



City Council Agenda

Monday, January 10, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

As Amended 4:00 p.m., 1/07/11

(See Requested Council Action of Item A. - Board of Adjustments and Appeals)

- 6:00 p.m. **1. Roll Call**
- Voting & Seating Order for January:
Willmus, Johnson, Pust, McGehee, Roe
- 6:02 p.m. **Convene as Board of Adjustments and Appeals**
- A. As Amended 4:00 p.m., 1/07/11 (see Requested Council Action) Receive Appeal from Woods Edge Homeowners Association and Old Highway 8 Neighborhood residents regarding property rejection of petition requesting a comprehensive plan amendment to the land use guidance for 3253 and 3261 Old Highway 8; and referring the appeal to the Planning Commission.
- B. Appeal from Woods Edge Homeowners Association and Old Highway 8 Neighborhood residents regarding property zoning decisions made by the City Council on December 13, 2010
- C. Appeal from Har Mar Mall area residents regarding property zoning decision made by the City Council on December 13, 2010
- 6:32 p.m. **2. Approve Agenda**
- 6:35 p.m. **3. Public Comment**
- 6:40 p.m. **4. Council Communications, Reports and Announcements**
- 6:45 p.m. **5. Recognitions, Donations, Communications**
- a. Proclaim Martin Luther King Jr. Day
- 6:50 p.m. **6. Approve Minutes**
- a. Approve Minutes of January 3, 2011 Meeting
- 6:55 p.m. **7. Approve Consent Agenda**

- c. Approve a Joint Powers Agreement with the City of White Bear Lake for Telephone System Support
- d. Adopt a Resolution Approving the Request by Meritex to Allow Outdoor Storage as an INTERIM USE at 2295 Walnut Street
- e. Adopt 2011 City Council Rules of Procedure
- f. Appoint City Council Member to Grass Lake Watershed Management Organization Ten-Year Watershed Management Plan

7:05 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

11. Public Hearings

7:15 p.m. a. Public Improvement Hearing for the Reconstruction of Dale Street Between County Road C and South Owasso Boulevard

12. Business Items (Action Items)

7:25 p.m. a. Consider the Reconstruction of Dale Street Between County Road C and South Owasso Boulevard

7:30 p.m. b. Consider Appointing a Grass Lake Watershed Management Organization Board Member

7:35 p.m. c. Consider Authorizing the Budget and a Survey for the Parks and Recreation Master Plan

13. Business Items – Presentations/Discussions

7:50 p.m. a. Discuss the Request for a City Code variance by Grumpy's Bar & Grill to allow a non Roseville-based organization to conduct lawful gambling activities

8:05 p.m. **14. City Manager Future Agenda Review**

8:10 p.m. **15. Councilmember Initiated Items for Future Meetings**

8:20 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Jan 11	6:30 p.m.	Human Rights Commission
Tuesday	Jan 18	6:00 p.m.	Housing & Redevelopment Authority
Monday	Jan 24	6:00 p.m.	City Council Meeting
Tuesday	Jan 25	6:30 p.m.	Public Works, Environment & Transportation Commission

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Thursday	Jan 27	5:00 p.m.	Grass Lake Water Management Organization
Monday	Jan 31	6:00 p.m.	Special City Council Meeting – Work Plan
Tuesday	Feb 1	6:30 p.m.	Parks & Recreation Commission
Wednesday	Feb 2	6:30 p.m.	Planning Commission
Monday	Feb 7	6:00 p.m.	Special City Council Meeting – Work Plan
Tuesday	Feb 8	1:00 p.m.	Police Civil Service Commission (Annual Meeting)

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



REQUEST FOR BOARD OF ADJUSTMENTS AND APPEALS ACTION

As Amended 4:00 p.m., 1/07/11 (see Requested Council Action)

Date: January 10, 2011

Board of Adjustments and Appeals Item: A

Department Approval

City Manager Approval

Item Description: Receive Appeal from Woods Edge Homeowners Association and Old Highway 8 Neighborhood residents regarding property rejection of petition requesting a comprehensive plan amendment to the land use guidance for 3253 and 3261 Old Highway 8; and referring the appeal to the Planning Commission

BACKGROUND

On November 16, 2010, a petition was submitted to the Community Development Department requesting that the City Council "...amend the Roseville Comprehensive Plan to recommend "medium density development with future Zoning to be of a density no greater than R-6 for 3253 and 3261 Old Highway 8". On December 8, 2010, the Community Development Director forwarded Ms. Rita Mix, petitioners' representative a memo from the City Attorney that stated that the petition should be rejected on procedural grounds since neither state statutes nor city code allowed for abutting property owners to initiate a Comprehensive Plan Amendment. However, staff did include the petition as part of the case material for the December 13, 2010 City Council meeting where adoption of a new zoning map was being considered.

On December 20, 2010, the City Manager received an appeal to the administrative decision to reject the petition. The basis for the appeal regarding the decision to deny the appeal is as follows:

- 1) The Petition was submitted to the Community Development Director on November 16, 2010. It contains signatures of 50 of the 73 property owners (69%) surrounding/abutting the parcels scheduled to be rezoned.
- 2) The City Attorney in a letter to the Director recommends that the Petition be "declined" stating that only the Planning Commission or Council can initiate a change in the Comprehensive Plan. However the Planning Commission did initiate the very same change named in the Petition on October 6, 2010.
- 3) The City Ordinance 1016.01C that allows petitions by abutting property owners in matters of zoning was intended to protect citizen stakeholder rights to influence zoning or development that directly affects their property. The City has initiated this change in zoning, making it dependent on and subsequent to the Comprehensive Plan. Thus by disallowing the Petition on the basis that abutting property owners have no standing to petition a change in the Comprehensive Plan, the abutting property owners are being denied the ability to exercise the

right to petition or otherwise influence zoning and land use decisions that affect their own property. Denial of petition rights in this circumstance is contrary to the intent of the ordinance.

Appeals of administrative decision made by the Community Development Department, under Chapter 1009.08, are required to go the City Council acting as the Board of Adjustment and Appeals.

STAFF RECOMMENDATION

The City Attorney has outlined the procedural issues at hand and a recommended course of action to consider the appeals. The City Attorney recommends that these appeals be sent to the February 2nd Planning Commission for their review. The City Attorney has also prepared a memo to respond to questions raised by Mayor Roe regarding the appeals.

REQUESTED COUNCIL ACTION (AS AMENDED 4:00 P.M., 1/07/11)

Motion to refer the appeal of staff's administrative decision to reject a petition requesting a Comprehensive Plan amendment on properties located at 3253 and 3263 Old Highway 8 to the February 2, 2011 Planning Commission meeting for their review and recommendation.

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

Attachments: A: Appeal from Woods Edge Home Owners Association and Old Highway 8 neighborhood residents regarding the rezoning of 3253 and 3261 Old Hwy. 8
B: Memo from City Attorney regarding procedures to consider land use appeals.
C: Memo for City Attorney responding to questions regarding the petitions from Mayor Roe.

Appeal of City Council Decisions

Date: December 20, 2010

To: City of Roseville *Bill Malinen, City Manager*

From: Woods Edge Homeowners Association and Old Highway 8
Neighborhood Residents

Regarding: Appeal of Decisions of Roseville City Council Regarding Zoning of 3253 and 3261 Old Highway 8 and Petition of Surrounding Property Owners

We, the members and property owners of Woods Edge Homeowners Association, 3201-3223 Old Highway 8, appeal the decision made by the Roseville City Council on December 13, 2010, to change the Zoning of adjacent parcels at 3253 and 3261 Old Highway 8 from Low Density Single Family Residential (R-1) to High Density Residential (HDR-1). We make the Appeal according to Roseville Code Chapter 1015.04(C) on the following bases:

1. Failure of public notice as mandated in Roseville Code 108.01B regarding Public Hearing. The failures and errors in public notification had the effect of confusing, inconveniencing and discouraging public participation.
 - A. While a Public Hearing was scheduled for September 29 and notices were mailed, the actual hearing was cancelled. Notice of the rescheduled hearing was only available on the publication of the agenda just two days before the hearing.
 - B. The start time of the Public Hearing was stated as "5:30 p.m."* The Statute requires Public Hearings to take place between 6:00 and 10:00 p.m.
 - C. Earlier in the process of providing public information about the changes in zoning of "anomaly properties," published listing misstated the parcels as being in New Brighton and staff reports

*Received by
Margaret W. Durcol
12/20/10*

consistently referred to the parcels as being “on Long Lake Road.”*

2. The owner of 3261 and the trustee of 3253 and his contractor verbally attacked and intimidated some neighbors after the Public Hearing. Though the Police were called, the incident caused neighbors to be fearful of participating or opposing the rezoning.
3. The Council gave no substantial reasons that their decision was in the best interest of the community. They accepted the staff recommendation even though it was based on erroneous reports of density and zoning of surrounding properties.*
4. More than 30 homeowners attended, e-mailed and testified to the true nature of the community, citing a.) development of previously zoned business properties into single family and townhouse residences, b.) previous Council decisions to limit density and height and to protect wetland abutting the parcels,* c.) the parcels’ history of flooding abutting properties, d.) lack of infrastructure, traffic control, sidewalks, crosswalks and bike paths, and e.) risks to schoolchildren walking to several nearby schools. These legitimate homeowner concerns are consistent with the stated values and goals of Community Development in Roseville.
5. The Roseville Planning Commission recommended future zoning for “medium density development.”

We, the property owners abutting/surrounding the parcels at 3253 and 3261 Old Highway 8 appeal the decision to deny our Petition on the following bases:

1. The Petition was submitted to the Community Development Director on November 16, 2010. It contains signatures of 50 of the 73 property owners (69%) surrounding/abutting the parcels scheduled to be rezoned.
2. The City Attorney in a letter to the Director recommends that the Petition be “declined” stating that only the Planning Commission or Council can initiate a change in Comprehensive Plan. However, The Planning Commission did initiate the very same change named in the Petition on October 6, 2010.

* * documentation provided



3. The City Ordinance 1016.01C that allows petitions by abutting property owners in matters of zoning was intended to protect citizen-stakeholders rights to influence zoning or development that directly affects their property. The City has initiated this change in zoning, making it dependent on and subsequent to the Comprehensive Plan. Thus by disallowing the Petition on the basis that abutting property owners have no standing to petition a change in the Comprehensive Plan, the abutting property owners are being denied the ability to exercise their right to petition or otherwise influence zoning and land use decisions that affect their own property. Denial of petition rights in this circumstance is contrary to the intent of the Ordinance.

We urge the City of Roseville to schedule an appropriate hearing for this Appeal at their earliest convenience.

Sincerely yours,

A handwritten signature in cursive script that reads "Rita L. Mix".

Rita Mix

Woods Edge Homeowners Association, president
Old Highway 8 Neighborhood Residents, coordinator

3207 Old Highway 8
Roseville MN, 55418



PLANNING COMMISSION
PUBLIC HEARING NOTICE

TIME & PLACE: The Planning Commission will meet at 5:30 p.m. on Wednesday, September 29, 2010 in the City Hall Council Chambers.

PURPOSE: Request for consideration of **CHANGING THE 2030 COMPREHENSIVE LAND USE PLAN DESIGNATION** of 2 parcels from High Density Residential to Low Density Residential and the subsequent **REZONING** of the same parcels from High Density Residential to Low Density Residential 1

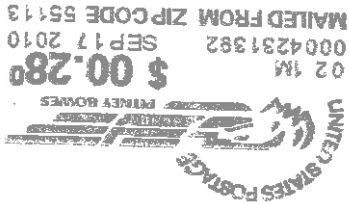
SITE: 3253 Old Highway 8 **PIN:** 05-29-23-32-0002
3261 Old Highway 8 **PIN:** 05-29-23-32-0001

APPLICANT: Roseville City Council (Proj. File 0004 & 17)

Three ways you can learn more and participate:

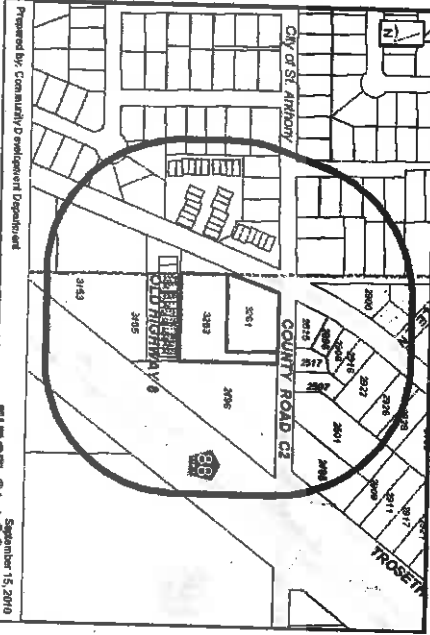
1. Review the Staff Report (available 9/24/2010) at: www.ci.roseville.mn.us/pc-agenda
2. Call or email Thomas Paschke, City Planner, at 651-792-7074 or thomas.paschke@ci.roseville.mn.us prior to the hearing. Mail a letter or fax it to 651-792-7070.
3. Attend the Public Hearing and address the Planning Commission, or view it on Cable Channel 16.

Please see map on reverse side for property location.



City of Roseville
Community Development
2660 Civic Center Drive
Roseville, MN 55113

RITA MIX
3207 Old Highway 8
Minneapolis MN 55418-2558



Documentation
statement
1B

Item 1.C.

Item 3.

None of the
higher density
properties cited
directly about
the parcels.

Roseville Common
is medium
density.

ROSEVILLE
REQUEST FOR PLANNING COMMISSION ACTION

DATE: 9/29/2010

ITEM NO: 5d

Division Approval

Agenda Section
PUBLIC HEARING

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 supported the change and directed the Planning Division to proceed through the process to amend the current Comprehensive Plan – Land Use Designation.

2.0 STAFF COMMENTS/RECOMMENDATIONS

- 2.1 The subject two properties along 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.
- 2.4 On July 28, 2010, the Planning Division held the public open house regarding approximately 70 anomaly properties that had been determined by the Planning Staff to be incorrect or inappropriate and the subject two properties along Old Highway 8. Only the property owner of the 3253 Old Highway 8 property was in attendance to comment on this proposed change and he opposed the change to low density residential.
- 2.5 The Roseville Planning Division recommends that the Comprehensive Plan – Land Use Map designation remain High Density Residential on 3253 and 3261 Old Highway 8.

3.0 SUGGESTED PLANNING COMMISSION ACTION

By motion, recommend to the City Council that the Comprehensive Plan – Land Use Map designation for 3253 and 3261 Old Highway 8 remain High Density Residential versus be changed to Low Density Residential.

Prepared by: Thomas Paschke, City Planner

Attachments: A: Site Map

Notes of previous

PC + Council

decisions

provide documentation on:

1. errors in
staff reports

4. a. b. ~~red~~.

reduced height,

restricted
density

zoning R6

wetland

REQUEST FOR CITY COUNCIL ACTION

DATE: 07/14/99

UF53 NO.

Agenda Section:

HEARING

at Approval:

Manager Approved:

Description:

Mendota Homes - Request for an amendment to Planned Unit Development #1197 for preliminary/final plat consideration and concept/final development plan consideration for a 10 unit town home development.
(PF #3123)

1.0 REQUESTED ACTION

1.1 Mendota Homes seeks an amended Planned Unit Development (#1197), preliminary and final plat approval, and concept/final development plan approval in order to develop the vacant one (1) acre parking lot located between Old Highway 8 and Highway 88. The proposed development would include 12 town homes, two (2) located in St. Anthony and 10 located in Roseville. Access will be provided from Old Highway 8, which lies in St. Anthony. The 12 town home development would provide 22 to 28 new residents.

1.2 Planned unit development (PUD) is a zoning district which may include single or mixed uses, one or more lots or parcels, and is intended to create a more flexible, alternative, efficient approach to the use of land. Because of the flexibility it offers, Roseville has used PUD's as the primary zoning tool in redevelopment projects. In considering proposed planned unit developments, the City considers all standards and purposes of the Comprehensive Land Use Plan to achieve a maximum coordination between the proposed development and the surrounding uses and historic landmarks, the preservation of woodlands, ponding, and wetlands, and the protection of health, safety and welfare of the community.

1.3 The process also allows the City to consider the location of the buildings, compatibility with existing areas and other features with respect to the topography of the area and existing natural features; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the adequacy and location of green areas; the adequacy, location and screening of parking areas; and such other matters as the City may find to have a material bearing on the stated standards and objectives of the Comprehensive Land Use Plan.

1.4 The tentative hearing and action schedule for this project is as follows:

07/14/99

Planning Commission hearing and action on the concept plan

07/26/99

City Council action on the concept/final development plan and action on PUD Agreement, preliminary, final plat

2.0 PROJECT BACKGROUND

- 2.1 Mendota Homes has a purchase agreement for the vacant (former parking lot) parcel located north of the Executive Manor Condos, 3155 Old Highway 8. The site is relatively flat, gradually sloping from the southwest to the northeast. There are no structures on the current parcel; the entire site is pavement.
- 2.2 The portion of the lot that lies in Roseville is 125 feet in width by 330.4 feet in depth or 41,300 square feet. The parcel is a small but a workable redevelopment site for a town house development. The site was identified as Phase 2 of the original Mendota Homes PUD which included Phase 1, a 30 unit senior housing complex northeast of the Phase 2 proposal.
- 2.3 The proposed architecture will be single level structures with walkout or lookout basements and a height from the main floor of 20 feet. The exterior will be maintenance free siding and brick, metal fascia and soffit, and asphalt shingles. Gutters and downspouts will direct the rainwater and snow melt away from the site. Decks and/or patios are proposed with each structure. The front of each town home and its two-stall garage will face south toward the Executive Manor Condo's. The estimated value of the finished project is \$1.5 to \$1.8 million.
- 2.4 Mendota Homes submitted the required concept development plans, including site, drainage, landscape, and building elevations. Because the site is reducing the existing impervious site area ponding is not required. However, storm water will drain to the adjacent parcel, northeast of the proposal. The drainage pond on the previously approved three story, 30 unit condominium building has ponding capacity for Phase 2.
- 2.5 The front yard is considered that west parcel boundary or that portion that lies adjacent to the parcel within Hennepin County. The side yards are considered the north and south parcel boundaries. The rear yard is the east parcel boundary. Setbacks for the site development are as follows:

	Front Setback	Side Setback	Rear Setback	Parking per unit	Percent Lot Coverage
Code requirement (R-6)	30 feet	15 feet	30 feet	2 stalls	NA
PUD request	11 feet*	6 feet**	13 feet	4 stalls	75%

* This building setback, though considered a front yard, is an interior yard due to the lots true frontage being provided via Hennepin County and Old Highway 8.

** The side yard building setback located to the north has been created to allow flexibility knowing that a deck may someday become a three season porch and then a four season porch, and allowance of this modification without having to amend the PUD each time this change occurs.

PF#3123

- 2.6 Section 1008 of the City Code outlines the requirements and procedures for a planned unit development.

3.0 STAFF REVIEW & CONDITIONS

- 3.1 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. Highway 88 and the previously approved PUD lies to the northeast; the Executive Manor Condos, zoned Limited Business (B-1) lies to the south (residential uses are permitted in a B-1 zone); two single family residential homes, zoned Single Family (R-1) to the north; and town homes within the City of St. Anthony are located to the west.
- 3.2 The City's Comprehensive Plan text currently does not specifically address any of this particular site, however does address the adjacent triangular 30 unit senior housing site previously approved by the City. Further, the policies within the plan provide direction to eliminate blight, upgrade neighborhoods with a mix of compatible uses, and diversify and solidify the tax base.
- 3.3 In conjunction with the application for concept development plan approval, a project site plan, grading and utility plan, landscape plan, building elevations and floor plan have been submitted and reviewed by staff in preparation of this report.
- 3.4 Based on the proposed redevelopment of the site it is necessary to place the principal structures as close as 16 feet from the north property line; and decks, patios, and/or three/four season porches to within six (6) feet of the north property line; and the turn-around private driveway to within two (2) feet of the east property line. Cross parking and access easements will be necessary between the two (2) units located in Hennepin County and the 10 units located in Ramsey County.
- 3.5 Off-street parking space for the storage of two (2) vehicles within a garage and two (2) vehicles in the driveway is sufficient. Additional guest parking is provided adjacent some of the units.
- 3.6 Because this project is an empty nester (single level) town home development, traffic is not anticipated to significantly increase along Old Highway 8. Staff estimates no more than eight (8) trips (in or out) from each unit or a total of 96 trips per day. Traffic counts completed in 1997 indicate a 24-hour movement of 6,732 vehicles.
- 3.7 Due to the close proximity to the adjacent condominiums to the south, staff has worked with Mendota Homes on achieving a quality development that does not have the typical characteristics of a town home development. These items include staggering the setbacks of structures; the incorporation of decks and/or patios; differing rooflines between structures; and the addition of architectural components such as 1-1/2 story foyers. Plans

recommended (0-1) approval of the request by Mendota Homes, subject to the review and recommendations outlined in Section 3 of the Report for Planning Commission Action dated July 14, 1998.

6.0 RECOMMENDED CITY COUNCIL ACTION

- 6.1 By motion, approve the concept/final development plan and preliminary/final plat which allows the construction of 10 town homes by Mendota Homes, Inc. to be located on a one (1) acre parcel at 3201 Old Highway 8 (approximately) based on the review and conditions outlined in Section 3 of this report, and authorize the Mayor and City Manager to sign when review is complete.
- 6.2 By motion, subject to City Attorney final review and approval, approve the PUD agreement (draft attached) and authorize the Mayor, City Manager, and appropriate staff to sign the agreement when the review is complete.
- 6.3 By motion, approve an ordinance amending the City of Roseville Zoning Map from "B-1" Limited Business District to Residential - Planned Unit Development (R-PUD) with an underlying base zoning of "R-6" Townhouse District, subject to final review of all documents by the City Attorney (draft attached) for the Mendota Home property located at 3201 (approximately) Old Highway 8, (PID # 052923320003).

Attachments: Location map; Site Plans; Photos of site, and aerial photo.
Prepared by: Thomas Paschke, City Planner (490-2236)
Q:\Planning Files\3121_Wirth Companies\RCA (072699).doc

REQUEST FOR CITY COUNCIL ACTION

DATE: 01/26/98

ITEM NO: 1-2

Department Approval:

Manager Approved:

Agenda Section:

*DW/KC**XRC*

LAND USE

Item Description: Mendota Homes, Inc. request for approval of a preliminary plat for a one lot subdivision at the intersection of County Road C2 and Highway 88 (Phase I of a PUD - PF#2891).

1.0 REQUESTED ACTION

- 1.1 Mendota Homes, Inc. is requesting approval of a preliminary plat for a one-lot subdivision at the intersection of County Road C2 and Highway 88 (Phase I of a residential planned unit development).
- 1.2 The City Council approved the concept development plan for Phase I of the project, which is proposed for construction within this one lot subdivision, on January 12, 1998. Action on the final development plan and the final plat will be placed on the February 9, 1998, City Council agenda.
- 1.3 The project as proposed includes a three-story 30 unit condominium building as a first phase on this parcel, with a similar three-story 30 unit rental apartment building proposed as a second phase on an adjacent parcel. The applicant is not seeking approvals for any aspect of Phase II of the project at this time.
- 1.4 A planned unit development is a zoning district which may include single or mixed uses, one or more lots or parcels, and is intended to create a more flexible, creative and efficient approach to the use of land.

The planned unit development review process also requires coordination with the subdivision regulations; therefore, subdivision review in accordance with the City's subdivision regulations is carried out simultaneously with the review of the PUD. This provision applies whether the PUD includes one parcel or multiple parcels.

- 1.5 The hearing and action schedule for Phase I of the project is as follows:

03/12/97	Planning Commission sketch plan review of Phase I
12/10/97	Planning Commission hearing and action on Phase I concept plan
01/12/98	City Council action on Phase I concept plan
01/14/98	Planning Commission action on preliminary plat for Phase I
01/26/98	Anticipated City Council action on preliminary plat for Phase I
02/09/98	Anticipated City Council hearing and action on final plat, action on final development plan, action on subdivision agreement, and action on PUD agreement for Phase I

2.0 BACKGROUND

2.1 Mendota Homes, Inc. holds a purchase agreement for a 2.97 acre parcel (2.8 acres with required right-of-way dedication for County Road C2) at the intersection of County Road C2 and Highway 88, which is owned by Williams Pipeline Company. The property is located in an R1, Single Family Residential District, and is designated as MR, Medium Density Residential (4-10 dwelling units per acre) on the City's Comprehensive Plan Map. Adjacent land uses include single family residential to the north across County Road C2, industrial to the east and southeast across Highway 88 (Williams Brothers tank farm), single family residential on large lots directly to the west, townhomes (medium density residential) to the west across Old Highway 8, and condominium buildings (high density residential) to the southwest.

2.2 Section 1008 of the City Code outlines the requirements and procedures for a planned unit development, including the coordination with subdivision regulations.

Section 1102 of the City Code outlines the requirements and procedures for the subdivision (platting) of property, including the data necessary for preliminary plat review.

Section 1103.07 of the City Code outlines the requirements for park land dedication or payment in lieu thereof.

3.0 STAFF COMMENT

3.1 In reviewing the request for preliminary plat approval, staff made the following findings:

1. The Comprehensive Plan designates the triangular-shaped parcel as Medium Density Residential.
2. In conjunction with the application for concept development plan and preliminary plat approval, the following documents have been submitted and reviewed by staff in preparation of this report:

- * preliminary plat
- * a grading and erosion control plan for Phase I and Phase II, including layout of off-street parking areas, location of buildings, and delineation of wetland (dated 11/10/97);
- * a landscaping plan for Phase I (dated 07/11/97);
- * building elevation plans for Phase I (dated 11/10/97);
- * building floor plans for Phase I (dated 11/10/97)

3. The preliminary plat meets the requirements of Section 1102 of the City Code. The preliminary plat and other documents submitted in conjunction with this request include all of the necessary data required for preliminary plat review.
4. The proposed name of the one lot subdivision is Roseville Commons, which does not duplicate the name of any plat previously recorded in Ramsey County.
5. The proposed dedication of 33 feet for roadway purposes for County Road C2 meets City requirements and is adequate. An easement for roadway purposes is currently located in this location and will be released by the City upon approval and recording of the final plat.
6. The proposed drainage and utility easements shown on the preliminary plat meet the City's requirements and are adequate. There are currently a number of adjacent properties which drain to the existing wetland via overland flow or drain tile; therefore, the easement over the wetland/storm water ponding area is only necessary to maintain use for other adjacent properties. The City is not interested in owning and/or maintaining the wetland at this point in time; therefore, a drainage easement over the wetland would not be accepted by the City.
7. A deferred assessment in the amount of \$15,616.47 must be paid prior to recording of the final plat and development of the site. This deferred assessment is from four separate improvement projects, including a 1961 sanitary sewer project, a 1962 water main project, a 1993 paving project, and a 1993 storm sewer project.
8. The final grading plan and utility servicing plan will need to be reviewed and approved by the Director of Public Works prior to any permits being issued for the project.
9. It is the policy of the City to require the installation of sidewalks, or payment in lieu of installation in the amount of \$15 per linear foot, adjacent to multi-family residential development.
10. The dedication of land for park purposes and/or the amount of any payment in lieu of park land dedication will be finalized prior to final plat approval.
11. The preliminary plat as proposed is in harmony with the general purpose and intent of the City's Comprehensive Plan. Title 10 of the City Code (Zoning), and Title 11 of the City Code (Subdivisions).
12. The preliminary plat and proposed project will not adversely affect the public health, safety, or general welfare.

4.0 STAFF RECOMMENDATION

- 4.1 Based on the findings outlined in Section 3.1 of this report, staff recommends approval of the preliminary plat for a one lot subdivision for Phase I of a residential planned unit development at the intersection of County Road C2 and State Highway 88.

5.0 PLANNING COMMISSION ACTION

- 5.1 On January 14, 1998, the Planning Commission held a public hearing on the request. John Mathern of Mendota Homes, Inc. was present to answer questions and provide additional information. Dorothy Ohnsorg (2523 Maple Lane) expressed concerns with the density of the proposed Phase II and Barb Anderson (2922 Old Highway 8) asked for details regarding traffic entering and exiting the site. No other residents present commented on this request.
- 5.2 The Planning Commission discussed the installation of sidewalk along County Road C-2, how storm water from this site will be pre-treated prior to entering the pond, the impact of this development on traffic in the area (minimal), and the possibility of reducing the amount of exterior off-street parking with a proof of parking provision.
- 5.3 The Planning Commission recommended approval of a preliminary plat for a one-lot subdivision at the intersection of County Road C2 and Highway 88 (Phase I of a residential planned unit development), based on the findings in Section 3.1 of this report (7-0).

6.0 SUGGESTED CITY COUNCIL ACTION

- 6.1 By motion, approve the preliminary plat for Roseville Commons, a one-lot subdivision at the intersection of County Road C2 and Highway 88, based on the findings in Section 3.1.

Attachments: location map; notification map (with zoning and comprehensive plan designations); notice of public hearing (sent to all properties within 350 feet of Phase I and Phase II, plus additional area north of County Road C2); preliminary plat; grading and drainage plan for Phase I and Phase II.

60-day Time Limit: application submitted on November 10, 1997; application accepted as complete on November 19, 1997; decision deadline is March 9, 1998 (extended by City Council on 12/06/97)

Prepared by: Kim L. Lee, AICP (490-2236)
M:\RCA\PF2891B

REQUEST FOR PLANNING COMMISSION ACTION

DATE: 7/14/99

ITEM NO:

Department Approval:

Manager Approved:

Agenda Section:

PUBLIC HEARINGS

Item Description: Mendota Homes – Request for an amendment to Planned Unit Development #1197 for Concept and preliminary plat consideration of a 10 unit town home development.
(PF #3123).

1.0 REQUESTED ACTION

- 1.1 Mendota Homes seeks concept approval of an amended Planned Unit Development (#1197) and preliminary plat in order to develop the vacant one (1) acre parking lot located between Old Highway 8 and Highway 88. The proposed development would include 12 town homes, two (2) located in St. Anthony and 10 located in Roseville. Access will be provided from Old Highway 8, which lies in St. Anthony. The 12 town home development would provide 22 to 28 new residents
- 1.2 A planned unit development (PUD) is a zoning district which may include single or mixed uses, one or more lots or parcels, and is intended to create a more flexible, creative, efficient approach to the use of land. Because of the flexibility it offers, Roseville has used PUD's as the primary zoning tool in redevelopment projects. In considering proposed planned unit developments, the City considers all standards and purposes of the Comprehensive Land Use Plan to achieve a maximum coordination between the proposed development and the surrounding uses and historic landmarks, the conservation of woodlands, ponding, and wetlands, and the protection of health, safety and welfare of the community.

The process also allows the City to consider the location of the buildings, compatibility, parking areas and other features with respect to the topography of the area and existing natural features; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the adequacy and location of green areas; the adequacy, location and screening of parking areas; and such other matters as the City may find to have a material bearing on the stated standards and objectives of the Comprehensive Land Use Plan.

- 1.4 The tentative hearing and action schedule for this project is as follows:

07/14/99	Planning Commission hearing and action on the concept plan
07/26/99	City Council action on the concept/final development plan and action on PUD Agreement, preliminary/final plat

2.0 PROJECT BACKGROUND

- 2.1 Mendota Homes has a purchase agreement for the vacant (former parking lot) parcel located north of the Executive Manor Condos, 3155 Old Highway 8. The site is relatively flat, gradually sloping from the southwest to the northeast. There are no structures on the current parcel; the entire site is pavement.
- 2.2 The portion of the lot that lies in Roseville is 125 feet in width by 330.4 feet in depth or 41,300 square feet. The parcel is a small but a workable redevelopment site for a town house development. The site was identified as Phase 2 of the original Mendota Homes PUD which included Phase 1, a 30 unit senior housing complex northeast of the Phase 2 proposal.
- 2.3 The proposed architecture will be single level structures with walkout or lookout basements and a height from the main floor of 20 feet. The exterior will be maintenance free siding, fascia, and soffit and asphalt shingles. Gutters and downspouts will direct the rainwater and snow melt away from the site. Decks and/or patios are proposed with each structure. The front of the town home and the garage access will face south toward the Executive Manor Condo's. The estimated value of the finished project is \$1.5 to \$1.8 million.
- 2.4 Mendota Homes submitted the required concept development plans, including site, drainage, landscape, and building elevations. Because the site is reducing the existing impervious site area ponding is not required. However, storm water will drain to the adjacent parcel, northeast of the proposal. The drainage pond on the previously approved three story, 30 unit condominium building has ponding capacity for Phase 2. Greater detail will be required as part of the final approvals.
- 2.5 Section 1008 of the City Code outlines the requirements and procedures for a planned unit development.

3.0 STAFF REVIEW & CONDITIONS

- 3.1 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 PUD with an underlying zone of R-6, Townhouse District. High density allows residential developments from 10 to 36 units per acre. Highway 88 and the previously approved PUD lies to the northeast; the Executive Manor Condos, zoned Limited Business (B-1) lies to the south (residential uses are permitted in a B-1 zone); two single family residential homes, zoned Single Family (R-1) to the north; and town homes within the City of St. Anthony are located to the west.
- 3.2 The City's Comprehensive Plan text currently does not specifically address any of this

particular site, however does address the adjacent triangular 30 unit senior housing site previously approved by the City. Further, the policies within the plan provide direction to eliminate blight, upgrade neighborhoods with a mix of compatible uses, and diversify and solidify the tax base.

- 3.3 In conjunction with the application for concept development plan approval, a project site plan, grading and utility plan, landscape plan, building elevations and floor plan have been submitted and reviewed by staff in preparation of this report.

3.5. Based on the proposed redevelopment of the site it is necessary to place the principal structures as close as 16 feet from the north property line, decks and patios to within six (6) feet of the north property line, and the turn-around private driveway to within two (2) feet of the east property line.

- 3.6. Off-street parking space for the storage of two (2) vehicles within a garage and two (2) vehicles in the driveway is sufficient. Additional guest parking will be addressed in the final document.

- 3.7. Because this project is an empty nester (single level) town home development, traffic is not anticipated to significantly increase along Old Highway 8. Staff estimates no more than eight (8) trips (in or out) from each unit or a total of 96 trips per day. Traffic counts completed in 1997 indicate a 24 movement of 6,732 vehicles.

- 3.8. Because this development will be viewed from the condominiums to the south, staff has worked with Mendota Homes in achieving a quality development that does not have the typical characteristics of a twin home development. These items include staggering the setbacks of structures; the incorporation of decks and/or patios; differing rooflines between structures; and the addition of architectural components such as 1-1/2 story foyers. These items have been incorporated into the proposal, however, staff still feels that the development could be revised further to create more diversity. Staff suggests that the rooflines of the structures be redesigned, especially at garage locations. Further 1-1/2 story foyers or more diverse entry designs should be included at all entry locations and not be the typical dormer look.

- 3.9. If the Concept plan is approved, the PUD would be written to allow a 10 unit town home development with the underlying zoning R-6, Townhouse District and the setback reductions proposed in the attached plans. Easements for access and utilities must be in place from Old Highway 8 to serve all units, including the two (2) units in St Anthony.

- 3.10. The project as proposed is in harmony with the general purpose and intent of the City's Comprehensive Plan and Title 10 of the City Code (Zoning).

- 3.11. The proposed project will not adversely affect the public health, safety, or general welfare.

- 3.12. A complete utility, lighting, paving, grading, site, landscape, signage, and drainage plan

must be submitted to and approved by the City prior to consideration of the final development plan. Coordination of plans with the City of St. Anthony must also be completed.

- 3.13. Park dedication fees in lieu of land dedication will be collected at building permit issuance for each new townhome unit constructed in Roseville at a rate \$400.00 per unit.

4.0 STAFF RECOMMENDATION

- 4.1 Based on the review and conditions outlined in Section 3 of this report, staff recommends approval of the concept development plan and preliminary plat for a planned unit development amendment allowing the construction of 10 town homes on property directly north of Executive Manor Condos.

5.0 SUGGESTED ACTION

- 5.1 By motion, recommend approval of the concept development plan and preliminary plat for a planned unit development amendment that allows the construction of 10 town homes on property located directly north of the Executive Manor Condos, based on the review and conditions outlined in Section 3 of this report.
- 5.2 It is understood that the effective date of such a planned unit development will not occur until after the application submission and final approval of the planned unit development agreement, the final plat and publication of the zoning ordinance amending the City Zoning Map. No new construction may occur before the effective date of the ordinance.

Attachments: Location map, Site Plans, Photos of site, and aerial photo.
Prepared by: Thomas Paschke, City Planner (490-2236)
Q:\Planning Files\3123_Wirth Companies\RPCA (071499).doc

Application Deadlines: Accepted June 21, 1999, 60 day deadlines August 20, 1999.

CITY COUNCIL

City of Roseville Planning Commission Minutes Wednesday, July 14, 1999

1. Call to Order

Chair Klausung called the regular meeting of the City of Roseville Planning Commission to order at 6:30 p.m. in the City Council Chambers

2. Roll Call and Introduction

Present:	Chair Craig Klausung, Peggy Egli, Janet Olson, Ed Cunningham, Doug Wilke, James Mulder
Absent:	John Rhody
Council Members present:	Barb Mastel
Staff Present:	Dennis Welsch, Deb Bloom, Thomas Paschke

3. Approval of Minutes

Motion: Member Cunningham moved, seconded by Member Olson, to approve the minutes of the June 9, 1999 meeting of the Planning Commission as submitted.

Ayes: Mulder, Olson, Cunningham, Klausung, Wilke, Egli

Nays: None

4. Communications from the Public

None

5. Consent Agenda

5a. Planning File 3119: Accept withdrawal of City Center Task Force Request to establish Comprehensive Plan District for City Center.

Member Mulder asked for more information and requested that this item be moved to 7B.

6. Public Hearings

6a. Planning File 3123: Mendota Homes is requesting an amendment to PUD #1197 for Concept consideration of a ten-unit town home development on property located along Old Highway 8, north of Executive Manor Condos.
(PID 052923320003)

Chair Klausung opened the hearing and requested City Planner Thomas Paschke to present a verbal summary of the staff report dated 7-14-99. He described the purpose of the concept PUD and preliminary plat. He noted the existing site is a vacant parking lot and explained the zoning on the site and adjacent

sites. Paschke reviewed Phase I and preliminary Phase II of the existing PUD. The design of the townhome units was described as well as the preliminary plat illustrating the ten lots and the common area lot. There will be one twin unit and two four-unit buildings in Roseville. There would be up to 96 trips per day created by all units. The comprehensive plan states that the site is designated for High Density Housing. Park dedication would be \$400/unit. The staff recommended concept and preliminary plat approval with more guest parking, and refined design of the structures; final plat must include utility easements. Final plans will be prepared for a final approval later in the summer.

Member Olson asked for details on guest parking space. Thomas Paschke explained possible spaces for four additional spaces with screening and landscaping.

Member Olson asked for details of the fences on the existing property line (to be removed) as well as vegetation. (Most to be removed)

Chair Klausing asked for further details on parking for guests and code requirements for guest parking. He also asked for location of the fencing.

Member Wilke asked for details of the St. Anthony approvals – nothing would be approved in Roseville until St. Anthony approves.

Member Egli asked for examples of similar situations of PUDs in two cities. (None available)

Chair Klausing asked for details of the reasoning for a PUD. Could the developer build without a variance? What is being done to be different from normal code requirements? (Generally five-foot setbacks for driveways are required.)

Chair Klausing asked for details of the PUD process. Why does the Planning Commission review this only once?

Member Olson asked if the rear yard is also owned by Mendota Homes.

John Mathern representing Mendota Homes, explained the development project. He noted that the parking lot currently drains to the east, into a common area wetland. He noted the project is on the agenda in St. Anthony for the next week. All fences and asphalt on the site will be removed and there will be more green space when done than currently exists. Mr. Mathern described the townhome design and landscaping. He is reviewing alternatives for guest overflow parking of four spaces. The prospective owner is over fifty years and wants to stay in the area and wants few steps. The chain-link fence will be removed on both sides and the lot-lines will be replanted.

Member Olson asked for details of the asphalt that is two feet from the property line; the building is 16' to 18' from the east (rear) property line.

Member Egli asked if there was a sidewalk on Old County Road 8? Will there be linkage or pathway connecting the two properties and the pond? She explained her concern for the view of the project from the condominiums. Can there be better screening? (There is five feet of planting space.) Mr. Mathern said that a choice of trees, evergreens and shrubs is possible

Chair Klausing asked if tuck-under garages were considered? Can there be a

half-story tuck-under? (No, tuck-unders require more steps) Mathern said steps require a different buyer.

Chair Klausing asked what the market price will be? Mathern explained the market price will be \$159,000 to \$180,000.

Member Wilke asked if the fire staff has reviewed. (Yes, suggests a hydrant at the east end of the site)

Comments from the public.

Ray Maliner, representing the Executive Condominium Association, noted the association does not object to development, but to setback from Executive Manor "B" building, especially the driveway. Headlights and noise may be a concern. He read a letter objecting to the ten-unit development because it would face the condo, cars, buildings and construction dirt will be too close.

Mr. Maliner said condo members did not fully receive mailings. Nine of thirty-six members did not receive mailings.

Dorothy Ohnsorg, Maple Lane, noted that the original proposal was a thirty-unit building. The current proposal is much better design. Please inform her of additional hearings.

There being no further comment, Chair Klausing closed the hearing.

Member Mulder asked for setback dimensions of the condo Building "B" (18 feet from property line)

Chair Klausing noted he does like the senior housing concept and the lower building and density. He expressed concern about the setback to the south. He prefers the project grant a variance on the north side, moving the building farther away from Building "B".

Chair Klausing noted the site should be redeveloped from a parking lot. He noted that the developer could build on the site without rezoning. He preferred the senior project concept.

Member Wilke asked for clarification of the Chair Klausing idea to move the new buildings further to the north to allow more green space on the south side. Mendota Homes stated they would also plant on the condo property if requested.

Member Wilke liked the current setbacks in order to provide space on the north side.

Member Mulder agreed with Member Wilke to retain the current proposed setbacks; this is a more acceptable design than the thirty-unit building.

Member Olson stated she liked the proposal and the setbacks do not appear tight.

Member Cunningham stated that there is adequate screening along the driveway.

Motion: Member Cunningham moved, seconded by Member Wilke to recommend approval of the concept development plan and preliminary plat for a planned unit development amendment that allows the construction of ten townhomes on property located directly north of the Executive Manor Condos, based on the following findings from the staff report dated July 14, 1999:

1. 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 PUD with an underlying zone of R-6, Townhouse District. High density allows residential developments from 10 to 36 units per acre. Highway 88 and the previously approved PUD lies to the northeast; the Executive Manor Condos, zoned Limited Business (B-1) lies to the south (residential uses are permitted in a B-1 zone); two single family residential homes, zoned Single Family (R-1) to the north; and town homes within the City of St. Anthony are located to the west.
2. The City's Comprehensive Plan text currently does not specifically address any of this particular site, however does address the adjacent triangular 30 unit senior housing site previously approved by the City. Further, the policies within the plan provide direction to eliminate blight, upgrade neighborhoods with a mix of compatible uses, and diversify and solidify the tax base.
3. In conjunction with the application for concept development plan approval, a project site plan, grading and utility plan, landscape plan, building elevations and floor plan have been submitted and reviewed by staff in preparation of this report.
4. Based on the proposed redevelopment of the site it is necessary to place the principal structures as close as 16 feet from the north property line, decks and patios to within six (6) feet of the north

- property line, and the turn-around private driveway to within two (2) feet of the east property line.
5. Off-street parking space for the storage of two (2) vehicles within a garage and two (2) vehicles in the driveway is sufficient. Additional guest parking will be addressed in the final document.
 6. Because this project is an empty nester (single level) town home development, traffic is not anticipated to significantly increase along Old Highway 8. Staff estimates no more than eight (8) trips (in or out) from each unit or a total of 96 trips per day. Traffic counts completed in 1997 indicate a 24 movement of 6,732 vehicles.
 7. Because this development will be viewed from the condominiums to the south, staff has worked with Mendota Homes an achieving a quality development that does not have the typical characteristics of a twin home development. These items include staggering the setbacks of structures; the incorporation of decks and/or patios; differing rooflines between structures; and the addition of architectural components such as 1-1/2-story foyers. These items have been incorporated into the proposal; however, staff stills feels that the development could be revised further to create more diversity. Staff suggests that the rooflines of the structures be redesigned, especially at garage locations. Further 1-1/2-story foyers or more diverse entry designs should be included at all entry locations and not be the typical dormer look.
 8. If the Concept plan is approved, the PUD would be written to allow a 10-unit town home development with the underlying zoning R-6, Townhouse District and the setback reductions proposed in the attached plans. Easements for access and utilities must be in place from Old Highway 8 to serve all units, including the two- (2) units in St Anthony.
 9. The project as proposed is in harmony with the general purpose and intent of the City's Comprehensive Plan and Title 10 of the City Code (Zoning).
 10. The proposed project will not adversely affect the public health, safety, or general welfare.
 11. A complete utility, lighting, paving, grading, site, landscape, signage, and drainage plan must be submitted to and approved by the City prior to consideration of the final development plan. Coordination of plans with the City of St. Anthony must also be completed.
 12. Park dedication fees in lieu of land dedication will be collected at building permit issuance for each new townhome unit constructed in Roseville at a rate \$400.00 per unit.

Ayes: Mulder, Olson, Wilke, Klausing, Rhody, Cunningham

Nays: None

Motion Carried 6-0

Member Cunningham stated that the developer should have screening on the southern portion of the property to minimize the visual impact of the condos.

6b. Planning File 3128: Joseph Duellman, Tom's Mobile Service, is requesting a variance to allow additional signage on a pre-existing non-conforming sign on property located at 1935 Rice Street North (PID 132923140019).

Chair Klausing opened the hearing and asked Thomas Paschke to explain the staff report dated 7-14-99. Paschke described the request and setbacks required. Pylon signs are structures requiring a thirty-foot setback. The Duellman sign is a pre-existing (1957) non-conforming structure. The site is 90% developed or paved. There are no alternative sites. The request is for less than half of the code allowance for this site. Staff recommended approval. The sign is four feet from the Rice Street right-of-way and twenty-one feet from the McCarrons Street right-of-way.

Member Mulder asked the height of the sign base. Is it too low to be safe for visibility along Rice Street?

Chair Klausing asked if applicant needed a variance from McCarrons Street right-of-way side yard? (No)

Chair Klausing asked if a variance is granted, would the sign be in conformance with the code (Yes) provided the size and height met the city code requirements in effect at that time. Site lines and the site triangle must be protected. Can conditions be attached? (Yes)

Tom Duellman, representing the site owners, answered questions.

Meeting Notice

The City of Roseville City Council will meet on Monday 7-26-99, 1999 beginning at 6:30 pm in the City Council Chambers within the City Hall located at the northwest corner of Lexington and County Road "C".

Your issue is on the agenda and is within the section circled below. A more complete agenda is available after noon on the Friday before the meeting. Please feel free to call 490-2206 for further details about the City Council agenda.

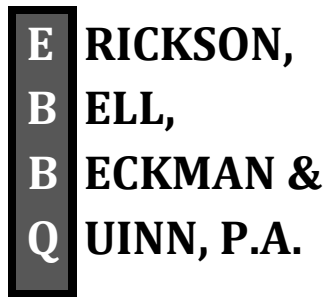
In order for your request to be considered by the City Council, you or your representative must attend this meeting to review the request and answer any questions.

The planning staff is also available to help answer questions about your specific project and the attached staff report. Planning: 490-2236; Community Development: 490-2279.

Agenda

Call to Order - 6:30 pm

- A. Communications/Public Comment
- B. Approval of Minutes
- C. Consent Agenda - One motion approves all items on the Consent Agenda
- D. Items Removed From Consent Agenda
- E. Organizational Business
- F. Reports and Recommendations
- G. Recognitions - 7:15 pm
- H. Hearings - Approximately 7:30pm.
 - I. Land Use
 - J. Ordinances
 - K. Additional Reports and Recommendations
 - L. Items Tabled
 - M. Other Business
 - N. Adjournment



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Attachment B

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 Roe and Councilmembers

FROM: Charles R. Bartholdi

RE: Land Use Appeals
Our File No: 1011-00196

DATE: January 5, 2011

As I indicated in my previous memorandum to you, the following three Land Use Appeals have been received by the City:

1. Appeal by “members and property owners of Woods Edge Homeowners Association” to the decision to change the zoning of the adjacent parcels at 3253 and 3261 Old Highway 8 from Low Density Single Family Residential (R-1) to High Density Residential (HRD-1) (“Woods Edge Appeal”).
2. Appeal by the “property owners abutting/surrounding the parcels at 3252 and 3261 Old Highway 8” to the decision to deny the petition to amend the Roseville Comprehensive Plan to recommend Medium Density Development with future zoning to be of density to greater than R-6 for 3252 and 3261 Old Highway 8 (“Old Hwy 8 Appeal”).
3. Appeal by Har Mar neighborhood residents to the decision to eliminate the R-1 zoning of the south end of the Har Mar parking lot (“Har Mar Neighborhood Appeal”).

As a result of the adoption of the New Zoning Map and Code on December 13, 2010 and publication on December 21, 2010 (“New Zoning Code”), the Board of Adjustments and Appeals no longer hears appeals relating to City Council land use decisions (See Section 1009.08). Section 1002.06A.2. of the New Zoning Code provides that the Community Development Department is to interpret the provisions of the Code. Following the delivery of my prior memorandum, the Community Development Department reviewed the Appeals, as required by Section 1002.06, and determined that the Woods Edge Appeal and Har Mar Neighborhood Appeal are appeals of City Council land use decisions and, consequently, are not reviewable by the Board of Adjustments and Appeals. Therefore, only the Old Hwy 8 Appeal needs to be considered by the Board of Adjustments and Appeals.

The Old Hwy 8 Appeal is an appeal of an administrative decision. Section 1009.08 of the New Zoning Code provides that such administrative decisions are appealable to the City Council,

acting as the Board of Adjustments and Appeals. Therefore, this appeal should proceed as follows:

1. The Old Hwy 8 Appeal should be referred to the Planning Commission for review at its next regularly scheduled meeting. As indicated to you previously, Minnesota Statutes § 462.354, Subd. 2, provides as follows:

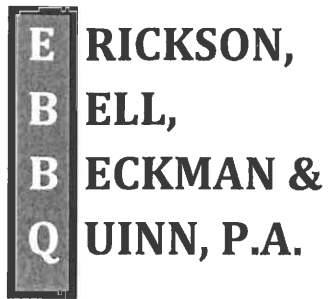
“In any municipality in which the planning agency does not act as the board of adjustments and appeals, the board shall make no decision and any appeal or petition until the planning agency, if there is one, or a representative authorized by it has had reasonable opportunity, not to exceed sixty (60) days, to review and report to the board of adjustments and appeals upon the appeal or petition.”

Consequently, the Board of Adjustments and Appeals should make no decision on this matter until the Planning Commission has had its opportunity to review and report on the Appeal.

2. Following the receipt of the report from the Planning Commission, the Board of Adjustments and Appeals should then hold a public meeting to consider and rule on the Appeal.

CRB/alb

cc: William J. Malinen
Patrick Trudgeon



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Charles R. Bartholdi
Kari L. Quinn
Mark F. Gaughan
James C. Erickson, Jr.

Robert C. Bell – *of counsel*

TO: Mayor Roe and Councilmembers

FROM: Charles R. Bartholdi

RE: Land Use Appeals
Our File No: 1011-00196

DATE: January 5, 2011

I have been asked to respond to several inquiries relating to the Appeal by the Woods Edge Homeowners Association and Old Highway 8 neighborhood residents. The following is my opinion regarding the inquiries:

1. Question: Under the Roseville City Code that was in effect at the time of the Petition, should the City Council have referred the petitioned request to the Planning Commission pursuant to Roseville City Code Section 1016.01C? Was the petition actually a request for rezoning? Is the request of a zoning of "no greater than R-6" sufficient to be a petition for rezoning as governed by Section 1016.01C of the previous Roseville Zoning Code?

Answer: The Petition asked for the following:

"We, the undersigned property owners, call on the Roseville City Council to amend the Roseville comprehensive plan to recommend "medium density development" with future zoning to be of density no greater than R-6 for 3252 and 3261 Old Highway 8."

The Petition is a request to amend the Roseville Comprehensive Plan. There is no stated request to rezone the property, only that a land designation of "no greater than R-6" be designated. Even if it were assumed that a rezoning was requested, no specific zoning classification was requested and no request was made that the property should be rezoned at this time. Finally, even if the Petition were considered a rezoning request, the Petitioner's have failed to hold the Open House which was required under Roseville Code Section 1016.02 prior to submitting a rezoning request. An administration determination was made that the Petition was for a Comprehensive Plan Amendment and that only property owners can request Comprehensive Plan Amendment not adjacent property owners. Since the Petition did not conform to the requirements of the Zoning Ordinance, the Petition did not have to be referred to the Planning Commission.

2. Question: Was or is there a procedure in the Roseville City Code or State Statute to allow for a petition by neighbors to apply for a change to the Comprehensive Plan Designation of a property that they do not own or control?

Answer: There is a procedure set forth in Section 201.07 of the Roseville City Code which allows a property owner to request an amendment to the Comprehensive Plan. However, such a request is limited to a request by a property owner and requires that an Open House be held prior to submitting an application. I am not aware of any state statute giving adjacent property owners the right to request a Comprehensive Plan change.

3. Question: Under the old Roseville City Code Section 1016.02, was an applicant supposed to hold an Open House in accordance with the requirements of Section 1016.02 prior to the application for rezoning being considered complete?

Answer: Yes, an application by a property owner required that an Open House be held prior to submitting an application for a rezoning.

4. Question: Which version of the Roseville City Zoning applies to the Appeal?

Answer: the Zoning Ordinance and Map which were adopted by the City Council at its December 13th meeting and published on December 21, 2010 ("New Zoning Ordinance") apply to all further proceedings on the Appeals. The general rule is to apply the law in effect when a decision is being made unless doing so would result in manifest injustice or there is statutory direction or legislative history to the contrary Bradley v. School Board of Richmond 416 U.S. 696 (1974), Interstate Power Co. v Nobles County Board of Commissioners 617 N.W. 2d 566 (2000), and Kiges v. City of St. Paul, 62 N.W. 2d 363 (1953). Therefore, the New Zoning Ordinance should be applied when future decisions are made regarding the Appeals.

5. Question: Under either version of the Roseville Zoning Code, is an appeal to the City Council, acting as Board of Adjustments and Appeals, of a City Council action allowed for?

Answer: Under Section 1015.04C of the prior Roseville Zoning Code, an appeal of a City Council action to the Board of Adjustments and Appeals was authorized with respect to... "any action approving or denying an application related to any matter addressed in title 10 or 11 of the Roseville City Code." This would include a City Council action. Section 1009.08 of the New Zoning Ordinance limits Appeals to decisions of a variance by the Variance Board, administrative rulings of the Community Development Department, and other administrative actions approving or denying an application or request related to any matter addressed in the Zoning Code. Section 1009.08 does not include a City Council actions.



REQUEST FOR BOARD OF ADJUSTMENTS AND APPEALS DISCUSSION

Date: January 10, 2011

Board of Adjustments and Appeals Item: B.

Department Approval

City Manager Approval

Item Description: Appeal from Woods Edge Homeowners Association and Old Highway 8 Neighborhood residents regarding property zoning decisions made by the City Council on December 13, 2010

BACKGROUND

On December 13, 2010, the Roseville City Council adopted a new zoning map as part of the overall zoning code update. The new zoning map became effective on December 21, 2010. On December 20, 2010, the City Manager received an appeal by the Woods Edge Homeowners Association and surrounding Old Highway 8 neighborhood residents regarding the decision to rezone 3253 and 3261 Old Highway 8 from R-1 Single Family Residential District to HDR-1 High Density Residential District.

The basis of appeal for the Old Highway 8 property is as follows:

- 1) Failure of public notice as mandated in Roseville Code 108.01B regarding Public Hearing. The failures and errors in public notification had the effect of confusing, inconveniencing and discouraging public participation.
- 2) The owner of 3261 Old Highway 8 and the trustee of 3253 Old Highway 8 and his contractor verbally attacked and intimidated some neighbors after the Public Hearing. Though the Police were called, the incident caused neighbors to be fearful of participating or opposing the rezoning.
- 3) The Council gave no substantial reasons that their decision was in the best interest of the community. They accepted staff recommendation even though it was based on erroneous reports of density and zoning of surrounding properties.
- 4) More than 30 homeowners attended, emailed and testified to the true nature of the community, citing:
 - a. Development of previously zoned business properties into single-family and townhouse residences
 - b. Previous Council decisions to limit density and height and to protect wetland abutting the parcels.
 - c. The parcels' history of flooding abutting properties.
 - d. Lack of infrastructure, traffic control, sidewalks, crosswalks, and bike paths.

e. Risks to school children walking to several nearby schools.

These legitimate homeowner concerns are consistent with the stated values and goals of Community Development in Roseville

5) The Roseville Planning Commission recommended future zoning of “medium density development”

City staff, along with the City Attorney, has reviewed the appeal and have determined that there is no provision under the new City Code to allow for residents to appeal a decision made by the City Council to the Board of Adjustment and Appeals. (The City Council also serves as the Board of Adjustment and Appeals). Under Chapter 1009.08 Appeals, only decisions of the Variance Board, an administrative ruling of the Community Development Department, or an administrative action approving or denying an application or request related to the zoning code can be appealed to the Board of Adjustment and Appeals. The decision regarding the rezoning of 3253 and 3261 Old Highway 8 on December 13, 2010 was a legislative decision made by the City Council, not an administrative decision, and thus not appealable to the Board of Adjustment and Appeals. A letter to the representative of those appealing was sent informing them that the Board of Adjustment and Appeals does not take up appeals to legislative decisions made by the City Council. Instead the Appellants recourse is to seek judicial review of the action pursuant to Minnesota Statutes 462.361.

Despite the fact that the previous City Code appeared to allow for appeals to legislative decisions made by the City Council directly to the Board of Adjustment and Appeals, the recently adopted code is in effect and only allows appeals to Variance Board decisions and administrative rulings of the Community Development Department as previously mentioned.

It should be noted, however, that the finding by staff that the appeal to a legislative decision by the City Council is not appealable under City Code, is in itself appealable to the Board of Adjustment and Appeals since that finding is an administrative ruling.

STAFF RECOMMENDATION

No action is needed at this time. This case is for informational purposes. If an appeal is received regarding the abovementioned administrative ruling, the Board of Adjustment and Appeals will need to look at the administrative ruling and determine whether staff’s determination is correct that under Chapter 1009.08 of City Code a legislative decision made by the City Council is not appealable.

REQUESTED COUNCIL ACTION

No action requested.

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

Attachments: A: Appeal from Woods Edge Home Owners Association and Old Highway 8 neighborhood residents regarding the rezoning of 3253 and 3261 Old Hwy. 8
B: Memo from City Attorney regarding procedure for processing appeals.
C: Memo for City Attorney responding to questions regarding the petitions from Mayor Roe.
D: Letter from City Staff to Rita Mix January 5, 2011

Appeal of City Council Decisions

Date: December 20, 2010

To: City of Roseville *Bill Malinen, City Manager*

From: Woods Edge Homeowners Association and Old Highway 8
Neighborhood Residents

Regarding: Appeal of Decisions of Roseville City Council Regarding Zoning of 3253 and 3261 Old Highway 8 and Petition of Surrounding Property Owners

We, the members and property owners of Woods Edge Homeowners Association, 3201-3223 Old Highway 8, appeal the decision made by the Roseville City Council on December 13, 2010, to change the Zoning of adjacent parcels at 3253 and 3261 Old Highway 8 from Low Density Single Family Residential (R-1) to High Density Residential (HDR-1). We make the Appeal according to Roseville Code Chapter 1015.04(C) on the following bases:

1. Failure of public notice as mandated in Roseville Code 108.01B regarding Public Hearing. The failures and errors in public notification had the effect of confusing, inconveniencing and discouraging public participation.
 - A. While a Public Hearing was scheduled for September 29 and notices were mailed, the actual hearing was cancelled. Notice of the rescheduled hearing was only available on the publication of the agenda just two days before the hearing.
 - B. The start time of the Public Hearing was stated as "5:30 p.m."* The Statute requires Public Hearings to take place between 6:00 and 10:00 p.m.
 - C. Earlier in the process of providing public information about the changes in zoning of "anomaly properties," published listing misstated the parcels as being in New Brighton and staff reports

*Received by
Margaret W. Durcol
12/20/10*

consistently referred to the parcels as being “on Long Lake Road.”*

2. The owner of 3261 and the trustee of 3253 and his contractor verbally attacked and intimidated some neighbors after the Public Hearing. Though the Police were called, the incident caused neighbors to be fearful of participating or opposing the rezoning.
3. The Council gave no substantial reasons that their decision was in the best interest of the community. They accepted the staff recommendation even though it was based on erroneous reports of density and zoning of surrounding properties.*
4. More than 30 homeowners attended, e-mailed and testified to the true nature of the community, citing a.) development of previously zoned business properties into single family and townhouse residences, b.) previous Council decisions to limit density and height and to protect wetland abutting the parcels,* c.) the parcels’ history of flooding abutting properties, d.) lack of infrastructure, traffic control, sidewalks, crosswalks and bike paths, and e.) risks to schoolchildren walking to several nearby schools. These legitimate homeowner concerns are consistent with the stated values and goals of Community Development in Roseville.
5. The Roseville Planning Commission recommended future zoning for “medium density development.”

We, the property owners abutting/surrounding the parcels at 3253 and 3261 Old Highway 8 appeal the decision to deny our Petition on the following bases:

1. The Petition was submitted to the Community Development Director on November 16, 2010. It contains signatures of 50 of the 73 property owners (69%) surrounding/abutting the parcels scheduled to be rezoned.
2. The City Attorney in a letter to the Director recommends that the Petition be “declined” stating that only the Planning Commission or Council can initiate a change in Comprehensive Plan. However, The Planning Commission did initiate the very same change named in the Petition on October 6, 2010.

* * documentation provided



3. The City Ordinance 1016.01C that allows petitions by abutting property owners in matters of zoning was intended to protect citizen-stakeholders rights to influence zoning or development that directly affects their property. The City has initiated this change in zoning, making it dependent on and subsequent to the Comprehensive Plan. Thus by disallowing the Petition on the basis that abutting property owners have no standing to petition a change in the Comprehensive Plan, the abutting property owners are being denied the ability to exercise their right to petition or otherwise influence zoning and land use decisions that affect their own property. Denial of petition rights in this circumstance is contrary to the intent of the Ordinance.

We urge the City of Roseville to schedule an appropriate hearing for this Appeal at their earliest convenience.

Sincerely yours,

A handwritten signature in cursive script that reads "Rita L. Mix".

Rita Mix

Woods Edge Homeowners Association, president
Old Highway 8 Neighborhood Residents, coordinator

3207 Old Highway 8
Roseville MN, 55418



PLANNING COMMISSION
PUBLIC HEARING NOTICE

TIME & PLACE: The Planning Commission will meet at 5:30 p.m. on Wednesday, September 29, 2010 in the City Hall Council Chambers.

PURPOSE: Request for consideration of **CHANGING THE 2030 COMPREHENSIVE LAND USE PLAN DESIGNATION** of 2 parcels from High Density Residential to Low Density Residential and the subsequent **REZONING** of the same parcels from High Density Residential to Low Density Residential 1

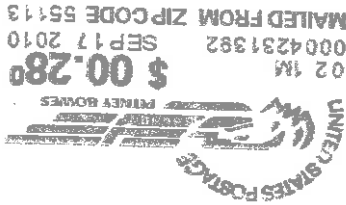
SITE: 3253 Old Highway 8 **PIN:** 05-29-23-32-0002
3261 Old Highway 8 **PIN:** 05-29-23-32-0001

APPLICANT: Roseville City Council (Proj. File 0004 & 17)

Three ways you can learn more and participate:

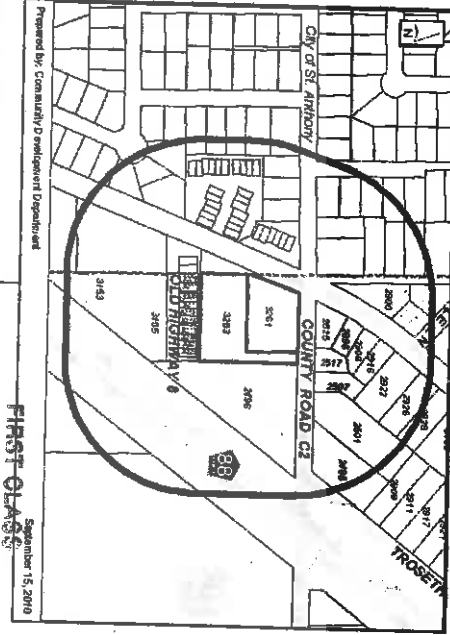
1. Review the Staff Report (available 9/24/2010) at: www.ci.roseville.mn.us/pc-agenda
2. Call or email Thomas Paschke, City Planner, at 651-792-7074 or thomas.paschke@ci.roseville.mn.us prior to the hearing. Mail a letter or fax it to 651-792-7070.
3. Attend the Public Hearing and address the Planning Commission, or view it on Cable Channel 16.

Please see map on reverse side for property location.



City of Roseville
Community Development
2660 Civic Center Drive
Roseville, MN 55113

RITA MIX
3207 Old Highway 8
Minneapolis MN 55418-2558



Documentation
statement
1B

Item 1.C.

Item 3.

None of the
higher density
properties cited
directly about
the parcels.

Roseville Common
is medium
density.

ROSEVILLE
REQUEST FOR PLANNING COMMISSION ACTION

DATE: 9/29/2010

ITEM NO: 5d

Division Approval

Agenda Section
PUBLIC HEARING

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 supported the change and directed the Planning Division to proceed through the process to amend the current Comprehensive Plan – Land Use Designation.

2.0 STAFF COMMENTS/RECOMMENDATIONS

- 2.1 The subject two properties along 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.
- 2.4 On July 28, 2010, the Planning Division held the public open house regarding approximately 70 anomaly properties that had been determined by the Planning Staff to be incorrect or inappropriate and the subject two properties along Old Highway 8. Only the property owner of the 3253 Old Highway 8 property was in attendance to comment on this proposed change and he opposed the change to low density residential.
- 2.5 The Roseville Planning Division recommends that the Comprehensive Plan – Land Use Map designation remain High Density Residential on 3253 and 3261 Old Highway 8.

3.0 SUGGESTED PLANNING COMMISSION ACTION

By motion, recommend to the City Council that the Comprehensive Plan – Land Use Map designation for 3253 and 3261 Old Highway 8 remain High Density Residential versus be changed to Low Density Residential.

Prepared by: Thomas Paschke, City Planner

Attachments: A: Site Map

Notes of previous

PC + Council

decisions

provide documentation on:

1. errors in
staff reports

4. a. b. ~~red~~.

reduced height,

restricted
density

zoning R6

wetland

REQUEST FOR CITY COUNCIL ACTION

DATE: 7/14/99

UF53 NO.

Agenda Section:

HEARING

Plat Approval:

Manager Approved:

Description:

Mendota Homes - Request for an amendment to Planned Unit Development #1197 for preliminary/final plat consideration and concept/final development plan consideration for a 10 unit town home development.
(PF #3123)

1.0 REQUESTED ACTION

1.1 Mendota Homes seeks an amended Planned Unit Development (#1197), preliminary and final plat approval, and concept/final development plan approval in order to develop the vacant one (1) acre parking lot located between Old Highway 8 and Highway 88. The proposed development would include 12 town homes, two (2) located in St. Anthony and 10 located in Roseville. Access will be provided from Old Highway 8, which lies in St. Anthony. The 12 town home development would provide 22 to 28 new residents.

1.2 Planned unit development (PUD) is a zoning district which may include single or mixed uses, one or more lots or parcels, and is intended to create a more flexible, alternative, efficient approach to the use of land. Because of the flexibility it offers, Roseville has used PUD's as the primary zoning tool in redevelopment projects. In considering proposed planned unit developments, the City considers all standards and purposes of the Comprehensive Land Use Plan to achieve a maximum coordination between the proposed development and the surrounding uses and historic landmarks, the preservation of woodlands, ponding, and wetlands, and the protection of health, safety and welfare of the community.

1.3 The process also allows the City to consider the location of the buildings, compatibility with existing areas and other features with respect to the topography of the area and existing natural features; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the adequacy and location of green areas; the adequacy, location and screening of parking areas; and such other matters as the City may find to have a material bearing on the stated standards and objectives of the Comprehensive Land Use Plan.

1.4 The tentative hearing and action schedule for this project is as follows:

07/14/99

Planning Commission hearing and action on the concept plan

07/26/99

City Council action on the concept/final development plan and action on PUD Agreement, preliminary/final plat

2.0 PROJECT BACKGROUND

- 2.1 Mendota Homes has a purchase agreement for the vacant (former parking lot) parcel located north of the Executive Manor Condos, 3155 Old Highway 8. The site is relatively flat, gradually sloping from the southwest to the northeast. There are no structures on the current parcel; the entire site is pavement.
- 2.2 The portion of the lot that lies in Roseville is 125 feet in width by 330.4 feet in depth or 41,300 square feet. The parcel is a small but a workable redevelopment site for a town house development. The site was identified as Phase 2 of the original Mendota Homes PUD which included Phase 1, a 30 unit senior housing complex northeast of the Phase 2 proposal.
- 2.3 The proposed architecture will be single level structures with walkout or lookout basements and a height from the main floor of 20 feet. The exterior will be maintenance free siding and brick, metal fascia and soffit, and asphalt shingles. Gutters and downspouts will direct the rainwater and snow melt away from the site. Decks and/or patios are proposed with each structure. The front of each town home and its two-stall garage will face south toward the Executive Manor Condo's. The estimated value of the finished project is \$1.5 to \$1.8 million.
- 2.4 Mendota Homes submitted the required concept development plans, including site, drainage, landscape, and building elevations. Because the site is reducing the existing impervious site area ponding is not required. However, storm water will drain to the adjacent parcel, northeast of the proposal. The drainage pond on the previously approved three story, 30 unit condominium building has ponding capacity for Phase 2.
- 2.5 The front yard is considered that west parcel boundary or that portion that lies adjacent to the parcel within Hennepin County. The side yards are considered the north and south parcel boundaries. The rear yard is the east parcel boundary. Setbacks for the site development are as follows:

	Front Setback	Side Setback	Rear Setback	Parking per unit	Percent Lot Coverage
Code requirement (R-6)	30 feet	15 feet	30 feet	2 stalls	NA
PUD request	11 feet*	6 feet**	13 feet	4 stalls	75%

* This building setback, though considered a front yard, is an interior yard due to the lots true frontage being provided via Hennepin County and Old Highway 8.

** The side yard building setback located to the north has been created to allow flexibility knowing that a deck may someday become a three season porch and then a four season porch, and allowance of this modification without having to amend the PUD each time this change occurs.

PF#3123

- 2.6 Section 1008 of the City Code outlines the requirements and procedures for a planned unit development.

3.0 STAFF REVIEW & CONDITIONS

- 3.1 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. Highway 88 and the previously approved PUD lies to the northeast; the Executive Manor Condos, zoned Limited Business (B-1) lies to the south (residential uses are permitted in a B-1 zone); two single family residential homes, zoned Single Family (R-1) to the north; and town homes within the City of St. Anthony are located to the west.
- 3.2 The City's Comprehensive Plan text currently does not specifically address any of this particular site, however does address the adjacent triangular 30 unit senior housing site previously approved by the City. Further, the policies within the plan provide direction to eliminate blight, upgrade neighborhoods with a mix of compatible uses, and diversify and solidify the tax base.
- 3.3 In conjunction with the application for concept development plan approval, a project site plan, grading and utility plan, landscape plan, building elevations and floor plan have been submitted and reviewed by staff in preparation of this report.
- 3.4 Based on the proposed redevelopment of the site it is necessary to place the principal structures as close as 16 feet from the north property line; and decks, patios, and/or three/four season porches to within six (6) feet of the north property line; and the turn-around private driveway to within two (2) feet of the east property line. Cross parking and access easements will be necessary between the two (2) units located in Hennepin County and the 10 units located in Ramsey County.
- 3.5 Off-street parking space for the storage of two (2) vehicles within a garage and two (2) vehicles in the driveway is sufficient. Additional guest parking is provided adjacent some of the units.
- 3.6 Because this project is an empty nester (single level) town home development, traffic is not anticipated to significantly increase along Old Highway 8. Staff estimates no more than eight (8) trips (in or out) from each unit or a total of 96 trips per day. Traffic counts completed in 1997 indicate a 24-hour movement of 6,732 vehicles.
- 3.7 Due to the close proximity to the adjacent condominiums to the south, staff has worked with Mendota Homes on achieving a quality development that does not have the typical characteristics of a town home development. These items include staggering the setbacks of structures; the incorporation of decks and/or patios; differing rooflines between structures; and the addition of architectural components such as 1-1/2 story foyers. Plans

recommended (0-1) approval of the request by Mendota Homes, subject to the review and recommendations outlined in Section 3 of the Report for Planning Commission Action dated July 14, 1998.

6.0 RECOMMENDED CITY COUNCIL ACTION

- 6.1 By motion, approve the concept/final development plan and preliminary/final plat which allows the construction of 10 town homes by Mendota Homes, Inc. to be located on a one (1) acre parcel at 3201 Old Highway 8 (approximately) based on the review and conditions outlined in Section 3 of this report, and authorize the Mayor and City Manager to sign when review is complete.
- 6.2 By motion, subject to City Attorney final review and approval, approve the PUD agreement (draft attached) and authorize the Mayor, City Manager, and appropriate staff to sign the agreement when the review is complete.
- 6.3 By motion, approve an ordinance amending the City of Roseville Zoning Map from "B-1" Limited Business District to Residential - Planned Unit Development (R-PUD) with an underlying base zoning of "R-6" Townhouse District, subject to final review of all documents by the City Attorney (draft attached) for the Mendota Home property located at 3201 (approximately) Old Highway 8, (PID # 052923320003).

Attachments: Location map; Site Plans; Photos of site, and aerial photo.
Prepared by: Thomas Paschke, City Planner (490-2236)
Q:\Planning Files\3121_Wirth Companies\RCA (072699).doc

REQUEST FOR CITY COUNCIL ACTION

DATE: 01/26/98

ITEM NO: 1-2

Department Approval:

Manager Approved:

Agenda Section:

*DW/KC**XRC*

LAND USE

Item Description: Mendota Homes, Inc. request for approval of a preliminary plat for a one lot subdivision at the intersection of County Road C2 and Highway 88 (Phase I of a PUD - PF#2891).

1.0 REQUESTED ACTION

- 1.1 Mendota Homes, Inc. is requesting approval of a preliminary plat for a one-lot subdivision at the intersection of County Road C2 and Highway 88 (Phase I of a residential planned unit development).
- 1.2 The City Council approved the concept development plan for Phase I of the project, which is proposed for construction within this one lot subdivision, on January 12, 1998. Action on the final development plan and the final plat will be placed on the February 9, 1998, City Council agenda.
- 1.3 The project as proposed includes a three-story 30 unit condominium building as a first phase on this parcel, with a similar three-story 30 unit rental apartment building proposed as a second phase on an adjacent parcel. The applicant is not seeking approvals for any aspect of Phase II of the project at this time.
- 1.4 A planned unit development is a zoning district which may include single or mixed uses, one or more lots or parcels, and is intended to create a more flexible, creative and efficient approach to the use of land.

The planned unit development review process also requires coordination with the subdivision regulations; therefore, subdivision review in accordance with the City's subdivision regulations is carried out simultaneously with the review of the PUD. This provision applies whether the PUD includes one parcel or multiple parcels.

- 1.5 The hearing and action schedule for Phase I of the project is as follows:

03/12/97	Planning Commission sketch plan review of Phase I
12/10/97	Planning Commission hearing and action on Phase I concept plan
01/12/98	City Council action on Phase I concept plan
01/14/98	Planning Commission action on preliminary plat for Phase I
01/26/98	Anticipated City Council action on preliminary plat for Phase I
02/09/98	Anticipated City Council hearing and action on final plat, action on final development plan, action on subdivision agreement, and action on PUD agreement for Phase I

2.0 BACKGROUND

2.1 Mendota Homes, Inc. holds a purchase agreement for a 2.97 acre parcel (2.8 acres with required right-of-way dedication for County Road C2) at the intersection of County Road C2 and Highway 88, which is owned by Williams Pipeline Company. The property is located in an R1, Single Family Residential District, and is designated as MR, Medium Density Residential (4-10 dwelling units per acre) on the City's Comprehensive Plan Map. Adjacent land uses include single family residential to the north across County Road C2, industrial to the east and southeast across Highway 88 (Williams Brothers tank farm), single family residential on large lots directly to the west, townhomes (medium density residential) to the west across Old Highway 8, and condominium buildings (high density residential) to the southwest.

2.2 Section 1008 of the City Code outlines the requirements and procedures for a planned unit development, including the coordination with subdivision regulations.

Section 1102 of the City Code outlines the requirements and procedures for the subdivision (platting) of property, including the data necessary for preliminary plat review.

Section 1103.07 of the City Code outlines the requirements for park land dedication or payment in lieu thereof.

3.0 STAFF COMMENT

3.1 In reviewing the request for preliminary plat approval, staff made the following findings:

1. The Comprehensive Plan designates the triangular-shaped parcel as Medium Density Residential.
2. In conjunction with the application for concept development plan and preliminary plat approval, the following documents have been submitted and reviewed by staff in preparation of this report:

- * preliminary plat
- * a grading and erosion control plan for Phase I and Phase II, including layout of off-street parking areas, location of buildings, and delineation of wetland (dated 11/10/97);
- * a landscaping plan for Phase I (dated 07/11/97);
- * building elevation plans for Phase I (dated 11/10/97);
- * building floor plans for Phase I (dated 11/10/97)

3. The preliminary plat meets the requirements of Section 1102 of the City Code. The preliminary plat and other documents submitted in conjunction with this request include all of the necessary data required for preliminary plat review.
4. The proposed name of the one lot subdivision is Roseville Commons, which does not duplicate the name of any plat previously recorded in Ramsey County.
5. The proposed dedication of 33 feet for roadway purposes for County Road C2 meets City requirements and is adequate. An easement for roadway purposes is currently located in this location and will be released by the City upon approval and recording of the final plat.
6. The proposed drainage and utility easements shown on the preliminary plat meet the City's requirements and are adequate. There are currently a number of adjacent properties which drain to the existing wetland via overland flow or drain tile; therefore, the easement over the wetland/storm water ponding area is only necessary to maintain use for other adjacent properties. The City is not interested in owning and/or maintaining the wetland at this point in time; therefore, a drainage easement over the wetland would not be accepted by the City.
7. A deferred assessment in the amount of \$15,616.47 must be paid prior to recording of the final plat and development of the site. This deferred assessment is from four separate improvement projects, including a 1961 sanitary sewer project, a 1962 water main project, a 1993 paving project, and a 1993 storm sewer project.
8. The final grading plan and utility servicing plan will need to be reviewed and approved by the Director of Public Works prior to any permits being issued for the project.
9. It is the policy of the City to require the installation of sidewalks, or payment in lieu of installation in the amount of \$15 per linear foot, adjacent to multi-family residential development.
10. The dedication of land for park purposes and/or the amount of any payment in lieu of park land dedication will be finalized prior to final plat approval.
11. The preliminary plat as proposed is in harmony with the general purpose and intent of the City's Comprehensive Plan. Title 10 of the City Code (Zoning), and Title 11 of the City Code (Subdivisions).
12. The preliminary plat and proposed project will not adversely affect the public health, safety, or general welfare.

4.0 STAFF RECOMMENDATION

- 4.1 Based on the findings outlined in Section 3.1 of this report, staff recommends approval of the preliminary plat for a one lot subdivision for Phase I of a residential planned unit development at the intersection of County Road C2 and State Highway 88.

5.0 PLANNING COMMISSION ACTION

- 5.1 On January 14, 1998, the Planning Commission held a public hearing on the request. John Mathern of Mendota Homes, Inc. was present to answer questions and provide additional information. Dorothy Ohnsorg (2523 Maple Lane) expressed concerns with the density of the proposed Phase II and Barb Anderson (2922 Old Highway 8) asked for details regarding traffic entering and exiting the site. No other residents present commented on this request.
- 5.2 The Planning Commission discussed the installation of sidewalk along County Road C-2, how storm water from this site will be pre-treated prior to entering the pond, the impact of this development on traffic in the area (minimal), and the possibility of reducing the amount of exterior off-street parking with a proof of parking provision.
- 5.3 The Planning Commission recommended approval of a preliminary plat for a one-lot subdivision at the intersection of County Road C2 and Highway 88 (Phase I of a residential planned unit development), based on the findings in Section 3.1 of this report (7-0).

6.0 SUGGESTED CITY COUNCIL ACTION

- 6.1 By motion, approve the preliminary plat for Roseville Commons, a one-lot subdivision at the intersection of County Road C2 and Highway 88, based on the findings in Section 3.1.

Attachments: location map; notification map (with zoning and comprehensive plan designations); notice of public hearing (sent to all properties within 350 feet of Phase I and Phase II, plus additional area north of County Road C2); preliminary plat; grading and drainage plan for Phase I and Phase II.

60-day Time Limit: application submitted on November 10, 1997; application accepted as complete on November 19, 1997; decision deadline is March 9, 1998 (extended by City Council on 12/06/97)

Prepared by: Kim L. Lee, AICP (490-2236)
M:\RCA\PF2891B

REQUEST FOR PLANNING COMMISSION ACTION

DATE: 7/14/99

ITEM NO:

Department Approval:

Manager Approved:

Agenda Section:

PUBLIC HEARINGS

Item Description: Mendota Homes – Request for an amendment to Planned Unit Development #1197 for Concept and preliminary plat consideration of a 10 unit town home development.
(PF #3123).

1.0 REQUESTED ACTION

- 1.1 Mendota Homes seeks concept approval of an amended Planned Unit Development (#1197) and preliminary plat in order to develop the vacant one (1) acre parking lot located between Old Highway 8 and Highway 88. The proposed development would include 12 town homes, two (2) located in St. Anthony and 10 located in Roseville. Access will be provided from Old Highway 8, which lies in St. Anthony. The 12 town home development would provide 22 to 28 new residents
- 1.2 A planned unit development (PUD) is a zoning district which may include single or mixed uses, one or more lots or parcels, and is intended to create a more flexible, creative, efficient approach to the use of land. Because of the flexibility it offers, Roseville has used PUD's as the primary zoning tool in redevelopment projects. In considering proposed planned unit developments, the City considers all standards and purposes of the Comprehensive Land Use Plan to achieve a maximum coordination between the proposed development and the surrounding uses and historic landmarks, the conservation of woodlands, ponding, and wetlands, and the protection of health, safety and welfare of the community.

The process also allows the City to consider the location of the buildings, compatibility, parking areas and other features with respect to the topography of the area and existing natural features; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the adequacy and location of green areas; the adequacy, location and screening of parking areas; and such other matters as the City may find to have a material bearing on the stated standards and objectives of the Comprehensive Land Use Plan.

- 1.4 The tentative hearing and action schedule for this project is as follows:

07/14/99	Planning Commission hearing and action on the concept plan
07/26/99	City Council action on the concept/final development plan and action on PUD Agreement, preliminary/final plat

2.0 PROJECT BACKGROUND

- 2.1 Mendota Homes has a purchase agreement for the vacant (former parking lot) parcel located north of the Executive Manor Condos, 3155 Old Highway 8. The site is relatively flat, gradually sloping from the southwest to the northeast. There are no structures on the current parcel; the entire site is pavement.
- 2.2 The portion of the lot that lies in Roseville is 125 feet in width by 330.4 feet in depth or 41,300 square feet. The parcel is a small but a workable redevelopment site for a town house development. The site was identified as Phase 2 of the original Mendota Homes PUD which included Phase 1, a 30 unit senior housing complex northeast of the Phase 2 proposal.
- 2.3 The proposed architecture will be single level structures with walkout or lookout basements and a height from the main floor of 20 feet. The exterior will be maintenance free siding, fascia, and soffit and asphalt shingles. Gutters and downspouts will direct the rainwater and snow melt away from the site. Decks and/or patios are proposed with each structure. The front of the town home and the garage access will face south toward the Executive Manor Condo's. The estimated value of the finished project is \$1.5 to \$1.8 million.
- 2.4 Mendota Homes submitted the required concept development plans, including site, drainage, landscape, and building elevations. Because the site is reducing the existing impervious site area ponding is not required. However, storm water will drain to the adjacent parcel, northeast of the proposal. The drainage pond on the previously approved three story, 30 unit condominium building has ponding capacity for Phase 2. Greater detail will be required as part of the final approvals.
- 2.5 Section 1008 of the City Code outlines the requirements and procedures for a planned unit development.

3.0 STAFF REVIEW & CONDITIONS

- 3.1 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 PUD with an underlying zone of R-6, Townhouse District. High density allows residential developments from 10 to 36 units per acre. Highway 88 and the previously approved PUD lies to the northeast; the Executive Manor Condos, zoned Limited Business (B-1) lies to the south (residential uses are permitted in a B-1 zone); two single family residential homes, zoned Single Family (R-1) to the north; and town homes within the City of St. Anthony are located to the west.
- 3.2 The City's Comprehensive Plan text currently does not specifically address any of this

particular site, however does address the adjacent triangular 30 unit senior housing site previously approved by the City. Further, the policies within the plan provide direction to eliminate blight, upgrade neighborhoods with a mix of compatible uses, and diversify and solidify the tax base.

- 3.3 In conjunction with the application for concept development plan approval, a project site plan, grading and utility plan, landscape plan, building elevations and floor plan have been submitted and reviewed by staff in preparation of this report.

3.5. Based on the proposed redevelopment of the site it is necessary to place the principal structures as close as 16 feet from the north property line, decks and patios to within six (6) feet of the north property line, and the turn-around private driveway to within two (2) feet of the east property line.

- 3.6. Off-street parking space for the storage of two (2) vehicles within a garage and two (2) vehicles in the driveway is sufficient. Additional guest parking will be addressed in the final document.

- 3.7. Because this project is an empty nester (single level) town home development, traffic is not anticipated to significantly increase along Old Highway 8. Staff estimates no more than eight (8) trips (in or out) from each unit or a total of 96 trips per day. Traffic counts completed in 1997 indicate a 24 movement of 6,732 vehicles.

- 3.8. Because this development will be viewed from the condominiums to the south, staff has worked with Mendota Homes in achieving a quality development that does not have the typical characteristics of a twin home development. These items include staggering the setbacks of structures; the incorporation of decks and/or patios; differing rooflines between structures; and the addition of architectural components such as 1-1/2 story foyers. These items have been incorporated into the proposal, however, staff still feels that the development could be revised further to create more diversity. Staff suggests that the rooflines of the structures be redesigned, especially at garage locations. Further 1-1/2 story foyers or more diverse entry designs should be included at all entry locations and not be the typical dormer look.

- 3.9. If the Concept plan is approved, the PUD would be written to allow a 10 unit town home development with the underlying zoning R-6, Townhouse District and the setback reductions proposed in the attached plans. Easements for access and utilities must be in place from Old Highway 8 to serve all units, including the two (2) units in St Anthony.

- 3.10. The project as proposed is in harmony with the general purpose and intent of the City's Comprehensive Plan and Title 10 of the City Code (Zoning).

- 3.11. The proposed project will not adversely affect the public health, safety, or general welfare.

- 3.12. A complete utility, lighting, paving, grading, site, landscape, signage, and drainage plan

must be submitted to and approved by the City prior to consideration of the final development plan. Coordination of plans with the City of St. Anthony must also be completed.

- 3.13. Park dedication fees in lieu of land dedication will be collected at building permit issuance for each new townhome unit constructed in Roseville at a rate \$400.00 per unit.

4.0 STAFF RECOMMENDATION

- 4.1 Based on the review and conditions outlined in Section 3 of this report, staff recommends approval of the concept development plan and preliminary plat for a planned unit development amendment allowing the construction of 10 town homes on property directly north of Executive Manor Condos.

5.0 SUGGESTED ACTION

- 5.1 By motion, recommend approval of the concept development plan and preliminary plat for a planned unit development amendment that allows the construction of 10 town homes on property located directly north of the Executive Manor Condos, based on the review and conditions outlined in Section 3 of this report.
- 5.2 It is understood that the effective date of such a planned unit development will not occur until after the application submission and final approval of the planned unit development agreement, the final plat and publication of the zoning ordinance amending the City Zoning Map. No new construction may occur before the effective date of the ordinance.

Attachments: Location map, Site Plans, Photos of site, and aerial photo.
Prepared by: Thomas Paschke, City Planner (490-2236)
Q:\Planning Files\3123_Wirth Companies\RPCA (071499).doc

Application Deadlines: Accepted June 21, 1999, 60 day deadlines August 20, 1999.

CITY COUNCIL

City of Roseville Planning Commission Minutes Wednesday, July 14, 1999

1. Call to Order

Chair Klausung called the regular meeting of the City of Roseville Planning Commission to order at 6:30 p.m. in the City Council Chambers

2. Roll Call and Introduction

Present:	Chair Craig Klausung, Peggy Egli, Janet Olson, Ed Cunningham, Doug Wilke, James Mulder
Absent:	John Rhody
Council Members present:	Barb Mastel
Staff Present:	Dennis Welsch, Deb Bloom, Thomas Paschke

3. Approval of Minutes

Motion: Member Cunningham moved, seconded by Member Olson, to approve the minutes of the June 9, 1999 meeting of the Planning Commission as submitted.

Ayes: Mulder, Olson, Cunningham, Klausung, Wilke, Egli

Nays: None

4. Communications from the Public

None

5. Consent Agenda

5a. Planning File 3119: Accept withdrawal of City Center Task Force Request to establish Comprehensive Plan District for City Center.

Member Mulder asked for more information and requested that this item be moved to 7B.

6. Public Hearings

6a. Planning File 3123: Mendota Homes is requesting an amendment to PUD #1197 for Concept consideration of a ten-unit town home development on property located along Old Highway 8, north of Executive Manor Condos.
(PID 052923320003)

Chair Klausung opened the hearing and requested City Planner Thomas Paschke to present a verbal summary of the staff report dated 7-14-99. He described the purpose of the concept PUD and preliminary plat. He noted the existing site is a vacant parking lot and explained the zoning on the site and adjacent

sites. Paschke reviewed Phase I and preliminary Phase II of the existing PUD. The design of the townhome units was described as well as the preliminary plat illustrating the ten lots and the common area lot. There will be one twin unit and two four-unit buildings in Roseville. There would be up to 96 trips per day created by all units. The comprehensive plan states that the site is designated for High Density Housing. Park dedication would be \$400/unit. The staff recommended concept and preliminary plat approval with more guest parking, and refined design of the structures; final plat must include utility easements. Final plans will be prepared for a final approval later in the summer.

Member Olson asked for details on guest parking space. Thomas Paschke explained possible spaces for four additional spaces with screening and landscaping.

Member Olson asked for details of the fences on the existing property line (to be removed) as well as vegetation. (Most to be removed)

Chair Klausing asked for further details on parking for guests and code requirements for guest parking. He also asked for location of the fencing.

Member Wilke asked for details of the St. Anthony approvals – nothing would be approved in Roseville until St. Anthony approves.

Member Egli asked for examples of similar situations of PUDs in two cities. (None available)

Chair Klausing asked for details of the reasoning for a PUD. Could the developer build without a variance? What is being done to be different from normal code requirements? (Generally five-foot setbacks for driveways are required.)

Chair Klausing asked for details of the PUD process. Why does the Planning Commission review this only once?

Member Olson asked if the rear yard is also owned by Mendota Homes.

John Mathern representing Mendota Homes, explained the development project. He noted that the parking lot currently drains to the east, into a common area wetland. He noted the project is on the agenda in St. Anthony for the next week. All fences and asphalt on the site will be removed and there will be more green space when done than currently exists. Mr. Mathern described the townhome design and landscaping. He is reviewing alternatives for guest overflow parking of four spaces. The prospective owner is over fifty years and wants to stay in the area and wants few steps. The chain-link fence will be removed on both sides and the lot-lines will be replanted.

Member Olson asked for details of the asphalt that is two feet from the property line; the building is 16' to 18' from the east (rear) property line.

Member Egli asked if there was a sidewalk on Old County Road 8? Will there be linkage or pathway connecting the two properties and the pond? She explained her concern for the view of the project from the condominiums. Can there be better screening? (There is five feet of planting space.) Mr. Mathern said that a choice of trees, evergreens and shrubs is possible

Chair Klausing asked if tuck-under garages were considered? Can there be a

half-story tuck-under? (No, tuck-unders require more steps) Mathern said steps require a different buyer.

Chair Klausing asked what the market price will be? Mathern explained the market price will be \$159,000 to \$180,000.

Member Wilke asked if the fire staff has reviewed. (Yes, suggests a hydrant at the east end of the site)

Comments from the public.

Ray Maliner, representing the Executive Condominium Association, noted the association does not object to development, but to setback from Executive Manor "B" building, especially the driveway. Headlights and noise may be a concern. He read a letter objecting to the ten-unit development because it would face the condo, cars, buildings and construction dirt will be too close.

Mr. Maliner said condo members did not fully receive mailings. Nine of thirty-six members did not receive mailings.

Dorothy Ohnsorg, Maple Lane, noted that the original proposal was a thirty-unit building. The current proposal is much better design. Please inform her of additional hearings.

There being no further comment, Chair Klausing closed the hearing.

Member Mulder asked for setback dimensions of the condo Building "B" (18 feet from property line)

Chair Klausing noted he does like the senior housing concept and the lower building and density. He expressed concern about the setback to the south. He prefers the project grant a variance on the north side, moving the building farther away from Building "B".

Chair Klausing noted the site should be redeveloped from a parking lot. He noted that the developer could build on the site without rezoning. He preferred the senior project concept.

Member Wilke asked for clarification of the Chair Klausing idea to move the new buildings further to the north to allow more green space on the south side. Mendota Homes stated they would also plant on the condo property if requested.

Member Wilke liked the current setbacks in order to provide space on the north side.

Member Mulder agreed with Member Wilke to retain the current proposed setbacks; this is a more acceptable design than the thirty-unit building.

Member Olson stated she liked the proposal and the setbacks do not appear tight.

Member Cunningham stated that there is adequate screening along the driveway.

Motion: Member Cunningham moved, seconded by Member Wilke to recommend approval of the concept development plan and preliminary plat for a planned unit development amendment that allows the construction of ten townhomes on property located directly north of the Executive Manor Condos, based on the following findings from the staff report dated July 14, 1999:

1. 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 PUD with an underlying zone of R-6, Townhouse District. High density allows residential developments from 10 to 36 units per acre. Highway 88 and the previously approved PUD lies to the northeast; the Executive Manor Condos, zoned Limited Business (B-1) lies to the south (residential uses are permitted in a B-1 zone); two single family residential homes, zoned Single Family (R-1) to the north; and town homes within the City of St. Anthony are located to the west.
2. The City's Comprehensive Plan text currently does not specifically address any of this particular site, however does address the adjacent triangular 30 unit senior housing site previously approved by the City. Further, the policies within the plan provide direction to eliminate blight, upgrade neighborhoods with a mix of compatible uses, and diversify and solidify the tax base.
3. In conjunction with the application for concept development plan approval, a project site plan, grading and utility plan, landscape plan, building elevations and floor plan have been submitted and reviewed by staff in preparation of this report.
4. Based on the proposed redevelopment of the site it is necessary to place the principal structures as close as 16 feet from the north property line, decks and patios to within six (6) feet of the north

- property line, and the turn-around private driveway to within two (2) feet of the east property line.
5. Off-street parking space for the storage of two (2) vehicles within a garage and two (2) vehicles in the driveway is sufficient. Additional guest parking will be addressed in the final document.
 6. Because this project is an empty nester (single level) town home development, traffic is not anticipated to significantly increase along Old Highway 8. Staff estimates no more than eight (8) trips (in or out) from each unit or a total of 96 trips per day. Traffic counts completed in 1997 indicate a 24 movement of 6,732 vehicles.
 7. Because this development will be viewed from the condominiums to the south, staff has worked with Mendota Homes an achieving a quality development that does not have the typical characteristics of a twin home development. These items include staggering the setbacks of structures; the incorporation of decks and/or patios; differing rooflines between structures; and the addition of architectural components such as 1-1/2-story foyers. These items have been incorporated into the proposal; however, staff stills feels that the development could be revised further to create more diversity. Staff suggests that the rooflines of the structures be redesigned, especially at garage locations. Further 1-1/2-story foyers or more diverse entry designs should be included at all entry locations and not be the typical dormer look.
 8. If the Concept plan is approved, the PUD would be written to allow a 10-unit town home development with the underlying zoning R-6, Townhouse District and the setback reductions proposed in the attached plans. Easements for access and utilities must be in place from Old Highway 8 to serve all units, including the two- (2) units in St Anthony.
 9. The project as proposed is in harmony with the general purpose and intent of the City's Comprehensive Plan and Title 10 of the City Code (Zoning).
 10. The proposed project will not adversely affect the public health, safety, or general welfare.
 11. A complete utility, lighting, paving, grading, site, landscape, signage, and drainage plan must be submitted to and approved by the City prior to consideration of the final development plan. Coordination of plans with the City of St. Anthony must also be completed.
 12. Park dedication fees in lieu of land dedication will be collected at building permit issuance for each new townhome unit constructed in Roseville at a rate \$400.00 per unit.

Ayes: Mulder, Olson, Wilke, Klausing, Rhody, Cunningham

Nays: None

Motion Carried 6-0

Member Cunningham stated that the developer should have screening on the southern portion of the property to minimize the visual impact of the condos.

6b. Planning File 3128: Joseph Duellman, Tom's Mobile Service, is requesting a variance to allow additional signage on a pre-existing non-conforming sign on property located at 1935 Rice Street North (PID 132923140019).

Chair Klausing opened the hearing and asked Thomas Paschke to explain the staff report dated 7-14-99. Paschke described the request and setbacks required. Pylon signs are structures requiring a thirty-foot setback. The Duellman sign is a pre-existing (1957) non-conforming structure. The site is 90% developed or paved. There are no alternative sites. The request is for less than half of the code allowance for this site. Staff recommended approval. The sign is four feet from the Rice Street right-of-way and twenty-one feet from the McCarrons Street right-of-way.

Member Mulder asked the height of the sign base. Is it too low to be safe for visibility along Rice Street?

Chair Klausing asked if applicant needed a variance from McCarrons Street right-of-way side yard? (No)

Chair Klausing asked if a variance is granted, would the sign be in conformance with the code (Yes) provided the size and height met the city code requirements in effect at that time. Site lines and the site triangle must be protected. Can conditions be attached? (Yes)

Tom Duellman, representing the site owners, answered questions.

Meeting Notice

The City of Roseville City Council will meet on Monday 7-26-99, 1999 beginning at 6:30 pm in the City Council Chambers within the City Hall located at the northwest corner of Lexington and County Road "C".

Your issue is on the agenda and is within the section circled below. A more complete agenda is available after noon on the Friday before the meeting. Please feel free to call 490-2206 for further details about the City Council agenda.

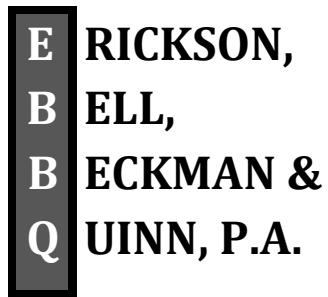
In order for your request to be considered by the City Council, you or your representative must attend this meeting to review the request and answer any questions.

The planning staff is also available to help answer questions about your specific project and the attached staff report. Planning: 490-2236; Community Development: 490-2279.

Agenda

Call to Order - 6:30 pm

- A. Communications/Public Comment
- B. Approval of Minutes
- C. Consent Agenda - One motion approves all items on the Consent Agenda
- D. Items Removed From Consent Agenda
- E. Organizational Business
- F. Reports and Recommendations
- G. Recognitions - 7:15 pm
- H. Hearings - Approximately 7:30pm.
- I. Land Use
- J. Ordinances
- K. Additional Reports and Recommendations
- L. Items Tabled
- M. Other Business
- N. Adjournment



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

Attachment B

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 Roe and Councilmembers

FROM: Charles R. Bartholdi

RE: Land Use Appeals
Our File No: 1011-00196

DATE: January 5, 2011

As I indicated in my previous memorandum to you, the following three Land Use Appeals have been received by the City:

1. Appeal by “members and property owners of Woods Edge Homeowners Association” to the decision to change the zoning of the adjacent parcels at 3253 and 3261 Old Highway 8 from Low Density Single Family Residential (R-1) to High Density Residential (HRD-1) (“Woods Edge Appeal”).
2. Appeal by the “property owners abutting/surrounding the parcels at 3252 and 3261 Old Highway 8” to the decision to deny the petition to amend the Roseville Comprehensive Plan to recommend Medium Density Development with future zoning to be of density to greater than R-6 for 3252 and 3261 Old Highway 8 (“Old Hwy 8 Appeal”).
3. Appeal by Har Mar neighborhood residents to the decision to eliminate the R-1 zoning of the south end of the Har Mar parking lot (“Har Mar Neighborhood Appeal”).

As a result of the adoption of the New Zoning Map and Code on December 13, 2010 and publication on December 21, 2010 (“New Zoning Code”), the Board of Adjustments and Appeals no longer hears appeals relating to City Council land use decisions (See Section 1009.08). Section 1002.06A.2. of the New Zoning Code provides that the Community Development Department is to interpret the provisions of the Code. Following the delivery of my prior memorandum, the Community Development Department reviewed the Appeals, as required by Section 1002.06, and determined that the Woods Edge Appeal and Har Mar Neighborhood Appeal are appeals of City Council land use decisions and, consequently, are not reviewable by the Board of Adjustments and Appeals. Therefore, only the Old Hwy 8 Appeal needs to be considered by the Board of Adjustments and Appeals.

The Old Hwy 8 Appeal is an appeal of an administrative decision. Section 1009.08 of the New Zoning Code provides that such administrative decisions are appealable to the City Council,

acting as the Board of Adjustments and Appeals. Therefore, this appeal should proceed as follows:

1. The Old Hwy 8 Appeal should be referred to the Planning Commission for review at its next regularly scheduled meeting. As indicated to you previously, Minnesota Statutes § 462.354, Subd. 2, provides as follows:

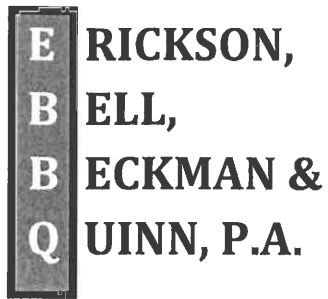
“In any municipality in which the planning agency does not act as the board of adjustments and appeals, the board shall make no decision and any appeal or petition until the planning agency, if there is one, or a representative authorized by it has had reasonable opportunity, not to exceed sixty (60) days, to review and report to the board of adjustments and appeals upon the appeal or petition.”

Consequently, the Board of Adjustments and Appeals should make no decision on this matter until the Planning Commission has had its opportunity to review and report on the Appeal.

2. Following the receipt of the report from the Planning Commission, the Board of Adjustments and Appeals should then hold a public meeting to consider and rule on the Appeal.

CRB/alb

cc: William J. Malinen
Patrick Trudgeon



1700 West Highway 36
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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 Roe and Councilmembers

FROM: Charles R. Bartholdi

RE: Land Use Appeals
Our File No: 1011-00196

DATE: January 5, 2011

I have been asked to respond to several inquiries relating to the Appeal by the Woods Edge Homeowners Association and Old Highway 8 neighborhood residents. The following is my opinion regarding the inquiries:

1. Question: Under the Roseville City Code that was in effect at the time of the Petition, should the City Council have referred the petitioned request to the Planning Commission pursuant to Roseville City Code Section 1016.01C? Was the petition actually a request for rezoning? Is the request of a zoning of "no greater than R-6" sufficient to be a petition for rezoning as governed by Section 1016.01C of the previous Roseville Zoning Code?

Answer: The Petition asked for the following:

"We, the undersigned property owners, call on the Roseville City Council to amend the Roseville comprehensive plan to recommend "medium density development" with future zoning to be of density no greater than R-6 for 3252 and 3261 Old Highway 8."

The Petition is a request to amend the Roseville Comprehensive Plan. There is no stated request to rezone the property, only that a land designation of "no greater than R-6" be designated. Even if it were assumed that a rezoning was requested, no specific zoning classification was requested and no request was made that the property should be rezoned at this time. Finally, even if the Petition were considered a rezoning request, the Petitioner's have failed to hold the Open House which was required under Roseville Code Section 1016.02 prior to submitting a rezoning request. An administration determination was made that the Petition was for a Comprehensive Plan Amendment and that only property owners can request Comprehensive Plan Amendment not adjacent property owners. Since the Petition did not conform to the requirements of the Zoning Ordinance, the Petition did not have to be referred to the Planning Commission.

2. Question: Was or is there a procedure in the Roseville City Code or State Statute to allow for a petition by neighbors to apply for a change to the Comprehensive Plan Designation of a property that they do not own or control?

Answer: There is a procedure set forth in Section 201.07 of the Roseville City Code which allows a property owner to request an amendment to the Comprehensive Plan. However, such a request is limited to a request by a property owner and requires that an Open House be held prior to submitting an application. I am not aware of any state statute giving adjacent property owners the right to request a Comprehensive Plan change.

3. Question: Under the old Roseville City Code Section 1016.02, was an applicant supposed to hold an Open House in accordance with the requirements of Section 1016.02 prior to the application for rezoning being considered complete?

Answer: Yes, an application by a property owner required that an Open House be held prior to submitting an application for a rezoning.

4. Question: Which version of the Roseville City Zoning applies to the Appeal?

Answer: the Zoning Ordinance and Map which were adopted by the City Council at its December 13th meeting and published on December 21, 2010 ("New Zoning Ordinance") apply to all further proceedings on the Appeals. The general rule is to apply the law in effect when a decision is being made unless doing so would result in manifest injustice or there is statutory direction or legislative history to the contrary Bradley v. School Board of Richmond 416 U.S. 696 (1974), Interstate Power Co. v Nobles County Board of Commissioners 617 N.W. 2d 566 (2000), and Kiges v. City of St. Paul, 62 N.W. 2d 363 (1953). Therefore, the New Zoning Ordinance should be applied when future decisions are made regarding the Appeals.

5. Question: Under either version of the Roseville Zoning Code, is an appeal to the City Council, acting as Board of Adjustments and Appeals, of a City Council action allowed for?

Answer: Under Section 1015.04C of the prior Roseville Zoning Code, an appeal of a City Council action to the Board of Adjustments and Appeals was authorized with respect to... "any action approving or denying an application related to any matter addressed in title 10 or 11 of the Roseville City Code." This would include a City Council action. Section 1009.08 of the New Zoning Ordinance limits Appeals to decisions of a variance by the Variance Board, administrative rulings of the Community Development Department, and other administrative actions approving or denying an application or request related to any matter addressed in the Zoning Code. Section 1009.08 does not include a City Council actions.



January 5, 2010

Ms. Rita Mix
3207 Old Highway 8
Roseville, MN 55113

Dear Ms. Mix:

I have reviewed your appeal request dated December 20, 2010 regarding the recent City Council decision to rezone 3253 and 3261 Old Highway 8 from R-1 Single Family to HDR-1 High Density Residential.

In consultation with the Roseville City Attorney and review of the Roseville City Code, staff has come to the determination that your request for an appeal to the zoning change is not allowed under Chapter 1009.09 (A) of the Roseville City Code. Under Chapter 1009.08 (A) of the Roseville City Code, only decisions of the Variance Board, an administrative ruling of the Community Development Department, or an administrative action approving or denying an application or request related to the zoning code can be appealed to the City Council acting as the Board of Adjustment and Appeals. The decision regarding the rezoning 3253 and 3261 Old Highway 8 on December 13, 2010 was a legislative decision made by the City Council, not an administrative decision, and thus not appealable to the City Council acting as the Board of Adjustment and Appeals.

At the January 10, 2011 meeting of the Board of Adjustment and Appeals, staff will inform the City Council of this staff determination and there is not expected to be any further action on your appeal request. (Please note that the other appeal you have submitted regarding the rejection of the November 16, 2010 petition will be received by the Board of Adjustment and Appeals on January 10, 2010 with the recommendation that the appeal be referred to the Planning Commission for their consideration on February 2, 2011).

Feel free to contact me at (651) 792-7071 or at pat.trudgeon@ci.roseville.mn.us if you have any questions.

Respectfully,

CITY OF ROSEVILLE

A handwritten signature in black ink, appearing to read 'Patrick Trudgeon', written over the printed name.

Patrick Trudgeon, AICP
Community Development Director

C: John and Helen Henz
511 Riveria Drive
New Brighton, MN 55112
(Owner of 3253 Old Hwy. 8)

Thomas Arthur Ranallo
3205 Hilldale Ave NE Lower
Minneapolis, MN 55418
(Owner of 3261 Old Highway 8)



REQUEST FOR BOARD OF ADJUSTMENTS AND APPEALS DISCUSSION

Date: January 10, 2011

Board of Adjustments and Appeals Item: C

Department Approval

City Manager Approval

Item Description: Appeal from Har Mar Mall area residents regarding a property zoning decision made by the City Council on December 13, 2010

BACKGROUND

On December 13, 2010, the Roseville City Council adopted a new zoning map as part of the overall zoning code update. The new zoning map became effective when published on December 21, 2010. On December 23, 2010, the City Manager received an appeal by the Har Mar Mall neighborhood residents in regards to the rezoning of the southern edge of the Har Mar Mall parking lot near Cub Foods from R-1 Single Family Residential to CB Community Business District.

The appeal was based on the following facts:

- 1) There was no notice or formal hearing of the rezoning.
- 2) A City staff member, in an email acknowledges the City's mistake in the zoning of Har Mar Mall and the subsequent correction of the City's zoning map on the City's website.
- 3) Minnesota Statutes 467.357 (3) requires proper notification of any zoning change and a 4/5 majority vote to approve a properly noticed change.

City staff, along with the City Attorney, has reviewed the appeal and have determined that there is no provision under the new City Code to allow for residents to appeal a decision made by the City Council to the Board of Adjustment and Appeals. (The City Council also serves as the Board of Adjustment and Appeals). Under Chapter 1009.08 Appeals, only decisions of the Variance Board, an administrative ruling of the Community Development Department, or an administrative action approving or denying an application or request related to the zoning code can be appealed to the Board of Adjustment and Appeals. The decision regarding the rezoning of a portion of the Har Mar Mall property on December 13, 2010 was a legislative decision made by the City Council, not an administrative decision, and thus not appealable to the Board of Adjustment and Appeals. A letter to the representatives of the petitioners was sent informing them that the Board of Adjustment and Appeals does not take up appeals to legislative decisions made by the City Council. Instead the Appellants recourse is to seek judicial review of the action pursuant to Minnesota Statutes 462.361.

Despite the fact that the previous City Code appeared to allow for appeals to legislative decisions made by the City Council directly to the Board of Adjustment and Appeals, the recently adopted code is in effect and only allows appeals to Variance Board decisions and administrative rulings of the Community Development Department as previously mentioned.

29 It should be noted, however, that the finding by staff that the appeal to a legislative decision by the City
30 Council is not appealable under City Code, is in itself appealable to the Board of Adjustment and
31 Appeals since that finding is an administrative ruling.

32 **STAFF RECOMMENDATION**

33 No action is needed at this time. This case is for informational purposes. If an appeal is received
34 regarding the abovementioned administrative ruling, the Board of Adjustment and Appeals will need to
35 look at the administrative ruling and determine whether staff's determination is correct that under
36 Chapter 1009.08 of City Code a legislative decision made by the City Council is not appealable.

37 **REQUESTED COUNCIL ACTION**

38 No action requested.

39

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

Attachments: A: Appeal from Har Mar Mall area residents regarding the rezoning of the Har Mar Mall.
B: Memo from City Attorney regarding procedure for processing appeals.
C: Letter from City Staff to Neil Nelson and J.O. Thompson dated January 5, 2011

Date: December 23, 2010

To: City of Roseville

William Malinen, City Manager

From: Har Mar Neighborhood Residents

Re: Appeal of Rezoning of Har Mar Mall Parking Lot

We respectfully are appealing the decision made by the Roseville City Council on December 13, 2010 eliminating the R-1 zoning of the south end of the Har Mar parking lot. This area was previously zoned R-1 and was changed on December 13, 2010 to Community Business.

We request this appeal based on the following issues.

1. There was no notice or formal hearing of this rezoning.
2. The attached e-mail from Joel Koepp (GIS Technician) acknowledges the City's mistake in the zoning of Har Mar Mall and the subsequent correction of the zoning map on the City of Roseville's website.
3. Minnesota statute 467.357 -- Subd. 3 (pages 4-5), requires proper notification of any zoning change and a 4/5 majority vote to approve a properly noticed change.

Sincerely,

Har Mar area residents

Contact people –

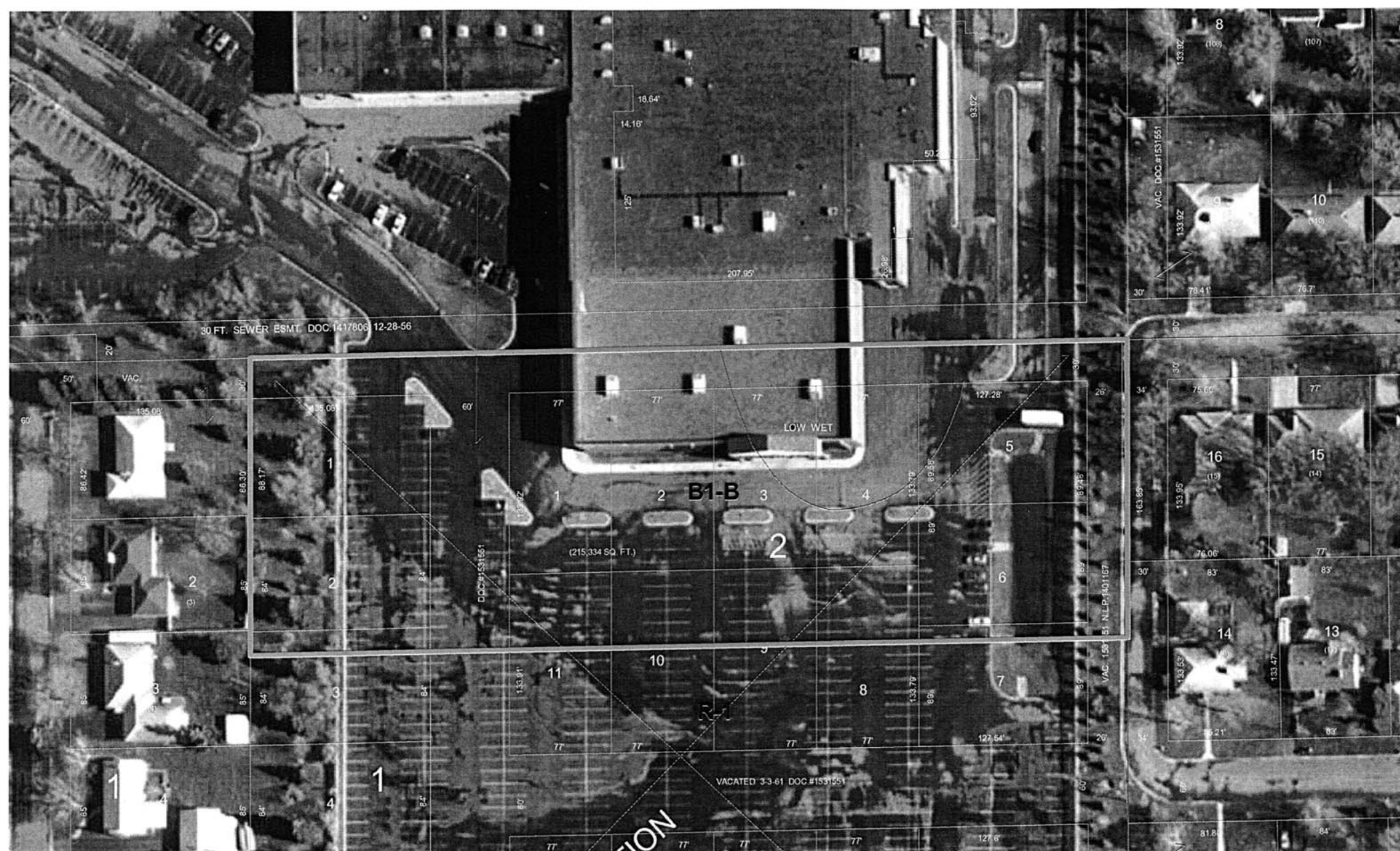
Neil Nelson

1442 Ryan Ave.

J.O. Thompson

2008 Asbury St. N.

Attached: Map of Zoning showing R-1 Area
E-Mail from Joel Koepp



SC

VAC. DOC.#1531551

9

(109)

30 FT. SEWER ESMT. DOC.1417806 12-28-56

Skilman

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14

(16)

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(44)

VACATED 3-3-61 DOC.#1531551

R1

ADDITION

Shoyer

From: Cindy Schwie

Date: May 25, 2010 12:28:45 PM CDT

To: Joel Koepp <joel.koepp@ci.roseville.mn.us>

Cc: Pat Trudgeon <pat.trudgeon@ci.roseville.mn.us>, Thomas Paschke <thomas.paschke@ci.roseville.mn.us>, AmyIhlanWork <amy@briollaw.com>

Subject: Re: Online Form Submittal: Contact Planning Commission

Joel,

Thank you for your quick response and for updating the current zoning map and yes, this does reflect the copies that we have of the current zoning. Will the proposed zoning map be replaced with the updated current information?

Thank you!
Cindy

On May 25, 2010, at 11:17 AM, Joel Koepp wrote:
Cindy,

Please find attached a revised Current Zoning Map. I consulted our mylar copy from 1979 that we have in the office, and it shows the B1B and R1 zoned areas you described, so I have edited the zoning map to reflect this. I will continue searching our historical records, but thus far I have not found any ordinance rezoning the entire property to SC as it was shown previously. Let me know if this new map matches the ones you have, and I will promptly update the PDF map on the website.

Thank you for directing our attention to this. For any questions you might have on the details of the new proposed zoning districts, please contact our City Planner Thomas Paschke at the email address above or by phone at 651-792-7074.

Best regards,

Joel

Joel A Koepp
GIS Technician
City of Roseville
2660 Civic Center Dr
Roseville, MN 55113
Tel: 651.792.7085

From: support@civicplus.com
Date: May 24, 2010 9:41 PM
Subject: Online Form Submittal: Contact
Planning Commission
To: *RVPlanningCommission
<*RVPlanningCommission@metro-inet.us>

The following form was submitted via your website: Contact Planning
Commission

Name:: Cindy Schwie

Address:: 1383 Ryan Ave. W.

City:: Roseville

State: : MN

Zip:: 55113

Home Phone Number::

Daytime Phone Number::

Please Share Your Comment, Question or Concern: I have a concern about the upcoming meeting addressing the changes to the city code regarding zoning. Looking at Roseville's web site that shows the current zoning there is a glaring error with regards to Har Mar Mall's zoning. Har Mar is not completely zoned SC. I would be happy to supply you with copies of the current zoning of SC, B1B and R1. Before any vote is taken I would like the maps to reflect the proper zones.

Additional Information:

Form submitted on: 5/24/2010 9:41:45 PM

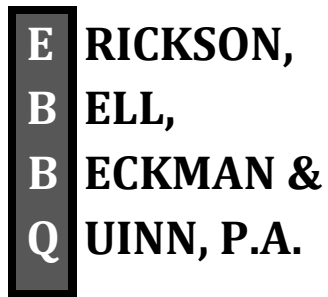
Submitted from IP Address:

Form Address:

Confidentiality Statement: The documents accompanying this transmission contain confidential information that is legally privileged. This information is intended only for the use of the individuals or entities listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and arrange for the return or destruction of these documents.

Confidentiality Statement: The documents accompanying this transmission contain confidential information that is legally privileged. This information is intended only for the use of the individuals or entities listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and arrange for the return or destruction of these documents.

[<CurrentZoningMap.pdf>](#)



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

Attachment B

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 Roe and Councilmembers

FROM: Charles R. Bartholdi

RE: Land Use Appeals
Our File No: 1011-00196

DATE: January 5, 2011

As I indicated in my previous memorandum to you, the following three Land Use Appeals have been received by the City:

1. Appeal by “members and property owners of Woods Edge Homeowners Association” to the decision to change the zoning of the adjacent parcels at 3253 and 3261 Old Highway 8 from Low Density Single Family Residential (R-1) to High Density Residential (HRD-1) (“Woods Edge Appeal”).
2. Appeal by the “property owners abutting/surrounding the parcels at 3252 and 3261 Old Highway 8” to the decision to deny the petition to amend the Roseville Comprehensive Plan to recommend Medium Density Development with future zoning to be of density to greater than R-6 for 3252 and 3261 Old Highway 8 (“Old Hwy 8 Appeal”).
3. Appeal by Har Mar neighborhood residents to the decision to eliminate the R-1 zoning of the south end of the Har Mar parking lot (“Har Mar Neighborhood Appeal”).

As a result of the adoption of the New Zoning Map and Code on December 13, 2010 and publication on December 21, 2010 (“New Zoning Code”), the Board of Adjustments and Appeals no longer hears appeals relating to City Council land use decisions (See Section 1009.08). Section 1002.06A.2. of the New Zoning Code provides that the Community Development Department is to interpret the provisions of the Code. Following the delivery of my prior memorandum, the Community Development Department reviewed the Appeals, as required by Section 1002.06, and determined that the Woods Edge Appeal and Har Mar Neighborhood Appeal are appeals of City Council land use decisions and, consequently, are not reviewable by the Board of Adjustments and Appeals. Therefore, only the Old Hwy 8 Appeal needs to be considered by the Board of Adjustments and Appeals.

The Old Hwy 8 Appeal is an appeal of an administrative decision. Section 1009.08 of the New Zoning Code provides that such administrative decisions are appealable to the City Council,

acting as the Board of Adjustments and Appeals. Therefore, this appeal should proceed as follows:

1. The Old Hwy 8 Appeal should be referred to the Planning Commission for review at its next regularly scheduled meeting. As indicated to you previously, Minnesota Statutes § 462.354, Subd. 2, provides as follows:

“In any municipality in which the planning agency does not act as the board of adjustments and appeals, the board shall make no decision and any appeal or petition until the planning agency, if there is one, or a representative authorized by it has had reasonable opportunity, not to exceed sixty (60) days, to review and report to the board of adjustments and appeals upon the appeal or petition.”

Consequently, the Board of Adjustments and Appeals should make no decision on this matter until the Planning Commission has had its opportunity to review and report on the Appeal.

2. Following the receipt of the report from the Planning Commission, the Board of Adjustments and Appeals should then hold a public meeting to consider and rule on the Appeal.

CRB/alb

cc: William J. Malinen
Patrick Trudgeon



January 5, 2010

Neil Nelson
1442 Ryan Ave.
Roseville, MN 55113

J.O. Thompson
2008 Asbury St.
Roseville, MN 55113

Dear Sirs:

I have reviewed your appeal request dated December 23, 2010 regarding the recent City Council decision to rezone a portion of the Har Mar Mall property from R-1 Single Family to CB Community Business.

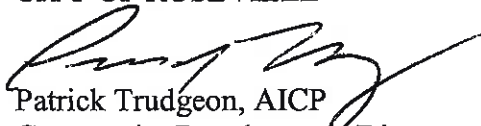
In consultation with the Roseville City Attorney and review of the Roseville City Code, staff has come to the determination that your request for an appeal to the zoning change is not allowed under Chapter 1009.09 (A) of the Roseville City Code. Under Chapter 1009.08 (A) of the Roseville City Code, only decisions of the Variance Board, an administrative ruling of the Community Development Department, or an administrative action approving or denying an application or request related to the zoning code can be appealed to the City Council acting as the Board of Adjustment and Appeals. The decision regarding the rezoning of a portion of the Har Mar Mall property on December 13, 2010 was a legislative decision made by the City Council, not an administrative decision, and thus not appealable to the City Council acting as the Board of Adjustment and Appeals.

At the January 10, 2011 meeting of the Board of Adjustment and Appeals, staff will inform the City Council of this staff determination and there is not expected to be any further action on your appeal request.

Feel free to contact me at (651) 792-7071 or at pat.trudgeon@ci.roseville.mn.us if you have any questions.

Respectfully,

CITY OF ROSEVILLE



Patrick Trudgeon, AICP
Community Development Director

C: Gateway Washington Inc.
420 Lexington Ave.
#900
New York, NY 10170
(Owner of Har Mar Mall)

Emmes Asset Management Co LLC
2100 Snelling Ave
Roseville, MN 55113
(Property Manager)



Martin Luther King Jr. Day January 17, 2011

Whereas: The City of Roseville recognizes and honors the work of Rev. Dr. Martin Luther King Jr.; and

Whereas: The Roseville Human Rights Commission, through education and outreach, recognizes great leaders who have made significant contributions to our society; and

Whereas: Rev. Dr. Martin Luther King Jr. was the chief spokesman for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law; and

Whereas: Rev. Dr. Martin Luther King Jr. was jailed and arrested numerous times for speaking out against racism and discrimination and for trying to help African Americans to register and vote; and

Whereas: Rev. Dr. Martin Luther King Jr. was awarded the Nobel Peace Prize in December 1964; and

Whereas: Rev. Dr. Martin Luther King Jr. was assassinated on April 4, 1968 because of his fight for equality and civil rights for all; and

Whereas: By Act of Congress of the United States in 1983, declared the third Monday in January to officially honor Rev. Dr. Martin Luther King Jr.; and

Whereas: Roseville declares that racism is unjust and advocates for equal rights for all; and

Whereas: The City invites all to renew their commitment to racial equality and justice.

Now, Therefore Be It Resolved, that the City Council hereby declare January 17, 2011, to be Martin Luther King Jr. Day in the City of Roseville and urges all citizens to join together to recognize, praise and honor the efforts of Rev. Dr. Martin Luther King Jr.

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 tenth day of January 2011.

Mayor Daniel J. Roe

Date: 1/10/11

Item: 6.a

Approve Minutes of
January 3, 2011

REQUEST FOR COUNCIL ACTION

Date: 1/10/2011
Item No.: 7.a

Department Approval

Chris L. Miller

City Manager Approval

W. J. Mahinen

Item Description: Approval of Payments

BACKGROUND

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

Check Series #	Amount
ACH Payments	\$109,894.27
61203-61267	\$459,547.08
Total	\$569,441.35

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

check by date

User: mary.jenson

Printed: 01/05/2011 - 9:00 AM

Check D	Check Nu	Name	Description	Account	Amount
12/29/2010	0		Dependent Care Reimbursement	100-00-00-00-0000-10-2114	201.55
12/29/2010	0	Yale Mechanical, LLC	Heater Repair	100-01-23-00-0000-10-4390	426.00
12/29/2010	0	Carlson Tractor & Equip. Co.	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	229.39
12/29/2010	0	Catco Parts & Service Inc	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4370	123.57
12/29/2010	0	City of St. Paul	Wireless & RMS Services-Nov 2010	100-02-10-10-0000-10-4300	2,773.05
12/29/2010	0	City of St. Paul	Wireless & RMS Services-Dec 2010	100-02-10-10-0000-10-4300	2,773.05
12/29/2010	0	Delta Dental Plan of Minnesota	Dental Insurance Premium-Nov 2010	710-00-61-00-0000-73-4150	4,707.81
12/29/2010	0	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	279.35
12/29/2010	0	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	25.24
12/29/2010	0	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	27.16
12/29/2010	0	Factory Motor Parts, Co.	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	208.11
12/29/2010	0	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	159.94
12/29/2010	0	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	25.13
12/29/2010	0	Napa Auto Parts	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	48.30
12/29/2010	0	Green View Inc.	Ice Center Cleaning	200-04-40-53-0000-23-4390	1,954.40
12/29/2010	0	ICMA Retirement Trust 457-300227	Payroll Deduction for 12/28 Payroll	100-00-00-00-0000-10-2110	4,896.03
12/29/2010	0	NCPERS Life Ins#7258500	Payroll Deduction for 12/28 Payroll	100-00-00-00-0000-10-2105	48.00
12/29/2010	0		Dependent Care Reimbursement	100-00-00-00-0000-10-2114	1,280.00
12/29/2010	0	MacQueen Equipment	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	94.23
12/29/2010	0	MN Benefit Association	Payroll Deduction for Dec 2010	100-00-00-00-0000-10-2107	1,308.10
12/29/2010	0	Theisen Jill	Mileage Reimbursement	265-01-05-00-0000-25-4320	237.00
12/29/2010	0	DMX Music, Inc.	Skating Center Music	200-04-40-53-0000-23-4420	146.63
12/29/2010	0	Xcel Energy	Storm Water-Arona Lift Station	640-08-54-00-0000-64-4360	37.87
12/29/2010	0	Xcel Energy	Skating	200-04-40-53-0000-23-4360	34,679.43
12/29/2010	0	Xcel Energy	Fire #1	100-02-13-13-0000-10-4360	985.73
12/29/2010	0	Xcel Energy	Fire #3	100-02-13-13-0000-10-4360	1,372.73
12/29/2010	0	Xcel Energy	P&R	204-04-40-43-0000-23-4360	2,968.57
12/29/2010	0	Xcel Energy	Fire #2	100-02-13-13-0000-10-4360	32.04
12/29/2010	0	Xcel Energy	Traffic Signal	100-03-20-22-0000-10-4360	3,028.27
12/29/2010	0	Xcel Energy	Street Light	100-03-20-22-0000-10-4360	41.92
12/29/2010	0	Anfang Jill	Mileage Reimbursement	200-04-40-40-0000-23-4320	151.00
12/29/2010	0	Driscoll Margaret	Meeting Expenses Reimbursement	100-01-02-00-0000-10-4480	33.98
12/29/2010	0	Erickson, Bell, Beckman & Quinn P.A.	Legal Services	294-02-10-31-0000-10-4300	1,295.00
12/29/2010	0	Erickson, Bell, Beckman & Quinn P.A.	Legal Services-Prosecution	100-01-06-00-0000-10-4300	11,306.00
12/29/2010	0	Eagle Clan, Inc	Toilet Tissue, Roll Towels	200-04-40-53-0000-23-4240	436.05
12/29/2010	0	Fastenal Company Inc.	Supplies	200-04-40-53-0000-23-4240	56.97
12/29/2010	0		Flexible Benefit Reimbursement	100-00-00-00-0000-10-2114	170.73
12/29/2010	0	Paschke Thomas	Mileage Reimbursement	260-10-56-56-0000-24-4320	107.50
12/29/2010	0	Dracy Mary	Mileage Reimbursement	265-01-05-00-0000-25-4320	129.50
12/29/2010	0	Ancom Communications	Palm Mic	290-02-10-31-0000-10-4300	412.27
12/29/2010	0	Ancom Communications	Sales/Use Tax	290-00-00-00-0000-10-2090	-26.52
12/29/2010	0	Northern Air Corp	Sales/Use Tax	200-00-00-00-0000-23-2090	-43.74
12/29/2010	0	Northern Air Corp	Boiler Repair	200-04-40-53-0000-23-4390	940.96
12/29/2010	0	Kaiser Manufacturing, Inc.	Cover Replacement	200-04-40-53-0000-23-4390	506.06
12/29/2010	0	Streicher's	Drug Test Kits	100-02-10-12-0000-10-4240	43.80

Check D	Check Nu	Name	Description	Account	Amount
12/29/2010	0	Streicher's	Drug Test Kits	100-02-10-12-0000-10-4240	64.10
12/29/2010	0	Innovative Office Solutions	Office Supplies	100-03-20-21-0000-10-4200	23.34
12/29/2010	0	Innovative Office Solutions	Office Supplies	200-04-40-40-0000-23-4200	107.18
12/29/2010	0	Innovative Office Solutions	Office Supplies	640-08-54-00-0000-64-4200	23.34
12/29/2010	0	Innovative Office Solutions	Office Supplies	260-10-56-56-0000-24-4200	44.30
12/29/2010	0	Innovative Office Solutions	Office Supplies	600-05-50-00-0000-61-4200	23.35
12/29/2010	0	Cardiac Science Inc.	AED Battery	100-02-10-11-0000-10-4240	247.15
12/29/2010	0	Bacon Eldona	Employee Lunch Expenses Reimbursement	100-01-02-00-0000-10-4480	2,030.23
12/29/2010	0	Bacon Eldona	Mileage Reimbursement	100-01-02-00-0000-10-4320	15.50
12/29/2010	0	Adam's Pest Control Inc	Quarterly Service	100-01-23-00-0000-10-4390	73.64
12/29/2010	0	Yocum Oil	Fuel	100-03-20-30-0000-10-4210	10,470.00
12/29/2010	0	Yocum Oil	Fuel	100-03-20-30-0000-10-4210	10,838.00
12/29/2010	0	MES, Inc.	Adapters,	100-02-13-15-0000-10-4230	258.17
12/29/2010	0	Ratwik, Roszak & Maloney, PA	Twin Lakes Pkwy/Mt. Ridge Condemnation	585-10-88-00-0000-47-4300	1,775.65
12/29/2010	0	Dietman Nicole	Mileage Reimbursement	620-07-52-54-0000-63-4320	174.50
12/29/2010	0		Dependent Care Reimbursement	100-00-00-00-0000-10-2114	2,500.00
12/29/2010	0	Uline	Nitrile Gloves, DVD's	100-02-10-12-0000-10-4240	290.44
12/29/2010	0		Flexible Benefit Reimbursement	100-00-00-00-0000-10-2114	142.81
12/29/2010	0	Barber Douglas	Mileage Reimbursement	109-01-77-00-0000-11-4320	69.00
12/29/2010	0	Rubey Karen	Neighborhood Watch Speakers Gift Cards Rein	100-02-10-12-0000-10-4240	40.00
12/29/2010	0	PAWLAK EDWARD	Refund Check	600-00-00-00-0000-00-2020	10.34
12/29/2010	0	VIVIAN JAMES	Refund Check	610-00-00-00-0000-00-2020	21.44
12/29/2010	0	VIVIAN JAMES	Refund Check	600-00-00-00-0000-00-2020	13.63
12/29/2010	61203	AIM Electronics Inc.	Timing System Repair	200-04-40-53-0000-23-4390	342.50
12/29/2010	61204	Batteries Plus, Inc.	Alkaline Batteries	100-02-10-11-0000-10-4240	51.30
12/29/2010	61205	Brite-Way Window Cleaning Sv	Window Cleaning-License Center	265-01-05-00-0000-25-4390	21.00
12/29/2010	61206	CDW Government, Inc.	Cisco SmartNet Maintenance	109-01-77-00-0000-11-4390	227.38
12/29/2010	61206	CDW Government, Inc.	Cisco SmartNet Maintenance	109-01-77-00-0000-11-4390	553.08
12/29/2010	61207	City of Minneapolis Receivables	Pawn Transaction Fees-Nov	100-02-00-00-0000-10-3205	1,241.40
12/29/2010	61208	Commonwealth Land Title Insurance, Co	Grant Pass Through-Sienna Green Phase 1	260-10-56-56-0407-24-4300	73,369.00
12/29/2010	61209	Cornell Kahler Shidell & Mair	Rsvl Youth Hockey Bingo-Nov	270-01-67-00-0000-26-4305	2,177.28
12/29/2010	61209	Cornell Kahler Shidell & Mair	Midway Speedskating Bingo-Nov	270-01-67-00-0000-26-4305	1,973.16
12/29/2010	61210	Dexon Computer, Inc.	GBIC Ports, T Ports	111-01-22-00-0000-11-4530	817.59
12/29/2010	61211	Discover Bank	Case 62CV 09-11758	100-00-00-00-0000-10-2112	281.16
12/29/2010	61212	Diversified Collection Services, Inc.		100-00-00-00-0000-10-2112	210.24
12/29/2010	61213	Ecoenvelopes, LLC	UB Processing	610-06-51-00-0000-62-4300	154.02
12/29/2010	61213	Ecoenvelopes, LLC	UB Processing	600-05-50-00-0000-61-4300	154.03
12/29/2010	61213	Ecoenvelopes, LLC	UB Processing	640-08-54-00-0000-64-4300	154.02
12/29/2010	61214	Egli Diane	Raingarden Cost Share	810-00-81-00-0000-82-4530	524.97
12/29/2010	61215		Flexible Benefit Reimbursement	100-00-00-00-0000-10-2114	102.60
12/29/2010	61216	Emblem Enterprises, Inc	Patches	290-02-10-31-0000-10-4300	423.72
12/29/2010	61216	Emblem Enterprises, Inc	Sales/Use Tax	290-00-00-00-0000-10-2090	-27.26
12/29/2010	61217	Field Day	Phote Buttons	200-04-40-42-0110-23-4240	460.00
12/29/2010	61218	Floors By Becker, Inc.	Carpet Tiles	100-02-13-15-0000-10-4240	240.47
12/29/2010	61218	Floors By Becker, Inc.	Sales/Use Tax	100-00-00-00-0000-10-2090	-15.47
12/29/2010	61219	Gehrman Jason	Lunch Reimb. for Alcohol Compliance Checke	294-02-10-31-0000-10-4300	7.71
12/29/2010	61220	Hill Jason	Boots Reimbursement	600-05-50-00-0000-61-4200	95.00
12/29/2010	61221	ICMA Retirement Trust 401-109956	Payroll Deduction for 12/28 Payroll	100-00-00-00-0000-10-2116	350.28
12/29/2010	61222	Integra Telecom	Telephone	112-01-77-00-0000-11-4310	277.34
12/29/2010	61223	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	265-01-05-00-0000-25-4300	498.89
12/29/2010	61223	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	100-01-23-00-0000-10-4300	4,090.88
12/29/2010	61223	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	200-04-40-53-0000-23-4390	798.23
12/29/2010	61223	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	100-01-23-00-0000-10-4300	399.11
12/29/2010	61223	ISS Facility Services-Minneapolis, Inc.	Facilities Cleaning	200-04-40-42-0119-23-4390	598.67
12/29/2010	61224	ITC	Uniforms	100-02-10-12-0000-10-4220	296.00

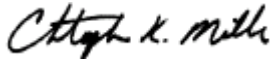
Check D	Check Nu	Name	Description	Account	Amount
12/29/2010	61224	ITC	Uniforms	100-02-10-10-0000-10-4220	57.78
12/29/2010	61225	Language Line Services	Interpreter Services	100-02-10-11-0000-10-4240	30.37
12/29/2010	61226	Laser Technology, Inc.	Ocular Tube, Labels	100-02-10-11-0000-10-4240	157.41
12/29/2010	61227	LexisNexis Risk Data Mgmt, Inc.	Commitment Balance	100-02-10-12-0000-10-4240	50.00
12/29/2010	61228	Local Union 49	Payroll Deduction for 12/28 Union Dues	100-00-00-00-0000-10-2100	882.00
12/29/2010	61229		Flexible Benefit Reimbursement	100-00-00-00-0000-10-2114	443.65
12/29/2010	61230	Mid America Auction, Inc.	Vehicle Storage	294-02-10-31-0000-10-4300	1,597.00
12/29/2010	61231	Minnesota Dirt Works, Inc.	Drainage Improvements	640-08-54-00-8013-64-4900	69,044.58
12/29/2010	61232	MN Dept of Labor and Industry	Comp. Fund Assessment	700-00-60-00-0000-71-4350	1,760.00
12/29/2010	61233	MSP Communications	Advertising in Weddings Magazine	200-04-40-53-0000-23-4330	3,285.00
12/29/2010	61234	Natl Assoc Govt Communicators	Awards Program Entry Fee	110-01-09-00-0000-12-4300	204.00
12/29/2010	61235	New Brighton Dept. of Public Safety	Firearms Range Rental	100-02-10-11-0000-10-4410	2,000.00
12/29/2010	61236	Overhead Door Co of the Northland	Garage Door Repair	100-01-23-00-0000-10-4390	1,505.17
12/29/2010	61236	Overhead Door Co of the Northland	Garage Door Repair	100-01-23-00-0000-10-4390	405.45
12/29/2010	61237	P&H Services	Stacker Radar Repair	100-02-10-11-0000-10-4390	90.84
12/29/2010	61237	P&H Services	Sales/Use Tax	100-00-00-00-0000-10-2090	-5.84
12/29/2010	61238	PERA	Omitted Deductions for Kyle Tesch	200-04-40-53-0000-23-4140	52.93
12/29/2010	61239	Petco Animal Supplies, Inc.	K9 Supplies	100-02-10-11-0000-10-4240	44.87
12/29/2010	61240	Philips Healthcare	Heart Start Pads	100-02-13-15-0000-10-4240	347.34
12/29/2010	61241	Pioneer Press	Advertising	200-04-40-53-0000-23-4330	372.24
12/29/2010	61242	Premier Bank	HSA	100-00-00-00-0000-10-2114	1,740.00
12/29/2010	61242	Premier Bank	HSA	100-00-00-00-0000-10-2114	3,692.31
12/29/2010	61243	Printers Service Inc	Zamboni Knife Sharpening	200-04-40-53-0000-23-4390	333.64
12/29/2010	61244	Pro-Tec Design, Inc.	Keypad Repair	100-02-10-11-0000-10-4240	618.92
12/29/2010	61245	Qwest	Telephone	112-01-21-00-0000-11-4310	136.53
12/29/2010	61245	Qwest	Telephone	112-01-77-00-0000-11-4310	101.40
12/29/2010	61245	Qwest	Telephone	112-01-77-00-0000-11-4310	38.93
12/29/2010	61246	Qwest Communications	Telephone	112-01-77-00-0000-11-4310	115.23
12/29/2010	61247	Ramsey Conservation District	GLWMO Administrative Services	810-00-81-00-0000-82-4300	5,961.00
12/29/2010	61248	Ramsey County	Fleet Support-Dec 2010	100-02-10-10-0000-10-4300	506.24
12/29/2010	61248	Ramsey County	911 Dispatch Service	100-02-10-11-0000-10-4300	15,509.78
12/29/2010	61249	Regents of the University of MN	K9 Healthcare	100-02-10-11-0000-10-4300	732.39
12/29/2010	61250	Rosemount Saw & Tool Co.	Chain Saw Sharpening	100-03-20-21-0000-10-4390	34.00
12/29/2010	61251		Flexible Benefit Reimbursement	100-00-00-00-0000-10-2114	293.76
12/29/2010	61252	Simmons Law Enforcement, Inc.	Remote Radio Volume Controls	100-02-13-15-0000-10-4240	224.44
12/29/2010	61252	Simmons Law Enforcement, Inc.	Sales/Use TAX	100-00-00-00-0000-10-2090	-14.44
12/29/2010	61253	Sprint	Cell Phones	260-02-56-17-0000-24-4310	140.04
12/29/2010	61253	Sprint	Cell Phones	100-01-03-00-0000-10-4310	45.16
12/29/2010	61253	Sprint	Cell Phones	100-01-02-00-0000-10-4310	22.58
12/29/2010	61253	Sprint	Cell Phones	100-03-20-20-0000-10-4310	67.74
12/29/2010	61253	Sprint	Cell Phones	100-02-10-10-0000-10-4310	225.43
12/29/2010	61253	Sprint	Cell Phones	100-02-10-11-0000-10-4310	375.66
12/29/2010	61253	Sprint	Cell Phones	100-02-10-12-0000-10-4310	558.44
12/29/2010	61253	Sprint	Cell Phones	100-03-20-21-0000-10-4310	213.71
12/29/2010	61253	Sprint	Cell Phones	640-08-54-00-0000-64-4310	243.20
12/29/2010	61253	Sprint	Cell Phones	100-03-20-30-0000-10-4310	25.11
12/29/2010	61253	Sprint	Cell Phones	600-05-50-00-0000-61-4310	181.41
12/29/2010	61253	Sprint	Cell Phones	200-04-40-40-0000-23-4310	204.65
12/29/2010	61253	Sprint	Cell Phones	200-04-40-53-0000-23-4310	63.29
12/29/2010	61253	Sprint	Cell Phones	204-04-40-43-0000-23-4310	180.86
12/29/2010	61253	Sprint	Cell Phones	620-07-52-52-0000-63-4310	36.37
12/29/2010	61254	Staples Business Advantage, Inc.	Toner	100-01-08-00-0000-10-4240	512.66
12/29/2010	61254	Staples Business Advantage, Inc.	Toner	100-01-08-00-0000-10-4240	263.75
12/29/2010	61254	Staples Business Advantage, Inc.	Toner	100-01-08-00-0000-10-4240	464.33
12/29/2010	61255	State of Minnesota	Citations	100-02-10-11-0000-10-4240	2,273.83

Check D	Check Nu	Name	Description	Account	Amount
12/29/2010	61256	Steward, Zlimen & Jungers, LTD	Case #: 09-06243-0	100-00-00-00-0000-10-2112	68.90
12/29/2010	61257	Suburban Tire Wholesale, Inc.	2010 Blanket PO For Vehicle Repairs	100-03-20-30-0000-10-4230	1,439.18
12/29/2010	61258	Taser International, Inc.	Black/Silver DPM	290-02-10-31-0000-10-4300	694.69
12/29/2010	61258	Taser International, Inc.	Sales/Use Tax	290-00-00-00-0000-10-2090	-44.69
12/29/2010	61259	Ted Wentland, Inc.	Carpent Tiles Installation	100-02-13-15-0000-10-4390	175.00
12/29/2010	61260	Trans-Mississippi Biological	HANC Supplies	200-04-40-42-0119-23-4240	70.43
12/29/2010	61260	Trans-Mississippi Biological	Sales/Use Tax	200-00-00-00-0000-23-2090	-4.53
12/29/2010	61261	Tri State Bobcat	Bobcat Skidsteer Loader Rental	610-06-51-00-0000-62-4380	2,564.00
12/29/2010	61261	Tri State Bobcat	Bobcat Skidsteer Loader Rental	610-06-51-00-0000-62-4380	1.00
12/29/2010	61261	Tri State Bobcat	Bobcat Skidsteer Loader Rental	600-05-50-00-0000-61-4380	2,564.00
12/29/2010	61261	Tri State Bobcat	Bobcat Skidsteer Loader Rental	600-05-50-00-0000-61-4380	1.00
12/29/2010	61261	Tri State Bobcat	Bobcat Skidsteer Loader Rental	408-03-64-00-0000-42-4240	2,564.00
12/29/2010	61261	Tri State Bobcat	Bobcat Skidsteer Loader Rental	408-03-64-00-0000-42-4240	1.00
12/29/2010	61262	Twin Cities Transport & Recove	Towing Service	100-02-10-12-0000-10-4240	90.84
12/29/2010	61262	Twin Cities Transport & Recove	Towing Service	294-02-10-31-0000-10-4300	271.13
12/29/2010	61263	U of M Veterinary Medical Center	Hospitalization K9 Major	101-01-10-11-0000-10-4240	17,181.14
12/29/2010	61264	Uniforms Unlimited, Inc.	Digital Power Magazine	100-02-10-11-0000-10-4240	422.58
12/29/2010	61264	Uniforms Unlimited, Inc.	Pants	100-02-10-11-0000-10-4220	75.50
12/29/2010	61265	Xcel Energy	Undergrounding of Overhead Lines	590-03-76-00-9011-48-4900	97,179.50
12/29/2010	61266	Youth Enrichment League, Corp.	Lego, Electronix Camps	200-04-40-41-0244-23-4300	3,520.00
12/29/2010	61266	Youth Enrichment League, Corp.	Lego Camps	200-04-40-41-0248-23-4300	3,468.00
12/29/2010	61267	Veit & Company, Inc.		585-10-88-10-1017-47-4900	117,948.97
					569,441.35

REQUEST FOR COUNCIL ACTION

Date: 1/10/2011
Item No.: 7.b

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

Department	Vendor	Description	Amount
Streets	Crafco Inc.	Crack sealing material	\$11,301.50

Sale of Surplus Vehicles or Equipment

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

Department	Item / Description

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

19 **STAFF RECOMMENDATION**

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

22 **REQUESTED COUNCIL ACTION**

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

25

26

Prepared by: Chris Miller, Finance Director

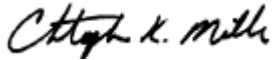
Attachments: A: None

27

REQUEST FOR COUNCIL ACTION

Date: 1/10/11
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Consider Approving a Joint Powers Agreement with the City of White Bear Lake

BACKGROUND

Minnesota State Statute 471.59 authorizes political subdivisions of the State to enter into joint powers agreements (JPA) for the joint exercise of powers that are common to each. Over the past several months, the City of White Bear Lake and the City of Roseville have held on-going discussions in regards to the sharing of information technology support services.

The City of Roseville currently employs eight full-time employees and one part-time employee to administer the information systems for the City of Roseville and twenty three (23) other municipal and governmental agencies. The proposed JPA with the City of White Bear Lake is similar to the other Agreements in both structure and substance, although this particular JPA pertains only to telephone services.

The attached JPA has been approved by the City of White Bear Lake and is awaiting approval from the Roseville City Council.

POLICY OBJECTIVE

Joint cooperative ventures are consistent with past practices as well as the goals and strategies outlined in the Imagine Roseville 2025 process.

FINANCIAL IMPACTS

The proposed JPA provides non-tax revenues to support City operations. The hourly rates charged to other cities are approximately twice the total cost of the City employee; yet substantially lower than could be obtained from private companies – hence the value to other cities is greater.

There is no budget impact. The presence of the JPA along with existing revenue sources is sufficient to fund the City's added personnel and related information systems costs related to the contracted services.

STAFF RECOMMENDATION

Staff recommends the Council approve the attached JPA.

REQUESTED COUNCIL ACTION

Approve the attached JPA with the City of White Bear Lake for the purposes of providing telephone system support.

30

Prepared by: Chris Miller, Finance Director

Attachments: A: JPA with the City of White Bear Lake

31

**SHARED SERVICES AGREEMENT
FOR THE CITY OF ROSEVILLE EXTENSION OF IP TELEPHONY SERVICES
TO THE CITY OF WHITE BEAR LAKE**

THIS SHARED SERVICES AGREEMENT entered into by and between the **CITY OF ROSEVILLE**, a Minnesota municipal corporation (“Roseville”), and the **CITY OF WHITE BEAR LAKE**, a Minnesota municipal corporation (“White Bear Lake”), is effective upon the execution of this Agreement by the named officers of both organizations.

RECITALS

WHEREAS, White Bear Lake owns Cisco Internetworking Protocol (IP) telephony handsets, voice gateways and other Cisco IP telephony peripheral equipment and;

WHEREAS, White Bear Lake requires access to Cisco IP telephony control equipment which includes Call Manager, Unity Voice Mail, and other associated Cisco IP control devices and;

WHEREAS, White Bear Lake requires technical support to operate and maintain this equipment and;

WHEREAS, Roseville has existing Cisco Internetworking Protocol (IP) control equipment which can be extended to White Bear Lake and;

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

1. SERVICES.

A. The City of Roseville shall provide qualified management information systems employees (“Employees”) to perform telephony related technical services required by White Bear Lake. These services include the following:

- Support of White Bear Lake Cisco IP telephony services and equipment.
- Access to Roseville's Cisco IP telephony control equipment.
- Access to the Public Switched Telephone Network (PSTN) through shared voice gateway servers.

Support of systems to be provided by Roseville is generally within normal working hours of 8:00 a.m. until 4:30 p.m. Monday through Friday. However considerations will be made for emergency situations and system upgrades which would require off hours support.

B. The City of Roseville shall be solely responsible for compensating the assigned Employee(s) engaged in providing computer and technical services under this Agreement, including any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of the City of Roseville. In addition, the City of Roseville shall be solely responsible for worker's compensation, reemployment insurance benefits, and other employee related laws, including OSHA, ERISA, RLSA, and FMLA. The City of Roseville shall retain the authority to control the employees, including the right to hire, fire and discipline them.

C. White Bear Lake will provide the necessary office, equipment, and supplies for the assigned Employee(s) to provide the services required hereunder and will bear all costs attendant thereto.

D. The City Manager, or a designee, of White Bear Lake shall communicate scheduling of work to be performed by the assigned Employee(s).

2. PAYMENT. White Bear Lake will compensate Roseville for services rendered in the annual amount listed in the attached Exhibit A: Cost of Services. These charges are billed

annually from this agreement under the provisions listed in the Telephony Services Cost Recovery Agreement

3. FINANCIAL ADJUSTMENTS. The financial terms of this agreement will be reviewed annually and appropriate cost adjustments made to reflect increases in labor, licensing or equipment necessary to carry out the service terms of the agreement.

4. INDEMNIFICATION. The City of Roseville agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either entity. Each entity agrees to indemnify, defend, and hold harmless the other from any claims, causes of action, damages, loss, cost or expenses including reasonable attorney's fees resulting from or related to the actions of each entity, its officers, agents or employees in the execution of the duties outlined in this Agreement, except as qualified by the previous sentence. This Agreement to indemnify and hold harmless does not constitute a waiver of limitations on liability provided under Minn.Stat. Sec. 466.04. To the full extent permitted by law, action by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for purposes of liability, as set forth in Minn.Stat. Sec. 471.59, subd. 1a(a), provided further that for purposes of that statute, each party to the Agreement expressly declines responsibility for the acts and omissions of the other parties. The parties to this Agreement are not liable for the acts or omissions of the other parties to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

5. INTERRUPTION OF SERVICE. White Bear Lake hereby waives and releases Roseville from any liability for personal injury or property damage as a result of any failure of

Roseville's Telephony equipment, for whatever reason, including, but not limited to, software, hardware, telephone, frame relay services, or other related equipment. In this regard, White Bear Lake agrees to indemnify, defend, and hold harmless Roseville from any claims, causes of action, damages, loss, cost or expenses including reasonable attorney's fees resulting from or related to any such failure. This Agreement to indemnify and hold harmless does not constitute a waiver of limitations on liability provided under Minn.Stat. Sec. 466.04.

6. TERMINATION, SEPARABILITY.

A. This Agreement may be terminated by either party upon ninety (90) days' notice provided to the respective City Manager of Roseville or the City Manager of White Bear Lake.

B. Upon termination, any and all records or property of the respective entity will be returned to the appropriate city within 90 days.

C. This Agreement is governed by the laws of the State of Minnesota.

D. In the event that any provision of this Agreement is held invalid, the other provisions remain in full force and effect.

IN WITNESS WHEREOF, THE City of Roseville and City of White Bear Lake have caused this Agreement to be duly executed effective on the day and year last entered below.

CITY OF ROSEVILLE

By: _____
Craig Klausing
It's Mayor

By: _____
William J. Malinen
It's City Manager

Dated: _____

CITY OF WHITE BEAR LAKE

By: Jo Emerson
Jo Emerson
It's Mayor

By: Mark Sather
Mark Sather
It's City Manager

Dated: 11/29/10



Telephony Services Cost Recovery Agreement

A. General Information

Project Name: IP Telephony Service
City of White Bear Lake Date: _____
Controlling Dept.: Roseville Information
Technology Department Modification Date: _____
Prepared By: Terre Heiser Authorized By: Chris Miller

B. Overview

This agreement provides for the recovery of costs associated with extending to the City of White Bear Lake the telephony services (IPT) system owned and operated by the City of Roseville. This cost recovery schedule is an addendum to the Cost Sharing Agreement executed between the two agencies.

C. Recovery Items

PRI Access Charge Standard Rate: Shared cost of the public switched telephone network (PSTN) charges associated with providing external dial tone. Standard rate is charged to all general use telephone handsets.

PRI Access Charge Special Rate: Shared cost of the public switched telephone network (PSTN) charges associated with providing external dial tone. Special rate is charged to telephone handsets or other telephony devices that make on average less than 10 external calls per month. Example of this type of phone would be a seldom used telephone in a lunch room or other open use area.

Cisco Software Subscriptions: Annual licensing charges from manufacturer. License cover use of Cisco Unified Communication Manager, Unity Messaging, and Emergency Responder (e911)

Support Charge: Contribution to support staff for administering and supporting IPT system.

DID Number Charge: Cost recovery for direct inward dial telephone numbers (extension)

H. Acceptance

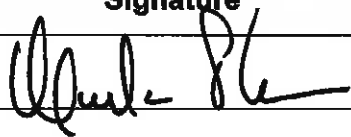
Name/Title	Signature	Date
Mark Sather, City Manager		4/27/10



EXHIBIT A. –Cost of Services 2010/2011

<u>Units</u>	<u>Description</u>	<u>Monthly Charge</u>	<u>Total Charge</u>
<u>8</u>	<u>Shared PRI Access Charge - Standard Rate</u>	<u>\$ 5.00</u>	<u>\$ 40.00</u>
<u>11</u>	<u>Shared PRI Access Charge - Special Rate</u>	<u>\$ 1.00</u>	<u>\$ 11.00</u>
<u>19</u>	<u>Cisco Unified Call Manager Software Subscription</u>	<u>\$ 0.40</u>	<u>\$ 7.60</u>
<u>3</u>	<u>Cisco Unity Messaging Software Subscription</u>	<u>\$ 0.50</u>	<u>\$ 1.50</u>
<u>22</u>	<u>Cisco Emergency Responder Software Subscription</u>	<u>\$ 0.10</u>	<u>\$ 2.20</u>
<u>19</u>	<u>Support Charge (per hardware device)</u>	<u>\$ 8.00</u>	<u>\$ 152.00</u>
<u>22</u>	<u>DID Number Charge</u>	<u>\$ 0.15</u>	<u>\$ 3.30</u>
		<u>Monthly Total</u>	<u>\$ 217.60</u>
		<u>Annual Charge</u>	<u>\$ 2,611.20</u>

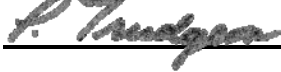
Note: Addition or deletion of telephone handsets, devices, or voice mail boxes will be change the amounts listed.

Long Distance and Directory Assistance Telephone charges are billed for actual usage on a separate statement and billed semi-annually.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 1/10/2011
ITEM NO: 7.d

Department Approval:



City Manager Approval:



Item Description: Request by Meritex for approval of outdoor storage of rubble as an INTERIM USE at 2295 Walnut Street to allow the pile created by the demolition of the former building to remain until October 31, 2011 (PF10-029)

1.0 REQUESTED ACTION

Metirex Enterprises, Inc. is requesting permission to leave the existing pile of rubble on the property through the 2011 construction season; this requires approval of the outdoor storage at 2295 Walnut Street, as an INTERIM USE, pursuant to the former Section 1013.09 (Interim Uses) of the City Code.

Project Review History

- Application submitted and determined complete: October 7, 2010
- Application review deadline (extended by City): February 4, 2011
- Planning Commission recommendation (5-0 to approve): November 17, 2010
- Project report prepared: December 29, 2010
- Anticipated City Council action: January 10, 2011

2.0 SUMMARY OF RECOMMENDATION

The Planning Division recommends approval of the proposed INTERIM USE, subject to certain conditions; see Section 7 of this report for detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

By motion, recommend approval of the proposed INTERIM USE, pursuant to §1013.09 (Interim Uses) of the previous Zoning Code, subject to conditions; see Section 8 of this report for detailed action.

19 **4.0 BACKGROUND**

20 4.1 The subject property is guided by the Comprehensive Plan for industrial land uses and is
21 under the new Industrial (I) zoning district, but the property was zoned General Industrial
22 (I-2) District at the time the application was submitted, thus the proposal must be
23 evaluated according to those standards.

24 4.2 The existing pile of rubble is the product of the demolition of the former industrial
25 building on the property. The goal of the applicant has been, and continues to be, selling
26 the rubble as base material in construction projects rather than trucking the rubble to a
27 landfill.

28 4.3 Outdoor storage of materials (including rubble) was listed among the uses allowed in the
29 I-2 District as a conditionally permitted use; the same is true about outdoor storage in the
30 newly-adopted I District. Although the property owner's intent is to maintain the rubble
31 pile for only as long as it takes to sell the pile, City staff has advised Meritex to seek
32 approval of the pile as an INTERIM USE, which would both allow Meritex additional time
33 to sell the material as intended, and allow Roseville to regulate the maintenance of the
34 pile and ensure its removal by a specified date.

35 **5.0 INTERIM USE APPLICATIONS**

36 While the current requirements pertaining to INTERIM USE applications are mostly similar
37 to the previous regulations, former Section 1013.09 (Interim Uses) of the City Code
38 established the regulations pertaining to INTERIM USES.

39 5.1 Section 1013.09A stated: *The City Council may authorize an interim use of property.*
40 *Interim uses may not be consistent with the land uses designated on the adopted Land*
41 *Use Plan. They may also fail to meet all of the zoning standards established for the*
42 *district within which it is located.*

43 5.2 Section 1013.09B stated: *The City Council may attach conditions to Interim Use Permits*
44 *[sic]. In reviewing [such] applications, the City will establish a specific date or event that*
45 *will terminate the use on the property. The Council will also determine that the approval*
46 *of the interim use would not result in adverse effects on the public health, safety, and*
47 *general welfare, and that it will not impose additional costs on the public if it is*
48 *necessary for the public to take the property in the future.*

49 5.3 An applicant seeking approval an INTERIM USE was required to hold an open house
50 meeting to inform the surrounding property owners and other interested attendees of the
51 proposal, to answer questions, and to solicit feedback. The open house was held on
52 October 26, 2010; the summary of the open house meeting provided by the applicant is
53 included with this staff report as Attachment C.

54 5.4 The site plan illustrating the location of the existing pile on the property is included with
55 this staff report as Attachment D.

56 5.5 During the review of the application, the Development Review Committee (DRC) was
57 largely unconcerned with the potential of the pile, as proposed, to have any adverse
58 impacts. The DRC was merely interested in ensuring that the silt fencing, installed to
59 prevent any erosion from migrating away from the pile, be properly maintained to
60 preserve its functionality, and ensuring that the pile be completely removed by a definite
61 date. The applicant originally requested permission to maintain the pile until the end of

August 2011, but the DRC recommended allowing the pile to remain until the end of October 2011 – which is closer to the end of a typical construction season.

5.6 For the sake of comparison, the new INTERIM USE regulations (§1009.03 of the recently-adopted zoning code) require the City Council to make the following findings:

- a. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future;
- b. The proposed use will not create an excessive burden on parks, streets, and other public facilities; and
- c. The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.

Findings “a” and “c” are essentially a firmer restatement of former §1013.09B (quoted above in section 5.2 of this report), and finding “b” has been added to ensure that impacts to City infrastructure are being considered in addition to the potential impacts on the private property in the vicinity of the proposed INTERIM USE. Since the proposed pile comprises only the rubble remains of a building from which hazardous materials were removed before its demolition, Planning Division staff believes that all three findings could be confidently made with the recommended conditions of approval.

6.0 PUBLIC HEARING

6.1 The duly-noticed public hearing for this application was held by the Planning Commission on November 17, 2010; no one from the public was present at the public hearing, but written public comments received to date are included with this staff report as Attachment E and minutes of the public hearing are included with this staff report as Attachment F. The main point of concern for the Commissioners was the length of time the owner put off making the application for INTERIM USE approval. Although staff present at the meeting did not know the answer, the Community Development Director first learned about the pile in June and informed the property owner that it needed to be removed; that initial correspondence resulted in the property owner being allowed to remove the pile by selling for construction purposes over the summer. Since the pile remained at the end of the summer, the property owner was told that the only way to allow the pile to remain longer was with an approval through the INTERIM USE process; soon after this, the property owner began the process of arranging the required open house and submitting the application materials. Due to some frustration about the applicant not being present to explain the full history of the rubble pile and a reluctance to be overly accommodating of a property owner who may have been obstinate about removing the rubble pile, the Planning Commission recommended approving the INTERIM USE only through the end of July 2011.

6.2 Under the circumstances, the primary public interest is in ensuring that the pile is not permanent. Because the City and members of the public have often expressed interest in sustainable and environmentally friendly practices, Planning Division staff continues to believe that attempting to sell/reuse the rubble during the entire 2011 construction season is a better way to eliminate the pile than to simply remove it to a landfill. To that end, requiring the pile to be completely removed by the end of October seems to achieve the

104 same public purpose as requiring the pile to be removed three months sooner, with the
105 advantage of allowing more opportunity to reuse the rubble material.

106 **7.0 RECOMMENDATION**

107 Based on the comments and findings outlined in Sections 4-6 of this report, the Planning
108 Division concurs with the recommendation of the Planning Commission to approve the
109 proposed INTERIM USE but continues to recommend a longer timeline, subject to the
110 following conditions:

- 111 **a.** Silt fencing surrounding the rubble pile shall be maintained in proper, functioning
112 condition for as long as the pile remains;
- 113 **b.** Materials in the pile shall be limited to the existing rubble, generated by the
114 demolition of the former building on the property, and no new rubble shall be
115 added to the pile; and
- 116 **c.** This approval shall expire at the end of October 31, 2011 or upon the complete
117 removal of the rubble material, whichever comes first. The property owner shall
118 incur a fine of \$100 for each day, or portion thereof, the rubble material remains
119 on the property after October 31, 2011.

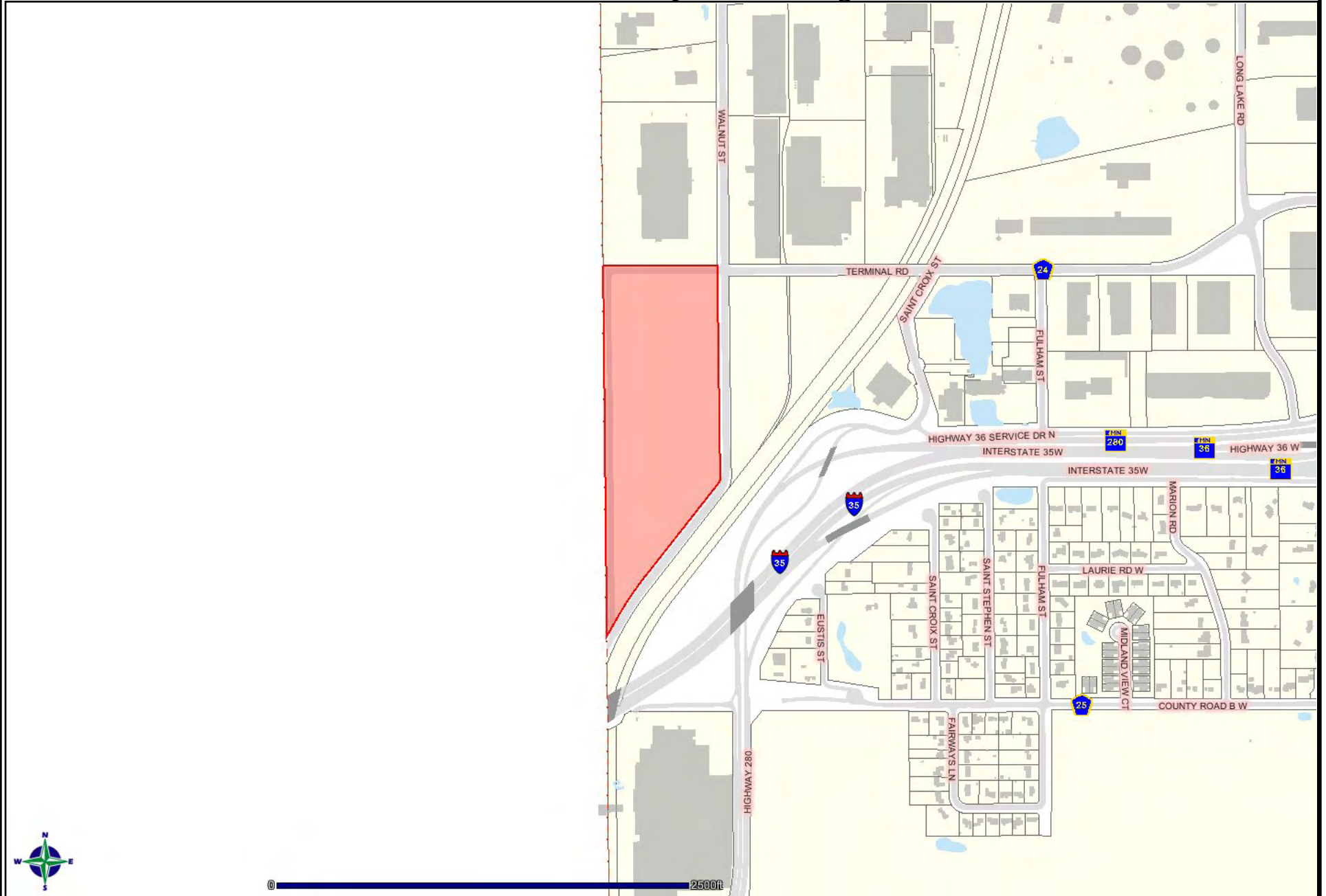
120 **8.0 SUGGESTED ACTION**

121 **Adopt a resolution approving the proposed INTERIM USE** for the Meritex to allow the
122 rubble pile to remain at 2295 Walnut Street, based on the comments and findings of
123 Sections 4-6 and the conditions of Section 7 of this report.

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

Attachments:	A: Area map	D: Site plan
	B: Aerial photo	E: Public comments
	C: Open house meeting and supplemental materials	F: Public hearing minutes
		G: Draft resolution

Attachment A: Location Map for Planning File 010-029



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; November 1, 2010 for City of Roseville data and Ramsey County property records data, November 2010 for commercial and residential data, April

Attachment B: Aerial Map for Planning File 010-029



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; November 1, 2010 for City of Roseville data and Ramsey County property records data, November 2010 for commercial and residential data, April



MERITEX®

November 3, 2010

Patrick Trudgeon, AICP
City of Roseville
Community Development Director
2660 Civic Center Drive
Roseville, MN 55113

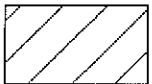
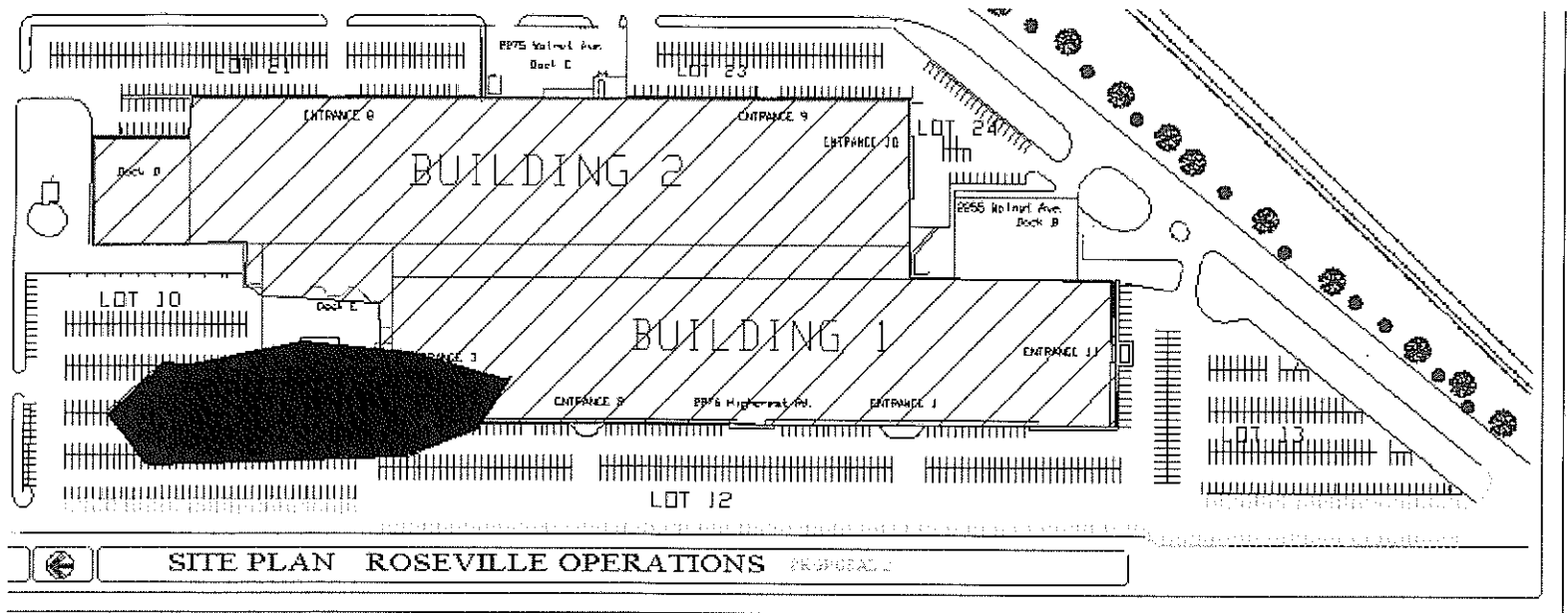
Re: Interim Use Permit
Open House
2276 Highcrest Road, Roseville

Dear Pat:

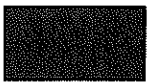
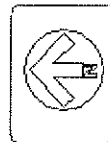
The following is a summary of the event on Tuesday, October 26th. We set up the tent at 3 PM but left it unmanned until I returned at 5:45 to greet any visitors. At about 6:20 a woman showed up and I chatted with her at her car because the wind was blowing fiercely. I identified myself and the purpose for the permit. She did not give me her name but said she was with a concerned citizens committee. While I was talking with her, a gentleman drove up and I repeated the reasons for the permit. He did not offer his name either. He asked a few questions about what to do with the material. I said we would sell it as base for bike paths and other projects. Both people seemed satisfied with the presentation. We all got cold and returned to our vehicles. I remained at the tent as advertised in the mailing until 7:30, but no other people approached the site.

Sincerely,

Steve Dorff
Asset Manager



Former building



Class 7 pile

November 17, 2010

VIA E-MAIL

Mr. Bryan Lloyd
Associate City Planner
City of Roseville
Planning Commission
2660 Civic Center Drive
Roseville, MN 55113

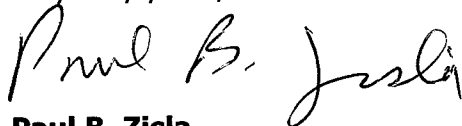
Re: Interim Use Application for 2295 Walnut Street
Our File No.: 51429.2

Dear Mr. Lloyd:

We are writing on behalf of Gladstone Commercial Corporation and its affiliate UC06 Roseville MN, LLC, ("Gladstone") the owner of the office building at 2501 Walnut Street (2470 Highcrest) to comment about the Meritex Enterprises, Inc., application for an Interim Use to allow a rubble pile to remain at 2295 Walnut. The rubble pile is directly across the property line from our client's building. The pile detracts from the area. It should not become a permanent feature of the area. Meritex should remove the rubble. However, Gladstone recognizes that the rubble is the product of demolition of a building on the site, and that as an alternative to removing the rubble to another site, Meritex is working to sell the rubble as base material for construction projects. The rubble will be removed in connection with the sales. Gladstone agrees with staff that the Interim Use is a sensible way to regulate the maintenance of the pile and to ensure its removal by a date certain (e.g. October 31, 2011). Therefore, Gladstone has no objection to the approval of the proposed Interim Use as long as all the conditions in the staff report are included. Additionally, the city should consider conditions relating to dust control with respect to the site and the trucks that remove the rubble. It should also be clear that there will not be any on-site crushing of the rubble.

Thank you for the opportunity to comment and for taking a practical approach to balancing the needs of the property owner with that of its neighbors and the larger community.

Very truly yours,



Paul B. Zisla
Attorney At Law
P: (612) 877-5328
ZislaP@moss-barnett.com

PBZ/cag
1699800v1

PLANNING FILE 10-029

Request by Meritex for approval of outdoor storage of rubble as an INTERIM USE at 2295 Walnut Street to allow the pile created by the demolition for the former building to remain until October 31, 2011.

Vice Chair Boerigter continued the Public Hearing for PLANNING FILE 10-029 at 7:35 p.m.

Associate Planner Bryan Lloyd reviewed the request of Meritex Enterprises, Inc., 2295 Walnut Street, for an INTERIM USE to leave the existing pile of rubble on the property through the 2011 construction season. Mr. Lloyd noted that the building had been demolished and that the intent of the owner was to sell the demolition materials for recycling as base construction materials, rather than shipping them off to a landfill.

Staff recommended approval of the proposed INTERIM USE, subject to certain conditions, as detailed in the staff report dated November 17, 2010.

Discussion included a history of the demolition materials not being addressed previously, due to staff not being aware of the owners non-compliance with demolition permit provisions, and due to the construction market slowing and the sale of materials not taking place in the anticipated timeframe; and staff then becoming more aggressive with enforcement prior to instituting an abatement process.

Further discussion included the proposed use of the vacant land, currently being marketed as primarily industrial property as a whole or subdivided; remaining materials not being of great significance compared to the original amount of material; other parts of the demolition, such as seeding or restoration, still pending; and length of time the demolition materials had been on site, estimated by staff to be since mid-summer of 2010.

Commissioners expressed frustration that representatives of Meritex were not present at tonight's meeting to provide additional comment.

Mr. Lloyd advised that, in addition to those comments received identified in Attachment C of the staff report, one additional e-mail comment had been fielded by staff earlier today from an adjacent property owner who was supportive of the application provided the proposed timeframe was not permanent and would be addressed in the suggested time

Public Comment

Vice Chair Boerigter closed the Public Hearing at 7:42 p.m., with no one appearing for or against.

Commissioners discussed and concurred that there was no rationale to extend the approval for almost a year, and that the applicant should be encouraged to remove remaining materials by the end of July of 2011 at the latest, since it had remained in nonconformance in the first place, as outdoor storage is not allowed without a Conditional Use permit.

Mr. Paschke suggested that the property owner may not have been aware of that storage as something prohibited under code, since it had been on site for some time before staff became aware of it and initiated correspondence with the property owner. Mr. Paschke noted that the property owner's contractor may have failed to communicate that information through the process or that presumptions had been made by one or the other party about the responsibility for removal.

MOTION

Member Boerigter moved, seconded by Member Cook to RECOMMEND TO THE CITY COUNCIL APPROVAL of the proposed INTERIM USE, pursuant to City Code, Section 1013.09 (Interim Uses); based on the comments of the staff report and subject to conditions detailed in Section 7 of the Request for Planning Commission Action dated November 17, 2010; amended as follows:

- ***Conditions 6.c revised to read: "This approval shall expire at the end of July 31, 2011, or upon the complete removal of the rubble material, whichever comes first. The property owner shall incur a fine of \$100 for each day, or portion thereof, the rubble material remains on the property after October July 31, 2011."***

Ayes: 5

Nays: 0

Motion carried.

**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 10th day of January 2011 at 6:00 p.m.

The following Members were present: _____;
and _____ were absent.

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

**RESOLUTION NO. _____
A RESOLUTION APPROVING OUTDOOR STORAGE OF DEMOLITION RUBBLE,
AT 2295 WALNUT STREET AS AN INTERIM USE IN ACCORDANCE WITH §1013.09
OF THE ROSEVILLE CITY CODE (PF10-029)**

WHEREAS the property at 2295 Walnut Street is owned by Meritex Enterprises, Inc.,
and

WHEREAS, the subject property is legally described as:
**SECTION 8 TOWN 29 RANGE 23 THE S 30 FT OF THE W 700 FT OF THE SW 1/4 OF
NW 1/4 AND THAT PART LYING NLY OF WALNUT ST OF THE W 700 FT OF THE
NW 1/4 OF THE SW 1/4 (SUBJ TO ESMTS) IN SEC 8 TN 29 RN 23
PIN: 08-29-23-32-0004**

WHEREAS, the property owner seeks to allow the existing pile of rubble to remain on the property with the intent of selling the material during the 2011 construction season; and

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed INTERIM USE on November 17, 2010, voting ____ to recommend approval of the use through July 2011, based on the comments and findings of the staff report prepared for said public hearing which were found to adequately address the concerns raised by the public as well as the City's interests; and

WHEREAS, the Roseville City Council has determined that approval of the proposed INTERIM USE will not result in adverse effects on the public health, safety, and general welfare, and that it will not impose additional costs on the public if it is necessary for the public to take the property in the future;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the proposed INTERIM USE in accordance with Section §1013.09 of the Roseville City Code, subject to the following conditions:

- a. Silt fencing surrounding the rubble pile shall be maintained in proper, functioning condition for as long as the pile remains;

34 **b.** Materials in the pile shall be limited to the existing rubble, generated by the
35 demolition of the former building on the property, and no new rubble shall be
36 added to the pile; and

37 **c.** This approval shall expire at the end of October 31, 2011 or upon the complete
38 removal of the rubble material, whichever comes first. The property owner shall
39 incur a fine of \$100 for each day, or portion thereof, the rubble material remains
40 on the property after October 31, 2011.

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

44 WHEREUPON said resolution was declared duly passed and adopted.

REQUEST FOR COUNCIL ACTION

Date: 1/10/11

Item No.: 7.e

Department Approval

City Manager Approval

WJ Malinen

Item Description: Adopt 2011 City Council Rules and Procedures

BACKGROUND

At the January 3, 2011 meeting, the Council reviewed and recommended changes to the City Council Rules and Procedures.

REQUESTED COUNCIL ACTION

Adopt amended City Council Rules and Procedures.

Prepared by: William J. Malinen, City Manager

Attachments: A: 2011 City Council Rules and Procedures
B: Rosenberg's Rules of Order

Roseville City Council

Rules of Procedure

~~January 4, 2010~~

January 10, 2011

Rule 1 Rosenberg's Rules of Order

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

Rule 2 Timing of Council Packet Formation and Delivery

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

Rule 3 Agenda

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

- 1) Roll Call
- 2) Approve Agenda
- 3) Public Comment (and Report on Previous Public Comments)
- 4) Council Communications, Reports, and Announcements, ~~HRA Report~~
- 5) Recognitions, Donations, Communications
- 6) Approval of Minutes
- 7) Consent Agenda
- 8) Items Removed from Consent
- 9) General Ordinances
- 10) Presentations
- 11) Public Hearings
- 12) Business Items – Action
- 13) Business Items – Presentation/Discussion
- 14) City Manager Future Agenda Review
- 15) Councilmember Initiated Future Agenda Items
- 16) Adjourn

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

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

3
4 A councilmember may make a request for an agenda item outside of a council meeting by
5 submitting an email request to the city manager, with a copy of the email to the other
6 councilmembers, no later than noon of the Wednesday preceding the council meeting. That
7 agenda item will be included on the agenda for the next council meeting under the heading
8 "Councilmember Initiated Future Agenda Items" for notice purposes only, not for action or
9 removal from future agendas, but will not be an action item. The item will become a regular
10 council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

11
12 A councilmember may request the addition of an agenda item at the same meeting at which the
13 item is to be addressed. However, the addition of an agenda item shall require the approval of a
14 majority of the councilmembers present.

15
16 **Rule 4 Electronic and/or Paper Agenda Packets**

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

19
20 **Rule 5 Public Comment**

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

- 23
24 a. Public Comment at the beginning of a Council meeting and not pertaining to an
25 agenda item is for the purpose of allowing the public the opportunity to express
26 their viewpoints about policy issues facing their City government. Presentations
27 will be limited to 5 minutes per speaker.
28
29 b. Public Comment pertaining to agenda items is for the purpose of allowing any
30 member of the public an opportunity to provide input on that item. These public
31 comments will generally be received after the staff presentation on that agenda
32 item and before Council discussion and deliberation. These public comments are
33 also limited to 5 minutes per speaker.
34
35 c. Members of the public are always free, and encouraged, to reduce to writing their
36 comments about city business and to submit written comments to the Council or
37 staff before, during, or after a Council meeting.
38
39 d. Signs may be held and displayed during Council Meetings but only at the back of
40 the Council Chambers so that the view of the seated audience is not obstructed.
41
42 e. Public comment, like staff and Councilmember comments, will pertain to the
43 merits of an issue; personal attacks will be ruled out of order.
44
45 f. The Mayor or presiding officer may make special time-length arrangements for
46 speakers representing a group.
47

1
2 **Rule 6 Issue and Meeting Curfew**

3 The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council
4 meetings will end by 10:00 p.m. Council meetings may be extended upon the vote of the City
5 Council, but at no time will a meeting run past 11:00 p.m. If Council business remains on the
6 agenda, the Council may continue the meeting to a future date or table such items until the next
7 meeting, if needed.
8

9 **Rule 7 City Council Task Force or Subcommittee Formation**

10 The Council shall, as issues arise, establish a two-member task force to study the issue. The
11 membership will be agreed upon by the full Council. The task force will have a specific topic or
12 issue to address and the task force will report its findings or recommendations by a specific
13 deadline established by the Council.
14

15 **Rule 8 Recording of Meetings**

16 Except for closed executive sessions authorized under state law, all meetings of the City Council
17 shall be shown live when technically possible and recorded in their entirety for replaying on the
18 municipal cable channel and for web streaming except when the City Council directs by motion
19 otherwise.
20

21 **Rule 9 Suspension of Rules**

22 Pursuant to ~~Rosenberg's Section 25 of Roberts'~~ Rules of Order, these Rules may be suspended in
23 specific situations upon a 2/3s vote of the City Council.
24

25 **Rule 10 Effective Date**

26 These Rules shall become effective upon adoption by a majority of the City Council and shall
27 remain in effect until amended or repealed by subsequent vote of the Council.
28

29 ~~2010_Rules_amended_100104.doc~~

30 ~~2011 DRAFT Rules amended 110103.doc~~

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



MISSION:

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

VISION:

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



About the League of California Cities

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

About *Western City* Magazine

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

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

About the Author

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

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

by Dave Rosenberg

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

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

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

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

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

framework for the orderly conduct of meetings.

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

The Chairperson Should Take a Back Seat During Discussions

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

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Motions in General

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

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

The chair usually initiates the motion by:

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

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

The Three Basic Motions

Three motions are the most common:

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

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

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

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

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

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

When Multiple Motions Are Before The Governing Body

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

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

A motion to fix the time to adjourn.

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

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

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

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

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

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

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

Majority and Super-Majority Votes

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

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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

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

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REQUEST FOR COUNCIL ACTION

Date: 1/10/11

Item No.: 7.1

Department Approval

City Manager Approval



Item Description: Appoint Council Member to the Grass Lake Watershed Management
 Organization Third Generation 10-Year Watershed Management Plan

BACKGROUND

At the January 3, 2011 meeting, the Council reviewed an invitation from the Grass Lake Watershed Management Organization to attend meetings and provide input on their Third Generation 10 year Watershed Management Plan.

REQUESTED COUNCIL ACTION

Appoint a Council Member to attend meetings and provide input to the Grass Lake Watershed Management Organization regarding their Third Generation 10 year Watershed Management Plan.

Prepared by: **William J. Malinen, City Manager**

Attachments: A: Invitation to Provide Input on the Grass Lake Watershed Management
 Organization Plan

From: "Camilla Correll"

Subject: Invitation to Provide Input on the Grass Lake Watershed Management Organization Plan

Date: Thu, 30 Dec 2010 11:25:19 -0600

As Project Coordinator for the Grass Lake WMO Third Generation Watershed Management Plan, I am forwarding this invitation on behalf of Len Ferrington, Chair of the Board.

Greetings,

I would like to introduce myself and ask for your assistance.

I am a resident of Shoreview and have served on the Board of Commissioners of the Grass Lake Watershed Management Organization for the last three years, and have been the Board Chairperson during 2010. Attached to this e-mail is the 2009 Annual Report of our Board activities and accomplishments for your review if you are interested.

In addition to providing you with the 2009 Annual Report, I would like to ask for your input and assistance during 2011. The Grass Lake Watershed Management Organization operates under guidelines included in our 10 year Watershed Management Plan. Presently we are operating under our Second Generation 10 year Watershed Management Plan, but it expires during 2010. Consequently, we will be preparing a Third Generation 10 year Watershed Management Plan in 2011.

As a resident and stakeholder in the Grass Lake Watershed, this Third Generation 10 year Watershed Management Plan will provide you with a series of policies and actions to protect your valuable water resources over the next decade. As the plan is being developed we will be holding a series of three (3) public meetings for stakeholder input.

The first of three public input sessions will be held:

Wednesday January 12, 2011 3:30 – 6:30 p.m.

City of Roseville, Willow Room

2660 Civic Center Drive

Roseville, MN 55113

This meeting will be held in an open-house format so feel free to drop in any time between 3:30 and 6:30 p.m. to learn more about the Grass Lake Watershed Management Organization and its resources and to share your knowledge and concerns about the management of our water resources.

If you are interested in receiving an e-mail announcement of the public meeting schedule please send a return e-mail to me and I will be sure that you receive the meeting schedule as well as regular updates in the event that you are not able to attend one or more of the meetings.

I would like to thank you for your time reading this e-mail, and look forward to hearing from you. In addition to e-mailing, you may feel free to contact me at work or home (numbers below) to learn more about the Grass Lake Watershed Management Organization and our recent or future activities.

Very best regards,

Len Ferrington
Leonard C. Ferrington Jr., Ph.D.
Professor, Department of Entomology
Co-Coordinator-- ENVIRONMENTAL SCIENCES, POLICY & MANAGEMENT DEGREE PROGRAM
University of Minnesota

Camilla Correll, PE

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REQUEST FOR COUNCIL ACTION

Date: 1/10/11

Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Public Improvement Hearing for the Reconstruction of Dale Street
Between County Road C and S. Owasso Blvd

BACKGROUND

On December 13, 2010, the City Council received the feasibility report for the reconstruction of Dale Street between County Road C and S. Owasso Boulevard and ordered the public hearing for January 10, 2011. Prior to opening the hearing, staff will present general information regarding construction, standards, and assessments that apply for this project.

This project is proposed to be undertaken as part of the 2011 Pavement Management Program and would be combined under one contract with the City of Roseville's Mill and Overlay Project. By combining these projects together and bidding them as one contract, we anticipate competitive bids from contractors.

The following is the summary of recommendations for the project as described in the Feasibility Report.

- Reconstruct the trunk watermain in the corridor.
- Repair deteriorated Sanitary Sewer manholes in the corridor.
- Construct a 6 foot wide concrete sidewalk with a 7 foot wide grass boulevard along the east side of Dale Street.
- Allow parking on the west side of Dale Street. Prohibit parking on the east side of Dale Street.
- Construct a 35 foot wide, bituminous street with B-618 concrete curb and gutter.
- Construct a right turn lane at County Road C.
- Provide a 5 foot shoulder on the east side of Dale Street for bicycles.
- Provide a 9 foot shoulder on the west side of Dale Street for bicycles and parking.
- Reconstruct the railroad crossing at the north end of Dale Street.
- Construct traffic management along Dale Street including; two speed tables, one north of Iona, one south of Iona Lane and install street trees along both sides of the street.
- Construct storm sewer improvements to address water quality and quantity problems in the corridor.
- Fund the street reconstruction with Municipal State Aid funds, utility funds, and assessments as detailed this report.

As part of the public information process for this project, residents requested that the City pursue the undergrounding of the overhead utilities within the Dale Street project limits. During the project discussion staff is requesting that the City Council provide staff direction for this proposal. Since this is private utility work, and is not proposed to be assessed, it is not necessary to take action on this portion of the project as a part of the Public Hearing. We have attached the section of the Feasibility Report to provide additional background. Staff has developed an online survey to assist

us in better understanding neighborhood opinion regarding this utility undergrounding.

POLICY OBJECTIVE

Because this is a street reconstruction project, the City's policy is to assess a portion of the costs as allowed for in State Statute 429. Assuming this project is completed by fall 2011, the final assessment amount would be determined following a thorough review of the proposed assessments by the Council at an assessment hearing in the fall of 2012. These assessments can either be paid up front in the fall of 2012, or be put against taxes payable in 2013 for 15 years at around 7% (rate set at time of hearing).

Assessment Summary

Estimated total street construction cost (35 ft wide, 9-ton road) **\$1,125,172.53**

Estimated 7-ton, 32 ft wide, street construction cost **\$755,689.17**

Total Assessable Frontage **3882.73**

Engineer's recommended street assessment

100% of project cost/foot **\$194.63**

25% of project cost/ foot **\$48.66**

The proposed assessments included in the feasibility report are consistent with the following City of Roseville assessment policies:

- The assessments shall not be for more than 25% of the cost to construct a 32 foot wide 7-ton road for all property zoning.
- To meet MSA standards, this road will be constructed to a 9-ton design. For the purposes of assessment calculation, the estimated quantities are reduced to reflect the cost to build a 7-ton road. Also, since the proposed road is 35 feet wide, the costs for the additional 3 feet of pavement are subtracted as well.
- Costs associated with sidewalk/ trail construction are not assessed to property owners.
- Costs associated with new storm sewer construction are not assessed to property owners.
- Any utility replacement/repair will be funded by the appropriate utility fund and not become part of the assessable portion of the project.
- New storm sewer facilities will be funded by MSA funds and storm utility funds.

FINANCIAL IMPACTS

Fund the street reconstruction with Municipal State Aid funds, utility funds, and assessments as shown in the table below:

	Estimated cost	MSA	Assessments	Utility Funds
Street Construction*	\$1,125,172.53	\$936,250.24	\$188,922.29	\$0
Sidewalk/ Trail Construction	\$108,705.56	\$108,705.56	\$0	\$0
Storm Sewer Construction	\$175,000.00	\$175,000.00	\$0	\$0
Sanitary Sewer Reconstruction	\$30,000.00	\$0	\$0	\$30,000.00
Watermain Reconstruction	\$450,000.00	\$0	\$0	\$450,000.00
Total	\$1,888,878.09	\$1,219,955.80	\$188,922.29	\$480,000.00

*cost includes 15% engineering

60

61 If the Council approves the project as proposed, staff will work on completing final plans in
62 February. This project will be brought back to the City Council to authorize staff to solicit bids
63 for the construction work. After receiving bids, we will review them in accordance with the
64 budgeted amounts for this project and bring an award recommendation to the City Council.

65 **STAFF RECOMMENDATION**

66 Staff recommends that the City Council order these proposed public improvements consistent
67 with the feasibility report presented to the City Council on December 13, 2010 and located on
68 the City's website at: www.ci.roseville.mn.us/daletstreet.

69 **REQUESTED COUNCIL ACTION**

70 Approve a resolution ordering the improvement and preparation of plans and specifications for
71 Dale Street between County Road C and S. Owasso Boulevard.
72

Prepared by: Debra Bloom, City Engineer

Attachments: A: PMP Public Hearing Agenda
B: Utility Undergrounding discussion from Feasibility Report
C: Resolution

**AGENDA FOR PUBLIC IMPROVEMENT HEARING
Dale Street Reconstruction**

- A. Mayor calls the meeting to order and announces the purpose of the meeting and format for the hearing.

"This is a public improvement hearing to consider whether public improvements should be constructed. The decision before the City Council is whether or not to proceed with the public improvement project. A final decision will not be made at this time regarding the assessment rates or how the project costs will be allocated. That will be done at a separate assessment hearing after the project is completed."

"These projects were initiated as a result of staff recommendation. For staff initiated projects or projects not petitioned by more than 35% of affected property owners, for the project to be ordered a 4/5 vote of the City Council will be necessary. The Council will consider a resolution ordering the improvement or continuing the hearing to a specific future date."

THE FOLLOWING AGENDA CAN BE USED AS THE FORMAT FOR THE PUBLIC HEARING:

- B. City Manager comments including project number, brief description of project, published and mailed notices, and written objections to the following Project: M-11-02- Dale Street Reconstruction (County Road C to S. Owasso Blvd)

It is suggested that the City Manager should make a general comment regarding the published and mailed notices. This should include the following language:

"Published and legal mailed notices have been provided for this project. Legal notices appeared in the city's legal newspaper, *The Roseville Review*, on December 21, 2010. Mailed notices were sent on December 27, 2010. Affidavits of mailing are available in the office of the City Engineer."

Prior to the hearing proceeding, the City Manager should read all written objections for the project.

- C. City Engineer provides specific information for project including existing conditions, proposed construction, special conditions, schedule, cost estimate, and financing.
- D. Mayor opens hearing to public. It is suggested that the following comments be made by the Mayor:

"In an attempt to provide everyone an opportunity to be heard and yet conduct the hearing in an efficient manner, we would suggest that rules be used for the hearing for this project. These would include the following:

1. Individuals should identify themselves by giving their name and address and should speak into the microphone.
2. Each speaker should limit questions and comments to two to three minutes.
3. No person will be heard for a second time until all interested persons who wish to speak have had an opportunity to do so.
4. Be courteous. No comments from audience or applause during question/ comment period.

- E. Mayor closes hearing.

After all citizen comments have been completed, the Mayor should indicate that the public hearing is closed and turn the hearing over to the City Council for action.

- F. Council action on improvement: Resolution ordering improvement and preparation of plans and specifications for project. (Resolution provided by City Engineer.)

Police and Fire have reviewed the proposed practices and have indicated that they are supportive of these measures.

Work with property owners on the installation of street trees in the boulevard. Maintain a 7 foot boulevard on the east side of Dale Street between the pathway and the curb for street trees.

B. Storm water

Concrete curb and gutter will be installed as a part of the street reconstruction project; existing catch basins will be adjusted to work with the new street alignment. Additional catch basins will be installed where needed. The majority of existing rural ditch and culvert system will be removed. The boulevards and yards will be graded to drain to the street, where possible. Where this is not possible, catch basins will be extended into yards.

This road is located within the Grass Lake Watershed District (GLWMO). GLWMO requires that this project provide volume control for the storm water runoff. This can be accomplished through the construction of infiltration trenches and rain gardens within the Dale Street right-of-way. These basins may require reconstruction every 10-20 years. Monitoring wells would be constructed in the infiltration trenches to determine when they need to be reconstructed.

In an effort to provide a level of pretreatment for the storm water prior to discharging into the infiltration areas, catch basins will be constructed with extra depth. These “sumps” will capture some of the sand and leaves that are inherent to storm water runoff. By removing this material at the catch basin, it will not make it to the City’s storm ponds, and improve water quality. These sumps will require annual cleaning, and will be added to our annual maintenance.

1. *2815 & 2823 Dale Street*

The project will reduce the amount of surface water competing for the capacity of the culvert under Dale Street. An infiltration basin is proposed for the boulevard adjacent to 629 Terrace Drive and 2815 Dale Street. This infiltration basin will be connected to an additional culvert under Dale Street doubling the outlet capacity for the drainage area. Dale Street will also be lowered in this area to provide positive drainage from the yard at 2823 Dale Street.

2. *2751 Dale Street*

An infiltration basin is proposed for the boulevard adjacent to Dale Street. Additional catch basins will be installed to drain the water that floods the intersection.

C. Private Utilities

Private utility Companies have been notified that this project is being considered for construction in 2011. It is their responsibility to relocate facilities within the right-of-way that interfere with the City’s proposed project.

During the course of our public information process, residents have requested that staff look into the option of burying the overhead power lines that currently run along the west and east sides of Dale Street. Xcel Energy’s preliminary estimate for this work is \$170,000. This is the amount Xcel is expecting to incur above the cost of relocating the existing overhead facilities to accommodate portions of the new road design. There will also likely be some additional costs for easements necessary for ground mounted transfer switches and other equipment. Final costs will not be known unless the City requests preliminary design and a new scoping estimate, the cost for this is an upfront non-refundable charge of \$2,500 Burying the power lines would mean

Undergrounding
Discussion
Page 1 of 2

the overhead telephone and Comcast lines would be buried as well. Those costs would be the responsibility of the individual utility companies.

1. *Financing*

A summary of the financing options for this work:

a. *CRFS (Community Requested Facility Surcharge)*

One option is to use the surcharge process allowed by the Minnesota Public Utilities Commission (MPUC) for the costs. Xcel has a surcharge option available for undergrounding projects where each rate payer of the city would have a surcharge added to their electric bill based on a formula to finance the cost of the work over a three-year period.

b. *Assessments*

According to state statute, the only way to assess for the costs to underground the utilities would be if the City received a 100% petition from the property owners to be assessed.

c. *Other City Funds*

Currently there are not any City funds available.

2. *Other Costs*

In addition to the costs to underground the lines there are other costs associated with this proposed work.

a. *Property owner services*

With underground lines, any property owner that currently has an overhead service to their home would have to pay a \$340 fee and \$6.50/ foot to have their house service buried. Additional costs may be incurred modifying the electrical service connection at the structure. This cost cannot be added to the CRFS. There would also be an additional \$2/ month charge for an underground service. There are 2 homes on Dale Street with overhead services from the lines proposed to be undergrounded.

b. *Streetlights*

Currently all of the streetlights on Dale Street are served by the overhead power. These streetlights would need to be replaced, City Streetlight policy is to assess 100% of the cost of installing streetlights in underground service areas. The cost is estimated at \$25,000 to install new streetlights at the 4 intersections on Dale Street.

3. *Recommendation*

Staff recommends that the discussion regarding the undergrounding of utilities be separated from the reconstruction project discussion. Property owners have expressed strong support and strong opposition to the undergrounding of utilities. There is no clear consensus.

D. *Other Considerations*

The following properties, structures or landscape features are unique to this project and deserve special consideration:

1. *Ramsey Square Condominiums*

Resolution – Dale Street Public Hearing

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 10th day of January, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 10th day of January, 2011.

William J. Malinen, City Manager

(Seal)

Date: 1/10/11

Item: 12.a

See Item 11.a

REQUEST FOR COUNCIL ACTION

Date: 1/10/11

Item No.: 12.b

Department Approval



City Manager Approval



Item Description: Consider Grass Lake Watershed Management Organization Board Appointment

BACKGROUND

The Grass Lake Watershed Management Organization (GLWMO) is a joint powers organization that manages water resources in the northeastern portion of Roseville and southern Shoreview and has been in existence since 1983. This watershed includes lakes Owasso, Snail, and Bennett as well as many other smaller water bodies and wetlands. A five-member board appointed by the Roseville and Shoreview City Councils governs the GLWMO. Board members serve three-year terms – with two members from Roseville and two from Shoreview. Appointment of the fifth member is rotated between the two cities. For 2011 the fifth member will be represented by Roseville due to a term ending from Shoreview on December 31.

The current Roseville members are Joan Manzara and Mary Kay Von De Linde. Staff recently advertised for the current vacancy as required by state statute and the Joint Powers Agreement. The City Manager's office received two applications for this seat on the Board. Applications were submitted by Jonathan Miller and Donald Wright. Copies of their applications are attached. The bylaws of the organization give authority to each City Council to determine the qualification for appointment. This appointment will be for a three year term ending December 31, 2013. Both applicants state their interest in the watershed and water environmental issues. Mr. Miller has extensive training in biology and environmental studies that would be beneficial to the role as a Board Member. Mr. Miller previously applied and was unsuccessful due to multiple applicants at the time. Mr. Wright lives within the Grass Lake Watershed boundaries and states an interest in ensuring things are done right at the present to keep pollution out of our storm water. Mr. Miller lives just to the west of the GLWMO boundary in the Rice Creek Watershed. We have not required residency in the watershed, only city residency in past appointments.

The following table shows proposed 2011 Board makeup.

Member Name	Residence	Appointed By
To be appointed	Roseville	Roseville
Joan Manzara	Roseville	Roseville
Mary Kay Von De Linde	Roseville	Roseville
Charles Westerberg	Shoreview	Shoreview
Karen Eckman	Shoreview	Shoreview

28 **POLICY OBJECTIVE**

29 The appointment of GLWMO board members is governed by the Joint Powers Agreement and
30 State Statute. The Agreement gives each City Council the discretion to determine the
31 qualifications of their appointed members.

32 **FINANCIAL IMPACTS**

33 The appointment of a new board member does not have a direct financial impact to the City as it
34 is a volunteer position. GLWMO's annual budget is equally supported by Roseville and
35 Shoreview through their Storm Water Utility funds. The 2011 GLWMO budget is \$75,000.

36 **STAFF RECOMMENDATION**

37 Staff is recommending that the City Council appoint Jonathon Miller to fill the vacancy on the
38 GLWMO Board to a three year term ending December 31, 2013 due to his previous interest.
39 The appointee will be eligible for reappointment at that time to an additional term.

40 **REQUESTED COUNCIL ACTION**

41 Motion appointing _____ to the Grass Lake Watershed Management Organization Board for
42 a three year term to expire on December 31, 2013.

Prepared by: Duane Schwartz, Public Works Director

Attachments: A: Board Applications (2)

Jonathan Miller
 998 Brenner Ave.
 Roseville, MN 55113

Work Experience

At the University of Colorado, I worked as a Geographic Information Systems analyst and research assistant performing an Environmental Impact Statement for a road network in an Arizona National Forest. I have also worked as a retail sales associate at Joe's Sporting Goods in Little Canada, MN and as a cross country ski coach at Mounds Park Academy in St. Paul.

Education:

I hold a Master's Degree in urban and regional planning from the University of Colorado (graduated May, 2009), and a Bachelor of Arts Degree in biology and environmental studies from Gustavus Adolphus College in St. Peter, MN (graduated May, 2005).

Civic and Volunteer Activities (Past and Present):

While in Colorado, I volunteered at events for Bicycle Colorado - an organization advocating for safe routes for bicycling. Recently, I have been working and volunteering at Loring Elementary School in North Minneapolis teaching cross country skiing through the City of Lakes Loppet Nordic Ski Foundation and teaching gardening through Kids Cook Classroom.

Please state your reasons for wanting to serve on the Commission/Committee/Task Force:

As a dominant feature of Minnesota's Landscape, its lakes and rivers are sources of drinking water, irrigation and recreation and are valuable natural ecosystems in themselves. I want to serve on the Grass Lake Water Management Organization to work for creative ways to maintain watershed protection while allowing reasonable land development.

What is your view of the role of this Commission/ Committee/Task Force?

As an advisory organization to the cities of Roseville and Shoreview, the Grass Lake Water Management Organization is charged with preserving and improving water quality within the Grass Lake watershed for the benefit of the natural and human systems that depend on that water.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment you are seeking.

I have been a Roseville resident since the age of two, save for my time in college and graduate school, and I am a product of the Roseville Area public schools. I learned to love the outdoors playing in the woods and on the lakes of Roseville and Shoreview, and look forward to working to help maintain these for the benefit of all people.

I understand that the City will not publish my phone or fax numbers or email address without my authorization and do hereby allow the City to publish (check all that apply).

None checked

DONALD WRIGHT
2271 DELLWOOD
Roseville, MN 55113

How many years have you lived in Roseville?: 25

I have many of years of customer service in very difficult situations. I like working with the public and trying to find workable solutions to challenging problems.

Education:: Cretin H. S. St. Paul, MN - College Prep.
1 1/2 years of College at Hamline and Century College - Generals.

Civic and Volunteer Activities (Past and Present):: Director of T-ball at Parkway Little League for 1 year.
Coached baseball and softball many years in St. Paul and Rsvl.
Worked with Community Ed. on several summer programs for several different sport and activities.

Please state your reasons for wanting to serve on the Commission/Board:: I have an interest in this water shed because I live on the west side of it. I would also like to become more active in the community.

What is your view of the role of this Commission/ Board?: To listen, research, and find common sense solutions to issues presented to the board. Plan for the future and make sure that things are being done right at the present. Inform the community of ways they can help keep pollution out of the storm water.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment or reappointment you are seeking.: Please feel free to call and ask question. My home phone number is 651 636-6573. I take pride in my work and community. Thanks for reviewing my application and considering me for this position.

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

Occasionally City staff gets requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Please indicate which information the City may release to someone who requests it or that may be included on the Commission roster. Under MN Statute §12.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate at least one phone number or one email address to be available to the public, and fill in the corresponding information in the below.: Preferred Email Address

Home Phone :
Work Phone :
Cell Phone:
Preferred Email Address:

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

REQUEST FOR COUNCIL ACTION

Date: 1/10/2011
Item No.: 12.c

Department Approval



City Manager Approval



Item Description: Authorize Budget and Survey for Parks and Recreation Master Plan Implementation

BACKGROUND

On November 15th, 2010, the City Council adopted the Parks and Recreation System Master Plan and authorized staff to work with the Parks and Recreation Commission to establish and explore a structure and process for citizen involvement and master plan implementation. That process has been ongoing since that time.

The adopted master plan is a result of extensive community involvement while building on Imagine Roseville 2025. The extent of the process is outlined in the plan.

The plan is primarily value based with the anticipation that the next step is to conduct a statistically valid survey in order to:

- Validate the master plan components
- Assist in identifying phase one projects
- Gauge the level of interest and comfort level of citizen financial support

The Citizen Organization Team (COT) has met twice with efforts now being made to solicit Citizen Implementation Team (CIT) Members. The COT consists of the following individuals:

- Jason Etten, Lead
- Dave Holt, Co-Lead
- Erin Azer
- Gregg Cummings
- Randall Doneen
- Bill Farmer
- Richard "Jake" Jacobson
- Jim Stark
- Bob Willmus

The staff work group includes:

- Jill Anfang
- Lonnie Brokke
- Jeff Evenson
- Brad Tullberg

The anticipated next steps are for the Parks and Recreation Commission and the COT to:

- Explore project phasing options
- Guide the statistically valid survey in order to compare and contrast the final plan details and determine support level for implementation direction
- Communicate plan details and implementation strategies to community
- Review, analyze and recommend consideration of funding mechanisms, not alone, but including a referendum for phase 1 for fall 2011

Two items before us at this point and outlined below are to identify an implementation process budget for the COT and to proceed with the statistically valid survey.

Overall Implementation Budget

It is important that the process and the Citizen Organizing Team (COT) have resources to do their work and community outreach. The COT discussed and recommended a budget of \$50,000 which is included in your packet.

The entire budget is for community outreach and involvement.

On January 4th, 2010, the Parks and Recreation Commission discussed the process budget and recommends to you that \$50,000 be allocated to the citizen implementation effort for the items listed in the attached budget. Although hesitant to take from the already diminished Park Improvement Program (PIP) budget, but with no other alternatives, the Commission recommends that it be taken from the following sources: 1) \$40,000 from the adopted \$185,000 Park Improvement Program (PIP) budget and 2) \$10,000 from the City Communications budget approved by the City Manager.

Survey

This is an item that has been discussed for some time and was recommended by the Master Plan Citizen Advisory Team (CAT). The COT has met twice since the adoption of the final plan with the next meeting scheduled for January 11th, 2011. They are anxious to proceed with the statistically valid survey to be able to continue their work in earnest.

Several qualified market research firms were contacted to submit a proposal. Two proposals were received from National firms that specialize in the type of information that the COT, Commission and staff are seeking. The two proposals received were from Green Play/National Research Center and Leisure Vision.

Parks and Recreation Commission Chair and COT member Stark was asked by the COT to work with staff to lead the survey effort and has agreed.

After proposal review and analysis by Stark, members of the COT and the Parks and Recreation Commission, Leisure Vision is being recommended (proposal attached) to conduct the survey.

On January 4th, 2010 the Parks and Recreation reviewed both survey proposals and recommend that the City Council authorize the attached Leisure Vision proposal

82 The timeframe of the survey is outlined in the proposal and is an approximate three month
83 process. It will be coordinated with the recently approved City satisfaction survey to avoid
84 duplication of recipients.

85
86 Questions for the survey are yet to be established and will be reviewed and guided by the
87 Parks and Recreation Commission and the Citizen Organizing Team (COT).
88

89 Three survey options were provided from Leisure Vision and it is recommended that the 600
90 sample survey be chosen, plus the benchmarking option as outlined in the proposal. The total
91 cost is \$21,100. It is proposed that it be paid for with \$10,000 from the City Communications
92 Budget (approved by the City Manager) and, with Commission hesitation, \$11,100 from the
93 adopted \$185,000 2011 PIP budget.
94

95 **POLICY OBJECTIVE**

96 The process is consistent with City goals to engage the community when planning the provision of
97 services, facilities and land use. It is also consistent with the City's efforts as outlined in the Imagine
98 Roseville 2025.
99

100 **FINANCIAL IMPACTS**

101 The total proposed budget for the implementation phase is \$50,000 with \$10,000 proposed to be
102 taken from the City Communication Budget and \$40,000 proposed to be taken from the adopted
103 2011 Park Improvement Budget.
104

105 **STAFF RECOMMENDATION**

106 Based upon the recommendation of the Parks and Recreation Commission and the Citizen
107 Organizing Team, staff recommends that the City Council authorize the attached \$50,000 budget for
108 the Master Plan Implementation phase with \$10,000 taken from the City Communications Budget
109 and \$40,000 taken from the adopted 2011 PIP budget.
110

111 Based upon the recommendation of the Parks and Recreation Commission and the Citizen
112 Organizing Team, staff recommends that the City Council authorize the attached proposal to conduct
113 a statistically valid survey including the benchmark option for a cost of \$21,100 paid for with \$10,000
114 from the City Communications budget and \$11,100 from the adopted PIP budget.
115

116 **REQUESTED COUNCIL ACTION**

117 Motion to authorize a \$50,000 budget for the Master Plan Implementation process with \$10,000
118 taken from the City Communications Budget and \$40,000 taken from the adopted 2011 PIP budget.
119

120 Motion to authorize the attached proposal from Leisure Vision to conduct a statistically valid survey
121 including the benchmark option for a cost of \$21,100 paid for with \$10,000 from the City
122 Communications budget and \$11,100 from the adopted 2011 PIP budget.
123
124

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachment:

- a. Master Plan Implementation Process Budget
- b. Leisure Vision Survey Proposal

Proposed Master Plan Implementation Budget 1-10-11

1. Survey and Benchmarking		\$21,100
o 1500 Mailed household survey		
o 5 page questionnaire		
o Approximately 400 completed		
o Recommend questions for the in-house phone survey		
o Advise process for in-house phone survey		
2. Education Campaign- Community Outreach		\$24,500
o Promotional Materials (1x)		
▪ Design, Layout, Copy	\$3,500	
▪ Materials & Printing	\$2,500	
o Mailings		
▪ Citywide Newsletter		
• Printing	\$4,500	
• Mailing		\$3,000
▪ Citywide Postcard		
• Printing	\$1,500	
• Mailing		\$1,000
▪ Survey Follow-up Mailing		
• Printing	\$500	
• Mailing		\$250
▪ In-house Phone Survey		
• Part-time Staffing	\$1,000	
100 hours @ \$10/hour		
▪ Fifteen (15) Discover Your Parks Events (one/constellation)		
• Part-time Staffing	\$2,750	
275 hours @ \$10/hour		
• Supplies	\$1000	
• Mailings	\$2,500	
▪ Four (4)Implementation Team meetings	\$500	
3. Contingency		<u>\$ 4,400</u>
Total		\$50,000

*A Proposal to Conduct a
City-Wide Needs Assessment Survey*



Submitted to the

City of Roseville, Minnesota

by

Leisure Vision

(A division of ETC Institute)

725 W. Frontier Circle

Olathe, KS 66061

(913) 829-1215

December 27, 2010

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Section 1:
Cover Letter

Leisure Vision

a division of ETC Institute

Assisting Organizations & Communities in Making Better Decisions

December 27, 2010

Ms. Jill Anfang, Assistant Director
Roseville Parks and Recreation
2660 Civic Center Drive
Roseville, Minnesota 55113
Jill.anfang@ci.roseville.mn.us

Dear Ms. Anfang:

Leisure Vision (a division of ETC Institute) is pleased to present the enclosed proposal to work with the City of Roseville and the Citizen Organizing Committee to conduct a survey to validate your recently adopted updated Parks and Recreation Master Plan.

Leisure Vision/ETC Institute has conducted more than 600 needs assessment studies and consulting assignments in 46 states “to help communities and agencies make better decisions.” ***More than 400 of our needs assessment surveys have involved master planning efforts.*** We have participated on numerous successful feasibility studies for special facilities, such as community centers, family aquatic centers, community parks, trail systems, etc. The surveys we have conducted have assisted communities ***in passing over \$2.5 billion in voter approved referendums*** to develop and operate parks and recreation facilities.

We have worked with communities ranging in size from 3,000 residents up to over 1 million residents. Examples of communities who have selected us to work with them include:

Arlington County, VA	Geneva, Illinois	Olathe, Kansas
Atlanta, Georgia	Glendale, Arizona	Palm Desert, CA
Baton Rouge, LA	Henderson, Nevada	Owensboro, Kentucky
Bend, Oregon	Hoffman Estates, IL	Pinellas County, Florida
Bloomington, Indiana	Kansas City, Missouri	Platte County, Missouri
Brunswick, Maine	Kettering, Ohio	Polk County, Iowa
Canton Leisure Ser. Ohio	Las Vegas, Nevada	Peoria, Arizona
Castle Rock, Colorado	Lindenhurst, Illinois	Provo, Utah
Casper, Wyoming	Lubbock, Texas	Roanoke County, VA
Columbia, Missouri	Los Angeles, California	Saint Paul, Minnesota
Columbus, Ohio	Mesa, Arizona	San Francisco, California
DeKalb County, Georgia	Miami, Florida	Shoreline, Washington
Denver, Colorado	Montrose, Colorado	South Burlington, Vermont
Des Moines, Iowa,	Morris County, NJ	State of Kentucky
Edina, Minnesota	Norfolk, Virginia	State of Texas
Elk Grove, Illinois	Northbrook, Illinois	St. Louis County, Missouri
Fort Lauderdale, FL	Oakland County, MI	Tamarac, Florida

Leisure Vision

a division of ETC Institute

Assisting Organizations & Communities in Making Better Decisions

Voter Support

Leisure Vision market research surveys have assisted communities win more than \$2.5 billion in voter approved projects over the past five years. We have worked with numerous Citizen Committees conducting citizen surveys, validating work processes and building additional community buy-in strategies. Leisure Vision conducts phone surveys and mail/phone surveys, all with in-house staff. Our goal with each survey and project effort is to assist organizations and communities in making better decisions, by providing highly accurate market research information and tools for performance measurement, supported by unparalleled strategic analysis of the survey results.

National Benchmarking

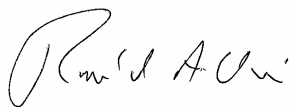
Leisure Vision has an unparalleled database of more than 70,000 survey responses from parks and recreation open space plans, strategic plans, and other planning efforts from communities across the country and in Minnesota. ***We have benchmarks for over 100 parks and recreation services.*** This information provides our clients extremely valuable comparative analysis of their citizen's attitudes and priorities with those of other communities.

Benchmarking National Averages have been developed for numerous strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities; etc.

I will serve as the project manager for your assignment. My experience includes more than 500 needs assessment projects across the country, including Minnesota.

We are very interested in working with the City of Roseville and the Citizen Organizing Committee to conduct a Citizen Survey to validate your recently adopted updated master plan. If you have any follow-up questions regarding our proposal, please do not hesitate to contact me at 913-829-1215 or contact me at Rvine@etcinstitute.com.

Sincerely,



Ronald A. Vine, President
enclosures

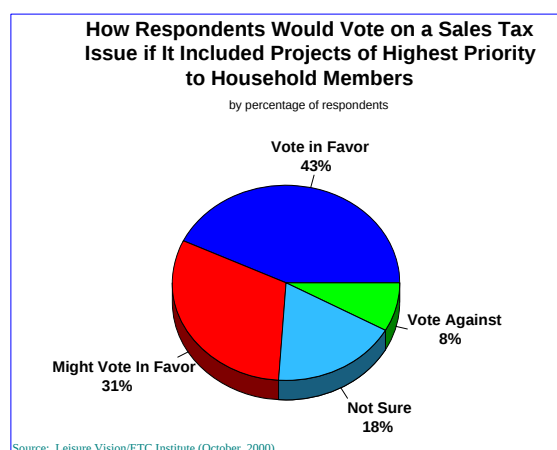
Section 2:
Qualifications of Leisure Vision

Overview

Our ability to **Effectively Listen & Involve Citizens and Clients** has given Leisure Vision/ETC Institute a reputation as one of the premier public policy market research firms in the country. Leisure Vision's services focus on involving citizens, users, and stakeholders in the decision making process and developing creative and sustainable funding strategies.

Core services of the firm involve conducting statistically valid phone and mail/phone services and related market research. We have conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies.

Since 1992, the principals and associates of ETC Institute/Leisure Vision have helped **secure funding for more than \$2.5 billion of parks and recreation projects.** The firm has extensive experience conducting surveys as components of plans leading to successful voter elections. Leisure Vision's work allows the community to see itself in their planning efforts, providing buy-in and trust in the process.

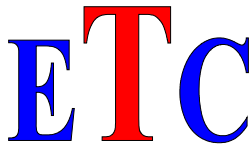


Examples of clients who have selected us to work with them include:

Arlington County, Virginia
Atlanta, Georgia
Aberdeen, South Dakota
Aurora, Ohio
Bend, Oregon
Broward County, FL
Brunswick, Maine
Castle Rock, Colorado
Casper, Wyoming
Cedar Rapids, Iowa
Champaign, Illinois
Claremont, New Hampshire
Dallas, Texas
DeKalb County, Georgia
Denver, Colorado
East Baton Rouge, LA
Edina, Minnesota
Fairfax County, Virginia
Fort Lauderdale, Florida
Glendale, Arizona
Greenville County, SC

Henderson, Nevada
Kansas City, Missouri
Kalamazoo, Michigan
Key Biscayne, Florida
Kirkwood, Missouri
Las Vegas, Nevada
Los Angeles, California
Macomb Township, MI
Mesa, Arizona
Miami, Florida
Miami-Dade County, FL
Morris County, New Jersey
Mundelein, Illinois
Naperville, Illinois
National Park Service
Norfolk, Virginia
Northville, Michigan
Oakland County, MI
Olathe, Kansas
Overland Park, Kansas
Owensboro, Kentucky

Peoria, Arizona
Pinellas County (FL)
Provo, Utah
Rolla, Missouri
Ramsey, Minnesota
Radnor, PA
Richmond, California
Saint Paul, Minnesota
San Diego, California
San Francisco, California
Shawnee, Kansas
Shoreline, Washington
State of Connecticut
State of Rhode Island
St. Charles County, MO
St. Louis County, MO
South Burlington, VT
Tempe, Arizona
Tucson, Arizona
Victor, New York
Westchester County, NY



PARENT COMPANY OF LEISURE VISION

ETC Institute is the parent company of Leisure Vision. ETC Institute is a 62-person, market research firm that specializes in the design and administration of market research for state and local governmental organizations. Areas of emphasis include: community attitude surveys, citizen satisfaction surveys, employee surveys, focus groups and stakeholder interviews. The company is woman-owned and certified as a Disadvantaged Business Enterprise (DBE). Since 1982, ETC Institute has completed research projects for city and county governments in 46 states. ETC Institute has designed and administered more than 2,500 statistically valid surveys and our team of professional researchers has moderated more than 1,000 focus groups and 1,500 stakeholder meetings.

Our Research is Implementation Oriented: ETC Institute specializes in helping organizations use market research to make better decisions. During the past four years, the results of our market research have lead to more than \$2 billion in funding initiatives by state, municipal and county governments as well as numerous nonprofit organizations. Projects that have been funded include a wide range of community redevelopment projects, transportation initiatives, improvements to schools and health care institutions, water and electrical utility improvements, tourism attractions, neighborhood improvements, downtown revitalization projects, etc.

In-House Capabilities ETC Institute has a new research center equipped with a high-speed 24 station call center, state-of-the-art focus group facilities, and a mail processing center capable of processing more than 30,000 pieces of mail per day. ETC Institute also has extensive capabilities for the administration of surveys in Spanish and other languages

In 2000, ETC Institute was selected as one of the ***Top 10 Small Businesses in the Kansas City Area*** by the Greater Kansas City Chamber of Commerce for our commitment to customer satisfaction, quality, and innovations in the field of market research, particularly with regard to our ***extensive database for benchmarking citizen satisfaction*** with the delivery of local governmental services. More than 1,700 firms in the metropolitan Kansas City area were nominated for the honor. The Kansas City Business Journal recognized ETC Institute as ***One of the Best Places to Work in Greater Kansas City*** for our commitment to workforce diversity.

Internal Capacity and Resources

Unlike many firms who outsource data collection activities, Leisure Vision/ETC Institute has in-house capabilities for performing all data collection tasks. This provides our clients with two advantages. First, we are able to directly control the scheduling of all research activities to ensure that all surveys are completed on time. Second, our senior research professionals are able to directly monitor the administration of the survey, which allows our team to understand anomalies in the data collection process which could later compromise the analysis and interpretation of the data.

Leisure Vision/ETC Institute's in-house resources will allow the project team to monitor all phases of the survey administration process, which will ensure that the highest standards of quality are maintained. In-house services include:

Mail Center. Our Pitney Bowes mail processing and postage metering system is capable of processing up to 30,000 pieces of mail per day, including postcard reminders, travel diaries, thank you letters, and other information that will be sent to travel survey participants. We maintain a return-reply permit with the U.S. Post Office, which allows us to provide survey respondents with postage-paid return envelopes. By using postage-paid return envelopes instead of affixing postage to envelopes (e.g., using stamps), we only pay for postage on completed surveys. This allows us to minimize costs for our clients.

Call Center. Research efforts range in size from several hundred surveys to more than 15,000 surveys. In 2007, Leisure Vision/ETC Institute surveyed more than 300,000 persons in North America on behalf of 225 different organizations. Our market research accuracy and attention to client needs is unparalleled. Leisure Vision/ETC Institute's new call center is equipped with 28 interviewing stations that can easily be expanded to accommodate 56 interviewers. Daily survey administration capabilities include:

- 1,960 completed 5-minute surveys per day
- 1,430 completed 10-minute surveys per day
- 1,020 completed 15-minute surveys per day
- 780 completed 20-minute surveys per day

Foreign Languages. In-house foreign language translation and telephone recruitment services for Spanish, French, and various Asian languages.

Quality Control. Leisure Vision/ETC Institute's quality control procedures for the administration of market research that is being conducted by ETC Institute for the National Parks Service were recently reviewed and accepted by the U.S. Office of Management and Budget.

Market Research Services Provided

Leisure Vision/ETC Institute provides a host of market research services including the following:

Focus Groups and Stakeholder Interviews

Leisure Vision/ETC Institute has facilitated focus groups and stakeholder interviews for organizations across the United States. Focus groups have been conducted for a wide range of assessments, public policy initiatives, strategic and long range planning efforts, visioning plans, comprehensive planning efforts, parks and recreation master plans, transportation plans, health care strategic plans, bi-state planning efforts, customer satisfaction initiatives, and numerous state, regional, and national associations.

Surveys

Leisure Vision/ETC Institute is nationally recognized for our expertise in survey research. We have been helping non-profit and local governmental organizations use surveys as a guiding force for setting measurable community level goals and priorities for more than two decades. During the past three years alone, ETC Institute has designed and administered market research assessments on behalf of clients in 46 states

On-line Market Research

Leisure Vision/ETC Institute can help organizations gather input via the Internet with our on-line market research division. Internet-based surveys are suitable for a wide range of purposes including: customer satisfaction surveys, employee surveys, business surveys, and other purposes.

Consensus Building Workshops

At the end of projects, Leisure Vision/ETC Institute can facilitate workshops with senior managers and/or elected officials. The workshop will be designed to build consensus around “top priorities” for the City based on the results of the survey. The workshop will help set the stage for acceptance of the recommendations as well as action that will lead to the implementation of initiatives that will support the recommendations.

Surveys of Underserved/Environmental Justice Groups

Leisure Vision/ETC Institute understands the importance of gathering data from traditionally underserved populations. During the past three years, ETC Institute has administered more than 20,000 surveys to traditionally underserved populations. Our extensive experience in the recruitment of traditionally underserved populations to participate in surveys ensures that our clients get accurate data for a wide range of difficult to reach populations including non-English speaking persons, persons with mental and physical disabilities, inner city and rural poor, and the elderly.

Secondary Analysis

Leisure Vision/ETC Institute has extensive experience conducting primary and secondary research efforts for a wide range of governmental organizations in major metropolitan areas for more than 20 years. We have the expertise to perform needs assessment research that adheres to rigorous standards for impartiality & also addresses the issues most valuable to decision-makers.

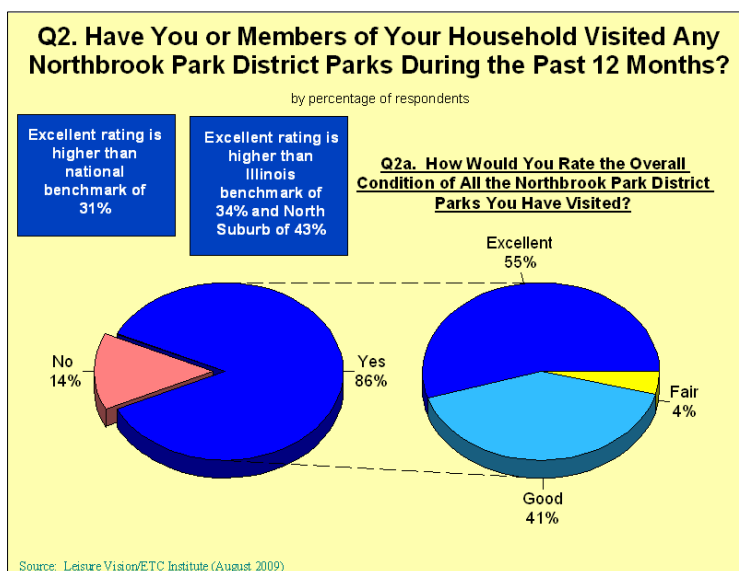
Benchmarking

Leisure Vision has two (2) unparalleled national Benchmarking data bases.

Benchmarking of CITIZEN SURVEY Responses.

Leisure Vision/ETC Institute has an unparalleled database of more than 60,000 survey responses BY CITIZENS from parks and recreation open space plans, strategic plans, and other planning efforts from communities across the country. This information provides our clients extremely valuable comparative analysis of their citizen's attitudes and priorities with those of other communities.

Benchmarking National Averages have been developed for over 100 strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities; etc.



Benchmarking of PARKS AND RECREATION AGENCY RESOURCES

ETC Institute/Leisure Vision additionally has An unparalleled data base of benchmarking information from over 300 parks and recreation agencies across the country on issues including numbers and types of parks, trails, indoor and outdoor recreation facilities; operating and capital budgets; staffing, types of partnerships, etc. This data base can be used in developing unique level of service standards, comparative analysis of your agency and other agencies, etc.

Ron Vine, President of Leisure Vision and a Vice-President with ETC Institute has presented sessions on benchmarking at each of the past five (5) National Parks and Recreation Congresses as well as numerous state and regional congresses.

Gold Medal Award Winning Communities

Leisure Vision has conducted surveys for over 35 Gold Medal Award Winning communities, since our founding in 1982. Gold Medal Award winning communities we have worked with in the past ten (10) years include:

- Hoffman Estates, Illinois
- Canton Leisure Services, Ohio
- City of Bloomington Parks and Recreation, Indiana
- Tempe Parks and Recreation, Arizona
- Bend Metro Park and Recreation District, Oregon
- Saint Paul Parks and Recreation, Minnesota
- Schaumburg Park District, Illinois
- Fairfax County Park Authority, Virginia
- Carol Stream Park District, Illinois
- City of Mesa Parks, Recreation, and Cultural Division, Arizona
- Springfield-Green County Park Board, Missouri
- City of Henderson Parks and Recreation

Accredited Agencies

Leisure Vision has conducted surveys for over 20 of the 78 Accredited Agencies. Accredited Agencies we have conducted surveys for include:

- City of Tamarac Parks and Recreation Department, Florida
- City of Ormond Beach Leisure Services Department, Florida
- City of Atlanta Department of Parks, Recreation, and Cultural Affairs, Georgia
- City of Bloomington Parks and Recreation Department, Indiana
- City of Fort Wayne Parks and Recreation Department, Indiana
- Johnson County Park and Recreation District, Kansas
- City of Lenexa Park and Recreation District, Kansas
- Fort Knox Community Recreation Division, Kentucky
- BREC-The Recreation and Park District, Parish of East Baton Rouge, Louisiana
- Charter Township of Canton Leisure Services Department, Michigan
- City of Saint Paul, Minnesota
- Kansas City Parks and Recreation Board, Missouri
- City of Henderson Parks and Recreation Department, Nevada
- Monmouth County Park System, New Jersey
- Westchester County Department of Parks, Recreation and Conservation, New York
- City of Durham Parks and Recreation Department, North Carolina
- City of Kettering Parks, Recreation and Cultural Arts Department, Ohio
- Arlington County Department of Parks, Recreation and Cultural Affairs, Virginia
- Fairfax County Park Authority, Virginia

Geocoding Experience and Capabilities

Leisure Vision/ETC Institute staff have successfully geocoded dozens of surveys for market research surveys during the past three years.

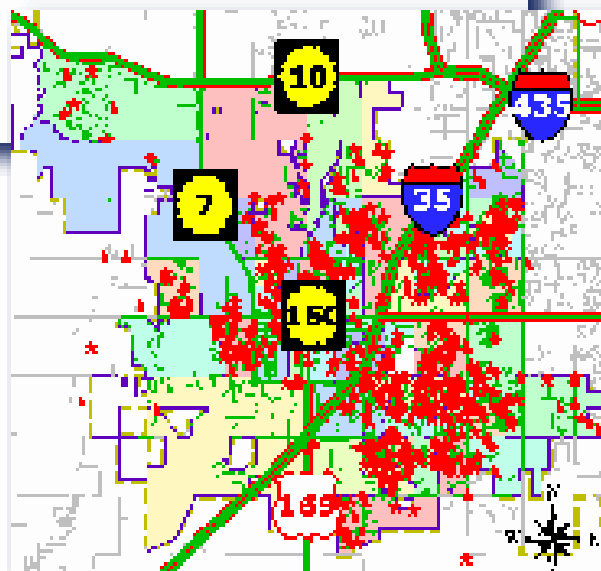
Our GIS team will bring highly developed and current skills in automated information collection, data cleanup and manipulation, state-of-the-art geocoding, and database development to this assignment. Our planners and technicians routinely support transportation planning, customer satisfaction analysis, parks and recreation planning and other planning and modeling efforts around the country.

Over the past several years, our GIS team has geocoded a wide range of address information including:

- Origins and destinations for household travel and roadside intercept surveys
- Visitor destinations for tourism-related projects
- Locations of residents who are satisfied or dissatisfied with the quality of city services
- Locations of residents who have needs for various types of parks and recreation programs and facilities
- Location of persons who are likely to support various election issues
- Locations of persons who have experienced flooding in their homes
- Locations of businesses and non-profit organizations who would support storm water fees and many other types of data

Our GIS technicians have developed an exceptional working relationship that benefits our clients through improved data reliability and ability to deliver top quality product on time and on budget.

ID	Longitude	Latitude
171	-94796940	38908137
644	-94804868	38879471
102		
97		



UNPARALLELED NATIONAL EXPERIENCE

ETC Institute/Leisure Vision is the nation's leading parks and recreation market research firm. **Core services of the firm involve conducting statistically valid phone and mail/phone services and related market research.**

We have conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies. Communities we have worked in range in size from several thousand residents to over 4 million residents.

Communities we have conducted open space and parks market research for include:

- Atlanta, Georgia
- Auburn, Alabama
- Aurora, Colorado
- Baton Rouge, Louisiana
- Battle Creek, Michigan
- Bend, Oregon
- Billings, Montana
- Bloomington, Indiana
- Blue Springs, Missouri
- Boerne, Texas
- Bonner Springs, Kansas
- Booneville, Missouri
- Branson, Missouri
- Brentwood, Missouri
- Broward County, Florida
- Brunswick, Maine
- Butler, Missouri
- Canon City, Colorado
- Carmel, Indiana
- Carol Stream, Illinois
- Casa Grande, Arizona
- Casper, Wyoming
- Castle Rock, Colorado
- Cedar Rapids, Iowa
- Champaign, Illinois
- Chandler, Arizona
- Chanute, Kansas
- Charlottesville, Virginia
- Chesterfield, Missouri
- Claremont, New Hampshire
- Clay County, Missouri
- Clayton, Missouri
- Clive, Iowa
- Coeur d' Alene, Idaho
- Coffeyville, Kansas
- Columbia, Missouri
- Columbus, Ohio
- Creve Couer, Missouri
- Davenport, Iowa
- Deerfield, Illinois
- Dekalb, Georgia
- Denver, Colorado
- Derby, Kansas
- Des Moines, Iowa
- Des Plaines, Illinois
- Dilworth, Minnesota
- Downers Grove, Illinois
- Durham, North Carolina
- East Baton Rouge, Louisiana
- Eastern Rio Blanco, Colorado
- Edina, Minnesota
- Elk Grove Village, Illinois
- Emporia, Kansas
- Erie, Colorado
- Everett, Washington
- Eureka, Missouri
- Excelsior Springs, Missouri
- Fairfax County, Virginia
- Fargo, North Dakota
- Farmington, Minnesota
- Flagstaff, Arizona
- Florence, Alabama
- Fort Bragg, North Carolina
- Fort Buchanan, Puerto Rico

- Fort Campbell, Kentucky
- Fort Lauderdale, Florida
- Fort Leavenworth, Kansas
- Fort McPherson, Georgia
- Fort Morgan, Colorado
- Fort Rucker, Alabama
- Fort Stewart, Georgia
- Fort Wayne, Indiana
- Fort Worth, Texas
- Freeland, Michigan
- Freeport, Illinois
- Ft. Wayne, Indiana
- Fulton County, Georgia
- Gardner, Kansas
- Gladstone, Missouri
- Glendale, Arizona
- Glendale, California
- Godfrey, Illinois
- Grandview, Missouri
- Greenville, South Carolina
- Greenville County, South Carolina
- Harrisonville, Missouri
- Hazelwood, Missouri
- Henderson, Nevada
- Hernando, Mississippi
- Huron, Ohio
- Idaho Falls, Indiana
- Independence, Missouri
- Jackson, Wyoming
- Jackson County, Missouri
- Jefferson City, Missouri
- Johnson County, Kansas
- Joplin, Missouri
- Kalamazoo, Michigan
- Kansas City, Missouri
- Kent, Washington
- Key Biscayne, Florida
- Kirkwood, Missouri
- Lake Oswego, Oregon
- Lansing, Kansas
- Las Vegas, Nevada
- Lawrence, Kansas
- Leavenworth, Kansas
- Leawood, Kansas
- Lee's Summit, Missouri
- Lemont, Illinois
- Lenexa, Kansas
- Liberty, Missouri
- Lindenhurst, Illinois
- Lisle Park District, Illinois
- Long Beach, California
- Longview, Texas
- Los Angeles County, California
- Loveland, Ohio
- Lucas County, Ohio
- Lyndhurst, Ohio
- Macomb Township, Michigan
- Manhattan, Kansas
- Manheim Township, Pennsylvania
- Marquette, Michigan
- Marshall, Missouri
- Marshalltown, Iowa
- Martha's Vineyard, Massachusetts
- Martinsville, Virginia
- Marysville, Missouri
- Meeker, Colorado
- Merriam, Kansas
- Mesa, Arizona
- Miami, Florida
- Mission, Kansas
- Montgomery County, Maryland
- Montrose, Colorado
- Moon Township, Pennsylvania
- Moorhead, Minnesota
- Morgantown, West Virginia
- Morris County, New Jersey
- Morris Township, New Jersey
- Mount Dora, Florida
- Mount Pleasant, Michigan
- Mundelein Park District, Illinois
- Munster, Indiana
- Murray, Kentucky
- Naperville, Illinois
- New Haven, Connecticut
- Newton, Kansas
- Norfolk, Virginia
- North Long Beach, California
- Northville, Michigan
- Oak Park Village, Illinois
- Oakland County, Michigan
- O'Fallon, Missouri
- Oldham, Kentucky
- Olathe, Kansas
- Olivette, Missouri

- Ontario, Oregon
- Ormond Beach, Florida
- Ottawa, Kansas
- Overland Park, Kansas
- Owensboro, Kentucky
- Palm Desert, California
- Peoria, Arizona
- Pinellas County, Florida
- Platte City, Missouri
- Polk County, Iowa
- Portland, Oregon
- Princeton, New Jersey
- Prince William County, VA
- Provo, Utah
- Queen Creek, Arizona
- Radnor, Pennsylvania
- Raleigh, North Carolina
- Ramsey, Minnesota
- Raymore, Missouri
- Raytown, Missouri
- Richmond, California
- Richmond, Virginia
- Richmond Heights, Ohio
- River Forest, Illinois
- River Trails, Illinois
- Rock Island, Illinois
- Roeland Park, Kansas
- Rolla, Missouri
- Round Rock, Texas
- Rutland, Vermont
- Saharita, Arizona
- Salem, Oregon
- San Diego, California
- San Francisco, California
- Schaumburg, Illinois
- Scott County, Kentucky
- Shawnee, Kansas
- Sheridan, Wyoming
- Sherman, Texas
- Sherwood, Oregon
- Shoreline, Washington
- Si View Metro Park District, WA
- Sioux Falls, South Dakota
- South Burlington, Vermont
- South Euclid, Ohio
- Spring Hill, Kansas
- Springdale, Arkansas
- St Charles, Missouri
- St Louis, Missouri
- St Peters, Missouri
- St. Louis County, Missouri
- St. Paul, Minnesota
- Superior, Colorado
- Tamarac, Florida
- Tempe, Arizona
- The University of Columbia MO
- The Woodlands, Texas
- Town of Normal, Illinois
- Tucson, Arizona
- Tulsa, Oklahoma
- University Place, Washington
- Upper Dublin, Pennsylvania
- Urbana, Illinois
- Victor, New York
- Virginia Beach, Virginia
- Warrensburg, Missouri
- Washington, D.C.
- Waukee, Iowa
- Waukesha, Wisconsin
- Weatherby Lake, Missouri
- Wentzville, Missouri
- West Des Moines, Iowa
- West Fargo, North Dakota
- Westchester, Ohio
- Westchester County, New York
- Westland, Michigan
- Wheeling, Illinois
- Wichita, Kansas
- Windsor, Colorado
- Winnetka, Illinois

Section 3:
Projects, References
& Testimonials

References for Major Related Project Experience

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006) Edina, Minnesota

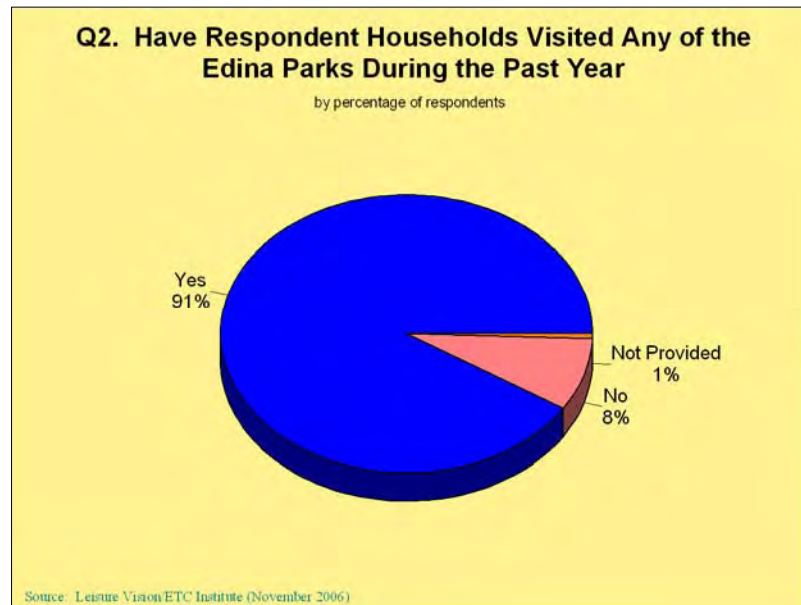
Leisure Vision conducted a Parks and Recreation Facilities and Services Needs Assessment Survey for the City of Edina, Minnesota during September of 2006 to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Edina. The survey was administered by mail.

The goal was to obtain a total of at least 500 completed surveys. This goal was far exceeded with a total of 865 surveys being completed. The results of the random sample of 865 households have a 95% level of confidence with a precision of at least $\pm 3.4\%$.

“I highly recommend Ron Vine of Leisure Vision ETC Institute to all communities considering statistically valid professional surveys involving parks and recreation facilities and services. Ron is a seasoned professional of the park and recreation field having extensive experience having served as a Park and Recreation Director. His professional background arms him with first-hand knowledge of the field of parks and recreation which clearly helps in forming survey questions and getting the statistical data you are seeking from your community.

John Keprios, Director

JOHN KEPRIOS
Director of Edina Parks and Recreation
4801 West 50th Street
Edina, Minnesota 55424
(952) 826-0430



NEEDS ASSESSMENT SURVEY (2007-2008)

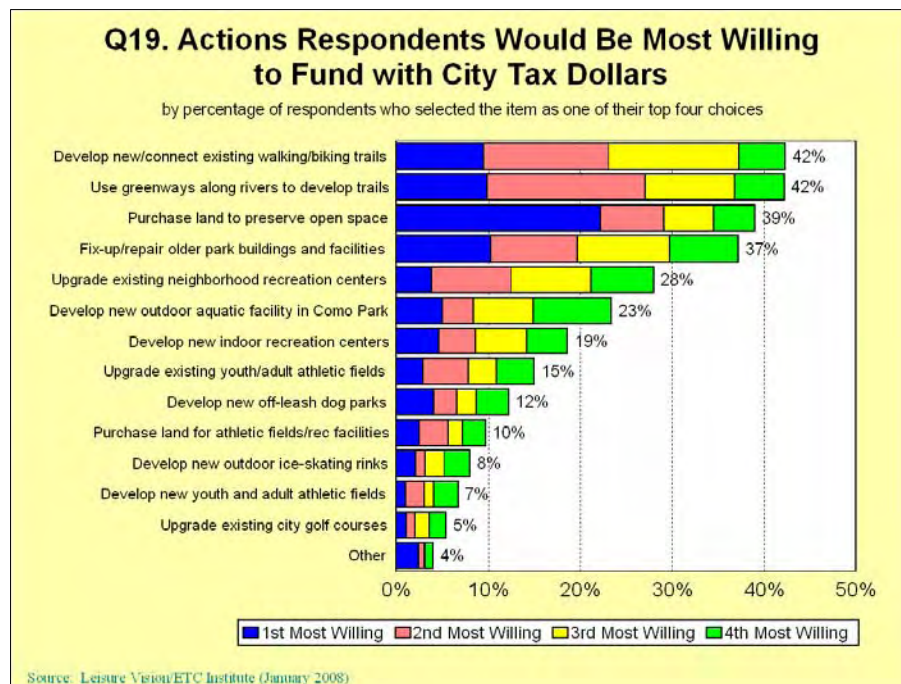
Saint Paul, Minnesota

The City of Saint Paul conducted a community attitude and interest citizen survey during the winter of 2007-08 to establish priorities for the future improvement of parks, trails, greenways, and recreation facilities, programs and services. The survey was designed to obtain statistically valid results from households throughout the City of Saint Paul. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with City of Saint Paul officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 700 completed surveys. This goal was accomplished, with a total of 797 surveys having been completed. The results of the random sample of 797 households have a 95% level of confidence with a precision of at least +/-3.5%. Results from the survey were benchmarked as compared to Leisure Vision's national benchmarking data-base.

Leisure Vision additionally conducted an on-site survey at the Como Park Zoo regarding customer satisfaction and strategic decision-making.



Michael Hahm
Saint Paul Parks and Recreation Department
300 City Hall Annex
Saint Paul, Minnesota 55102

**PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2004, 2005, 2008)
Carol Stream Park District, Carol Stream, Illinois**

Leisure Vision conducted a statistically valid survey for the Carol Stream Park District during January and February of 2004 to help establish priorities for the future of parks and recreation facilities, programs and services within the community. The survey was administered by a combination of mail and phone.

As part of the study, Leisure Vision conducted a series of stakeholder interviews and focus groups to visit with Park Board members, partner organizations, stakeholders from the public, non-profit and private sectors, and community residents to understand issues of key importance to ask on the citizen survey. The results of the survey were presented to the Park Board, leading to a series of action initiatives.

The goal was to obtain at least 500 completed surveys. This goal was accomplished, with 519 surveys being completed. The results of the random sample of 519 households have a 95% level of confidence with a precision of at least +/-4.8%.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, as well as comparisons of the responses from Carol Stream to Leisure Vision's national benchmarking data base.

Leisure Vision additionally worked with the Carol Stream Park District on a follow-up survey measuring customer satisfaction and most important program spaces to develop regarding parks, and sports facilities in the Park District.

Follow-up surveys were conducted in 2005 and 2008

“Leisure Vision and Ron Vine have contributed immeasurably to the long-term success of our Park District. Their survey results have been “spot on”, allowing us to build parks, design facilities and create programs that our residents want. The data collected in our 2008 community survey directly lead to passage of our 2010 \$37 million bond issue.”

Arnold Biondo, Executive Director

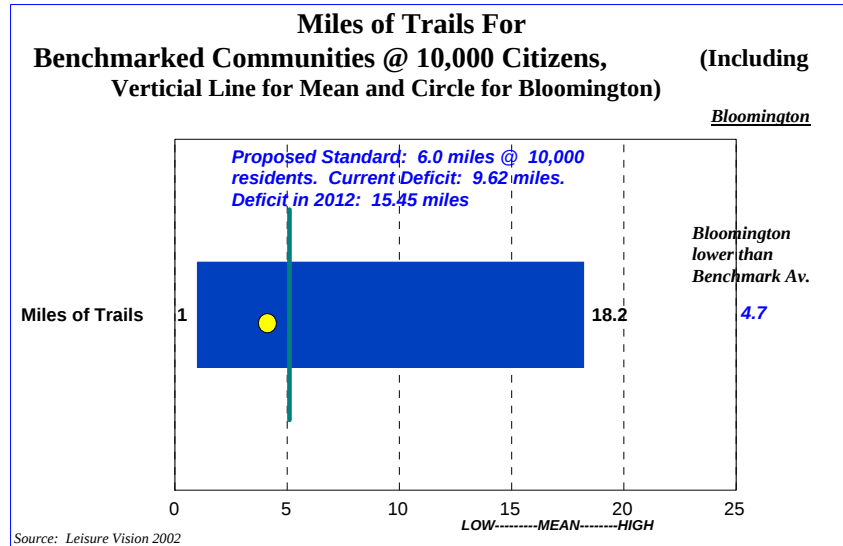
ARNOLD J. BIONDO, Executive Director
Carol Stream Park District
391 Illini Drive
Carol Stream, Illinois 60188
(630) 784-6100

PARKS & RECREATION OPEN SPACE MASTER PLAN AND STRATEGIC PLAN (2002), SURVEY OF ADULTS OVER 50 YEARS (2006), NEEDS ASSESSMENT (2007) Bloomington, Indiana

Leisure Vision served as the prime consultant on this 2001-2002 parks and recreation comprehensive and strategic planning effort for this community of 75,000 residents. Ron Vine served as the project manager.

The community of Bloomington desired to take a very citizen driven approach to their Plan, led by a broad based community steering committee. A statistically valid mail/phone needs assessment survey to 600 residents of the city and county was conducted.

Facility and park standards unique to the Bloomington community and based on a demand/supply model were developed and adopted by the City.



Leisure Vision has worked with the City of Bloomington on 2 additional survey efforts that have assisted the City in acquiring a property that has been developed into an indoor community center.

“We have used ETC Institute/Leisure Vision for multiple Citizen and Interest Survey of our community’s parks and recreation priorities. The results from the surveys have been instrumental in helping us form our Department’s Long Range and Strategic Plans. Each of these surveys was created and administered with the assistance of Ron Vine. I have found Ron to be an excellent resource in drafting appropriate survey questions and interpreting and delivering the final survey results to our community stakeholders. Ron is extremely knowledgeable, professional and responsive. I would highly recommend him as a resource for initiating a community survey.”

Mick Renneisen, Director

MICK RENNEISEN, Administrator
Parks and Recreation Department
410 N. Morton Street
Bloomington, Indiana 47402
(812) 349-3700

**NEEDS ASSESSMENT SURVEY AS A COMPONENT OF A MASTER PLAN (2009)
Platte County, Missouri**

ETC Institute worked with the Platte County Parks and Recreation Department on a parks and recreation needs assessment survey during late 2008 and 2009. The survey was done as a key component of a parks and recreation master plans. The survey was administered by mail and phone.

ETC Institute worked extensively with Platte County officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also compared to Leisure Vision's national database of survey responses.

The goal was to obtain a total of at least 300 completed surveys. This goal was accomplished, with a total of 371 surveys having been completed. The results of the random sample of 371 households have a 95% level of confidence with a precision of at least +/-5.4%.

Results from the survey were used as a cornerstone for successful voter election held in of 2009, resulting in the passage of a voter election to renew a ½ cent sales tax.

ETC Institute has conducted several additional surveys for the County government and parks and recreation department.

“Platte County has worked with Ron Vine and Leisure Vision/ETC Institute on numerous park planning projects since 1998. Ron’s market research and guidance has helped us understand our citizen’s needs and wants for our park system and led to the successful passage of two voter referendums to create and expand our parks, trails, and community center facilities.”

Brian Nowatny, Director

BRIAN NOWATNY, Director
Parks and Recreation Department
415 Third Street
Platte City, Missouri
(816) 858-3419

NEEDS ASSESSMENT SURVEY PRIOR TO LONG RANGE PLANNING (2008)

CUSTOMER SATISFACTION SURVEYS (2006, 2008, 2010)

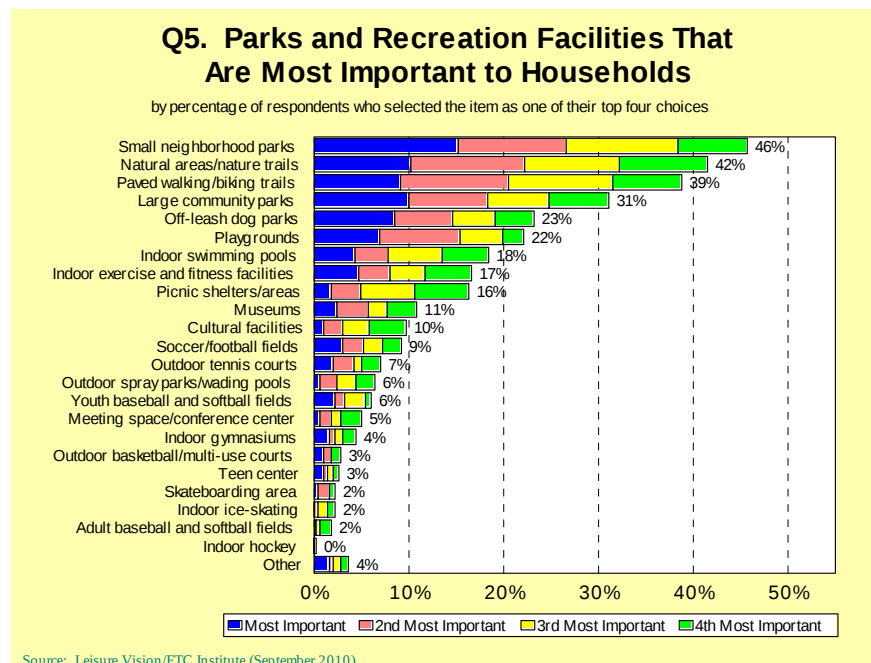
NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2003)

NEEDS ASSESSMENT SURVEY (2010)

Shoreline, Washington

Leisure Vision conducted a Parks and Recreation Needs Assessment Survey for the City of Shoreline Parks, Recreation and Cultural Services Department during the summer of 2010. The purpose of the survey was to help the City plan for the future parks, recreation and cultural needs of the community. The survey was designed to obtain statistically valid results from households throughout the City of Shoreline. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 500 completed surveys from City of Shoreline households. This goal was accomplished, with a total of 508 surveys having been completed. The results of the random sample of 508 households have a 95% level of confidence with a precision of at least +/- 4.3%.



“In 2006, we selected a list of park acquisitions and improvements based on an ETC survey for the city’s first bond issue. We received more than a 70% YES vote from the community. We continue to use ETC Institute for citizen satisfaction surveys and updates to master planning documents to be sure we are meeting the needs of the community.”

Dick Deal, Director

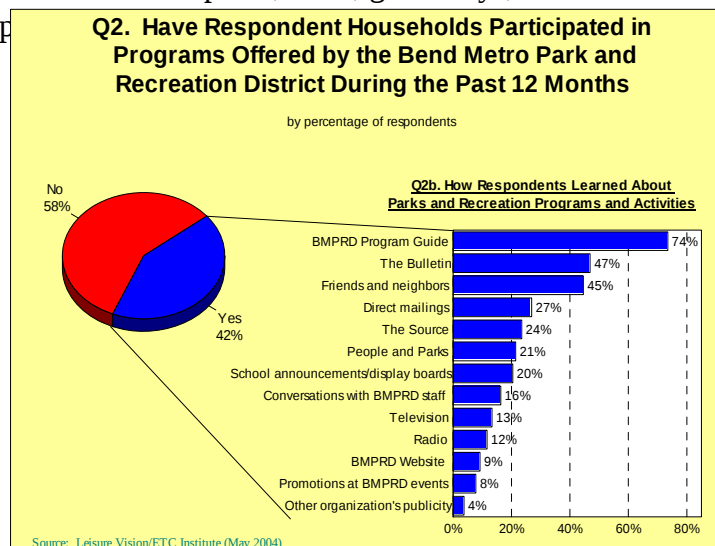
DICK DEAL, Director of Parks, Recreation, and Cultural Services
City of Shoreline, Washington
17544 Midvale Avenue North
Shoreline, Washington 98133
(206) 801-2601

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004). NEEDS ASSESSMENT SURVEY 2008)

Bend, Oregon

Leisure Vision conducted a statistically valid mail/phone survey for this rapidly growing Oregon community that won the 2006 Gold Medal Award. The survey was conducted to help establish priorities for the future development and maintenance of parks, trails, greenways, recreation facilities, programs and services as part of a comprehensive master plan.

The goal was to obtain at least 600 completed surveys. This goal was far exceeded, with 707 surveys being completed, including 372 by mail and 335 by phone. The results of the random sample of 707 households had a 95% level of confidence with a precision of at least +/-3.7%.



Leisure Vision conducted an update of this needs assessment effort in 2008.

“The survey methodology employed by Leisure Vision gave us data that we could depend upon and helped our agency focus on those things that are most important to the citizens of our district. It identified areas where service is adequate and areas that needed additional attention. Because of the vast number of surveys conducted by Leisure Vision specific to parks and recreation, they were able to use our data to benchmark against peer agencies nationwide to give us an idea of where we stand and allowed us to prescribe service standards tailored to Bend.”

Don Horton, Executive Director

DON HORTON, Executive Director or
BRUCE RONNING, Director of Planning and Development
Bend Metro Park and Recreation District
200 Pacific Park Lane
Bend, Oregon 97701
(541) 389-7275

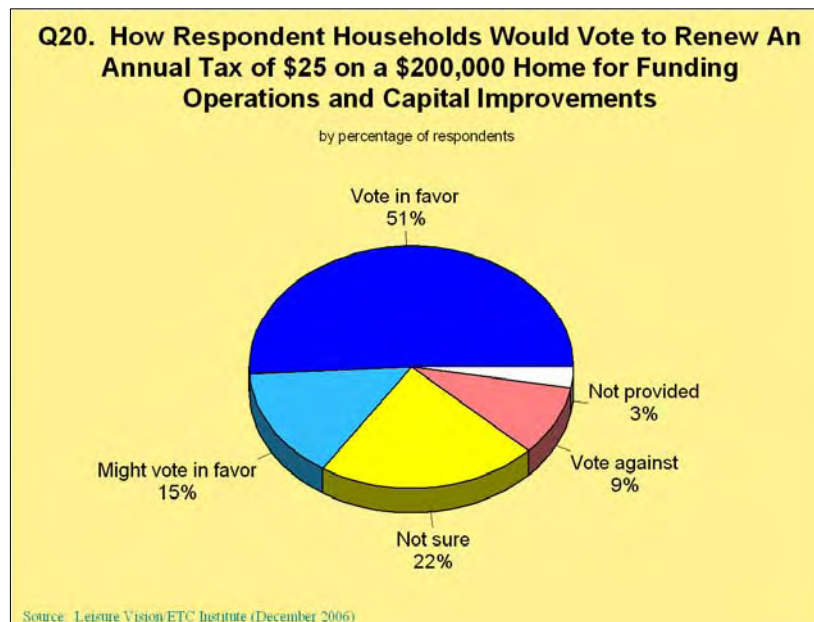
**COMMUNITY INTEREST AND OPINION NEEDS ASSESSMENT SURVEY (2006)
(2008) (2010)**

Oakland County, Michigan

Leisure Vision conducted a Community Attitude and Interest Survey for the Oakland County Parks and Recreation Commission from October through December of 2006 to help establish priorities for the future of parks greenways, trails, wildlife habitats, recreation facilities, programs and services within the County. The survey was designed to obtain statistically valid results from households throughout Oakland County. The survey was administered by a combination of mail and phone.

In October 2006, surveys were mailed to a random sample of 3,000 households in Oakland County. Approximately three days after the surveys were mailed; each household that received a survey also received an electronic voice message encouraging them to complete the survey.

The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 607 surveys have been completed. The results of the random sample of 607 households have a 95% level of confidence with a precision of at least +/-4.0%.



“Oakland County Parks and Recreation has found the research expertise of ETC Institute invaluable in regards to its ability to conduct informational stakeholder interviews, citizen needs assessments and surveys that have been instrumental in creating a successful millage campaign and for facilitating planning efforts.”

Daniel J. Stencil, Executive Officer

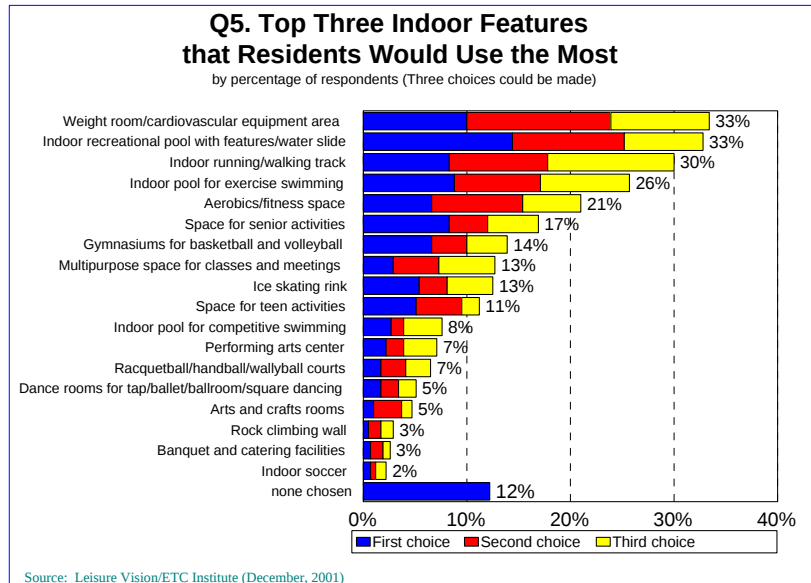
DANIEL J. STENCIL, Executive Officer
Oakland County Parks and Recreation Commission
2800 Watkins Lake Road
Waterford, Michigan 48328
(248) 858-4944

**COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY (1999)
NEEDS ASSESSMENT SURVEY (2008) (2010)
Columbia, Missouri**

Leisure Vision conducted a statistically valid phone survey of 400 households as part of a design/planning team to test the feasibility of developing a multi-million dollar community center in this city of 80,000 residents.

Questions on the survey addressed issues including priority program spaces for the community center, pricing strategies for membership and daily admissions, frequency of visitation by potential users, support for capital funding, and potential voter support for the project.

Extensive cross-tabular analysis of survey findings were conducted to understand issues of importance to various age groups, genders, etc.



Results from the survey were used as a key in shaping program spaces for the community center. Results from the survey were also used in developing pricing strategies for yearly and daily admission fees.

A successful sales tax voter election was held in August of 1999. The center is currently open and operating.

MIKE HOOD, Director or
MIKE GRIGGS, Park Superintendent
Columbia Parks and Recreation Department
City of Columbia, Missouri
PO Box N
1 South 7th Street
Columbia, Missouri 65205
(573) 874-7460

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006) (2010)

Lisle Park District, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey during April and May 2006 for the Lisle Park District to help establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Lisle Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Lisle Park District, as well as members of the prime consulting team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Extensive cross-tabular analysis of survey responses and benchmarking were conducted. The goal was to obtain 300 completed surveys. This goal was accomplished, with a total of 304 surveys having been completed. The results of the random sample of 304 households have a 95% level of confidence with a precision of at least +/-5.6%.

Results from the 2006 survey resulted in a successful voter election to develop and operate new facilities.

Leisure Vision recently completed an updated survey for the Lisle Park District.

“The experience you have with so many communities was hugely beneficial. You brought this experience to our table thereby allowing us to give consideration to strategies that we would not have had the benefit of knowing through any other survey firm. Your unbiased approach and broad experience coupled with your determination to give Lisle the best possible tool to help map its future was evident and appreciated every step of the way. Our investment in Leisure Vision and the survey you produced will pay for itself time and time again through our re-allocation of resources from areas our community does not support to areas the community desires most.”

Dan Garvy, Director of Parks and Recreation

DAN GARVY, Executive Director
Lisle Park District
1825 Short Street
Lisle, Illinois 60532
(630) 964-3410 (extension 4310)

PARKS AND RECREATION SURVEY (2007)

Des Moines, Iowa

Leisure Vision conducted a Community Attitude and Interest Survey during November and December of 2007 for this city of 200,000 persons to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Des Moines. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with City of Des Moines officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

In November 2007, surveys were mailed to a random sample of 4,000 households in the City of Des Moines. Approximately three days after the surveys were mailed, each household that received a survey also received an electronic voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed, Leisure Vision began contacting households by phone, either to encourage completion of the mailed survey or to administer the survey by phone.

The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished with a total of 822 surveys having been completed. The results of the random sample of 822 households have a 95% level of confidence with a precision of at least +/-3.4%.

“When you hire consulting help you expect a return on your investment. In our case with Ron Vine, his research continues to deliver, as we make informed decisions.”

Don Tripp, Director

DON TRIPP, DIRECTOR
Department of Parks and Recreation
City of Des Moines, Iowa

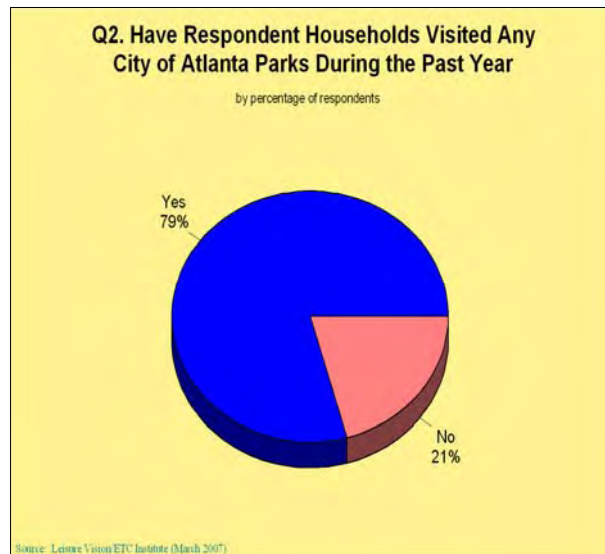
NEEDS ASSESSMENT SURVEY AS A COMPONENT OF A PARKS, RECREATION, & OPEN SPACE MASTER PLAN (2007)

Atlanta, Georgia

The City of Atlanta is currently conducting a Community Attitude and Interest Survey to determine the need for future parks, greenspace, trails, recreation facilities, programs, and services within the City. The survey was designed to obtain statistically valid results from households throughout the City of Atlanta. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with City of Atlanta officials in the development of the survey questionnaire. This work included conducting a series of stakeholder interviews and focus groups in the City of Atlanta. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Over 1,400 surveys were completed for the survey, including a representative sampling within each of 7 geographic areas. All survey results were broken down by gender, age of respondent, length of residency, as well as geographic location. The survey results were further compared to national benchmarks of citizen responses compiled by Leisure Vision from communities across the country.



“ Ron, I greatly appreciated your guidance in developing our survey questions. You kept pushing us to think through the data we needed and the appropriate approach to asking questions.”

Dee Merriam, Project Manager for Parks, Recreation, and Open Space Master Plan

DEE MERRIAM, Greenspace Planner
Department of Planning and Community Development
55 Trinity Avenue, SW. Suite 1450
Atlanta, Georgia
(404) 330-6143

**NEEDS ASSESSMENT SURVEYS PRIOR TO MASTER PLAN (2002). FOLLOW-UP
NEEDS ASSESSMENT SURVEY (2004) (2007)
Arlington County, Virginia**

Leisure Vision conducted a parks and recreation needs assessment survey for this County of 175,000 residents, as a key component of an internal parks and recreation master plan conducted by department staff. Leisure Vision worked closely with a community based steering committee on the design of the survey instrument and with staff of the agency in interpreting the results as a cornerstone of the master planning process.

800 household surveys were completed, including between 175-225 surveys in each of 4 planning districts for the County. Survey questions addressed issues relating to parks usage and satisfaction, recreation programming usage and satisfaction, sports program areas that were used by participants, facilities and parks that were most frequently used, priority importance for improvements to the current system, etc. The survey results were further compared to national benchmarks of citizen responses compiled by Leisure Vision from communities across the country. Leisure Vision additionally worked with the agency in developing a survey which was distributed through the schools to middle school and high school aged youngsters.

In 2004, Leisure Vision worked with the Parks and Recreation Department on a follow-up survey effort regarding development of an indoor aquatic and community facility and other parks and recreation amenities. The initial need for the indoor aquatic center came out of the 2002 survey.

Results from the 2004 survey were used to help pass a \$75 million bond election for the indoor aquatic center and other parks and recreation projects.

In 2007, Leisure Vision worked with Arlington County on an updated needs assessment survey, benchmarking of comparable counties and other strategic planning consulting services.

“The Leisure Vision staff provided valuable support during all phases of the survey process, including setting directions, conducting focus group meetings, and interviews with stakeholders. The quality of their research, including the benchmarking information contained in the report, is very helpful in our strategic planning and resource allocation efforts. Our stakeholder groups can now focus their advocacy efforts based on a current and accurate data base.”

DENESH TIWARI, CPRP, Director
Department of Parks, Recreation, and Community Resources
2100 Clarendon Boulevard, Suite 414
Arlington, Virginia 22201
(703) 228-7529

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2010)
Geneva Park District, Illinois

Leisure Vision conducted a community survey for the Geneva Park District as part of a Strategic Plan during the spring and early summer of 2010. The purpose of the survey was to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Geneva Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Geneva Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

A total of 1,007 surveys were completed. The results of the random sample of 508 households have a 95% level of confidence with a precision of at least +/-3.1%. Results from the survey were also compared to Leisure Vision's national data-base of survey responses from communities across the country as well as Illinois communities.

“ What made Leisure Vision the best choice for the Geneva Park District was that our project manager had had many years of experience in the field of parks and recreation providing a grass roots understanding of our mission and goals. Their benchmarking capabilities both in Illinois and throughout the nation gave them a clear advantage and their ability to understand community trends as they relate to Parks and Recreation was very valuable in helping analyze our results. This was by far the most comprehensive data we have ever collected through our needs assessment process. Thanks Ron!”

Sheavoun Lambillotte, Executive Director

SHEAVOUN LAMBILLOTTE, CPRP
Executive Director
Geneva Park District
710 Western Avenue
Geneva, Illinois 60134
(630-262-2216)

NEEDS ASSESSMENT SURVEY FOR MASTER PLAN (2007)

Mecklenburg County, North Carolina

Leisure Vision conducted a parks and recreation citizen survey during the winter of 2007-08 as part of a comprehensive long range plan for this County of over 800,000 residents. The survey was designed to obtain statistically valid results from households throughout Mecklenburg County to help establish priorities for the future of parks, greenways, trails, recreation facilities, wildlife habitats, programs and services within the County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Mecklenburg County officials, as well as the Pros Consulting project team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Leisure Vision mailed surveys to a random sample of 5,000 households throughout Mecklenburg County. Approximately three days after the surveys were mailed; each household that received a survey also received an electronic voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed; Leisure Vision began contacting households by phone. Those who indicated they had not returned the survey were given the option of completing it by phone.

The goal was to obtain a total of at least 1,000 completed surveys. This goal was accomplished, with a total of 1,033 surveys having been completed. The results of the random sample of 1,033 households have a 95% level of confidence with a precision of at least +/-3.0%.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also compared to Leisure Vision's national database of survey responses.

Results from the survey were used as a cornerstone for successful voter election held in November of 2008, resulting in the passage of a \$250 million bond issue to fund parks and recreation facilities improvements and new projects.

JIM GARGES, Director
Mecklenburg County Park and Recreation Department
5841 Brookshire Boulevard
Charlotte, North Carolina 28216
(704) 336-3854

**NEEDS ASSESSMENT SURVEY AS PART OF LONG RANGE PLANNING (2009)
Northbrook Park District**

During July and August of 2009 Leisure Vision conducted a Community Survey for the Northbrook Park District. The survey was conducted as part the Park District's long-range planning for parks, recreation facilities, programs and services in the community. The survey was designed to obtain statistically valid results from households throughout the Northbrook Park District, and was administered by a combination of mail and phone.

Leisure Vision worked extensively with Northbrook Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

Leisure Vision mailed surveys to a random sample of 3,000 households throughout the Northbrook Park District. Approximately three days after the surveys were mailed each household that received a survey also received an electronic voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed Leisure Vision began contacting households by phone. Those who indicated they had not returned the survey were given the option of completing it by phone.

The goal was to obtain a total of at least 600 completed surveys from households in the Northbrook Park District. This goal was far exceeded, with a total of 652 surveys having been completed. The results of the random sample of 652 households have a 95% level of confidence with a precision of at least +/-3.8%.

“ Ron Vine’s efforts developing and implementing our Community Interest and Opinion Survey were second to none. Ron played an instrumental role in assisting our organization lay the foundation for building our Strategic Plan. The Community and Interest Survey provided the foundation we needed to move forward on behalf of our community. I would recommend Leisure Vision to any community in the country.

Rick Hanetho, CPRP, Executive Director

RICK HANETHO
ELSA FISCHER
Superintendent of Recreation
Northbrook Park District
545 Academy Drive
Northbrook, Illinois 60062
(847) 291-2960

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)

NEEDS ASSESSMENT SURVEYS (2005) (2007)

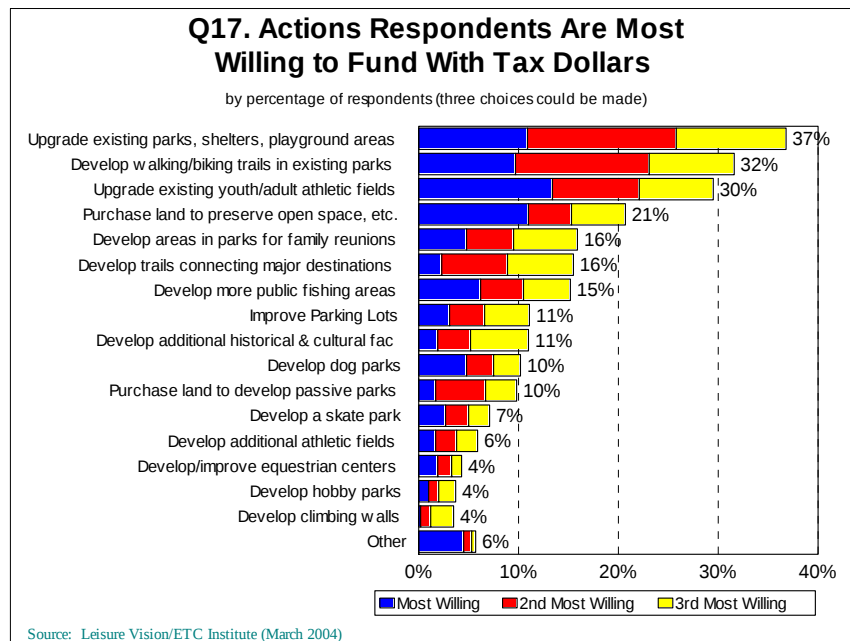
East Baton Rouge, Louisiana

Leisure Vision conducted a statistically valid mail/phone survey for this community of over 300,000 residents. The survey was used as a key component of a parks and recreation master planning effort that was conducted for East Baton Rouge.

The goal was to obtain at least 500 completed surveys. This goal was accomplished, with 516 surveys being completed. The results of the random sample of 516 households have a 95% level of confidence with a precision of at least +/-4.3%.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size, household type, support for voter election, etc.

The results from the survey served as a cornerstone for a voter election held in November of 2004. The voter election was selected, resulting in over \$200 million in approved projects.



Leisure Vision has conducted additional needs assessment survey for BREC in 2005 and 2007

TED JACK, Director of Planning
Recreation and Park Commission for the Parish of East Baton Rouge
3140 N. Sherwood Forest Drive
Baton Rouge, Louisiana 70895
(225) 272-9200
Project: Parks and Recreation Survey

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2009)

Glenview Park District, Glenview, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey in 2008 and 2009 for the Glenview Park District to measure usage and establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Glenview Park District. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Glenview Park District officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 500 completed surveys within the Glenview Park District. This goal was far exceeded with nearly 700 surveys having been completed within the Park District. Results from the survey were compared to Leisure Vision's National Benchmarking Data-Base and Leisure Vision's Illinois Benchmarking Data-Base. These comparisons showed that the Glenview Park District has better customer satisfaction, usage of parks and participation in recreation programs, and higher overall measurements of value than the average communities in our national and Illinois benchmarking data-bases. The results of the random sample of 504 households have a 95% level of confidence with a precision of at least +/- 4.4%.

“Ron Vine is the best in the country when it comes to Interest and Attitude Surveys for Parks and Recreation. His experience and ability to benchmark your results to other communities on both a local and national level provides credibility to the research.”

Chuck Balling, Executive Director

CHUCK BALLING, Executive Director
Glenview Park District
1939 Prairie Street
Glenview, Illinois 60025
(847-521-2250)

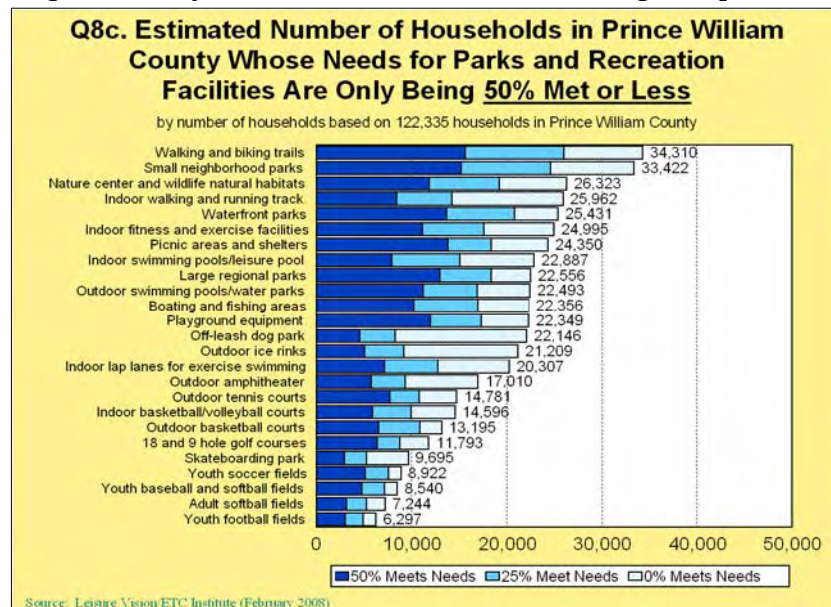
NEEDS ASSESSMENT SURVEY FOR LONG RANGE PLANNING

Prince William County, Virginia

Leisure Vision conducted a Community Attitude and Interest Survey for Prince William County during January and February of 2008 to help establish priorities for the future improvement of parks, greenways, trails, green and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout Prince William County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Prince William County Park Authority officials in the development of the survey questionnaire. This work included a series of stakeholder interviews with the Board and staff allowing the survey to be tailored to issues of strategic importance to effectively plan the future system.

Leisure Vision completed a total of 1,120 surveys, including at least 136 surveys from each of the seven election districts. The results of the random sample of 1,120 households have a 95% level of confidence with a precision of at least +/-2.9%.



“Leisure Vision assisted us (PWCPA) in identifying our future direction for development and operations. The citizen survey process provided very valuable insight into what facilities and programs our citizens wanted to focus on. This was a critical part of our system wide comprehensive master plan and allows us to serve our citizens at a much higher level”

Jay Ellington

JAY ELLINGTON, Executive Director
RICK WASHCO, Communications Division Director
Prince William County Park Authority
14420 Bristow Road
Manassas, Virginia 20112
(703) 792-7060

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2005)

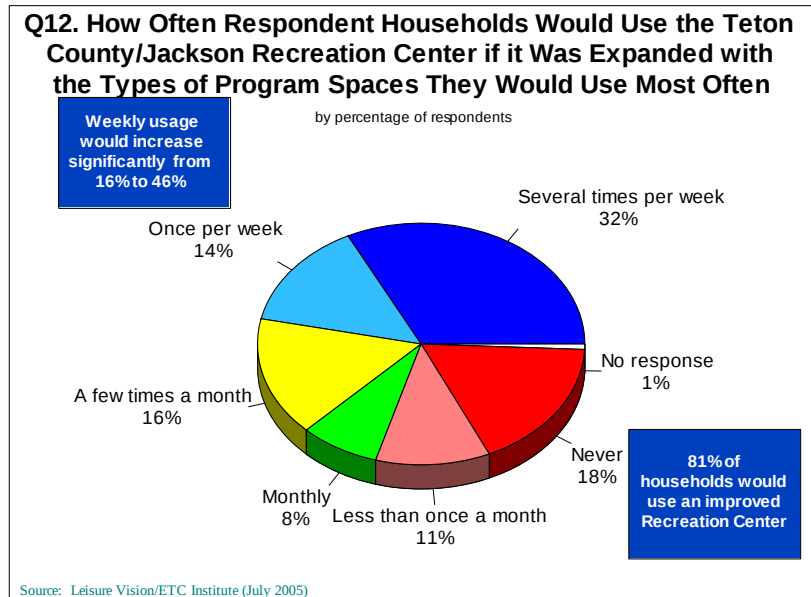
Teton County/Jackson, Wyoming

Leisure Vision conducted a Community Attitude and Survey from May to July of 2005 in Teton County/Jackson, Wyoming to help establish priorities for the future development of parks, trails and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout Teton County and the Town of Jackson. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Teton County/Jackson Parks and Recreation Department officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of 400 completed surveys. This goal was accomplished, with 418 surveys having been completed. The results of the random sample of 418 households have a 95% level of confidence with a precision of at least $\pm 4.7\%$.

Extensive cross tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size, income, ethnicity, etc. as well as comparisons of the responses from Teton County/Jackson to Leisure Vision's national benchmarking data base.



Results from the survey were used by Teton County/Jackson to pass 2 highly successful voter election projects in 2006.

STEVE FOSTER, Director
Teton County/Jackson Parks and Recreation Department
P.O. Box 811
Jackson, Wyoming 83001
(307) – 733-5056
Project: Parks and Recreation Needs Assessment Survey

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)

Lake Oswego, Oregon

Leisure Vision conducted a Community Interest and Opinion Survey during August and September 2004 for the City of Lake Oswego Parks and Recreation Department to establish priorities for the future development and maintenance of parks, trails, recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Lake Oswego. The survey was administered by phone.

Leisure Vision worked extensively with City of Lake Oswego Parks and Recreation Department officials, as well as members of prime consulting team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

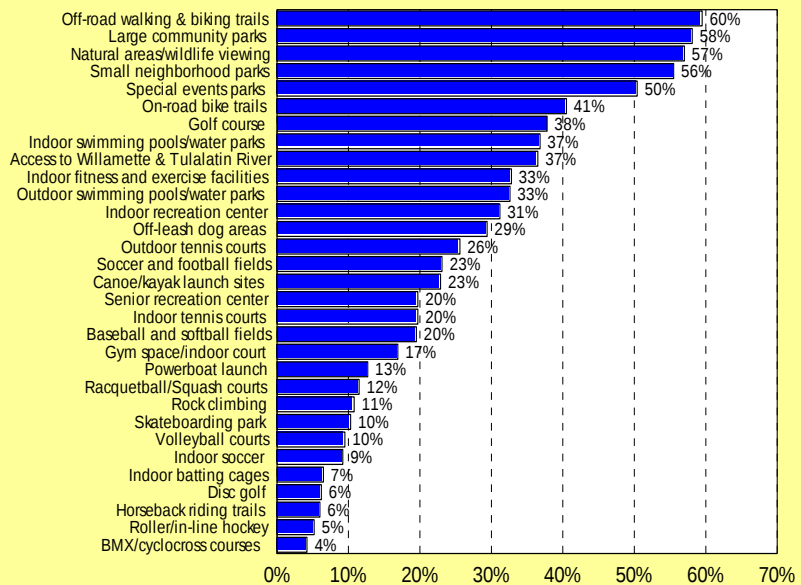
The survey focused on key issues impacting long range planning for future development of parks and recreation in the City of Lake Oswego Parks and Recreation Department. Extensive cross-tabular analysis of survey responses and benchmarking were conducted.

The goal was to obtain 400 completed surveys. This goal was accomplished, with 403 surveys having been completed. The results of the random sample of 403 households have a 95% level of confidence with a precision of at least +/-4.9%.

KIM Kilmer, Director
Lake Oswego Parks and Recreation Department
P.O. Box 369
Lake Oswego, Oregon 97034
(503) 675-2545

Q4. Percentage of Respondent Households that Have a Need for Various Parks and Recreational Facilities

by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (September 2004)

**NEEDS ASSESSMENT SURVEY FOR STRATEGIC PLAN (2003) (2010)
Champaign Park District, Champaign, Illinois**

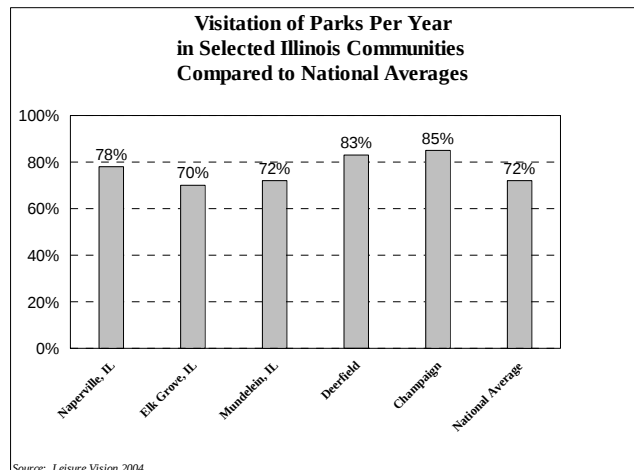
Leisure Vision conducted a statistically valid mail/phone survey in 2003 for this community of 70,000 residents. The survey was used as a key component of a strategic planning effort that IS conducted by park district staff, which includes major planning for renovation and expansion of outdoor and indoor programming areas, trails, aquatic facilities, theater spaces, etc.

More than 800 surveys were completed through a combination of a mail/phone survey. Results from the survey were divided into 5 geographic areas of the Park District.

As part of the study, Leisure Vision conducted a series of stakeholder interviews, focus groups, and public forums to visit with key decision-makers, partner organizations, stakeholders from the public, non-profit and private sectors, and community residents to understand issues of key importance to ask on the citizen survey.

The survey focused on key issues impacting customer services for the Park District, including current usage and satisfaction with parks; participation in recreation activities, priority programs to be developed, needs and unmet needs for 29 different outdoor and indoor parks and recreation facility types, etc.

Results from the survey were also compared to Leisure Vision's national data-base of survey responses from communities across the country as well as Illinois communities.



Leisure Vision is currently working with the Champaign Park District on a follow-up survey.

“Working with Ron is a pleasure because he understands the parks and recreation services we offer and can combine that knowledge with the research expertise of his team resulting in useable and meaningful data.”

Bobbie Herakovich, General Manager

BOBBIE HERAKOVICH, General Manager
Champaign Park District06 Kenwood Road
Champaign, Illinois 61821-4100
(217) 398-2550

ADDITIONAL PROJECTS

NEEDS ASSESSMENT SURVEY FOR MASTER PLANS (1998-99, 2004, and 2010)

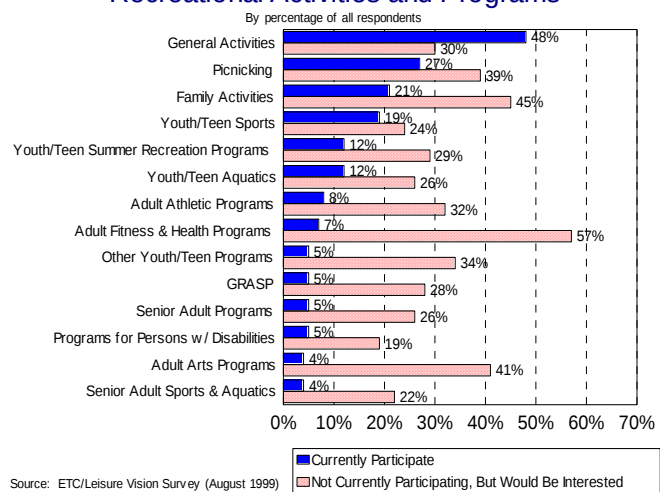
Glendale, Arizona

Leisure Vision was selected as part of a consulting team to conduct this 1998-99 long range planning study for the City of Glendale Arizona. Glendale has a population of over 200,000 residents.

Leisure Vision was involved with the public involvement aspects of the study, including conducting a statistically valid mail/phone survey of 600 households as part of the master planning study.

The survey tested the attitudes and priorities of Glendale residents regarding key issue areas impacting the success of the Department, including customer satisfaction with existing services, unmet needs for new facilities and programs, support for partnering initiatives with neighboring communities and non-profit groups, and funding priorities.

Participation and Interest in Various Types of Recreational Activities and Programs



Results from the study were used in the planning of a major \$100+ million tax election by the city which successfully passed in 1999, with half of the dollars being targeted for trail's initiatives.

In 2004, Leisure Vision was selected as part of a long range planning team to do an update regarding the open space plan, specific to trail and green space opportunities in Glendale. In 2010, Leisure Vision was again selected as part of a long range planning team.

NEEDS ASSESSMENT SURVEY (2010)

Rolling Meadows, Illinois

Leisure Vision is currently working with the Rolling Meadows, Illinois Park District on a needs assessment survey for their park district residents. A total of 300 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national and Illinois database of survey responses.

NEEDS ASSESSMENT SURVEY (2010)

Kettering, Ohio

Leisure Vision worked with Kettering, Ohio on a needs assessment survey regarding recreation, cultural arts, fitness and sports programming. A total of 400 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national and Illinois database of survey responses.

NEEDS ASSESSMENT SURVEY (2010)

Oak Park, Illinois

Leisure Vision is currently working with the Park District of Oak Park on an update of a previous parks and recreation needs assessment survey conducted by Leisure Vision. A total of 1,000 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national and Illinois database of survey responses.

NEEDS ASSESSMENT STUDY PRIOR TO MASTER PLAN 2005) (2010)

Wheeling Park District, Wheeling, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey during June and July of 2005 to help establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Wheeling Park District and adjacent areas in the Village of Prospect Heights and Buffalo Grove. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Wheeling Park District officials and residents of the Wheeling Park District in the development of the survey questionnaire. These efforts included a series of stakeholder interviews and focus groups with Wheeling Park District residents and Wheeling Park District officials, plus a public forum

The goal was to obtain at least 500 completed surveys, including at least 425 surveys from residents of the Wheeling Park District. This goal was accomplished, with 516 surveys having been completed, including 442 by Wheeling Park District residents. The results of the random sample of 516 households have a 95% level of confidence with a precision of at least +/-4.3%. The results of the random sample of 442 Park District households have a 95% level of confidence with a precision of at least +/-4.7%.

Leisure Vision is currently working on an update of the 2005 community survey, focus groups, and stakeholder interviews.

NEEDS ASSESSMENT FOCUS GROUPS (2010)

Quincy, Illinois

Leisure Vision is currently working has been selected to work with the Quincy Illinois Park District conducting a series of community focus groups and board workshops to understand community issues and priorities. Participants for the focus groups will be randomly recruited from the community by Leisure Vision.

BENCHMARKING SURVEYS (2010)
Springfield, Missouri

Leisure Vision conducted two (2) benchmarking surveys for the Springfield-Greene County Parks and Recreation District. One survey related to types and number of parks, trails, and indoor and outdoor parks and recreation facilities per 1,000 residents. 303 surveys were completed (including comparisons to over 290 communities in Leisure Visions national data base of over 300 communities. The 2nd survey related to numbers of staff, capital and operating budgets and funding for parks and recreation systems. 13 surveys were completed.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2004) (2010)
Lindenhurst Park District, Lindenhurst, Illinois

Leisure Vision conducted a statistically valid mail/phone survey in 2004 for this suburban Chicago area community. The survey is being used as a key component of a five year comprehensive park district master plan that is being conducted by park district staff, which includes major planning for renovation and expansion of outdoor and indoor programming areas, trails, aquatic facilities, etc.

The minimum goal was to receive 400 completed surveys, with 300 being from households throughout the Lindenhurst Park District, and 100 from Village of Lake Villa residents. This goal was far exceeded. A total of 553 surveys were completed, including 452 from Lindenhurst Park District residents and 101 from Village of Lake Villa residents. The results of the random sample of 553 households have a 95% level of confidence with a precision of at least +/-4.2%.

As part of the study, Leisure Vision conducted a focus group with the Lindenhurst Park Board and staff to develop survey questions as well as a presentation to the Park Board of final survey results.

Leisure Vision recently completed an update of the Needs Assessment Survey

NEEDS ASSESSMENT SURVEY (2010)
Cleveland Metro Parks

Leisure Vision is currently working with the Cleveland Metro Parks on a parks and recreation needs assessment survey. A total of 1,200 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY (2010)
Clark County, Nevada

Leisure Vision is currently working with the Clark County Parks and Recreation Department on a needs assessment survey regarding development of a regional sports complex. A total of 1,500 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2010)
Jacksonville, North Carolina

Leisure Vision is currently working with the City of Jacksonville on a needs assessment survey for their parks and recreation system. A total of 450 surveys will be completed. The survey is being administered by mail and phone. Extensive cross-tabular analysis of survey responses will be conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results will be compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2010)
Muhlenberg, Kentucky

Leisure Vision conducted a needs assessment survey for the City of Muhlenberg Parks and Recreation Department. A total of 400 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2010)
Southlake Texas

Leisure Vision conducted a needs assessment survey for the City of Southlake Parks and Recreation Department. A total of 300 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2009)

Arapahoe County, Colorado

Leisure Vision conducted a needs assessment survey for Arapahoe County as part of a comprehensive parks, trails, and greenways open space plan. A total of 800 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the County, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, greenways, wildlife habitats, cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2009)

Crested Butte, Colorado

Leisure Vision conducted a needs assessment survey for the City of Crested Butte, Colorado. A total of 408 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2009)

Monmouth County, New Jersey

Leisure Vision conducted a needs assessment survey for the Monmouth County, New Jersey. A total of 600 surveys were completed. The survey was focused on key issues impacting current operations for the County. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)

Owensboro and Daviess County, Kentucky

Leisure Vision conducted a needs assessment survey for the City of Owensboro and Daviess County, Kentucky. A total of 500 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2009)

Woodridge Park District

Leisure Vision conducted a citizen survey in partnership with the Woodridge Park District as part of a Strategic Plan during November and December of 2009. The purpose of the survey was to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Woodridge Park District. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 500 completed surveys from Woodridge Park District households. This goal was accomplished, with a total of 508 surveys having been completed. The results of the random sample of 508 households have a 95% level of confidence with a precision of at least +/-4.3%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)

Bentonville, Arkansas

Leisure Vision conducted a needs assessment survey for the City of Bentonville, Arkansas Parks and Recreation Department. A total of 374 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2002) (2010)

Elk Grove Park District, Elk Grove, Illinois

Leisure Vision conducted a statistically valid mail/phone survey in 2002 for this suburban Chicago community of 30,000 residents. The survey were used as a key component of a strategic planning effort that is being conducted by park district staff, which includes major planning for renovation and expansion of indoor programming areas and aquatic programming features.

Results from the survey were used in a successful voter election to develop a \$9 million family aquatic center

In 2009, Leisure Vision conducted an update of the needs assessment survey.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2009)

Plainfield Park District

Leisure Vision conducted a Community Attitude and Interest Survey in partnership with the Plainfield Park District during the fall of 2009. The purpose of the survey was to help update the District's master plan and by helping to establish priorities for the future improvement of parks, recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Plainfield Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys from Plainfield Park District households. This goal was accomplished, with a total of 632 surveys having been completed. The results of the random sample of 632 households have a 95% level of confidence with a precision of at least +/-3.9%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)

Lake Saint Louis, Missouri

Leisure Vision conducted a needs assessment survey for the City of Lake Saint Louis Parks and Recreation Department. The contract called for 600 surveys to be completed but a total of 1,600 surveys were actually completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)

O'Fallon, Missouri

Leisure Vision conducted a needs assessment survey for the City of O'Fallon Parks and Recreation Department. A total of 462 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY (2009)

Canton, Ohio

Leisure Vision conducted a needs assessment survey for the City of Canton Parks and Recreation Department. A total of 720 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)

Longview, Texas

Leisure Vision conducted a needs assessment survey for the City of Longview Parks and Recreation Department. A total of 742 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)

Orlando, Florida

Leisure Vision conducted a needs assessment survey for the City of Orlando, Florida Parks and Recreation Department. A total of 500 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

**NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2009)
Norfolk, Virginia**

Leisure Vision conducted a Community Interest Survey during the fall of 2009 for the City of Norfolk Department of Recreation, Parks and Open Space conducted a to establish priorities for the future improvement or parks and recreation facilities, programs and services within the City of Norfolk. The survey was designed to obtain statistically valid results from households throughout the City of Norfolk. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 500 completed surveys from City of Norfolk residents. This goal was far exceeded, with a total of 573 surveys having been completed. The results of the random sample of 573 households have a 95% level of confidence with a precision of at least +/-4.1%.

**NEEDS ASSESSMENT SURVEY (2009)
Key Biscayne, Florida**

Leisure Vision conducted a needs assessment survey for the City of Key Biscayne, Florida Parks and Recreation Department. A total of 400 surveys were completed. The survey was focused on key issues impacting current operations and long range planning for the community, including current usage and satisfaction with the park system, participation and satisfaction with recreation programs, the unmet needs and priorities for various parks, trails, recreation, and cultural facilities, and funding priorities. The results of the survey were broken down into key demographic factors to aid in the analysis process. Comparisons to Leisure Vision's national benchmarking data base were conducted.

**NEEDS ASSESSMENT SURVEY AS COMPONENT OF DOWNTOWN STUDY (2008)
San Diego, California**

Leisure Vision conducted a statistically valid survey as part of a downtown parks and recreation master planning team to conduct a statistically valid mail/phone survey for this major metropolitan area in California. The survey was administered by phone or by mail and phone.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY PRIOR TO SUCCESSFUL VOTER ELECTION (2008)

Kettering, Ohio

Leisure Vision worked with the Kettering Parks, Recreation, and Cultural Arts Department on a parks and recreation needs assessment survey during May of 2008. The survey was designed to obtain statistically valid results from households throughout the City of Kettering. The survey was administered by phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 418 surveys having been completed. The results of the random sample of 418 households have a 95% level of confidence with a precision of at least +/-4.8%.

Results from the survey were used as a cornerstone for successful voter election held in November of 2008, resulting in the passage of a bond issue to fund a multi-million parks and recreation facilities improvement effort that passed with 69% approval.

In 2010, Leisure Vision conducted a survey regarding indoor and outdoor programming spaces.

NEEDS ASSESSMENT SURVEY AND STRATEGIC PLAN (2007) (2008)

Fox Valley Special Recreation Association

Leisure Vision conducted a Needs Assessment Survey for the Fox Valley Special Recreation Association (FVSRA) during the spring of 2007. The purpose of the survey was to gather input to help establish priorities for future improvements to programs and services of the Association and to lay the basis for development of a Strategic Plan for the Association.

The survey was administered to three groups: households who are current clients of FVSRA, households who are past clients of FVSRA, and members of group homes who are current clients of FVSRA. Those who received a survey were selected from a list provided by the Fox Valley Special Recreation Association. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 606 surveys having been completed. The results of the random sample of 606 households have a 95% level of confidence with a precision of at least +/-4.0%.

Following development of the needs assessment survey, Leisure Vision was selected to facilitate a Strategic Plan for the FVSRA. Leisure Vision worked with a Steering Committee and The FVSRA as well as the Executive Director and staff of the District in preparing the Strategic Plan. Key components were a Vision, Mission and Values Statement; Development of Critical Issues and Action Strategies, and Development of a 3 Year Action Strategy

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2008)

Hoffman Estates Park District

Leisure Vision conducted a Community Survey in partnership with the Hoffman Estates Park District as part of a Strategic Plan during the fall of 2008 to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Hoffman Estates Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 800 completed surveys from Hoffman Estates Park District households. This goal was accomplished, with a total of 812 surveys having been completed. The results of the random sample of 812 households have a 95% level of confidence with a precision of at least $\pm 3.4\%$.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2008)

Longview, Washington

The Cities of Longview and Kelso along with Cowlitz County conducted a Community Attitude and Interest survey during January and February 2008 to determine the feasibility of constructing a new regional community center to serve citizen needs in the two cities and parts of the County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Cities of Longview and Kelso along with Cowlitz County officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 735 surveys having been completed. The results of the random sample of 735 households have a 95% level of confidence with a precision of at least $\pm 3.6\%$.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2008)

Hillsboro, Oregon

Leisure Vision conducted a statistically valid mail/phone survey for this Oregon City. Leisure Vision administered 500 surveys for the city, with a margin of error of $\pm 4.4\%$. The survey was conducted as part of a parks and recreation master plan. The survey was administered by mail and phone.

Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also being compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2008)

Los Angeles, California

Leisure Vision worked with the City of Los Angeles Parks and Recreation Department on a parks and recreation needs assessment survey during the summer of 2008 to establish priorities for the future improvement of parks, trails, greenways, sports and recreation facilities, programs and services within the community. The survey was administered by phone or by mail and phone in both English and Spanish. 2,800 surveys were completed, including at least 400 surveys in each of 7 major planning areas for the City.

The goal was to obtain a total of at least 2,800 completed surveys. This goal was exceeded, with a total of 2,925 surveys having been completed. The results of the random sample of 2,925 households have a 95% level of confidence with a precision of at least +/-1.8%.

PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2008)

Des Moines, Iowa

Leisure Vision conducted a Community Attitude and Interest Survey during November and December of 2007 to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Des Moines, including each of their council districts. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished with a total of 822 surveys having been completed, including a representative sampling in each of their council districts. The results of the random sample of 822 households have a 95% level of confidence with a precision of at least +/-3.4%. The survey results were further compared to national benchmarks of citizen responses compiled by Leisure Vision from communities across the country.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF FEASIBILITY STUDY (2008)

City of Roanoke, Virginia

Leisure Vision conducted an Indoor Community Center Feasibility Survey during May and June of 2008 to establish priorities for the development of an indoor community center at Fallon Park. The survey was designed to obtain statistically valid results from households throughout the City of Roanoke and the surrounding area. The survey was administered by a combination of mail and phone. The goal was to obtain a total of 500 completed surveys, including 300 from City of Roanoke residents, and 200 from residents living outside of the City of Roanoke. This goal was accomplished, with a total of 579 surveys having been completed, including 377 from City residents, and 202 from non-City residents. The results of the random sample of 579 households have a 95% level of confidence with a precision of at least +/-4.1%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2008)

Bedford County, Virginia

Leisure Vision conducted a Community Parks and Recreation Survey for Bedford County as part of a Master Plan during the spring of 2009 to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Bedford County. The survey was administered by a combination of phone and mail. The goal was to obtain a total of at least 200 completed surveys from Bedford County residents. This goal was accomplished, with a total of 220 surveys having been completed. The results of the random sample of 220 households have a 95% level of confidence with a precision of at least +/-6.6%.

NEEDS ASSESSMENT SURVEY FOR FEASIBILITY STUDY (2008)

Kyle, Texas

Leisure Vision conducted a citizen survey as part of a community center planning team for this Austin suburban community. The survey was administered by phone or by mail and phone. Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also being compared to Leisure Vision's national database of survey responses.

ZOO USERS CITIZEN ATTITUDE AND INTEREST SURVEY (2008)

The Friends of the Kansas City Zoo

Leisure Vision conducted a Citizen Attitude and Interest Survey during the fall of 2008 to help determine future planning for the Zoo. The survey was designed to obtain statistically valid results from households throughout six counties in the Kansas City Metro area. These six counties include Jackson, Platte and Clay Counties in Missouri, and Johnson, Wyandotte and Leavenworth counties in Kansas. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 1,300 completed surveys. This goal was accomplished, with a total of 1,350 surveys having been completed. The results of the random sample of 1,350 households have a 95% level of confidence with a precision of at least +/-2.7%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2008)

Iowa City, Iowa

Leisure Vision conducted a Community Attitude and Interest Survey in 2008 for Iowa City, Iowa to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout Iowa City. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 676 surveys having been completed. The results of the random sample of 676 households have a 95% level of confidence with a precision of at least +/-3.7%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2007)

Ft. Lauderdale, Florida

Leisure Vision conducted a statistically valid mail/phone survey for this City of over 200,000 residents. Leisure Vision administered 500 surveys for the city, with a margin of error of +/- 4.4%. The survey is being conducted as part of a parks and recreation master plan. The survey was administered by mail and phone. Extensive cross-tabular analysis of survey responses was conducted for a wide range of demographic factors, including age of respondents, gender, household size and types, income, education, etc. Results were also being compared to Leisure Vision's national database of survey responses.

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2007)

Tamarac, Florida

Leisure Vision conducted a Community Attitude and Interest Survey for the City of Tamarac in the summer of 2007 to establish priorities for the future development of parks and recreation facilities, programs and services within the City and to measure current usage and satisfaction with services... The survey was designed to obtain statistically valid results from households throughout the city. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 407 surveys having been completed. The results of the random sample of 407 households have a 95% level of confidence with a precision of at least +/-4.9%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2007)

Wake County, North Carolina

Leisure Vision conducted a Community Attitude and Interest Survey during March and April of 2007 for the Wake County Parks, Recreation, and Open Space Division to establish priorities for the future development of parks, trails, greenways, recreation facilities, programs, and services within this County of over 700,000 residents. The survey was designed to obtain statistically valid results from households throughout Wake County. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys within Wake County. This goal was accomplished, with a total of 423 surveys having been completed. The results of the random sample of 423 households have a 95% level of confidence with a precision of at least +/-4.8%.

NEEDS ASSESSMENT SURVEY (2007-2008)

Westchester County, New York

Leisure Vision conducted a citizen survey for the Westchester County Department of Parks, Recreation and Conservation during the winter of 2007-08 to help determine parks, trails, aquatics, sports and recreation facilities and services priorities for County residents. The survey was designed to obtain statistically valid results from households throughout Westchester County. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 700 completed surveys. This goal was far exceeded, with a total of 823 surveys having been completed. Of the 823 surveys that were completed, 694 surveys were completed by mail and 129 surveys were completed by phone. The results of the random sample of 823 households have a 95% level of confidence with a precision of at least $\pm 3.4\%$.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2007)

Richmond, Virginia

Leisure Vision conducted a Community Attitude and Interest Survey during August and September of 2007 for the City of Richmond Department of Parks, Recreation, and Community Facilities to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Richmond. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished with a total of 624 surveys having been completed. The results of the random sample of 624 households have a 95% level of confidence with a precision of at least $\pm 3.9\%$.

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PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2007)

Gurnee Park District, Gurnee, Illinois

Leisure Vision conducted a Community Survey during May and June of 2007 for the Gurnee Park District to establish priorities for the future improvement of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Gurnee Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 472 surveys having been completed. The results of the random sample of 472 households have a 95% level of confidence with a precision of at least $\pm 4.5\%$.

COMMUNITY CENTER FEASIBILITY STUDY SURVEY (2006)

Round Rock, Texas

Leisure Vision conducted a Community Attitude and Interest Citizen Survey during July and August of 2006 to gather citizen input to help determine indoor recreation and sports needs for the community. The survey was designed to obtain statistically valid results from households throughout the City of Round Rock. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 420 surveys having been completed. The results of the random sample of 420 households have a 95% level of confidence with a precision of at least +/-4.8%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006)

Des Plaines Park District, Des Plaines, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey during September and October of 2006 for the Des Plaines Park District to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Des Plaines Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 500 completed surveys within the Des Plaines Park District. This goal was reached with a total of 504 surveys having been completed within the Park District. The results of the random sample of 504 households have a 95% level of confidence with a precision of at least +/-4.4%.

NEEDS ASSESSMENT STUDY SURVEY AS COMPONENT OF MASTER PLAN (2006)

Urbana Park District, Urbana Illinois

Leisure Vision conducted a Community Attitude and Interest Survey in partnership with the Urbana Park District during May of 2006 to help establish priorities for the future development of parks, greenways and trails, sports and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Urbana Park District. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 600 completed surveys. This goal was accomplished, with a total of 696 surveys have been completed. The results of the random sample of 696 households have a 95% level of confidence with a precision of at least +/-3.7%.

NEEDS ASSESSMENT SURVEY AS COMPONENT FOR MASTER PLAN (2006)

City of Georgetown-Scott County, Kentucky

Leisure Vision conducted a Community Attitude and Interest Survey for the City of Georgetown-Scott County, Kentucky from October through December of 2006 to establish priorities for the future development of parks and recreation facilities, programs and services within the County. The survey was designed to obtain statistically valid results from households throughout Scott County. The survey was administered by a combination of mail and phone.

Leisure Vision worked extensively with Georgetown-Scott County officials, as well as members of the project team in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain a total of at least 400 completed surveys. This goal was accomplished, with a total of 407 surveys having been completed. The results of the random sample of 407 households have a 95% level of confidence with a precision of at least +/-4.9%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2005-2006)

Schaumburg, Illinois

Leisure Vision conducted a Community Attitude and Interest Survey in 2005 and 2006 to help establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the Schaumburg Park District.

Leisure Vision worked extensively with Schaumburg Park District officials and residents of the Schaumburg Park District in the development of the survey questionnaire. These efforts included a series of stakeholder interviews and focus groups with Schaumburg Park District residents and Wheeling Park District officials. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

The goal was to obtain at least 500 completed surveys in the Park District. This goal was accomplished, with 523 surveys having been completed. The results of the random sample of 523 households have a 95% level of confidence with a precision of at least +/-4.3%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF FEASIBILITY STUDY (2006)

Roanoke County, Virginia

Leisure Vision conducted a Community Attitude and Interest Survey during April and May of 2006 to help guide future improvements to the County's parks, greenways, open space, recreation facilities and programs. The survey was designed to obtain statistically valid results from households throughout Roanoke County. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished, with a total of 1,021 surveys having been completed. The results of the random sample of 1,021 households have a 95% level of confidence with a precision of at least +/-3.1%.

AQUATIC CENTER FEASIBILITY STUDY SURVEY (2006)

Ontario, Oregon

Leisure Vision conducted a Community Attitude and Interest Citizen Survey during August and September of 2006 for Ontario, Oregon to establish priorities for the future of the existing Ontario Aquatic Center in the community. The survey was designed to obtain statistically valid results from households throughout the City of Ontario and the surrounding area. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 300 completed surveys. This goal was accomplished, with a total of 351 surveys having been completed. The results of the random sample of 351 households have a 95% level of confidence with a precision of at least +/-5.2%.

PARKS AND RECREATION NEEDS ASSESSMENT SURVEY (2006)

Sheridan, Wyoming

Leisure Vision worked with the Sheridan Recreation District, Sheridan, Wyoming on completion of a Needs Assessment Survey. The survey was administered by mail and phone to a random sampling of 400 households in the Sheridan Park District. Issues on the Needs Assessment Survey focused on a full-range of usage, satisfaction, and priority issues facing the Sheridan Recreation District. The statistically valid survey was administered in April of 2006. Extensive cross-tabular analysis of survey results was conducted to test results by various demographic groups, including comparisons to our national benchmarking database.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2006)

Miami, Florida

Leisure Vision conducted a Community Attitude and Interest Survey during March and April 2006 for the City of Miami as part of a Parks and Recreation Master Plan to help establish priorities for future development of parks, trails, recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the City of Miami. The survey was administered by a combination of mail and phone. The goal was to obtain a total of at least 1,000 completed surveys. This goal was far exceeded, with a total of 1,140 surveys having been completed. The results of the random sample of 1,140 households have a 95% level of confidence with a precision of at least +/-2.9%.

NEEDS ASSESSMENT SURVEY (2006)

Richland County, South Carolina

Leisure Vision conducted a Community Attitude and Interest Survey from November 2005 to January 2006 for Richland County to study the feasibility of developing a large sports and entertainment park with both outdoor and indoor facilities to serve residents of Richland County and attract visitors to Richland County. The survey was designed to obtain statistically valid results from households throughout Richland County and the Midlands region. The survey was administered by a combination of mail and phone.

The goal was to obtain a total of at least 600 completed surveys, with at least 450 coming from Richland County residents and the rest from the Midlands region, which included Lexington, Newberry, Fairfield, and Kershaw Counties. Extensive cross-tabular analysis of survey responses and benchmarking were conducted. This goal was accomplished, with a total of 608 surveys having been completed. The results of the random sample of 608 households have a 95% level of confidence with a precision of at least +/-4.0%.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2006)

Sherwood, Oregon

Leisure Vision conducted a Community Attitude and Interest Survey during February and March 2006 to help establish priorities for the future development of a parks master plan within the community. The survey was designed to obtain statistically valid results from households throughout the City of Sherwood. The survey was administered by a combination of mail and phone. The goal was to obtain at least 200 completed surveys. The goal was accomplished, with a total of 218 surveys being completed. The results of the random sample of 218 households have a 95% level of confidence with the precision of at least +/-6.6%.

COMMUNITY AND AQUATIC CENTER FEASIBILITY SURVEY (2006)

Denver, Colorado

Leisure Vision conducted a Community Attitude and Interest Citizen Survey for the Salvation Army during December 2005 and January 2006 for East Denver/West Aurora residents to help determine the feasibility of developing a new, large, indoor community center in the East Denver/West Aurora area. The survey was designed to obtain statistically valid results from households throughout the East Denver/ West Aurora area. The survey was administered by a combination of mail and phone.

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2006)

Virginia Beach, Virginia

Leisure Vision conducted a Community Attitude and Interest Survey from November 2005 through January 2006 for the City of Virginia Beach to help establish priorities for indoor and outdoor recreational opportunities for the residents. The survey was designed to obtain statistically valid results from households throughout the City of Virginia Beach. The survey was administered by a combination of mail and phone. The goal was to obtain at least 300 completed surveys. This goal was far exceeded accomplished, with a total of 541 surveys being completed. The results of the random sample of 541 households have a 95% level of confidence with a precision of at least +/-4.4%.

COMMUNITY ATTITUDE AND INTEREST CITIZEN SURVEY (2005)

Salem, Oregon

COMMUNITY AND AQUATIC CENTER NEEDS ASSESSMENT SURVEY (2005)

Kent, Washington

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY SURVEY (2005)

Erie, Colorado

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY SURVEY (2005)

Detroit, Michigan

NEEDS ASSESSMENT SURVEY FOR FEASIBILITY STUDY (2005)

Martinsville, Virginia

COMMUNITY CENTER AND AQUATIC CENTER FEASIBILITY SURVEY (2005)

Coeur d' Alene, Idaho

STUDENT UNION SURVEY AND VOTER ELECTION (2005)

University of Missouri

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2005)

City of Montrose and Montrose Recreation District, Montrose, Colorado

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2005)
Charlottesville, Virginia

STATEWIDE ATTITUDE AND INTEREST SURVEY (2005)
State of Connecticut

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2005)
Durham, North Carolina

COMMUNITY AND AQUATIC CENTER FEASIBILITY SURVEY (2004)
St. Louis, Missouri

OUTDOOR AND INDOOR AQUATIC PROGRAM SPACES SURVEY (2004)
St. Paul, Minnesota

OUTDOOR RECREATION NEEDS ASSESSMENT SURVEY (2004)
City of Las Vegas, Nevada

NEEDS ASSESSMENT SURVEY AS COMPONENT OF STRATEGIC PLAN (1999-2004)
St. Louis County, Missouri

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Morris County Park Commission, Morris County, New Jersey

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Kansas City, Missouri

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Somerset County, New Jersey

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2004)
Pinellas County, Florida

NATIONAL CAPITAL VISITOR SURVEY (2004)
U.S. National Park Service

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2003)
San Francisco, California

NEEDS ASSESSMENT SURVEY PRIOR TO MASTER PLAN (2003)
Fulton County, Georgia

PARKS AND RECREATION NEEDS ASSESSMENT STUDY (2003)
Deerfield Park District, Deerfield, Illinois

NEEDS ASSESSMENT SURVEY AS COMPONENT OF MASTER PLAN (2003)
Greenville County, South Carolina

OUTDOOR PARKS AND RECREATION NEEDS ASSESSMENT (2002)
Rhode Island Department of Environmental Management

NEEDS ASSESSMENT AND COMMUNITY CENTER FEASIBILITY STUDY (2002)
Key Biscayne, Florida

METRO GREEN STRATEGIC PLAN (2002)
Kansas City Metro Area

NEEDS ASSESSMENT SURVEY (2001)
Independence, Missouri

PARKS AND RECREATION MASTER PLAN NEEDS ASSESSMENT (2001)
Peoria, Arizona

PARKS, RECREATION, & OPEN SPACE NEEDS ASSESSMENT (2001)
Denver, Colorado

AQUATIC FACILITIES NEEDS ASSESSMENT (2001)
Cedar Rapids, Iowa

STUDENT RECREATION AND AQUATIC FACILITIES NEEDS ASSESSMENT (2001)
University of Missouri

COMMUNITY AND AQUATIC CENTER FEASIBILITY STUDY NEEDS ASSESSMENT (2001)
Grandview, Missouri

PARK AND RECREATION NEEDS ASSESSMENT FOR MASTER PLAN (1999)
DeKalb County, Georgia

Section 4:
Scope of Services,
Timelines & Professional Fees

PROJECT APPROACH-SCOPE OF SERVICES

Overview

Leisure Vision will administer a reliable and City-Wide Statistically Valid Survey (Survey) for use by the City of Roseville (City) and the Citizen Organizing Committee to validate findings from the recently developed Parks and Recreation Master Plan and support implementation of the master plan. The Survey will address the full range of goals identified in the Request for Proposals.

The Survey will be conducted in a manner that maximizes community input, buy-in and trust for the objectivity, reliability, and validity of the process. The Survey will be action oriented, allowing for a seamless integration into on-going decision making and consensus development for implementation of the master plan.

The Leisure Vision Scope of Services also includes several “optional” unique and powerful analysis tools, which the Citizen Organizing Committee and City can use to maximize the value of the results from the citizen survey to validate and implement the master plan. Each of these services is included as relates to base and optional services in our scope of services.

The following Scope of Services identifies the tasks Leisure Vision will take in partnership with the City of Roseville.

Phase I: Kick-off Meeting

Within two (2) weeks of being selected for the Citizen Survey, Leisure Vision will hold a kick-off meeting with the Citizen Organizing Committee and City officials to review the scope of services, project timelines, refine survey questions, and discuss other matters to ensure that the Survey project meets 100% of the goals for the assignment.

The Statistically Valid Citizen Survey will serve as the means to validate Parks and Recreation Master Plan recommendations. Leisure Vision has also found that strategic thinking regarding development of implementation strategies needs to start at the beginning of the project. This type of strategic thinking will allow for development of questions which are the most useful to decision makers to help them make better decisions to recommend a system for implementing the Master Plan. We have extensive experience in this regard and would anticipate a portion of the meeting focusing on this issue.

Prior to the meeting, each of these matters will be discussed in a phone call between the Citizen Organizing Committee, City officials and Leisure Vision to ensure that the Project Kick-off Meeting fully addresses the City’s goals for the project. Leisure Vision will additionally provide samples of questionnaires Leisure Vision has administered in other communities which address survey goals.

Note: Some Citizen Organizing Committees find it helpful to appoint a sub-committee to work with Leisure Vision on development of the Survey, particularly on the telephone conference calls. All results from the calls would be reported to the full-committee for feedback and in particular approval of the final survey. Should the Citizen Organizing Committee wish to consider the benefits of such a sub-committee those discussions would take place at the kick-off meeting.

Phase I: Deliverables

- Report from kick-off meeting
- Draft survey

Phase II: Quantitative Research-Statistically Valid Survey***Survey Sample Size***

Leisure Vision offers three (3) survey sizes

Option 1:

We would complete a sampling of 400 households within the City of Roseville and a target of 175-225 completed surveys within each of two (2) sub-regional areas. Overall results for the entire sampling of 400 households within the City will have a 95% level of confidence with a margin of error of +/-5% overall.

Leisure Vision will guarantee completion of at least 400 surveys for the Survey within the City and a target of 175-225 completed surveys within each of two (2) sub-regional areas. Should we receive more surveys those will be processed at no cost to the City

Option 2:

We would complete a sampling of 500 households within the entire City of Roseville, including a target of 125-175 completed surveys within each of three (3) sub-regional areas within the City. Overall results for the entire sampling of 500 households within the City will have a 95% level of confidence with a margin of error of +/-4.4% overall.

Leisure Vision will guarantee completion of at least 500 surveys for the Survey within the City and a target of 125-175 completed surveys within each of three (3) sub-regional areas. Should we receive more surveys those will be processed at no cost to the City.

Option 3:

We would complete a sampling of 600 households within the entire City of Roseville, including a target of 125-175 completed surveys within each of four (4) sub-regional areas within the City. Overall results for the entire sampling of 600 households within the City will have a 95% level of confidence with a margin of error of +/-4% overall.

Leisure Vision will guarantee completion of at least 600 surveys for the Survey within the City and a target of 125-175 completed surveys within each of four (4) sub-regional areas. Should we receive more surveys those will be processed at no cost to the City.

NOTE: The chief advantages of conducting more surveys are: 1) to gain a lower margin or error and 2) to be able to conduct more breakdowns of findings by demographic groups, i.e. households with children, households without children, ages of respondents, years of residence, etc. Generally it is beneficial to have at least 100 completed surveys within each sub-demographic group in order to get statistically relevant information.

Survey Administration

Leisure Vision is capable of administering the survey entirely by phone or entirely by mail. Given the negative impact that caller ID has had on phone survey response rates in recent years, we recommend administering each survey using a combination of mail and phone to maximize the overall level of response. Even if people do not respond by mail, people who receive the mailed version of the survey are significantly more likely to respond to the survey by phone because they know the survey is legitimate. The costs for administering the survey by phone only or a combination of mail/phone are the same.

Leisure Vision recommends administering the survey through a combination of a mail/phone survey. This approach is recommended because it gives more residents an opportunity to respond to the survey while enabling Leisure Vision to control the distribution of the sample. Importantly, this approach also increases the response rate to the survey, therefore reducing non-response bias and for Leisure Vision to guarantee the number of surveys we will receive.

With the mail/phone combination, Leisure Vision will design the sample so that a mail survey is first sent out by first class mail to residents of the City (including a metered return envelope to Leisure Vision/ETC Institute). The mail survey can if requested also include messages in the cover letter to non-english speaking households, i.e. Spanish, that will provide a 1-800 phone number to call to have the survey administered over the phone in that language.

Two days prior to receiving the mailed survey, each resident household receiving a survey will receive an electronic voice message, informing them about the survey and encouraging them to complete the survey.

Approximately 10 days after the surveys are mailed out, extensive phone follow-up is conducted either to encourage completion of the mailed survey or to administer the survey by phone. This approach allows us to target specific demographic groups that may not have responded to the mailed survey to ensure that the demographic distribution of the sample matches the actual composition of the community. It also allows us to check and compare survey responses for both mail and phone to additionally check on the accuracy of the survey.

Ensuring Representation for Non-English Speaking Populations

Leisure Vision and our parent company ETC Institute have administered surveys in many communities across the United States where a high percentage of the population does not speak English as a first language. As a result, we are sensitive to the importance of ensuring that non-English populations are properly represented in the survey. Leisure Vision has conducted numerous bi-lingual surveys across the country.

Maintaining Quality Control

Leisure Vision recognizes that quality control will be critical to the overall success of the project. If the City's decision makers do not believe that the survey data are accurate, the results of this study will have little value to the community.

The project's success, in many ways, will be dependent on the management of data collection and processing activities. Although it is important to ensure that high standards of quality are maintained during all tasks in the project, failure to achieve these standards during the data collection and data processing portions of the project will jeopardize the overall success of the project.

Leisure Vision has an ongoing quality assurance program in place. This program has been developed and refined through our experience with hundreds of studies that involved the design and administration of surveys. Our quality assurance program is directly monitored by Dr. Elaine Tatham, President of our parent company ETC Institute. The program is designed to give clients "error free" results, and all employees at Leisure Vision are directly involved in the program.

Dr. Elaine Tatham is an active member of the Market Research Association. The quality control methods used by Leisure Vision and our parent company ETC Institute have been reviewed by external organizations including the American Water Works Association Research Foundation and the United States Office of Management and Budget. Some of the basic elements of ETC Institute's quality assurance process include the following:

- **Training of phone interviewers.** All phone interviewers are required to complete Leisure Vision's/ETC Institute's in-house training program. The program teaches new employees the appropriate methods for conducting interviews, how to respond to different situations that may occur, and how to properly record responses. All interviewers work directly under the supervision of an experienced supervisor. All interviewers will receive specialized training for these surveys before they begin conducting interviews.
- **Comprehensive survey design and review process.** All survey instruments will be reviewed by each member of the City's project management team and all senior members of Leisure Vision's/ETC Institute's team to ensure that all issues are adequately addressed.
- **Data entry fields will be limited to specific ranges to minimize the probability of error.** The data processing system that will be used by our firm for the study alerts data entry personnel with an audible alarm if entries do not conform to these specifications.
- **Leisure Vision/ETC Institute will select at least 10% of the records at random for verification.** A supervisor will match records in the data bases against the corresponding survey to ensure that the data entry is accurate and complete.
- **Sampling Methodology.** Demographic questions will be included on each of the survey instruments. The demographic data will be used to monitor the distribution of the respondents to ensure that the responding population for each survey is representative of the universe for each sample.

Survey Questions and Survey Length

Questions on the survey will be developed in partnership between the Citizen Organizing Committee, City officials and Leisure Vision. Survey questions will address a full range of strategically important issues to the City in their long and short-range decision making as indicated in the RFP. ***Special attention will be paid to questions which address validation of the master plan recommendations.*** It is anticipated that the survey will be up to six (6) pages in length, plus a cover letter. The phone version of the survey will normally take 15 minutes. This length will allow for between 25-28 questions to be asked, many with multiple components. Leisure Vision has extensive experience working with Citizen Committees and Parks and Recreation Staff in the development of survey questionnaires.

Survey Pre-Test

An additional advantage of the mail/phone method of administration is testing the survey document prior to administering the survey. Generally it will take 3-4 survey drafts until a survey is approved. At that time, Leisure Vision staff will conduct a pretest of 8-10 households by phone to ensure that all questions are understood and can be answered by household respondents. Should any issues arise, they will be immediately discussed with the City and corrections made.

Data Processing

The survey will be administered by Leisure Vision staff at their corporate facilities including all aspects of mailings, phone calling, development of the database, data entry, etc. Total quality control for the project will be under the supervision of Ron Vine, Project Manager and Dr. Elaine Tatham. All phone callers and data processing staff are in the same office complex as Ron Vine and Dr. Tatham and have worked on dozens of parks and recreation projects. All survey data is maintained on-site for a minimum of 5 years and then off-site. All data will be made available for additional cross-tabular analysis by the City for one (1) year from the completion of the needs assessment.

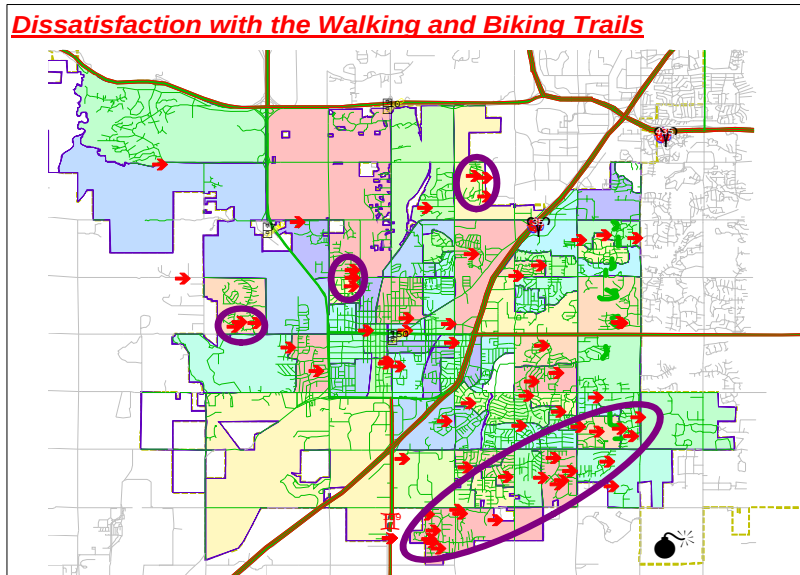
Cross-Tabular Comparisons

Leisure Vision will conduct up to eight (8) cross-tabular comparisons of survey results by key demographic factors, such as gender, age of respondent, length of residency, income, users/non-users of services, etc. The demographic factors to be cross-tabbed will be selected by the City of Roseville and the Citizen Organizing Committee in consultation with Leisure Vision.

Geocoding of Surveys

Leisure Vision will geocode survey results to the latitude and longitude coordinates of the area where a respondent lives. This technique allows survey data to be integrated with geographic information systems (GIS), which allows your community to “map” survey responses. In addition to enhancing the quality of presentations, these maps can be used to support strategic analysis and decision making.

Geocoding can help identify where gaps exist in service delivery to help your community direct resources to those areas where improved recreation programs and/or facilities are needed most. In addition to geocoding the surveys, Leisure Vision can create up to 10 maps of survey results for public presentation



Phase II: Deliverables

- Draft copies and final copy of the survey document

Phase III: Reports and Presentations

A draft Survey report and final report will be developed for review by the Citizen Organizing Committee. Inclusive will be an executive summary of findings, graphs and charts, cross-tabular analysis by regions, gender, etc. Considerable attention will be paid to the results of survey questions which address validations of the Parks and Recreation Master Plan recommendations.

Up to fifteen (15) copies of the draft and final reports will be prepared. Leisure Vision will make a presentation of the final report findings to the Citizen Organizing Committee and other City officials. A power Point presentation of final survey results will be submitted to the City for use in public presentations. An electronic copy of the survey results will be provided for use by the City.

Site Visits and Weekly Meetings

Leisure Vision will make two (2) on-site visits as part of the survey development and presentation process to the City of Roseville. We will cost effectively use phone conference calls to carry out related survey tasks. We have used this approach on many highly successful projects throughout the country.

We would anticipate the site visits being for the following purposes:

- Site Visit #1: Conduct Kick-off Meeting with the Citizen Organizing Committee and City officials.
- Site Visit #2: Presentation of final results of the Survey to the Citizen Organizing Committee and City officials.

Optional Additional Analysis Tools

Leisure Vision has developed a number of state of the art and unique analysis tools that can add additional value to the Survey as well as serving as important information supporting master planning efforts. NOTE: Some of these optional tools may have already been conducted in the master plan work to-date, but if not can be important validation tools.

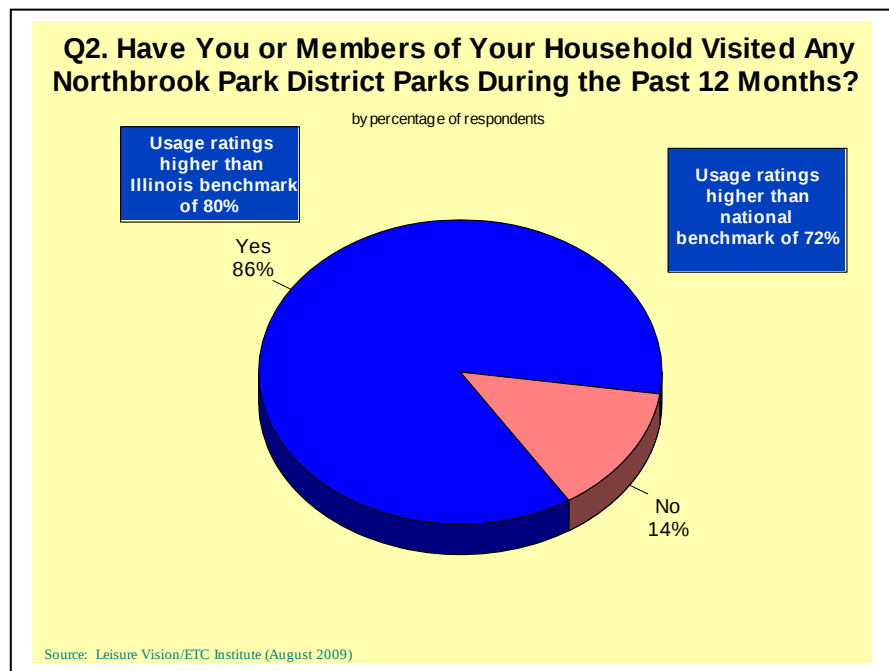
1. National Benchmarking

Leisure Vision has an unparalleled data base of more than 70,000 survey responses from parks and recreation surveys from communities across the country, including Minnesota.

Benchmarking “National Averages” have been developed for numerous strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving

marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities; etc.

This information will be provided as compared to survey findings from the City of Roseville to aid in the Survey process and consensus development. An example of a benchmark is shown above.



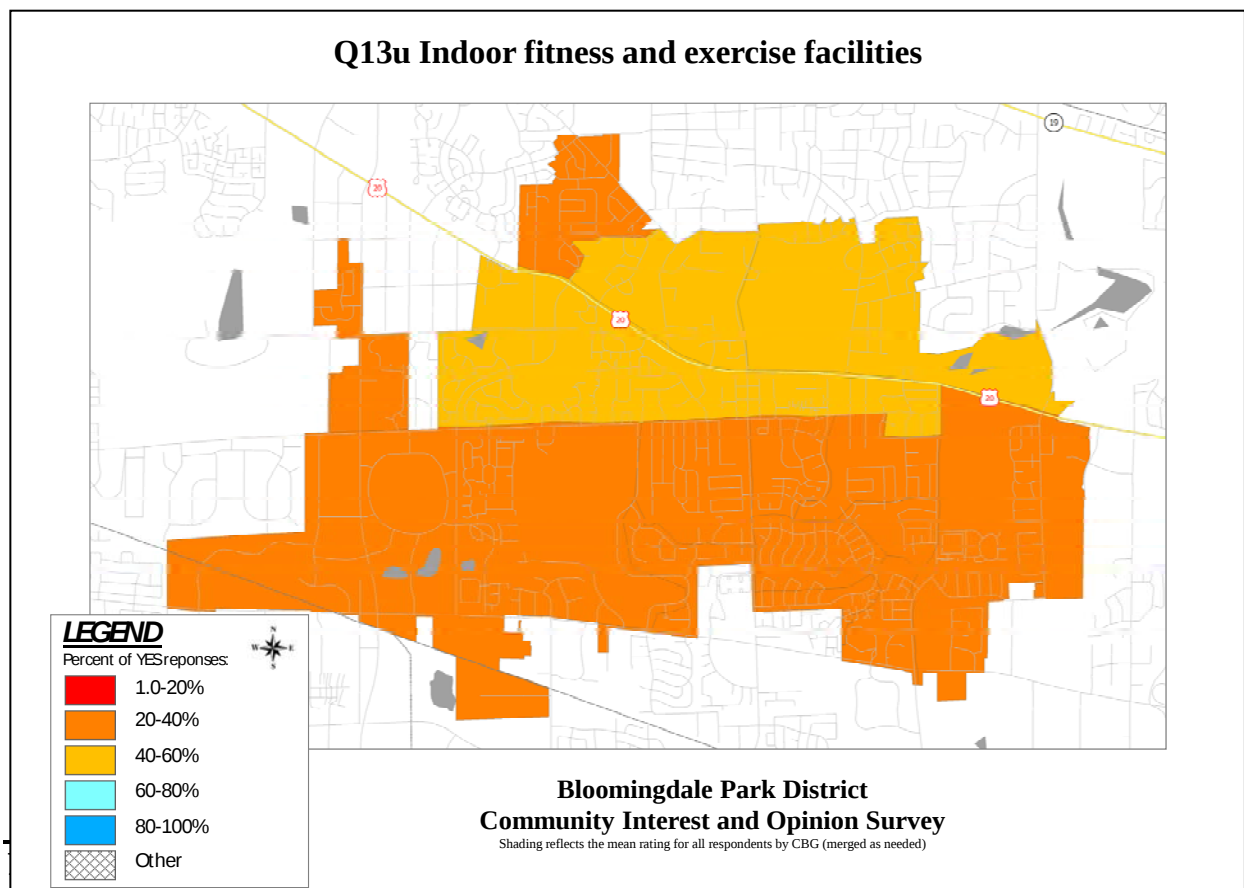
2. Methodology Regarding a Demand/Supply Model for Developing Level of Service Standards (Optional)

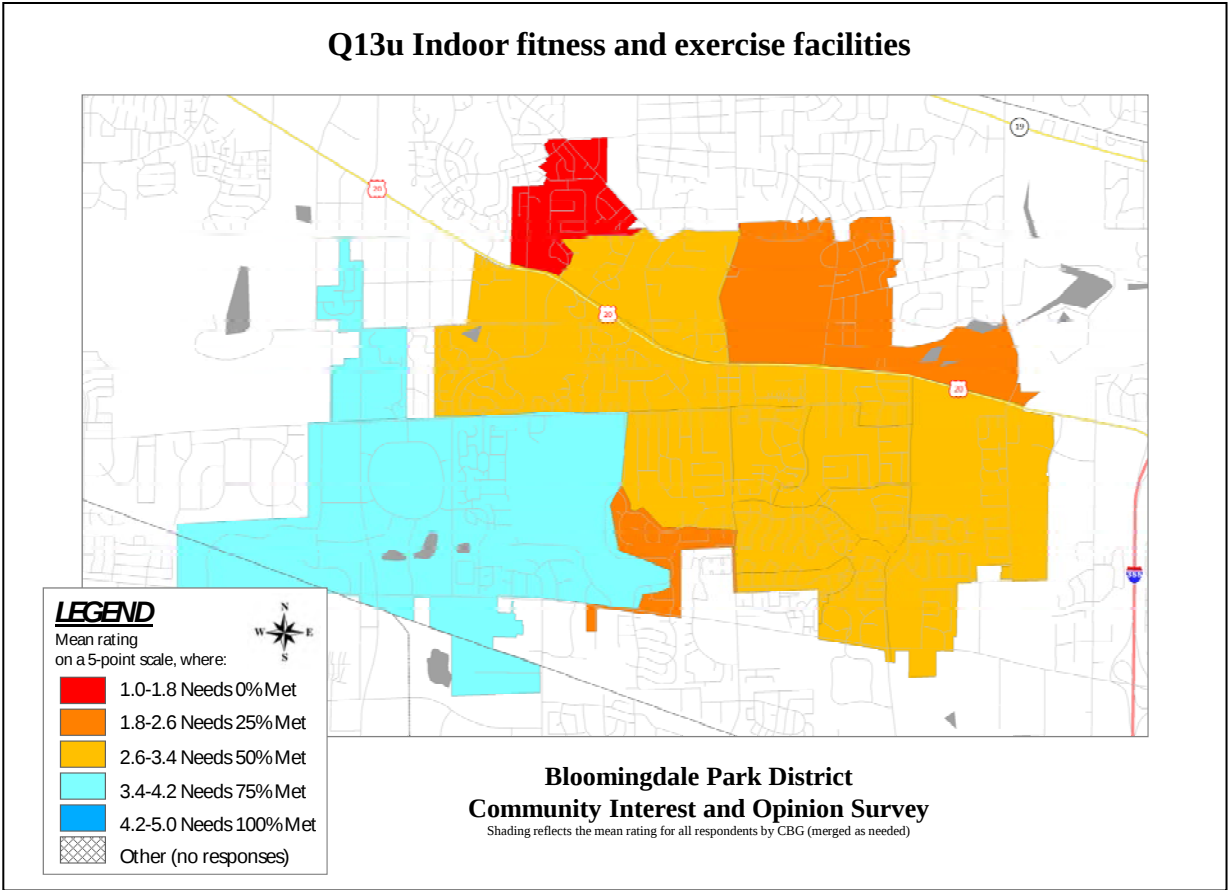
Today, the demand for parks, trails, and recreation facilities in many communities is outgrowing the number and quality of facilities that currently exist. With many communities having local, state and federal suppliers of parks and facilities, as well as non-profit and private providers, the traditional methods that have been used to establish levels of service standards are often times no longer convincing to elected officials as well as city and county managers.

Also, too often demand supply models are established by only looking at the demand for various parks, trails and recreation facilities. The demand/supply models tracks both the demand for such facilities, and also the unmet demand, i.e. the demand for each facility minus the demand that is already being met = the unmet demand. The unmet demand provides the best information regarding facilities that are still needed.

Leisure Vision has developed a demand/supply method to develop level of service standards that are foremost reflective of the demand for such parks and facilities by community residents and secondarily on the supply side take into consideration all providers in the City of Roseville Components of the Supply/Demand Model include mapping out 1) the demand for each type of parks, trails, and recreation facilities identified in the survey and 2) mapping out the unmet needs for parks, trails, and recreation facilities.

Below and on the following page are examples charts showing the need for and unmet needs for indoor fitness and exercise facilities.





3. Comparisons of numbers of parks, trails, indoor and outdoor facilities per 1,000 residents with other communities (Optional)

Leisure Vision has a *data base for over 400 communities in more than 40 states (including Minnesota) showing the number and types of parks, trails, indoor and outdoor recreation facilities per 1,000 residents*. From this data base, Leisure Vision can provide to the City of Roseville up to 20 comparable communities to benchmark to Roseville's Departments parks and recreation facilities.

Leisure Vision will additionally conduct a web-based benchmarking survey of up to 20 communities that are not in the data base to provide information regarding the number and types of parks, trails, indoor and outdoor recreation facilities per 1,000 residents

Leisure Vision will provide summary reports for each of these data bases providing composite information for each type of park, trail, and indoor/outdoor recreation facility. An example is shown below.

Q3. Do You Have Neighborhood Parks (1-10 acres)?

<u>Do you have neighborhood parks?</u>	<u>Number</u>	<u>Percent</u>
Yes	225	73.8 %
No	80	26.2 %
Total	305	100.0 %

Q3a. Number of Neighborhood Parks (1-10 acres) per 1,000 Residents

Mean = 0.26

Q3b. Number of Acres of Neighborhood Parks (1-10 acres) per 1,000 Residents

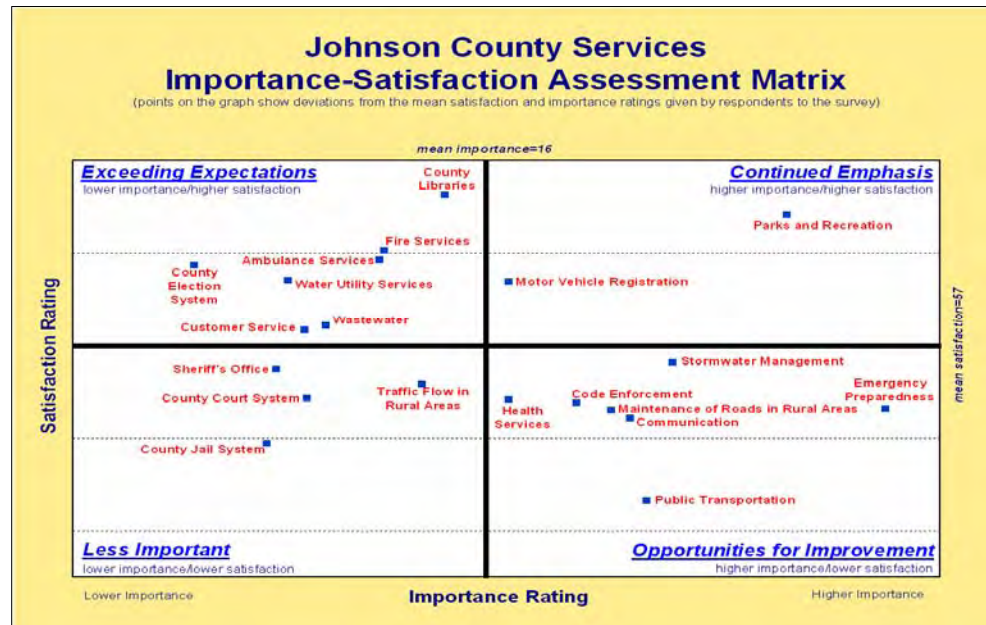
Mean = 1.27

4. Importance-Satisfaction Matrix Analysis (Optional Service Element)

The Importance-Satisfaction rating is based on the concept that public agencies and businesses will maximize overall customer satisfaction by emphasizing improvements in those areas where the level of satisfaction is relatively low and the perceived importance of the service is relatively high. Leisure Vision will develop an Importance-Satisfaction Matrix to display the perceived importance of core services against the perceived quality of service delivery. The two axes on the matrix will represent **Satisfaction** and relative **Importance**.

Leisure Vision and its parent company ETC Institute currently provides this analysis for dozens of governmental organizations. The I-S (Importance-Satisfaction) matrix allows public officials to analyze the survey data as described below. A copy of a matrix is provided on the following page.

- X ***Continued Emphasis (above average importance and above average satisfaction).*** This area shows where the agency is meeting customer expectations. Items in this area have a significant impact on the customer's overall level of satisfaction. The agency should maintain (or slightly increase) emphasis on items in this area.
- X ***Exceeding Expectations (below average importance and above average satisfaction).*** This area shows where the agency is performing significantly better than customers expect the organization to perform. Items in this area do not significantly impact the customer's overall level of satisfaction. The agency should maintain (or slightly decrease) emphasis on items in this area.
- X ***Opportunities for Improvement (above average importance and below average satisfaction).*** This area shows where the agency is not performing as well as residents expect the agency to perform. This area has a significant impact on customer satisfaction. The agency should DEFINITELY increase emphasis on items in this area.
- X ***Less Important (below average importance and below average satisfaction).*** This area shows where the agency is not performing well relative to the agency's performance in other areas; however, this area is generally considered to be less important to residents. The agency should maintain current levels of emphasis on items in this area or possibly reduce emphasis.



The Important Satisfaction Rating is another tool that is used by Leisure Vision/ETC Institute to help public officials use survey data to help set organizational priorities. More than 70 government agencies currently use Leisure Vision/ETC Institute's I-S Rating. The Importance-Satisfaction Rating is based on the concept that organizations will maximize overall customer satisfaction by emphasizing improvements in those service categories where the level of satisfaction is relatively low and the perceived importance of the service is relatively high.

An example that was developed for the City of Fort Worth, Texas, is provided on the following page. Based on this analysis, the City of Fort Worth identified outdoor swimming pools and walking/biking trails as the top two priorities for the City's parks and recreation system.

Importance-Satisfaction Rating						
City of Fort Worth - 2003						
<u>PARKS and RECREATION</u>						
Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	2003 I-S Rating Rank
<u>High Priority (IS .10-.20)</u>						
Outdoor Swimming pools	20%	5	27%	14	0.1460	1
Number of walking/biking trails	24%	2	49%	9	0.1224	2
Quality of Facilities at City Parks	24%	2	54%	4	0.1104	3
The City's youth athletic programs	19%	6	45%	10	0.1045	4
<u>Medium Priority (IS <.10)</u>						
Indoor Swimming Pools	13%	9	25%	15	0.0975	5
Maintenance of City parks	27%	1	67%	2	0.0891	6
Summer Recreation Programs	14%	8	44%	11	0.0784	7
The number of City parks	17%	7	54%	4	0.0782	8
Maintenance of Community Centers	11%	10	56%	3	0.0484	9
City libraries	21%	4	79%	1	0.0441	10
The City's adult athletic programs	7%	13	39%	13	0.0427	11
Availability of Meeting Space	8%	11	51%	8	0.0392	12
Outdoor athletic fields	8%	11	52%	6	0.0384	13
Ease of registering for programs	5%	14	42%	12	0.0290	14
City Golf Courses	5%	14	52%	6	0.0240	15

Phase III: Deliverables

- 15 copies of draft report, including executive summary, charts, and graphs
- 15 copies of final report, including executive summary, charts, and graphs
- Powerpoint presentation of survey findings
- Survey database in electronic format
- National benchmarking comparisons (optional)
- Methodology regarding a demand/supply model (optional)
- Comparisons of numbers of parks, trails and facilities per 1,000 residents (optional)
- Importance/satisfaction matrix (optional)

NOTE: Optional services will not add any dates to the project.

Project Schedule for the Statistically Valid Citizen Survey

A typical Citizen Survey process takes about 12-14 weeks to complete, including kick-off phone conference call, kick-off meeting, survey design, mail/phone survey, analysis, and the final report. Leisure Vision is capable of completing the Statistically Valid Survey process in less time should that be required. We will tailor the project schedule to your needs.

A draft schedule is provided below.

Month 1

- Kick-off phone discussion to discuss survey goals & objectives
- Leisure Vision provides the Citizen Organizing Committee and City officials examples of surveys for review
- Meeting with the Citizen Organizing Committee and other City officials
- Leisure Vision provides the Citizen Organizing Committee and City a draft Citizen Survey
- The Citizen Organizing Committee and City provide a cover letter
- The Citizen Organizing Committee and City review the content of the draft Citizen Survey and holds conference call with Leisure Vision to discuss the Survey
- Leisure Vision revises the Survey based on input from the City and the Citizen Organizing Committee
- The Citizen Organizing Committee and City preliminarily approves the Citizen Survey instrument
- Pre-test of Survey conducted and changes made if needed
- The Citizen Organizing Committee and City approve the Citizen Survey instrument

Month 2

- Citizen Survey instrument printed and mailed out
- Press releases issued
- Data collection begins for Citizen Survey
- Phone calling begins
- Data collection is completed for Citizen Survey
- First line tabular results provided to the Citizen Organizing Committee and City officials
- Draft report prepared and sent to the Citizen Organizing Committee and City officials
- Discuss changes to draft report

Month 3

- Final Report delivered
- On site visit to conduct formal presentation(s) to Citizen Organizing Committee and City officials

Responsibilities of the Parties

Leisure Vision Responsibilities

Leisure Vision's cost proposal includes the following services:

- designing the survey in association with the Citizen Organizing Committee and City
- ! requesting background information
- ! finalizing the methodology for administering the survey
- ! selecting a random sample of households for the City of Roseville
- ! setting up the database
- ! testing the survey instrument
- ! postage for outbound and in-bound mail
- ! printing and mailing the survey
- ! labor for phone interviews
- ! long distance charges
- ! data entry for a minimum of either 400, 500, or 600 completed surveys
- ! cross tabular analysis of survey results
- ! geocoding of survey results
- ! 15 copies of the draft and final reports
- ! a summary report with an executive summary, charts, and cross tabs
- ! presentation of survey and study findings to the Citizen Organizing Committee and City
- ! 2 on site trips
- ! national benchmarking comparisons (optional)
- ! importance/satisfaction matrix (optional)
- ! Comparisons of numbers of parks, trails, indoor and outdoor facilities per 1,000 residents with other communities (Optional)
- ! Methodology regarding a demand/supply model for developing level of service standards (optional)

Citizen Organizing Committee and City Responsibilities

- ! provide pertinent background materials
- ! identify central issues to be addressed in the survey
- ! approve the survey instrument
- ! identify geographic areas for survey including map of boundaries
- ! provide a signed cover letter for the survey document
- ! place notices in local newspapers and/or other media to inform the public about the survey
- ! identify requests for sub-analysis of the data as appropriate
- ! arrange for locations and set-ups of presentations

Statistically Valid Citizen Survey City of Roseville, Minnesota 27-Dec-10 <i>Leisure Vision/ETC Institute</i>			
	Option 1	Option 2	Option 3
Number of Surveys	400	500	600
Level of confidence	95%	95%	95%
Margin of error	+/-5%	+/-4.4%	+/-4%
Length	6 pages	6 pages	6 pages
Administration	Mail/Phone	Mail/Phone	Mail/Phone
Zone Breakdowns	Up to 2	Up to 3	Up to 4
Formal Report	Included	Included	Included
Sub-Analysis/Banners	Included	Included	Included
Site Visits (2), Includes expenses)	Included	Included	Included
Geocoding	Included	Included	Included
<u>Base Survey Fees</u>	<u>\$15,900</u>	<u>\$17,900</u>	<u>\$19,600</u>
<u>Options</u>	-		
National Benchmarking	\$1,500	\$1,500	\$1,500
Importance-Satisfaction Matrix	\$1,750	\$1,750	\$1,750
Methodology for demand/supply model	\$3,000	\$3,000	\$3,000
Comparisons of numbers of parks, trails, recreation facilities per 1,000 residents	\$3,500	\$3,500	\$3,500

Section 5: *Resumes*

**RONALD A. VINE, PRESIDENT LEISURE VISION
VICE-PRESIDENT ETC INSTITUTE
1999-PRESENT**

Education

M.S., Leisure Services Administration, University of Illinois, 1975

B.S., History, University of Illinois, 1973

For more than 30 years, Mr. Vine has strategically involved citizens and clients into decision making processes that affect their lives, with these efforts resulting in over \$2.5 billion of voter approved initiatives for a wide range of parks and recreation initiatives.

Mr. Vine has worked on over 600 public opinion surveys and strategic planning and consulting assignments for a wide variety of open space, parks, trails and recreation master plans, strategic plans and feasibility studies for community centers, family aquatic centers, zoo's, ice-rinks, trails, etc. He has extensive highly successful experience assisting communities with projects leading to sales tax and other tax referendums. Mr. Vine has directed survey efforts in 46 states across the United States, with public sector clients of various sizes ranging up to over 4 million populations.

Ron has served as a facilitator for over 500 stakeholder interviews, focus groups, public forums and consensus building workshops. Ron is skilled in both the use of quantitative phone and mail survey research efforts and qualitative research and has managed on-site survey research efforts. Ron is considered one of the nation's leading experts in the use of **benchmarking research** to assist communities in understanding the results of their citizen survey data, developing realistic performance measurements, and short and long range strategic decision-making and in the development of strategic planning initiatives to **successfully pass voter initiatives**.

Prior to starting work as a private consultant in 1989, Mr. Vine worked for 15 years in a series of high level governmental administrative positions, including serving as the Chief Administrative Officer for the City of Topeka, Kansas where he managed a work force of over 1,200 municipal employees as well as an operations and capital budget in excess of \$200 million. In this position, he was one of the first municipal officials in the country to embrace the development of public/private and non-profit partnerships, and the establishment of creative funding strategies such as public foundations as a tool for addressing community needs. Mr. Vine's unique experience in the public, non-profit, and private sectors have proven to be of tremendous benefits to his clients.

Mr. Vine has considerable experience conducting quantitative and qualitative research for large scale planning studies involving other design, planning and economics consultants. He is a recognized expert in the financial operations of public governments and non-profits and is particularly skilled in the development of innovative public private partnerships to provide needed customer services, while reducing the tax costs to construct and operate facilities.

Mr. Vine has managed Market Research Surveys for over 600 open space, parks and recreation projects including:

Aberdeen (SD)	Elk Grove (IL)	Naperville (IL)	St. Charles Ct. (MO)
Aiken (SC)	Fort Wayne (IN)	New Haven (CT)	St. Louis County (MO)
Albemarle County (VA)	Fulton County (GA)	Normal (IL)	St. Paul (MN)
Arlington County (VA)	Greenville CT (SC)	Northville (MI)	South Burlington (VT)
Atlanta (GA)	Henderson (NV)	Oakland County (MI)	Springdale (AR)
Bend (OR)	Huron (OH)	Orlando, Florida	State of Connecticut
Bloomington (IN)	Kansas City (MO)	Palm Desert (CA)	State of Rhode Island
Boonville (MO)	Kettering (OH)	Park City (UT)	Superior (CO)
Canon City (CO)	Key Biscayne (FL)	Peoria (AZ)	Tempe (AZ)
Carol Stream (IL)	Las Vegas (NV)	Platte County (MO)	The Woodlands (TX)
Cedar Rapids (IA)	Lawrence (KS)	Portland (OR)	Tyler (TX)
Champaign, IL	Lee Summit (MO)	Pinellas County (FL)	Union County (PA)
Chandler (AZ)	Lemont (IL)	Richmond (VA)	University Place (WA)
Claremont (NH)	Lindenhurst (IL)	Rock Island (IL)	University of Missouri
Columbia (MO)	Los Angeles (CA)	San Diego (CA)	Wake County (NC)
Deerfield (IL)	Mecklenburg CT (NC)	San Francisco (CA)	Westchester Ct. (NY)
Denver (CO)	Miami (FL)	Sheridan (WY)	Wheeling (IL)
E. Baton Rouge (LA)	Morris County (NJ)	Shoreline (WA)	

Mr. Vine is a regular speaker at numerous state and national conferences and workshops on conducting statistically valid surveys for public and non-profit projects and using survey feedback in strategic planning, master planning, voter elections, benchmarking and short and long range decision making.

Mr. Vine is currently serving as a ***Vice-President of ETC Institute and President of Leisure Vision.*** Under his leadership, the firm has completed more than 600 surveys for public, non-profit, and private sector clients in 46 states across the country. The firm is recognized as a national leader in the strategic use of public input for strategic planning, customer satisfaction and importance identification, performance measurements, funding decisions, benchmarking, and strategic decision making.

DR. ELAINE TATHAM, PRESIDENT, ETC INSTITUTE (PARENT COMPANY OF LEISURE VISION)

Education

M.B.A., Management, Kansas State University, 1996, first in class

Education

Ed.D., Educational and Psychological Research, University of Kansas, 1971

M.A., Mathematics, University of Kansas, 1960

B.A., Mathematics, Carleton College, 1958

Professional Affiliations

Olathe Medical Center Board of Trustees, member.

National Association of Women Business Owners

Institute of Management Consultants (New York City)

Mathematical Association of America; served as president of the Kansas Section from 1979-80

City of Olathe, KS, Planning Commission, 1982 to 1992; served as chair 1987-88

Mid-America Regional Council: Urban Core Growth Strategies Committee (1991-92)

Citizens' Advisory Committee to the Kansas City Power & Light Company (1982-1990)

Experience

Dr. Tatham serves as the President of ETC Institute, the parent company of Leisure Vision. She has served as the project manager and/or research manager on over 1,500 public opinion surveys across the country for a wide range of public, non-profit, and private sector clients. Research efforts she has lead have included projects related to customer satisfaction research; transportation research; public utilities research; libraries research; children's education and social welfare research; health care research; parks and recreation research; non-profit research, etc.

Dr. Tatham has both the experience and academic credentials to design and administer all aspects related to research projects including: research design, information management, statistical applications, and analysis, quality control of research processes, and make a final assessment of the results. She is a certified management consultant through the Institute of Management Consultants (New York City). She was for 20 years an adjunct lecturer in the University of Kansas graduate Engineering Management program. Her specialties include operations research, forecasting, and system simulation for management decision-making.

Dr. Tatham was a member of the Olathe Planning Commission for almost ten years and served as chair of the commission. She is currently a member of the Board of Directors for Olathe Medical Center and serves as chair of the patient satisfaction committee. She has been instrumental in the design and successful administration of patient satisfaction surveys for more than a dozen health related organizations.

Dr. Tatham has served as the research manager for over 700 governmental organizations during the past five years including:

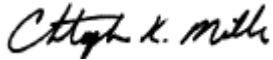
Aberdeen (SD)	E. Baton Rouge (LA)	New Haven (CT)	State of Kansas
Aiken (SC)	East Providence (RI)	Normal (IL)	State of Missouri
Albemarle County (VA)	Elk Grove (IL)	Northville (MI)	State of North Carolina
Arlington County (VA)	Fort Wayne (IN)	Oakland County (MI)	State of Rhode Island
Atlanta (GA)	Fulton County (GA)	Palm Desert (CA)	State of South Carolina
Auburn (AL)	Greenville CT (SC)	Park City (UT)	State of South Dakota
Bend (OR)	Henderson (NV)	Peoria (AZ)	Superior (CO)
Bloomington (IN)	Huron (OH)	Platte County (MO)	Tempe (AZ)
Blue Springs (MO)	Kansas City (MO)	Portland (OR)	Temple (TX)
Boonville (MO)	Kent (WA)	Pinellas County (FL)	Tucson (AZ)
Broward County (FL)	Key Biscayne (FL)	Richmond (VA)	The Woodlands (TX)
Canon City (CO)	Las Vegas (NV)	Rock Island (IL)	Tyler (TX)
Cedar Rapids (IA)	Lawrence (KS)	Rutland (VT)	Union County (PA)
Champaign, IL	Lee Summit (MO)	San Francisco (CA)	University Place (WA)
Chandler (AZ)	Lindenhurst (IL)	Sheridan (WY)	University of Missouri
Claremont (NH)	Lucas County (OH)	Shoreline (WA)	Wake County (NC)
Columbia (MO)	Miami (FL)	St. Charles Ct. (MO)	Westchester Ct. (NY)
Deerfield (IL)	Mundelein (IL)	St. Louis County (MO)	West Des Moines (IA)
Denver (CO)	Moon Township (PA)	St. Paul (MN)	Wheeling (IL)
Des Moines (IA)	Morris County (NJ)	South Burlington (VT)	Winnetka (IL)
Durham (NC)	Naperville (IL)	Springdale (AR)	Yuma (AZ)

Dr. Tatham is currently serving as the **senior executive and principal owner of ETC Institute** a company that provides management consulting services including marketing research, demography, information management, statistical applications, strategic planning, forecasting, simulation, and operations research for management decision-making. The firm's focus is on the acquisition and display of information for management decision-making. Clients include businesses, public school systems, colleges, vocational technical schools, governmental units, and not-for-profit agencies.

REQUEST FOR COUNCIL ACTION

Date: 1/10/11
Item No.: 13.a

Department Approval



City Manager Approval



Item Description: Consider Request by Grumpy's Bar & Grill to Allow a non Roseville-Based Organization to Conduct Lawful Gambling Activities

BACKGROUND

Lawful gambling activities as regulated under MN State Statutes Chapter 349, is permitted under City Code Chapter 304. Current City Code allows only Roseville-based organizations to conduct these activities within City limits.

Grumpy's Bar & Grill, located at 2801 Snelling Avenue has requested the City to allow a non Roseville-based organization to conduct lawful gambling activities at their establishment. Granting this request would require either a change in City Code or perhaps some sort of administrative variance.

In a letter dated November 19, 2010 (attached) Grumpy's representatives cited the loss of a previous organization as well as difficulties they've faced in persuading existing Roseville-based organizations to establish a presence at Grumpy's.

While the Council is being asked to reconsider only a portion of City Code Chapter 304, it may be purposeful to consider other aspects of this Chapter to affirm the Council's position on how lawful gambling activities ought to be regulated in the City.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

Consider changing City Code Chapter 304 to accommodate the request from Grumpy's Bar & Grill.

Prepared by: Chris Miller, Finance Director
Attachments: A: Letter from Grumpy's Bar & Grill dated November 19, 2010
B: City Code Chapter 304

Robert V Petersen
Grumpy's Bar & Grill
2801 Snelling Ave
Roseville, MN 55113
651-379-1180
bob@grumpys-bar.com

November 19, 2010

Christopher K. Miller
Finance Director
2660 Civic Center Drive
Roseville, MN 55113

Dear Mr. Miller,

In an attempt to help keep our doors open and avoid having to lay off staff, we are seeking to reopen our charitable gambling services. In April 2010, the Roseville Lions Club pulled out due to their lack of ability to staff our pull tab booth. We have contacted several other charities based in Roseville, but were told they have no interest in expanding.

With 20 years experience and wide array of services, the Blaine Lions Club is willing to join us and have agreed to use all revenues raised at our establishment for Roseville charities.

Since we have been unable to find a Roseville-based replacement, we are requesting a variance to allow the Lions Club to operate in our establishment, with all charitable proceeds going directly to local Roseville charities. We believe this arrangement honors the spirit of the local code, while helping to maintain critical employment in this shaky economy.

Thank you for your time and consideration,


Robert V. Petersen

CHAPTER 304 LAWFUL GAMBLING

SECTION:

- 304.01: Lawful Gambling Permitted
- 304.02: Number of Licenses and Permits
- 304.03: Approval of Licenses
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- 304.07: Video Games of Chance

304.01: LAWFUL GAMBLING PERMITTED:

Lawful gambling as regulated in Minnesota statutes chapter 349 is permitted in the City if the organization conducting such activities meets the following criteria:

- A. Is licensed by the Minnesota Gambling Control Board.
- B. Is a tax exempt organization pursuant to 501(c) of the Internal Revenue Code or has a 501(c) application pending with the Internal Revenue Service.
- C. Maintains an address within the City.
- D. Has been in existence at least three consecutive years prior to the date it begins its gambling operations.
- E. Complies with all of the provisions of this Chapter. (Ord. 1114, 8-24-1992)

304.02: NUMBER OF LICENSES AND PERMITS:

- A. No organization licensed pursuant to Minnesota statutes section 349.16 may conduct lawful gambling at more than one location within the city, except any organization that does not conduct bingo and has prior to April 1, 1992, operated lawfully at more than one location, may continue to operate at the locations licensed as of that date. (Ord. 1138, 4-25-1994)
- B. The maximum number of bingo hall licenses and locations issued pursuant to Minnesota statutes section 349.164 within the City shall be one. Once the bingo hall license is issued by the City, it shall be limited to the location and to the owner specified on the license. Any change of location or ownership without the approval of the City shall result in the termination of the license. (Ord. 1244, 12-18-2000)
- C. The maximum number of licensees conducting gambling at the bingo hall license location described in subsection B of this section shall be five.
- D. The maximum number of premises permits issued pursuant to Minnesota statutes section 349.165 in addition to one bingo hall license described in subsection A of this section shall be eight. The gambling allowed at those eight locations shall be those allowed under class B licenses as referred to in Minnesota statutes section 349.16, subdivision 6, except as provided in subsection E of this section.

E. An organization in existence and qualified under section 501(c)7 or section 501(c)19 of the internal revenue code and which had its principal place of business or place of conducting meetings in the City prior to and continuing since 1980 may be granted a class A premises permit. Such organizations are not eligible for a bingo hall license as provided in Minnesota statutes section 349.164 and may conduct gambling activities or bingo only on their own property. (Ord. 1138, 4-25-1994)

304.03: APPROVAL OF LICENSES:

- A. Required Documentation: Any organization applying to the Gambling Control Board for a premises permit, bingo hall license or for the renewal of the same to conduct lawful gambling in the city shall, within ten days of making such application, file the following with the City:
1. Application: A duplicate copy of the Gambling Control Board application along with all supporting documents submitted to the Gambling Control Board.
 2. Corporate Documents: A copy of the Articles of Incorporation and Bylaws of the organization.
 3. Officers and Directors: The names and addresses of all officers and directors of the organization.
 4. Written Procedures: A copy of the organization's written procedures and/or criteria for distribution of funds derived from lawful gambling, its standardized application form and its written fiscal control procedures.
 5. IRS Exempt Letter: A copy of the Internal Revenue Service's tax exempt letter.
 6. Felony Conviction: Confirmation that no employee or principal officer of the organization has been convicted of a felony. No employee or organization whose principal officers or employees have a felony conviction shall be employed or retained in a gambling-related activity by any permitted organization.
 7. Investigation Reports: A copy of all records, all testimony or other information submitted to the State of Minnesota or Federal Government as part of any previous or current investigation or inquiry on any matter related to gambling.
- B. Investigation: Upon receipt of the materials required by subsection A of this section, and not later than 60 days from receipt of notice from the Gambling Control Board, City staff shall investigate the applicant and based upon said investigation, the City Council shall act on the application.
- C. Resolution: The action of the City Council to approve an application for a premises permit or bingo hall license within the city shall be by resolution. Failure to receive a majority affirmative vote of the City Council shall constitute a denial of the application.
- D. Additional Documents: Copies of any other reports or documents which are required to be subsequently filed by such organization with the Gambling Control Board, including monthly financial statements, shall be filed with the City within ten days of filing such materials with the Gambling Control Board.
- E. Compliance: to assure compliance with this Chapter, the City may require a premises permit holder or bingo hall licensee to provide copies of records as allowed under Minnesota Statutes. (Ord. 1327, 10-10-05)
- F. Suspension: Approval of a premises permit issued by the City under any part of this Chapter may be suspended by the City for violation of Chapter or revoked or any renewal delayed, for failure to meet the qualifications set out in subsection A or a willful violation of any part of this Chapter or a failure to comply, for any reason, with any provision, guarantee or claim made in an applicant's original license application to either the City or the State of Minnesota.
- G. Liability of City: No license or permit issued by the City grants the licensee a property right or entitlement to the license or permit. The City may not issue, renew nor revoke the license or permit for any reason and will not incur liability for any damages including, but not limited to, direct,

consequential or incidental damages, deprivation of property, loss of income, loss of profits or loss of livelihood.

H. Employment of Certified Public Accountant: All Class A licensees and permittees in the City shall use a certified public accounting firm for all accounting, bookkeeping and tax preparation services related directly to lawful gambling and charged as an allowable expense of the gambling operation. All agreements providing for such services shall be in writing and shall be submitted to the City as part of the application for review by the City to determine compliance with local and State regulations and laws. Any such agreements entered into or modified after issuance of a license or permit shall be filed with the City prior to the new agreement or modification becoming effective. The initial approval and the continuance of a license or permit are contingent upon such agreements complying with this Chapter and State statutes and regulations.

I. Management: All licensees and permittees in the City will assure continuous and active management of the gambling operation and will not delegate managerial responsibilities, will work continuously to operate in the most efficient manner to increase the amount of available lawful proceeds, will maintain the lowest possible costs and will encourage and use volunteers to the fullest extent possible. (Ord. 1114, 9-24-92)

304.04: CONTRIBUTIONS:

A. Each organization conducting lawful gambling within the City shall contribute at least 10% of its net profits derived from lawful gambling in the City to a fund administered and regulated by the City. The City then shall make disbursements to the Roseville Community Foundation, a Minnesota nonprofit corporation. This contribution shall be for the purposes defined in Minnesota Statute 349.12, subdivision 25. The City's directive to the Roseville Community Foundation as to the use of the funds shall be made at the time of the City's adoption of its annual budget or any amendments thereto. (Ord. 1327, 10-10-05)

B. Each organization conducting lawful gambling shall expend or contribute a minimum of 75% of its net profits from Roseville gambling sites by the end of each premises permit year. The remaining percentage may be carried over to the subsequent permit or license year. The City Council may grant a variance authorizing the organization to carry over more than 25% of all its net profits for expenditure in the subsequent permit or license year.

C. In the event any organization contributes to the City any sum in excess of the 10% as required in subsection A above, said funds will be deposited and allocated to the Roseville Community Foundation. In the event the Roseville Community Foundation is in any way unable to receive the allocated funds as set forth in subsection A above, the funds will be deposited in an interest bearing escrow account in a bank located in the City and allocated to uses by further order of the City Council. (Ord. 1114, 9-24-92)

304.05: LAW ENFORCEMENT AND ADMINISTRATIVE COSTS:

All organizations conducting lawful gambling within the City shall, within 30 days of the end of each month, pay to the City an amount equal to 3% of the gross receipts from lawful gambling conducted in the City in such month, less amounts actually paid for prizes, to cover the City's law enforcement and administrative costs in regulating lawful gambling. (Ord. 1114, 9-24-92)

304.06: GAMBLING EXEMPT FROM STATE LICENSING REQUIREMENTS:

A. Organizations which conduct lawful gambling which is exempt from State gambling licensing requirements may conduct such gambling within the City upon receipt of a permit from the City,

except this requirement does not apply to door prizes or raffles and bingo where total prizes are less than \$1,500 in a calendar year. (Ord. 1327, 10-10-05)

B. An application for such a permit, along with a fee as prescribed by the Fee Schedule, shall be made at least 30 days prior to the date such gambling is to be conducted. The application shall contain the following:

1. The name of the organization.
2. The address of the organization.
3. The place where such gambling will occur.
4. The total prizes to be awarded.

(Ord. 1327, 10-10-05)

C. Within 30 days of filing any reports with the Gambling Control Board, the organization shall file a copy of such reports with the City.

D. The provisions relating to law enforcement and administrative costs set forth in Section 304.05 shall not apply to gambling permitted pursuant to this Section. All other provisions of this Chapter apply to such organizations. (Ord. 1114, 9-24-92)

304.07: VIDEO GAMES OF CHANCE:

"Video games of chance", as defined by Minnesota Statutes, are prohibited in the City. (Ord. 1114, 9-24-92)