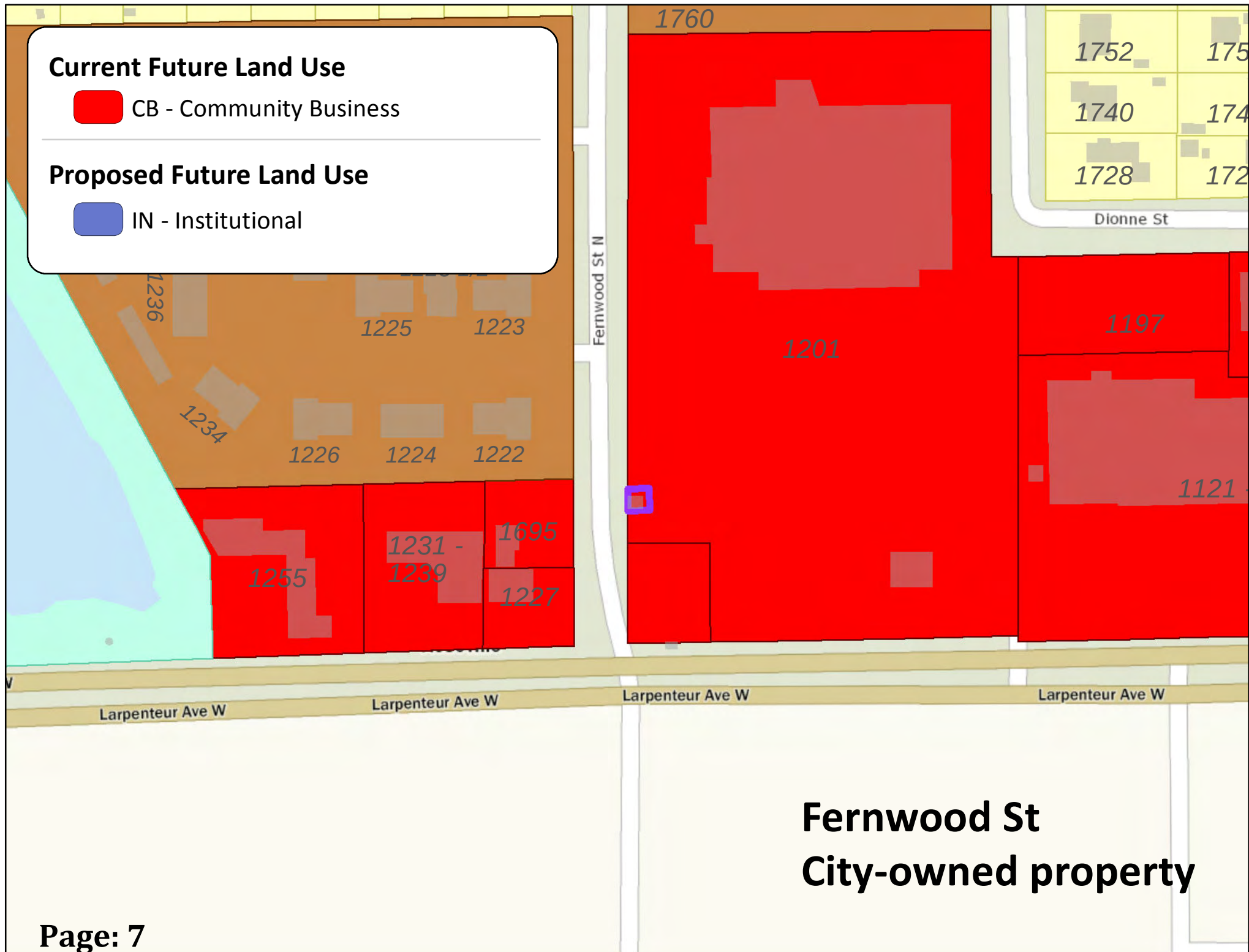


Current Future Land Use

 CB - Community Business

Proposed Future Land Use

 IN - Institutional



Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 ROW - Right of Way

Highway 36
State-owned property

1215

1205

1193

1183

1175

1165

1155

1145

1135

1125

2261

2255

St

Sherren St

Sherren St

Sherren St

Sherren St

1204

1194

1184

1174

1166

1156

1146

1136

1128

1110

2237

1205

1199

1193

1181

1175

1161

1153

1145

1139

1131

1125

1117

2231

Laurie Rd W

Laurie Rd W

Laurie Rd W

Lexington Ave N

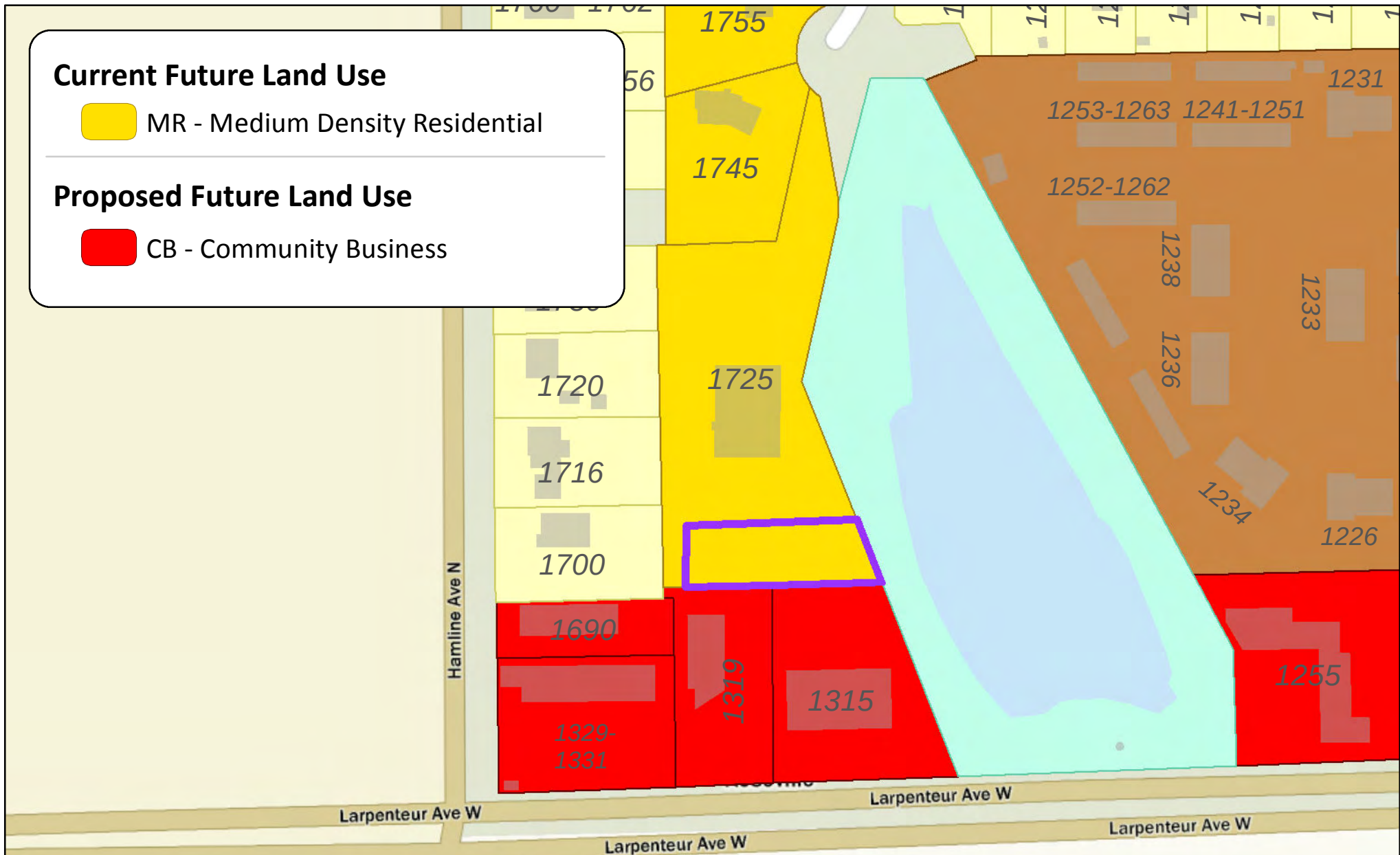
ve N

Current Future Land Use

 MR - Medium Density Residential

Proposed Future Land Use

 CB - Community Business



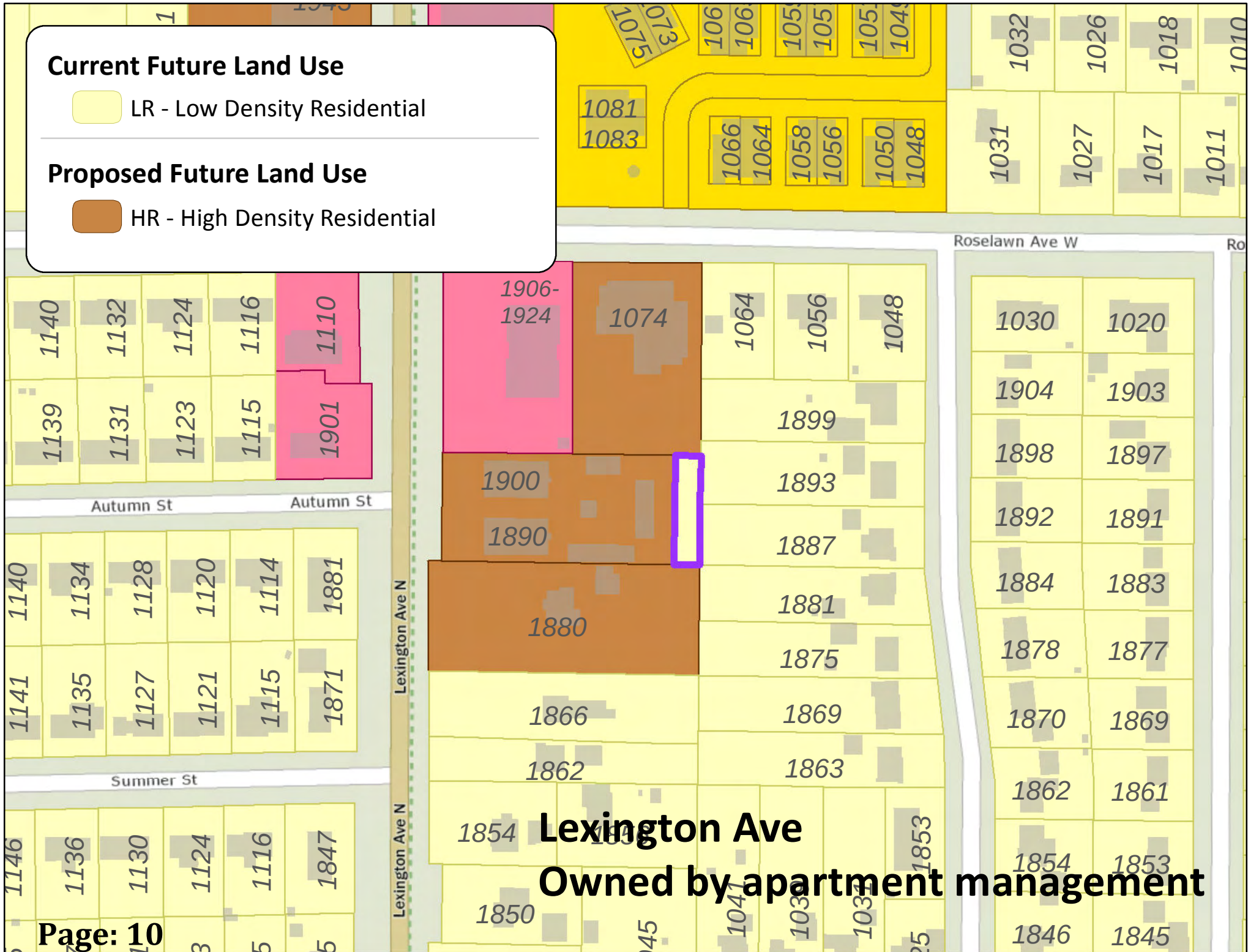
**Private property
Owned by business at 1315 Larpenteur**

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 HR - High Density Residential



Current Future Land Use

 CB - Community Business

Proposed Future Land Use

 I - Industrial

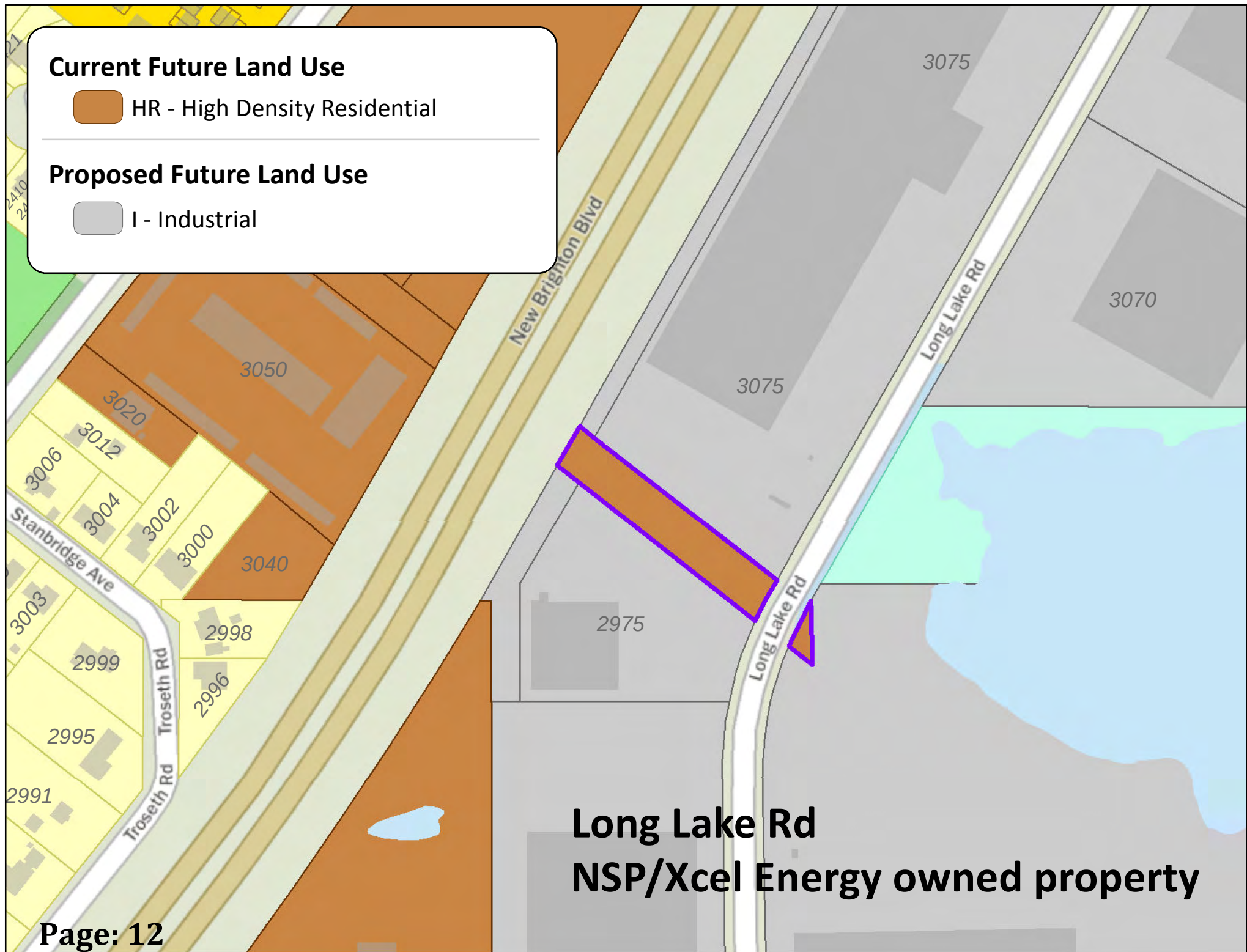


Current Future Land Use

 HR - High Density Residential

Proposed Future Land Use

 I - Industrial

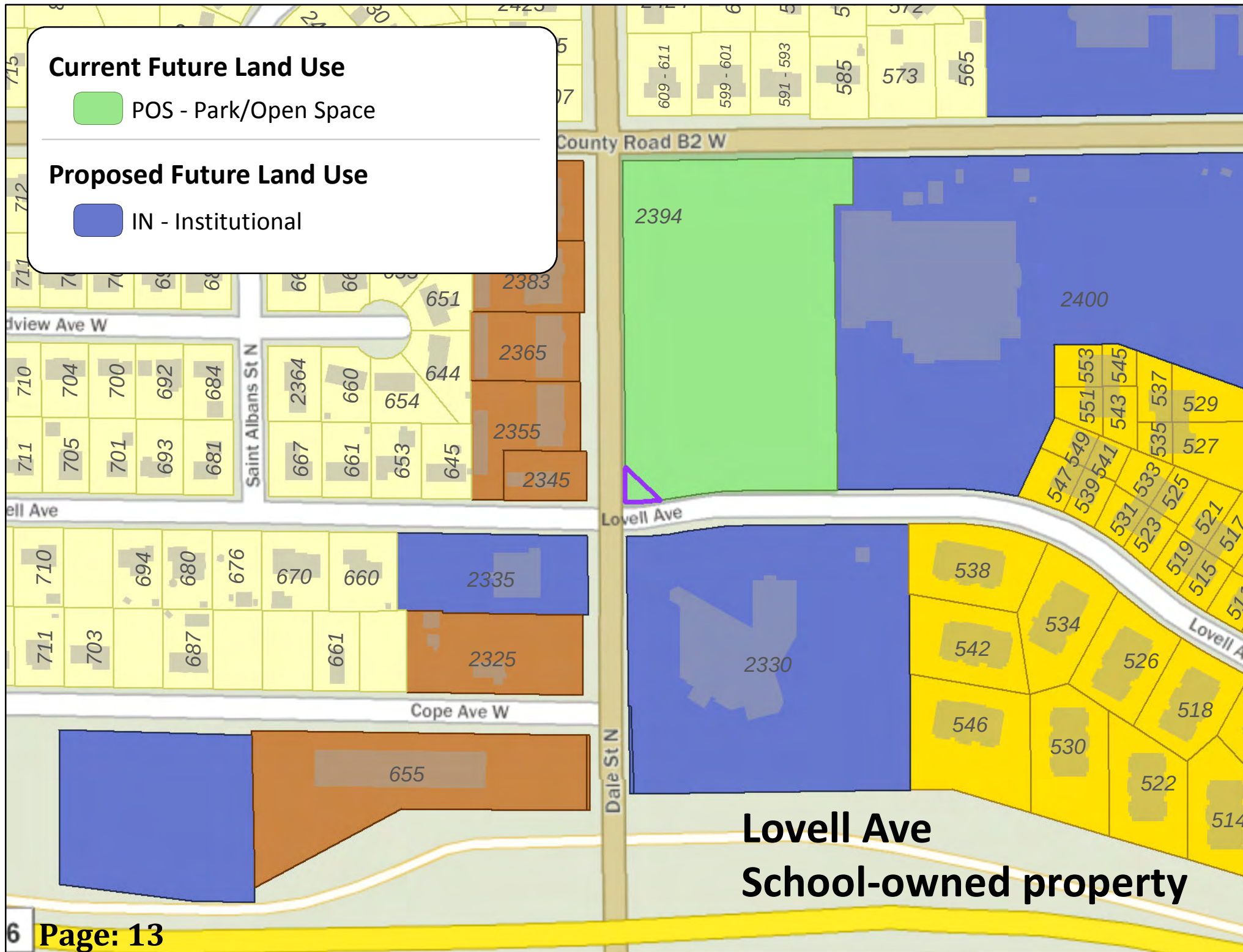


Current Future Land Use

 POS - Park/Open Space

Proposed Future Land Use

 IN - Institutional



**Lovell Ave
School-owned property**

 I - Industrial

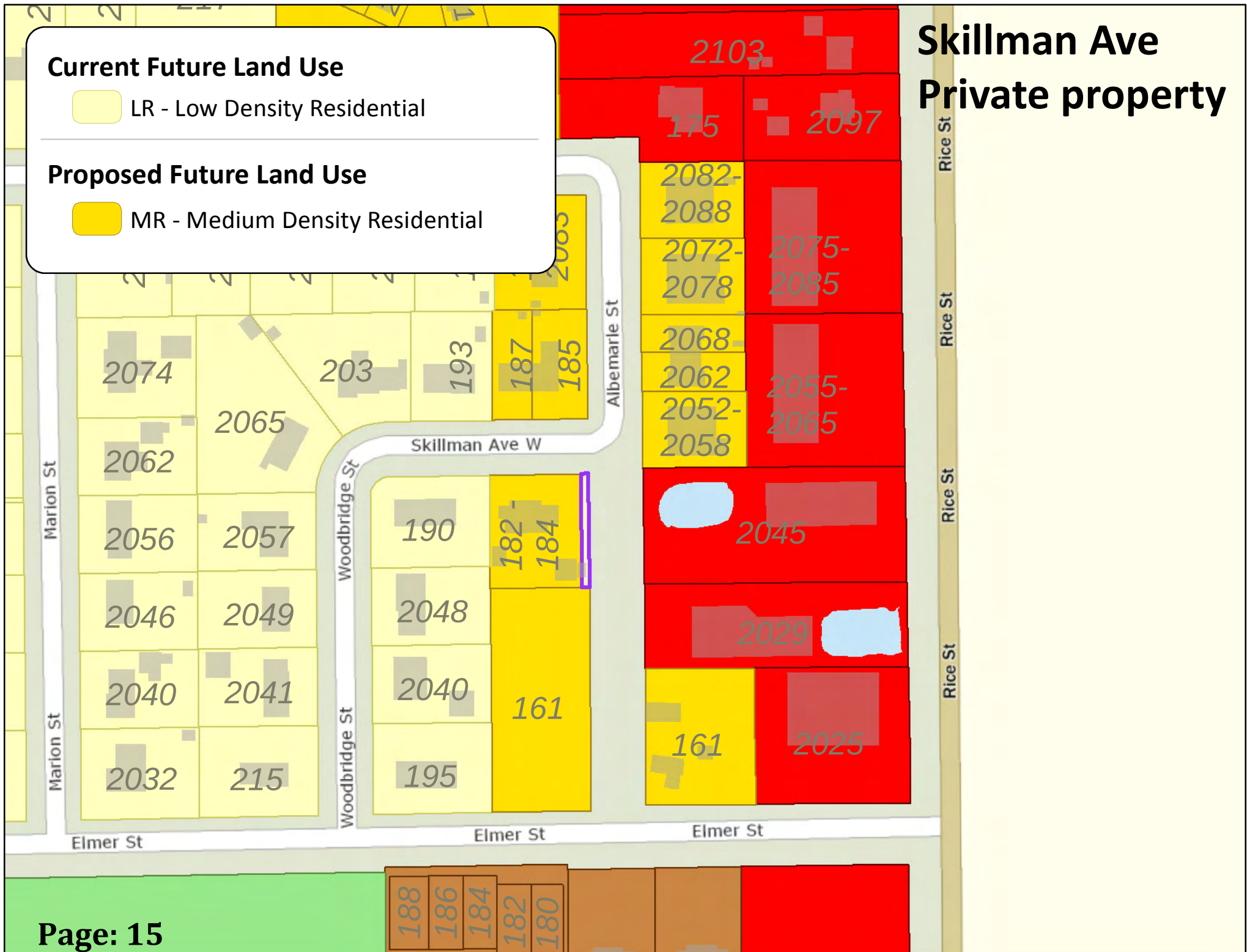
MN Commercial Railway property

Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 MR - Medium Density Residential

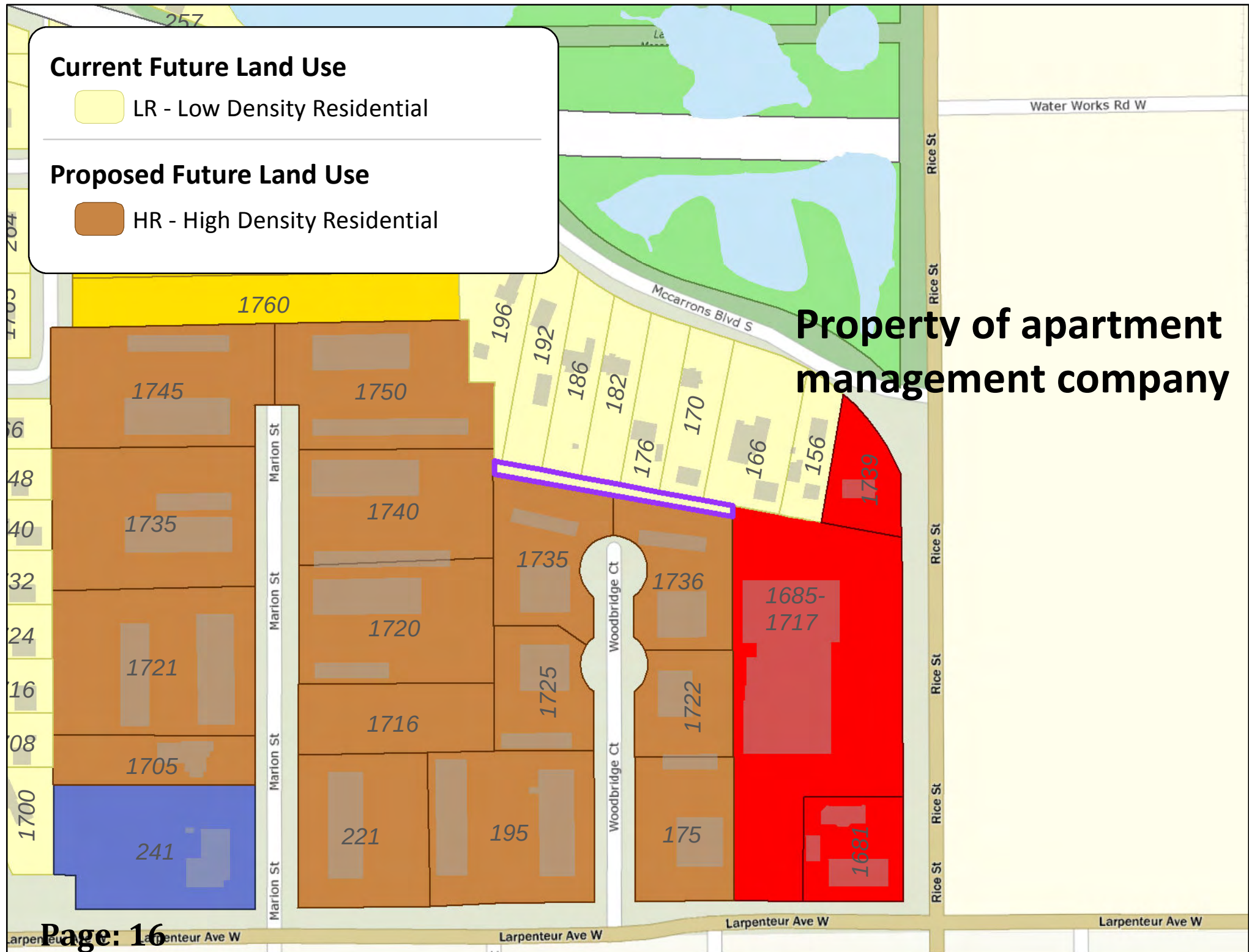


Current Future Land Use

 LR - Low Density Residential

Proposed Future Land Use

 HR - High Density Residential



OPEN HOUSE NOTES – 08/19/10

A couple of the property owners in the Grandview Avenue cul-de-sac were in attendance to seek information about the property change in their neighborhood. Planning Staff reviewed the slide of the small triangle of property owned by Concordia Academy at the intersection of Lovell and Dale, to be corrected from Park Open Space to Institutional.

A few residents living along Alta Vista Drive had questions regarding the parcel at 1708 Alta Vista Drive, to be corrected from Low Density Residential to Right-of-Way. The Planning Staff indicated that the County acquired the property to realign the intersection of Alta Vista Drive with Dale Street and that the land use designation has never was corrected.

The property owner on the Gold Eagle building was in attendance seeking clarification on what was occurring near his building and whether any of the changes would affect him. The Planning Division reviewed the slide which indicates two corrections; the first a City-owned lift station along Fernwood Avenue that will change from Community Business to Institutional and a parcel of land owned by the Solar Car Wash (currently used as a parking lot) that requires changing from Medium Density to Community Business.

A few of the property owners in the McCarron's Boulevard/Elmer Street area were in attendance to learn more about the Armory and the Institutional zoning classification. The Planning Division reviewed a number of area slides indicating corrections and discussed the Armory and the types of uses that would be supported by the proposed Institutional District.

Lastly, the Planning Division spent some time reviewing a number of the corrections in the McCarron's Lake area with a resident.

There were 10 property owners who attended the open house meeting. All thanked that Planning Staff for the information and clarification on the proposed change, with no one voicing an opposition to the changes.

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of October 2010 at 6:00 p.m.

The following Members were present:
and ____ was absent.

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

RESOLUTION NO. ____ A RESOLUTION AMENDING ROSEVILLE'S 2030 COMPREHENSIVE PLAN – LAND USE MAP TO CORRECT 16 PARCELS

WHEREAS, the Planning Division as a component of updating the Official Zoning Map located 16 lots and/or parcels that included an incorrect and/or inappropriate land use designations; and

WHEREAS, the Planning Division after review determined the appropriate land use designations for all 16 lots/parcels; and

WHEREAS, the Planning Commission on September 29, 2010 held the public hearing regarding the request Comprehensive Plan – Land Use Map corrections and voted (7-0) to recommend approval as presented by the City Planner;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to adopt COMPREHENSIVE PLAN – LAND USE MAP amendments for the following properties in Roseville:

PIN	Existing Future Land Use	New Future Land Use	Notes
152923430060	MR - Medium Density Residential	CB - Community Business	
152923440051	CB - Community Business	IN - Institutional	
132923110044	LR - Low Density Residential	MR - Medium Density Residential	
132923440011	LR - Low Density Residential	HR - High Density Residential	
102923440014	LR - Low Density Residential	ROW - Right-of-Way	
142923440014	LR - Low Density Residential	ROW - Right-of-Way	
042923430012	W - Water Ponding	ROW - Right-of-Way	
092923220019	BP - Business Park	ROW - Right-of-Way	
052923130002	RR - Railroad	I - Industrial	
142923320066	LR - Low Density Residential	HR - High Density Residential	
132923140014	POS - Park/Open Space	IN - Institutional	
122923320137	POS - Park/Open Space	IN - Institutional	
052923120003	CB - Community Business	I - Industrial	

032923340014	IN - Institutional	LR - Low Density Residential	
012923210066	LR - Low Density Residential	MR - Medium Density Residential	
052923210067	HR - High Density Residential	Split designation: I - Industrial / HR - High Density Residential	Only the portion southeast of County Road 88 changes to I - Industrial

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

WHEREUPON said resolution was declared duly passed and adopted.

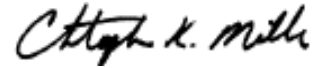
REQUEST FOR COUNCIL ACTION

Date: 10/25/10
Item No.: 13 . a

Department Approval



Acting City Manager Approval



Item Description: 2011 Public Works Work Plan

BACKGROUND

Each year Public Works staff monitors and evaluates the condition of City infrastructure for development of ongoing maintenance and replacement needs plans. We use this information to develop capital improvement plans and in the development of the annual budget request in these areas. We also work closely with Ramsey County and Mn/DOT on improvements to City infrastructure as a part of their road improvement projects within Roseville. 2011 proposed road construction is mainly mill and overlay of pavement due to surface distress related to age of pavement since many streets were reconstructed in the 1980's. The following are improvements that we are recommending for the 2011 construction season on the city system. Ramsey County has not finalized their total work program for 2011.

POLICY OBJECTIVE

- Pavement Management Program Projects:** Each year the Public Works Department evaluates infrastructure needs based on the City's Pavement Management Program and assessment of utility infrastructure. Streets in marginal condition are recommended for major maintenance by mill and overlay. Streets in poor condition are recommended for reconstruction. We propose to include the following street segments in our 2011 construction contracts:

Mill and Overlay

County Road C2 (Snelling Avenue to Hamline Avenue)
--

Fisk Street (County Road C to Rose Place)

Rose Place (Fisk Street to Avon Street)

Aladdin Street (Rose Place to Cul- de- sac)

Elmer Street (Williams Street to Woodbridge Street)

Cohansey Boulevard (Crescent Lane to McCarron Drive)
--

Evergreen Court (Skillman Avenue to Cul- de- sac)

Hythe Street (Draper Avenue to Roselawn Avenue)

Garden Avenue (Hamline Avenue to Lexington Avenue)
--

Parker Avenue (Lexington Avenue to Victoria Street)

Oakcrest Avenue (Cleveland Avenue to Prior Avenue)
--

Reconstruction

Dale Street (County Road C to South Owasso Boulevard)

The Mill and Overlay projects are proposed to be financed through our street infrastructure funds and MSA funds. Dale Street Reconstruction which the Council previously ordered a feasibility study on will be financed by MSA Funds and assessments. The Dale Street feasibility study will be presented to the Council in December and the Council will be asked to set a public hearing date for that project. Our pavement condition and maintenance strategies result in a recommended \$900,000 annual program for our city streets, excluding the MSA system. After receiving bids for these projects, we will request that the City Council award the bid to the lowest responsible bidder.

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

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

We are recommending replacement of the cast iron watermain as a part of the Dale Street reconstruction project. This watermain was installed in the early 1960's and has experienced several breaks. This is the lowest cost opportunity to replace this infrastructure.

3. **Seal Coat:** Pavement maintenance policies support an annual seal coat program of approximately 15 miles of city streets each year. This consists of applying a thin film of bituminous oil and covering it with fine aggregate. These treatments have proven to add a minimum of 10 years to the life of the pavement. With potential continued budgetary constraints in 2011, we may need to reduce the size of the program depending on the bid prices received in February 2011 for materials. Asphalt material prices are extremely volatile and nearly in 2008. In 2010, they increased again over 2009 pricing. It is expected that these prices will continue to rise.
4. **Pathways :** A pathway will be recommended to be constructed with the Dale Street reconstruction. Work continues developing the plans for the federally funded pathway along

Fairview Ave. from the Rosedale area to the St. Paul campus of the University of Minnesota. Initially construction was anticipated to begin in 2009 but due to workload in 2009 and 2010 and easement acquisition, staff was unable to develop final plans and specifications required for bidding. This project is anticipated to be ready for bid in Winter 2010. The estimated cost for this project is \$1,200,000.

FINANCIAL IMPACTS

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

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

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

STAFF RECOMMENDATION

Staff Recommendation: The following improvements are recommended for construction in 2011. Additional utility improvements may be identified at a later date and brought to the Council for authorization.

Location	Funding Source	Cost Estimate
Mill and Overlay Projects		
County Road C2 (Snelling Avenue to Hamline Avenue)	MSA	\$166,432.89
Fisk Street (County Road C to Rose Place)	Infrastructure Fund	\$ 61,051.00
Rose Place (Fisk Street to Avon Street)	Infrastructure Fund	\$ 24,107.27
Aladdin Street (Rose Place to Cul- de- sac)	Infrastructure Fund	\$ 38,323.24
Elmer Street (Williams Street to Woodbridge Street)	Infrastructure Fund	\$ 38,420.77
Cohansey Boulevard (Crescent Lane to McCarron Drive)	Infrastructure Fund	\$ 66,718.42
Evergreen Court (Skillman Avenue to Cul- de- sac)	Infrastructure Fund	\$ 31,724.37
Hythe Street (Draper Avenue to Roselawn Avenue)	Infrastructure Fund	\$ 27,780.67
Garden Avenue (Hamline Avenue to Lexington Avenue)	Infrastructure Fund	\$156,163.54
Parker Avenue (Lexington Avenue to Victoria Street)	MSA	\$155,875.29
Oakcrest Avenue (Cleveland Avenue to Prior Avenue)	MSA	\$201,720.96
Subtotal		\$968,318.42
Reconstruction Project		
Dale Street (County Road C to South Owasso Boulevard)	MSA, Assessments, Sanitary Sewer & Water Fund	\$1,350,000.00
Subtotal		\$1,350,000.00
Utility Work		
Sanitary Sewer lining/replacement	Sanitary Sewer Fund	\$400,000
Watermain Replacement	Water Fund	\$200,000

		Subtotal	\$600,000.00
Major Street Maintenance			
Sealcoat, crackseal	Street Maintenance Budget		\$250,000.00
		Subtotal	\$250,000.00
Total 2011 Project Cost			\$3,168,318.42

- 94 **REQUESTED COUNCIL ACTION**
- 95 Motion approving 2011 Public Works Work Plan.

Prepared by: Duane Schwartz and Deb Bloom
Attachments: A: 2011 Project Location Map

2011 Projects



Prepared by:
Engineering Department
September 23, 2010

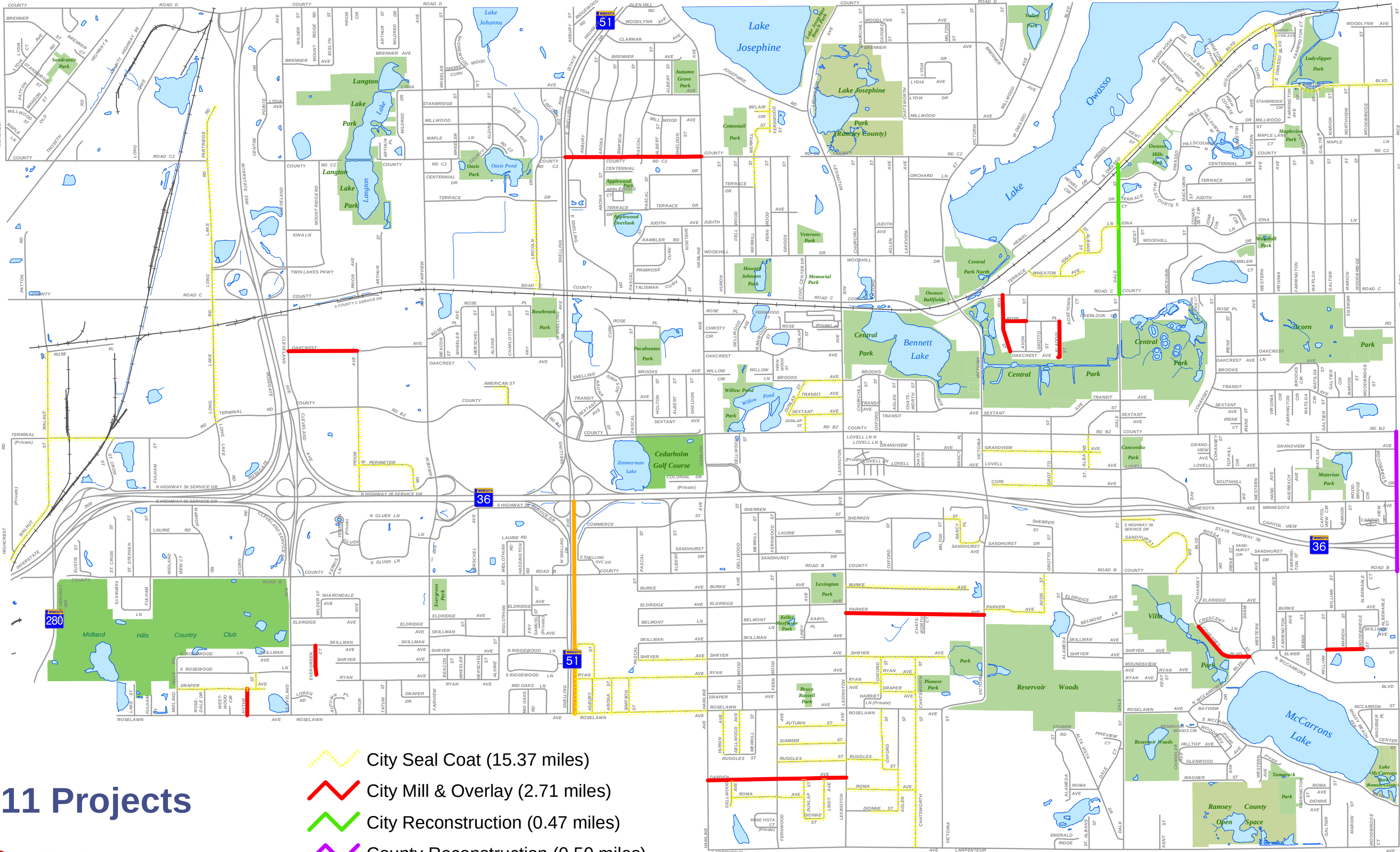
- City Seal Coat (15.37 miles)
- City Mill & Overlay (2.71 miles)
- City Reconstruction (0.47 miles)
- County Reconstruction (0.50 miles)
- State Mill & Overlay (0.76 miles)

Data Sources and Contacts:
* Ramsey County GIS Base Map (8/02/10)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes § 466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

mapdoc: 2011Projects.mxd
map: 2011Projects.pdf



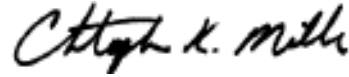
REQUEST FOR COUNCIL ACTION

Date: October 25, 2010
Item No.: 13.b

Department Approval



Acting City Manager Approval



Item Description: Discussion of Asphalt Plant Issues Raised at September 27, 2010 City Council meeting. (Councilmember Ihlan)

BACKGROUND

At the September 27, 2010 City Council meeting, Councilmember Ihlan asked that the City Council have a discussion on whether the proposed Bituminous Roadways Asphalt Plant at 2280 Walnut Street was a permitted use under the City's codes and also if state law or state administrative rules prevented the City from denying a land use request while there is pending environmental review related to the project.

The City Attorney has prepared a memo addressing the issues raised which is included with this report as Attachment A. In summary, the City Attorney finds that the amendment to Chapter 1007.015 adopted on October 11, 2010, does not permit asphalt plants in Industrial Districts. Since Bituminous Roadways has not obtained any vested rights to use the site as an asphalt plant, their proposal is not allowed. Therefore, the question on whether the asphalt plant is permitted is moot, according to the City Attorney, since the new ordinance amendment applies to their proposal.

The City Attorney however, per Council request, did analyze the previous ordinance and how it would have affected the Bituminous Roadways proposal. The City Attorney finds that:

- Under the previous ordinance, while the production and processing of asphalt was a permitted use, there are other components of Bituminous Roadways proposal such as crushing of aggregate that are not permitted.
- In addition, the proposal will need to meet the City's performance standards set forth in Chapter 1007.01. If it is determined that the proposal cannot meet the performance standards, then the use would not be a permitted use.
- The storage piles and fuel storage tanks are not permitted and must be approved by the conditional use process. The applicant must meet the criteria for granting conditional uses as listed in Chapter 1014.01D.
- Concrete and bituminous crushing is not considered a manufacturing use and therefore is neither a permitted or conditional use. The only way crushing could be allowed would be through the granting of an interim use by the City Council.

The City Attorney also addressed the point raised during the meeting on whether or not the City could deny the conditional use application prior to the environmental review being completed by

the Minnesota Pollution Control Agency. The City Attorney cites a case (Allen vs. City of Mendota Heights, App. 2005, 694 N.W. 2d 799) which requires the environmental review process occur before the City take action on an application for a proposed development. Based on that court case, the City Attorney states that the City should not proceed with the Bituminous Roadways application until the environmental review is completed.

The City Attorney will plan on presenting this information in more detail at the City Council meeting.

POLICY OBJECTIVE

Not applicable

FINANCIAL IMPACTS

Not applicable

STAFF RECOMMENDATION

As the City Attorney suggests, the City Council should not make a decision on the land request until all environmental review is completed.

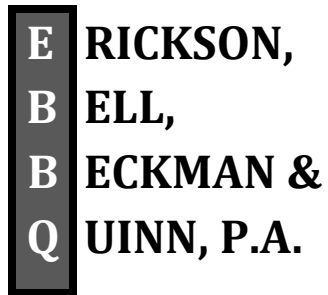
REQUESTED COUNCIL ACTION

No specific action is required at this time. This report provided for informational purposes.

Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071

Attachments: A: Memo from City Attorney Charles Bartholdi, dated October 14, 2010
B: Email from Gregg Downing – Environmental Quality Board
C: Memo from Tam McGehee regarding Asphalt Plant
D. Statement from Council Member Ihlan, October 11, 2010
E. Email from Gregg Downing, dated October 20, 2010

Attachment A



1700 West Highway 36
Suite 110
Roseville, MN 55113
(651) 223-4999
(651) 223-4987 Fax
www.ebbqlaw.com

James C. Erickson, Sr.
Caroline Bell Beckman
Charles R. Bartholdi
Kari L. Quinn
Mark F. Gaughan
James C. Erickson, Jr.

Robert C. Bell – *of counsel*

TO: Mayor Klausing and Members of the City Council
City of Roseville

FROM: Charles R. Bartholdi & Caroline Bell Beckman

RE: City of Roseville re: Bituminous Roadways Application
Our File No: 1011-00196-1

DATE: October 14, 2010

We were asked at the September 27th Council Meeting to provide you with a determination as to whether an Asphalt Plant is a permitted use on the proposed Bituminous Roadway Site.

Since that meeting the City Council on October 11, 2010, pursuant to its current code revision process, adopted an Ordinance amending Section 1007.015 regarding permitted uses in this I-2 District. This ordinance amendment, upon publication, will in our opinion prohibit Bituminous Roadways from building an Asphalt Plant since it has not obtained a vested right to use the Site for an Asphalt Plant. The passage of the recent amendment to Section 1007.015 of the Zoning Code makes the issue of whether an Asphalt Plant was a permitted use under the City Code prior to the amendment moot. However, **the following is a discussion of the merits of the Bituminous Roadways application prior to the Zoning Code Amendment.**

Section 1007.015 Uses

According to the information which has been submitted to the City by Bituminous Roadways, the operation of the Asphalt Plant will include the production of asphalt, maintaining storage piles of material, storage tanks, a laboratory and crushing operations. Section 1007.015 of the Roseville City Code lists “Manufacturing and repair-heavy” as a permitted use in an I-2 District. While the processing of asphalt by itself may be considered “manufacturing,” the processing of asphalt is only one of the components of the Asphalt Plant being proposed. Since not all of the other components are permitted uses in an I-2 District, the Asphalt Plant as proposed is not a permitted use.

Attachment A

Performance Standards

The determination of whether an asphalt plant is a permitted use also requires an analysis of the Requirements and Performance Standards set forth in Section 1007.01 of the City Code. Chapter 1007.01 sets forth various requirements and performance standards which must be met with respect to development within I-2 Districts. Consequently, the requirements and performance standards will need to be met in order for the Asphalt Plant to be a permitted use on the Site. The analysis of whether performance standards are met should be done at staff level. At this time City staff is waiting for the conclusion of the Minnesota Pollution Control Agency (“MPCA”) process in order to receive all pertinent information for the performance standards analysis. If the staff determines that performance standards cannot be met then the Applicant should be so informed and no building permit should be issued for the Project. If the Applicant disagrees with this decision the Applicant has a right to appeal the decision pursuant Section 1015.04 of the City Code to the City Council, acting as the Board of Adjustments and Appeals, for a reconsideration of the decision.

Storage Piles and Storage Tanks As A Conditional Use

Under Section 1007.015 of the Roseville City Code the maintenance of storage piles and storage tanks on the property will require conditional use approval. The Bituminous Roadways application which has been submitted to the City is a request for conditional use approval for outdoor storage. The requirements for a conditional use are set forth in Chapter 1014 of the Roseville City Code. The applicant must meet the criteria listed in the Chapter 1014.01D in order to be entitled to a Conditional Use Permit. Also, the Planning Department has been analyzing the crushing portion of the operation under the Conditional Use Permit. However, the crushing operation is not included in outside storage.

Crushing Operation

Concrete and bituminous crushing is not considered manufacturing because the material is not transformed into a new product. Therefore, the crushing operations are neither a permitted nor a conditional use under Section 1007.015, and as such are not allowed on the Site. Crushing operations have been allowed in the past by the City through an interim use permit. Therefore, if Bituminous Roadways intends to have concrete and bituminous crushing it must apply for interim use permit, subject to the regulations of the Code. However, keep in mind that an interim use permit contemplates a temporary use and in this case concrete and bituminous crushing appears to be an integral part of Bituminous’ operation, and although not a daily activity a permanent ongoing activity. It’s questionable whether an interim use permit is appropriate for the concrete and bituminous crushing operations being proposed.

Current Conditional Use Application Status

Currently Bituminous’ application for a Conditional Use Permit is on hold due to the Minnesota Pollution Control Agency’s Environmental Assessment Worksheet process which was initiated by a Petition submitted by concerned citizens. Once the Minnesota Pollution Control Agency (“MPCA”) concludes that process the application will be referred back to the City Council for a decision on the CUP request. Also, pursuant to Minn. Stat. §15.99 the time limit in which the City is required to make a decision has been stayed while the MPCA conducts its review. It is appropriate, therefore to return the CUP request to the Council for decision at the conclusion of MPCA request.

Attachment A

Status of Application Pending MPCA Environmental Review

We were also asked at the September 27th City Council to give our opinion as to whether the City can proceed with the application of Bituminous Roadways while the MPCA environmental review pertaining to the project is pending. As a result of our review of the applicable rules, statutes and case law, we have determined as follows:

1. Minnesota Statutes §116D.04, Subd. 2b, and Minnesota Administrative Rules Section 4410.3100, Subpart 1, provide that if an Environmental Assessment Worksheet (“EAW”) or Environmental Impact Statement (“EIS”) is required for a governmental action, a project may not be started and a final governmental decision may not be made to grant a permit, approve a project, or begin a project, until:
 - A. A petition for an EAW is dismissed;
 - B. A negative declaration on the need for an EIS is issued;
 - C. An EIS is determined adequate; or
 - D. A variance has been granted from making an EIS by the Environmental Quality Board.
2. The Minnesota Court of Appeals in the case of Allen v. City of Mendota Heights, App. 2005, 694 N.W.2d 799, stated that the Minnesota Environmental Policies Act requires an environmental review process to occur before a City acts on a written request for action on a proposed development. The Court referenced the need for a governmental entity to consider economic, technical and environmental considerations before reaching a decision on matters before it which involve environmental review. The information provided by the environmental review which is being conducted by the MPCA will provide relevant environmental information which the City will need to consider when it acts on the Bituminous Roadway Application.

Based upon the foregoing the City should not proceed with the Bituminous Roadways Application until the environmental review process currently pending with the MPCA has been completed.

Minnesota Administrative Rules Section 4410.46, Subpart 2, which was referenced in the letter given to the City Council by Tam McGehee, does provide the following exceptions to the Minnesota Environmental Policy Act:

- A. Projects for which no governmental decisions are required;
- B. Projects for which all governmental decisions have been made;
- C. Projects for which, and so long as, a governmental unit has denied a required governmental approval;
- D. Projects for which a substantial portion of the project has been completed and an EIS would not influence remaining construction; and
- E. Projects for which environmental review has already been completed or for which environmental review is being conducted pursuant to part 4410.3600 or 4410.3700.

The only exemption which could apply to the pending Bituminous Roadways application is subparagraph C. However, it would be inappropriate for the City to act on the Bituminous Roadways application at this time since the information elicited in the pending environmental

Attachment A

review process should be considered as part of the City Council's criteria in determining whether to approve or deny the Conditional Use application.

CRB/alb/CBB/kmw

From: Tam McGehee [mailto:]
Sent: Monday, October 18, 2010 3:27 PM
To: Margaret Driscoll
Subject: [FWD: RE: Rules Issues]

Margaret,

This is the material I would like to have the Council have for this evening's meeting. Please get a copy to Chris Miller as well if he is still Acting City Manager.

Thank you,

Tam McGehee

----- Original Message -----

Subject: [SPAM] RE: Rules Issues
From: "Downing, Gregg (ADM)" <Gregg.Downing@state.mn.us>
Date: Mon, October 18, 2010 11:00 am
To: Tam McGehee []
Cc: "Larsen, Jon (ADM)" <Jon.Larsen@state.mn.us>

Ms. McGehee,

In regard to your question to us, it is our standard guidance to RGUs (and others) when asked about the scope of the prohibitions on governmental actions when environmental review is required, that the prohibition applies only to actions that approve or authorize the project in question and NOT to actions to deny approval for the project.

This opinion is based on the plain language of the statute and rule (which explicitly prohibit decisions to grant permits, approve projects and begin projects, but say nothing about denials of projects), and also the common sense conclusion that if a project fails to meet a black-and-white requirement for approval it is just a waste of time and resources to go through the environmental unit process and then deny approval anyway.

I hope this answers your question to us.

Gregg Downing
Environmental Review Coordinator
EQB

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To: Roseville City Council
Roseville City Attorney
From: Tammy McGehee
Date: October 18, 2010
Re: Council Packet Item 13 a, Asphalt Plant

As Counsel has named me in this letter attached in the packet I feel I must respond.

On September 20, 2010, ten days following the close of the comment period for the Bituminous Roadways EAW, I provided to the Council and Counsel a document outlining the case for denial of the Conditional Use Permit citing our present criteria for a CUP and the required performance standards for an industrial zone. I also explained that the decision to deny can be made during pendency of environmental review under the EQB Rules, the primary ones of interest are 4410, 3100 and 4410.4600. I very much appreciate the City Attorney's findings that the proposed Asphalt Plant project is not allowable under either the current CUP criteria or the Performance Standards for Industrial Zones, a finding which raises a question of why the issue ever came forward to the Council from the Planning Staff (5/18/09).

On the issue of the Council's ability to deny this application and permit during the pendency of environmental review, I believe Counsel is incorrect. I believe the rule is very clear and I have attached an e-mail from Gregg Downing, Coordinator of Environmental Review for the Environmental Quality Board, in which he states:

In regard to your question to us, it is our standard guidance to RGUs (and others) when asked about the scope of the prohibitions on governmental actions when environmental review is required, that the prohibition applies only to actions that approve or authorize the project in question and NOT to actions to deny approval for the project.

This opinion is based on the plain language of the statute and rule (which explicitly prohibit decisions to grant permits, approve projects and begin projects, but say nothing about denials of projects), and also the common sense conclusion that if a project fails to meet a black-and-white requirement for approval it is just a waste of time and resources to go through the environmental unit process and then deny approval anyway.

Counsel further bolsters his opinion that one cannot deny at this time by citing a case: Allen vs City of Mendota Heights. This case pertains to a clarification of the rule requiring the tolling of the 60 day requirement for decisions on permit applications. This particular case was one in which the petitioner claimed that their permit was automatically approved because the Council failed to rule within the 60 day period, a period during which environmental review was being done pursuant to a Citizen's Request for an EAW. The district court ruled that the 60 day rule, under MN Statute 15.99, was tolled until the review was complete. The appellate court upheld that ruling.

OPINION

TOUSSAINT, Chief Judge

In this mandamus proceeding, appellants argue that their applications for permits to respondent City of Mendota Heights were automatically approved under [Minn. Stat. §](#)

[15.99, subd. 2](#) (2004). Upon a citizens' petition for environmental review of appellants' project, the city tolled the running of the automatic approval period. Because the city and district court correctly interpreted an express exception in [section 15.99](#) to allow for tolling of the deadline for agency action on the applications pending the environmental review process under the [Minnesota Environmental Policy Act](#), we affirm. The city's motion to supplement the record is granted.

DECISION

Because a citizens' petition for an environmental-assessment worksheet under [Minnesota's Environmental Policy Act](#) initiated a process that must occur before agency action on a written request under [Minn. Stat. § 15.99, subd. 2](#) (2004), and that made it impossible to act within 60 days, the 60-day deadline of [section 15.99](#) is extended by [subdivision 3\(d\)](#) to 60 days after completion of the last environmental-review process required by MEPA.

Affirmed; motion granted.

I believe the passage quoted by Counsel in his letter of 10/14/10 regarding this cited case,

that the Minnesota Environmental Policies Act requires an environmental review process to occur before a City acts on a written request for action on a proposed development. The Court referenced the need for a governmental entity to consider economic, technical and environmental considerations before reaching a decision on matters before it which involve environmental review.

has many interpretations, but nowhere does it state that **all** the environmental review be **completed** before a project is **denied**. The remarks, not in the opinion, could have been a reminder to Mendota Heights, whose initial approvals were granted before the Citizen's Petition came forward, that they, like Roseville, should always consider these important issues before reaching a decision. Roseville now has more than sufficient information, economic, technical, and environmental, from our EAW process and its 167 comments to make a well argued and defensible denial, especially when supported by Counsel's previous finding regarding the project's inability to meet either the Roseville's CUP criteria or industrial performance standards.

Therefore, I again and respectfully ask that the Council deny the permit now based on our own code in place at the time of the initial application, the many substantive questions raised in the 167 published comments on the EAW, and the finding by Counsel regarding this project's failure to meet our existing code requirements. (Letter of October 14, 2010)

E-Mail from Gregg Downing Attached

Statement of Council Member Amy Ihlan in Support of Proposed Amendment to Roseville Code Section 1007.015 (Industrial Uses and Zoning Districts)

I support the proposed amendment to Roseville's industrial zoning code because it clarifies what is already prohibited under our existing code.

The staff's memorandum states that the proposed asphalt plant "is considered a permitted use" under Roseville's industrial zoning code. Whether the proposed asphalt plant is permitted under our industrial code is ultimately for the city council to decide. The council has not yet had the chance to consider that question. The council should have a hearing and vote on this issue, because based on what we now know about the scope and operations of the proposed plant, and the evidence and comments received in the industrial review process, the asphalt plant is not permitted under our current standards in Roseville Code Section 1007.010(D) (including standards for noise, smoke and particulate matter, toxic or noxious matter, odors, vibrations, glare or heat). If the city has evidence that the proposed plant can't meet the operating standards in the industrial zoning code, then it's not permitted under the code and there's no basis for granting land use approval.

Our current code also contains a provision in Section 1007.015 prohibiting industrial uses of chemicals involving "noxious odors or dangers from fire or explosives." Section 1002.02 defines "noxious matter" as

Material which is capable of causing injury or malaise to living organisms or is capable of causing detrimental effect upon the health of the psychological, social or economic well-being of human beings.

We have learned from the environmental review process that the proposed asphalt plant will involve noxious chemicals under this definition – thus the plant is not a permitted industrial use. The proposed plant does not fit within any of the other currently permitted uses described in Section 1007.015.

For these reasons, the proposed asphalt plant is already prohibited under Roseville's industrial zoning code, and for the same reasons, the other industrial uses the amendment adds to the code are also already prohibited (by specific language in the uses chart, under the performance standards, or under the general prohibition against industrial uses involving noxious or dangerous chemicals). I support the proposed industrial uses involving noxious or dangerous chemicals). I support the proposed amendment because it makes these already-existing prohibitions more clear.

Council Member Amy Ihlan
October 11, 2010

From: [Downing, Gregg \(ADM\)](#)
To: [Pat Trudgeon](#)
Cc: [REDACTED]; [Larsen, Jon \(ADM\)](#)
Subject: RE: Roseville Asphalt Plant
Date: Wednesday, October 20, 2010 11:37:28 AM

Mr. Trudgeon,

I have read the opinion you received from your attorneys. I am not sure I understand the situation entirely, but it appears to me that the letter indicates that information developed through the EAW could help the city staff determine whether or not the asphalt plan is a permitting use under the city's zoning code. If that is true, then I would agree with the attorneys that the City should not act until the EAW has been completed and the potential useful information has been obtained.

However, in a case where EXISTING information reveals that a project fails to meet a necessary zoning (or some other) requirement we believe that a governmental unit can act to DENY the project without waiting for an EAW to be prepared. That is the type of scenario I had in mind when answering Ms. McGehee's question to us.

I hope this clarifies this issue for you.

Gregg Downing

-----Original Message-----

From: Pat Trudgeon [<mailto:pat.trudgeon@ci.roseville.mn.us>]
Sent: Wednesday, October 20, 2010 10:04 AM
To: Downing, Gregg (ADM); Larsen, Jon (ADM)
Cc: Charles R. Bartholdi
Subject: Roseville Asphalt Plant

Gregg and Jon,

Tam McGahee shared your email regarding the proposed Bituminous Roadways Asphalt Plant in Roseville at the City Council meeting on Monday night. I am passing along the City Attorney's opinion on the matter for your information. Please let me know if you have any thoughts on his memo.

Pat Trudgeon

----- Original Message -----

Subject: [SPAM] RE: Rules Issues
From: "Downing, Gregg (ADM)" <Gregg.Downing@state.mn.us>
Date: Mon, October 18, 2010 11:00 am
To: Tam McGehee [REDACTED]
Cc: "Larsen, Jon (ADM)" <Jon.Larsen@state.mn.us> Ms. McGehee,

In regard to your question to us, it is our standard guidance to RGUs (and others) when asked about the scope of the prohibitions on governmental actions when environmental review is required, that the prohibition applies only to actions that approve or authorize the project in question and NOT to actions to deny approval for the project.

This opinion is based on the plain language of the statute and rule (which explicitly prohibit decisions to grant permits, approve projects and begin projects, but say nothing about denials of projects), and also the common sense conclusion that if a project fails to meet a black-and-white requirement for approval it is just a waste of time and resources to go through the environmental unit process and then deny approval anyway.

I hope this answers your question to us.

MEMORANDUM

TO: MEMBERS OF THE ROSEVILLE CITY COUNCIL
FROM: AMY IHLAN
SUBJECT: MOTION TO SET HEARING TO CONSIDER DENYING APPROVAL OF PROPOSED ASPHALT PLANT
DATE: OCTOBER 20, 2010

We were forwarded an e-mail last Monday from Gregg Downing, Environmental Review Coordinator of the Minnesota Environmental Quality Board, indicating that although the city council is prohibited from approving the proposed asphalt plant until environmental review is complete, the council is not prohibited from denying approval.

Based on available information from the environmental review process and the large amount of public input we have received, it appears that the proposed asphalt plant does not meet the city's requirements for land use approval. For example:

- We have evidence from the environmental review process that the proposed asphalt plant will involve chemicals and odors that meet the definition of “noxious matter” prohibited under our city zoning code¹ and that the plant will not meet required performance standards², including standards for noise, smoke and particulate matter, toxic or noxious matter, odors, vibrations, glare or heat. We have an opinion from the city attorney that if the proposed asphalt plant does not meet these performance standards, it is not a permitted industrial use in Roseville.
- The city attorney has also concluded that some of the other components of the proposed asphalt plant operations (such as concrete crushing) are not permitted under our industrial code.
- We have information learned from the environmental review process and other public input from surrounding businesses and neighbors that the proposed asphalt plant will not meet requirements to be permitted as a conditional use under our zoning code.³ There is evidence that the proposed plant will cause significant negative impacts on traffic, parks, streets and other public facilities, and the market value of contiguous properties, as well as the general public health, safety and welfare – and that the plant is not compatible with the surrounding businesses and community.

Given all of the strong evidence that the proposed asphalt plant will not meet the city's land use standards, the city council should exercise leadership and bring this issue to a vote. There is no point in delay, which will only cause greater costs and uncertainty for all concerned.

¹ See Roseville Code Sections 1002.02 and 1007.015.

² See Roseville Code Section 1007.01(D).

³ See Roseville Code Section 1014.01(D).

I propose that the council:

1. Direct staff and the city attorney to analyze and report on possible grounds for the city council to deny approval of the proposed asphalt plant, and
2. Set a hearing for the council to consider and vote whether to deny land use approval of the proposed asphalt plant. (I suggest that the council receive the staff report at our November 8 meeting, and hold the hearing on November 15).

I request a council vote on these proposals (in the form of a motion or resolution) at the October 25 meeting.