



City Council Agenda

Monday, May 23, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order for May: McGehee, Johnson, Willmus, Pust, Roe
- 6:02 p.m. **2. Approve Agenda**
- 6:05 p.m. **3. Public Comment**
- 6:10 p.m. **4. Council Communications, Reports and Announcements**
- 6:15 p.m. **5. Recognitions, Donations and Communications**
 - a. Girl Scout Gold Award Recipients
 - b. Accept and Recognize General Donations to the City of Roseville
 - c. Accept and Recognize Donation for the Carter Geyen Memorial at Bruce Russell Park
- 6:25 p.m. **6. Approve Minutes**
 - a. Approve Minutes of May 16, 2011 Meeting
- 6:30 p.m. **7. Approve Consent Agenda**
 - a. Approve Payments
 - b. Approve Business Licenses
 - c. Approve General Purchases and Sale of Surplus items in excess of \$5000
 - d. Accept SNAG (Starting New At Golf) Grant from the National Recreation and Parks Association
 - e. Adopt a Resolution Amending the City of Roseville Code of Ethics relating to Training
 - f. Receive City Attorney Performance Evaluation Report
- 6:40 p.m. **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**

- 6:50 p.m. a. Consider Adopting an Ordinance Amending Title 7
Chapter 706, Forestation Control
- Ck time **10. Presentations**
- 7:00 p.m. a. Quarterly HRA Report
- 7:15 p.m. b. Parks and Recreation Master Plan Presentation
- 11. Public Hearings**
- 7:30 p.m. a. Public Hearing for Outback Steakhouse of Florida LLC's
application for On-Sale and Sunday Liquor License
- 12. Business Items (Action Items)**
- 7:40 p.m. a. Consider Outback Steakhouse of Florida's application for
On-Sale and Sunday Liquor License
- 13. Business Items – Presentations/Discussions**
- 7:45 p.m. a. Discuss Park Dedication Process
- 7:55 p.m. b. Discuss Accessory Dwelling Units
- 8:05 p.m. c. Discuss Petition to Research Street Closure Options for
Wheeler Street at County Road D
- 8:15 p.m. d. Discuss an Ordinance Banning Tar Driveway Sealers
- 8:30 p.m. e. Discuss Wildlife Management
- 8:40 p.m. f. Discuss Budget Program Ranking Results
- 9:00 p.m. g. Discuss Setting the 2012/2013 Preliminary Tax Levy
- 9:30 p.m. **14. City Manager Future Agenda Review**
- 9:35 p.m. **15. Councilmember Initiated Items for Future Meetings**
- 9:45 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	May 24	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	May 31	-	Observation of Memorial Day City Offices Closed
Wednesday	Jun 1	6:30 p.m.	Planning Commission
Monday	Jun 13	6:00 p.m.	City Council Meeting
Tuesday	Jun 14	6:30 p.m.	Human Rights Commission
Monday	Jun 20	6:00 p.m.	City Council Meeting
Tuesday	Jun 21	6:00 p.m.	Housing & Redevelopment Authority
Monday	Jun 27	-	Rosefest Parade

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



In Appreciation Wendy Hatch

Whereas: The Girl Scouts of the USA has provided young women leadership opportunities for more than 90 years; and

Whereas: The City of Roseville is committed to recognizing and honoring volunteerism and the hard work of members of the community; and

Whereas: Wendy Hatch is a member of Girl Scouts of Minnesota and Wisconsin River Valleys; and

Whereas: Wendy's love of history led her to create *A Look Back at Roseville*; and

Whereas: Wendy conducted research and created a community display that informs people about the history of the area and the merging of two high schools to create the Roseville Area High School in an effort to encourage open dialogue, understanding and appreciation of the community; and

Whereas: In recognition of Wendy's hard work, she has achieved the Girl Scout Gold Award, the highest award in Girl Scouting.

Now, Therefore Be It Resolved, that the City Council hereby declare May 23, 2011, to be Girl Scout Day in the City of Roseville and urges all citizens to recognize Wendy Hatch's accomplishments of earning the Girl Scout Gold Award.

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 23rd day of May 2011.

Mayor Daniel J. Roe



In Appreciation Juliana Monson

Whereas: The Girl Scouts of the USA has provided young women leadership opportunities for more than 90 years; and

Whereas: The City of Roseville is committed to recognizing and honoring volunteerism and the hard work of members of the community; and

Whereas: Juliana Monson is a member of Girl Scouts of Minnesota and Wisconsin River Valleys; and

Whereas: Juliana's support for members of the military serving far from home led to A *Taste of Home* project; and

Whereas: Juliana created a video, printed cards and presented the video online and at local schools, churches and businesses; and

Whereas: Juliana collected more than 2,000 personal cards for soldiers and sent them to chaplains on major bases in Iraq, Kuwait, Germany and Afghanistan; and

Whereas: In recognition of Juliana's hard work, she has achieved the Girl Scout Gold Award, the highest award in Girl Scouting.

Now, Therefore Be It Resolved, that the City Council hereby declare May 23, 2011, to be Girl Scout Day in the City of Roseville and urges all citizens to recognize Juliana Monson's accomplishments of earning the Girl Scout Gold Award.

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 23rd day of May 2011.

Mayor Daniel J. Roe



In Appreciation Abigail Valero

Whereas: The Girl Scouts of the USA has provided young women leadership opportunities for more than 90 years; and

Whereas: The City of Roseville is committed to recognizing and honoring volunteerism and the hard work of members of the community; and

Whereas: Abigail Valero is a member of Girl Scouts of Minnesota and Wisconsin River Valleys; and

Whereas: Abigail's interest in diversity led her to create a *Cinco de Mayo Celebration* at her school; and

Whereas: Abigail worked with her school administrators and other students at Cretin-Derham Hall to plan a Cinco de Mayo celebration exploring the Mexican culture including demonstrations of traditional Mexican dances; and

Whereas: Abigail convinced administrators to allow an out of uniform day so students could celebrate the Mexican holiday by wearing red, green and white; and

Whereas: In recognition of Abigail's hard work, she has achieved the Girl Scout Gold Award, the highest award in Girl Scouting.

Now, Therefore Be It Resolved, that the City Council hereby declare May 23, 2011, to be Girl Scout Day in the City of Roseville and urges all citizens to recognize Abigail Valero's accomplishments of earning the Girl Scout Gold Award.

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 23rd day of May 2011.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5-23-11
Item No.: 5 . b

Department Approval

City Manager Approval



Item Description: Accept and Recognize General Donations to the City of Roseville

BACKGROUND

Over the years the City of Roseville has received many donations from citizens and program participants. These gifts have been in the form of both materials and monies. When staff is notified of a potential donation, they first make a determination of whether to recommend acceptance based on the suitability of the item for the city. An acceptance request is then forwarded to the City Council.

A list of recent donations is listed below to be accepted and recognized.

POLICY OBJECTIVE

The following is the City of Roseville's policy regarding the acceptance of donations:

- Minnesota Statute requires all donations to be officially accepted by the City Council.
- The staff will not solicit donations.

Donors will be informed that no conditions or promises of future favorable city action on their behalf may be attached to the gift.

FINANCIAL IMPACTS

Approved donations for budgeted items may result in a budget reduction and an improved status of Roseville Parks and Recreation.

STAFF RECOMMENDATION

Staff recommends acceptance and recognition of these donations

REQUESTED COUNCIL ACTION

Motion authorizing acceptance and recognition of the following donations:

<u>DONOR</u>	<u>ITEM</u>	<u>Value</u>
Friends of the OVAL Foundation	2010 Contribution from Endowment Fund	\$16,273.50
Metro Mens Singers	Cash for Programs	\$ 250
Lake Owasso Garden Club	Cash for Muriel Sahlin Arboretum	
(In honor of David Otto – husband of longtime member Beth Otto)		\$ 100

27	Joan Cooper	Plants for Muriel Sahlin Arboretum	\$1530
28	Kirsten Engelbrecht	Plant for Muriel Sahlin Arboretum	\$253.17
29	Maggie Morris	Plants for Muriel Sahlin Arboretum	\$ 320
30	Patti Sullivan	Plants for the Muriel Sahlin Arboretum	\$ 680
31	Tanya Chresand	Plants for the Muriel Sahlin Arboretum	\$1310
32	Minnesota State Horticulture Society	Bench for the Muriel Sahlin Arboretum	\$ 200
33	Harold and Doris Ristow	(2) Swamp White Oak trees	\$110
34	Citizens for Better Resource	Cash for Programs	
35		(Eileen and Fred McCormick)	\$411.08
36	The Hess Family	Cash for a bench and plantings at the	
37		Muriel Sahlin Arboretum	
38		(In memory of Frank and Mary Ann Hess)	\$3000
39	Steve and Barb Demlow	Cash for Parks and Recreation System	
40		(In memory of Shirley Graiziger)	\$ 60
41	North Suburban Evening Lions	Cash for Scholarships for Youth Programs	\$1000
42	Jeff Evenson	Cash from Orman Guidance Research, Inc.	\$ 200
43	Dorothy Bailen	Bench for Muriel Sahlin Arboretum	\$2000
44	Bruce and Eunice Swanson	Bench for Howard Johnson Park	
45		(In memory of Joan Swanson)	\$1200

46

47 Prepared by: Lonnie Brokke, Director of Parks and Recreation

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5-23-11
Item No.: 5 . c

Department Approval

City Manager Approval



Item Description: Accept and Recognize the Carter Geyen Memorial Donation to Bruce Russell Park

BACKGROUND

Over the years the City of Roseville has received many donations from citizens and program participants. These gifts have been in the form of both materials and monies. When staff is notified of a potential donation, they first make a determination of whether to recommend acceptance based on the suitability of the item for the city. An acceptance request is then forwarded to the City Council.

This particular donation is a project to memorialize Carter Geyen, a youngster of a tragic fatal accident in Bruce Russell Park in August of 2010.

The proposed project drawing is attached and is an addition to the existing playground and includes an interactive sand play feature, concrete walkway, a bench and drinking fountain. The project will enhance the park experience. Future maintenance costs would be borne by the City.

The proposal has been reviewed by the Parks and Recreation Commission and is recommended approval.

A neighborhood/community meeting was held on Monday May 16th, 2011 where the neighbors were supportive.

Staff has been involved with and has reviewed the proposal and is working with the Geyen Family and others and recommends approval.

POLICY OBJECTIVE

The following is the City of Roseville's policy regarding the acceptance of donations:

- Minnesota Statute requires all donations to be officially accepted by the City Council.
- The staff will not solicit donations.

Donors will be informed that no conditions or promises of future favorable city action on their behalf may be attached to the gift.

27

28 **FINANCIAL IMPACTS**

29 It is anticipated that the cost of the improvement will be between \$12,000 and \$15,000 paid for with other
30 than city monies.

31

32 The future maintenance costs for this project will include regular inspection and maintenance. It is all
33 located within the existing play apparatus where maintenance and upkeep will be done in conjunction with
34 the existing structure.

35 **STAFF RECOMMENDATION**

36 Staff recommends acceptance and recognition of the Geyen Memorial donation to Bruce Russell Park.

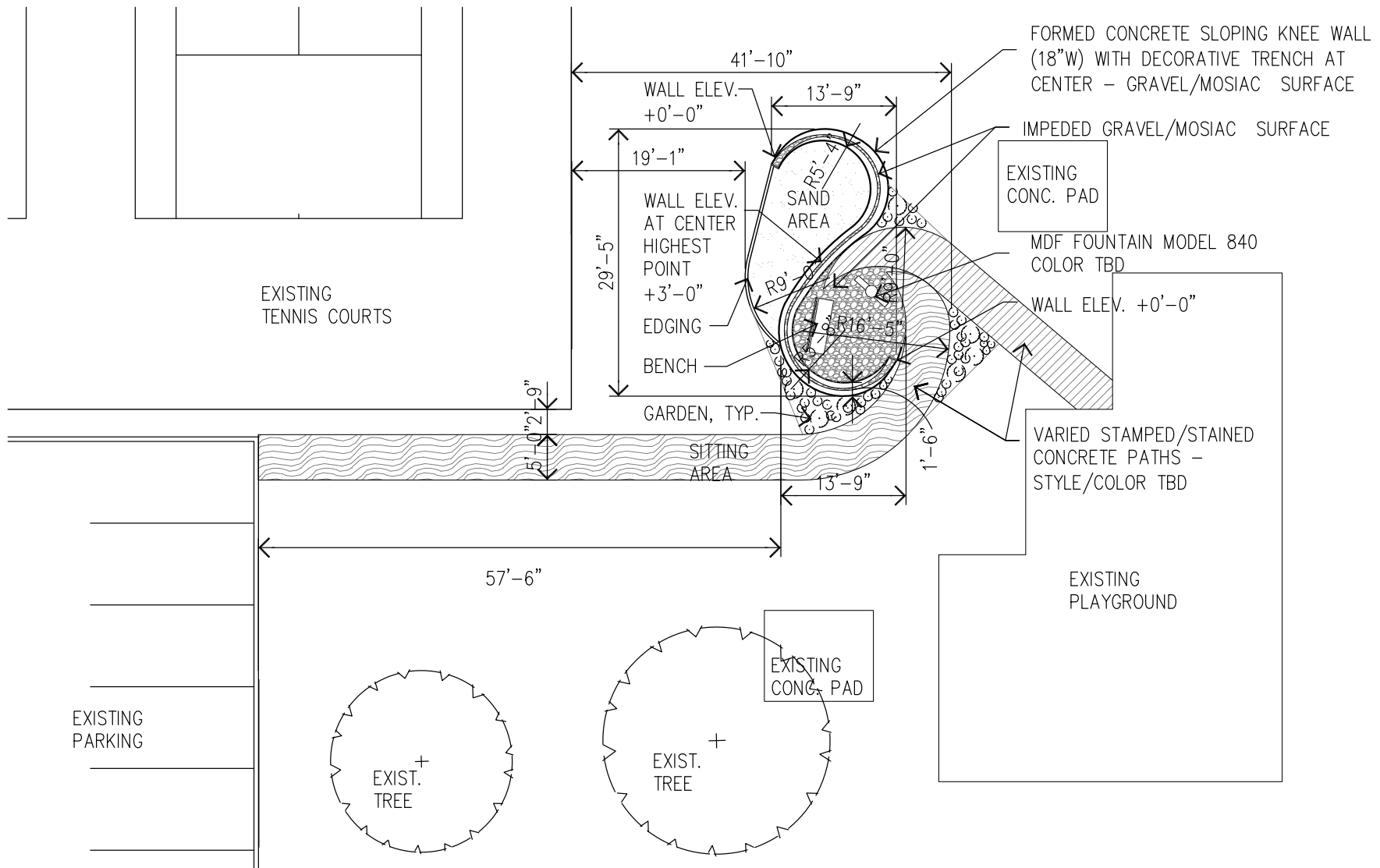
37 **REQUESTED COUNCIL ACTION**

38 Motion authorizing acceptance and recognition of the Carter Geyen Memorial project as presented.

39

40

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Attachment: Drawing of Play Feature



① SITE PLAN
3/32"=1'-0"

Carter Memorial - Bruce Russell Park | Concept Site Plan | 03.30.11



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS



Creating a playscape to promote the ability to interact with and manipulate the environment, hands-on engagement with nature.



The combination of the playfulness form and function promotes interactive environment with the wall using the sand and water at hand. Interactive play-scapes allow children to experiment.



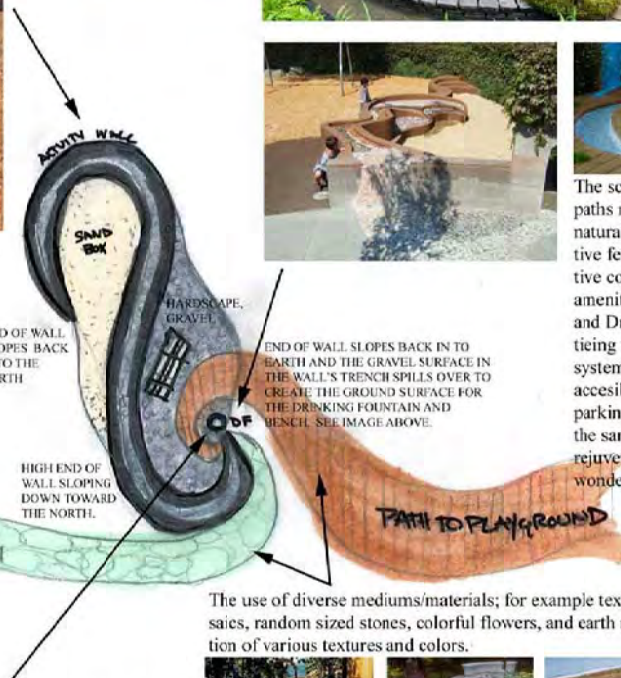
Bruce Russell Park Site



Introducing multiple sensory experiences as stimulators and experiential components of children's activities and play. The level of complexity and variety offers longer and more complex play. Nature can stimulate discovery, dramatic pretend play, and imagination.



The MDF Sand-Free Drinking Fountain can drain internally to a dry well for pea gravel installation (Model 840). There is no bowl, no strainer and no drain line to stop up, making this drinking fountain ideal for sandy areas.



The use of diverse mediums/materials; for example textured concrete, colored mosaics, random sized stones, colorful flowers, and earth materials allows the exploration of various textures and colors.



The sculptural wall, surfaces and paths made of simple forms and natural material, creating instinctive feelings of continuity and positive contact with nature and the amenities offered: Sandbox, Bench, and Drinking fountain. Ultimately tying them all back into the park system by making available a safe accessible path between the existing parking and playground. While at the same time giving the chance for rejuvenation and the sense of wonder that nature offers.

Date: 5/23/11

Item: 6.a

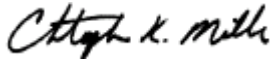
May 16, 2011 Minutes

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 5/23/2011
Item No.: 7 . a

Department Approval



City Manager Approval



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	\$101,191.74
62511-62550	\$43,841.85
Total	\$145,033.59

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: n/a

Accounts Payable

Checks for Approval

User: mary.jenson
 Printed: 5/17/2011 - 9:35 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/12/2011	Telephone	Telephone	FSH Communications-LLC		64.13
0	05/12/2011	General Fund	Vehicle Supplies	Zarnoth Brush Works, Inc.	2011 Blanket PO for Vehicle Repairs	4,173.47
0	05/12/2011	Recreation Fund	Rental	Roseville Area Schools		5,442.50
0	05/12/2011	Recreation Fund	Professional Services	Joe Tricola	CPR Instruction	120.00
0	05/12/2011	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank	Safekeeping Charges	47.50
0	05/12/2011	Telecommunications	Conferences	Tim Pratt	Web-Site Usability Conference Reiml	854.00
0	05/12/2011	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Eletrical Inspections	4,210.60
0	05/12/2011	General Fund	Transportation	William Malinen	Mileage Reimbursement	228.99
0	05/12/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	700.00
0	05/12/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	2,000.00
0	05/12/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	05/12/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	532.00
0	05/12/2011	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	WSB & Associates, Inc.	Twin Lakes Phase 2 Construction	5,235.75
0	05/12/2011	General Fund	Vehicle Supplies	Midway Ford Co	Gasket, Pan ASY	46.97
0	05/12/2011	P & R Contract Maintenance	Operating Supplies	Stitchin Post		212.40
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	39.58
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	70.51
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	70.45
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	70.45
0	05/12/2011	General Fund	Contract Maintenance Vehicles	Midway Ford Co	Vehicle Repair	98.95
0	05/12/2011	General Fund	Vehicle Supplies	O'Reilly Automotive Inc	Pads, Rotors	658.76
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	29.33
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	1.06
0	05/12/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	64.32
0	05/12/2011	General Fund	Motor Fuel	Yocum Oil	Fuel	12,997.83
0	05/12/2011	General Fund	Motor Fuel	Yocum Oil	Fuel	11,155.17
0	05/12/2011	License Center	Professional Services	Quicksilver Express Courier	Courier Service	151.62
0	05/12/2011	Recreation Fund	Utilities	Xcel Energy	Nature Center	474.15
0	05/12/2011	License Center	Utilities	Xcel Energy	Motor Vehicle	533.32
0	05/12/2011	General Fund	Utilities	Xcel Energy	Street Light	52.40
0	05/12/2011	General Fund	Utilities	Xcel Energy	Street Light (Twin Lake P2)	75.27
0	05/12/2011	General Fund	Contract Maintenance Vehicles	Emergency Apparatus Maint. Inc	Super Auto Eject	206.00
0	05/12/2011	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	38,544.55
0	05/12/2011	TIF District #17-Twin Lakes	P-SS-ST-W-10-17 Contractor Pay	WSB & Associates, Inc.	Twin Lakes Phase 2 Construction	2,372.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/12/2011	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Bulk Storage Rack	606.47
0	05/12/2011	General Fund	Vehicle Supplies	Grainger Inc	Filters, Couplers	67.01
0	05/12/2011	General Fund	Vehicle Supplies	Grainger Inc	Measuring Tapes	16.13
0	05/12/2011	General Fund	Vehicle Supplies	Grainger Inc	Jaw Inserts	111.19
0	05/12/2011	General Fund	Vehicle Supplies	Grainger Inc	Lamps	36.89
0	05/12/2011	P & R Contract Maintenance	Operating Supplies	Eagle Clan, Inc	Toilet Tissue, White Roll Towels	418.95
Check Total:						92,983.58
0	05/12/2011	General Fund	Op Supplies - City Hall	Park Supply of America- ACH	Ceramic Cartridges	49.93
0	05/12/2011	Recreation Fund	Transportation	U of M Parking-ACH	Parking for Evaluation Training	7.00
0	05/12/2011	Recreation Fund	Operating Supplies	Fed Ex Kinko's-ACH	Lamination	50.35
0	05/12/2011	Information Technology	Operating Supplies	Google Sysax-ACH	Server Software	103.69
0	05/12/2011	Information Technology	Use Tax Payable	Google Sysax-ACH	Sales/Use Tax	-6.69
0	05/12/2011	General Fund	Police Explorer Program	Mn Law Enforcement-ACH	State Conference	1,474.00
0	05/12/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	182.88
0	05/12/2011	Recreation Fund	Operating Supplies	Bookhouse-ACH	Training Materials	25.90
0	05/12/2011	Recreation Fund	Operating Supplies	Irish On Grand-ACH	Swing Into Spring Camp Supplies	46.16
0	05/12/2011	Recreation Fund	Operating Supplies	Hub Hobby Center-ACH	HANC Program Supplies	13.36
0	05/12/2011	Sanitary Sewer	Miscellaneous Expense	Menards-ACH	Missing Reicept	10.74
0	05/12/2011	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-ACH	Power Equipment Parts	14.89
0	05/12/2011	Recreation Fund	Operating Supplies	Weissman's Design-ACH	Dance Costumes	42.99
0	05/12/2011	Water Fund	Water Meters	North Hgts Hardware Hank-ACH	Meter Van Supplies	14.43
0	05/12/2011	General Fund	Operating Supplies	Cub Foods- ACH	Cakes, Cookies	50.97
0	05/12/2011	General Fund	Contract Maintenance	UPS Store-ACH	Shipping Cost For Pager Repair	11.70
0	05/12/2011	General Fund	Training	Century College Bookstore-ACH	Microsoft Word	60.81
0	05/12/2011	General Fund	209001 - Use Tax Payable	Century College Bookstore-ACH	Sales/Use Tax	-3.91
0	05/12/2011	Recreation Fund	Operating Supplies	Shoreview Park & Rec-ACH	Spring Break Swimming	57.84
0	05/12/2011	General Fund	Operating Supplies	Label City-ACH	Dymo Labelwriter	96.80
0	05/12/2011	General Fund	209001 - Use Tax Payable	Label City-ACH	Sales/Use Tax	-6.23
0	05/12/2011	Recreation Fund	Operating Supplies	Barnes & Noble-ACH	Swing Into Spring Camp Supplies	13.98
0	05/12/2011	Recreation Fund	Operating Supplies	Cub Foods- ACH	Nature's Kitchen Camp Supplies	17.22
0	05/12/2011	Recreation Fund	Operating Supplies	Rainbow Foods-ACH	Camp Supplies	133.34
0	05/12/2011	Police Forfeiture Fund	Professional Services	National Camera Exchange-ACH	Binoculars	101.97
0	05/12/2011	License Center	Office Supplies	S & T Office Products-ACH	Office Supplies	97.24
0	05/12/2011	Information Technology	Operating Supplies	Identisys, Inc-ACH	Color Ribbons	246.39
0	05/12/2011	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-ACH	Tape Mounting H/D	13.37
0	05/12/2011	Recreation Fund	Operating Supplies	Michaels-ACH	HANC Program Supplies	43.75
0	05/12/2011	General Fund	Operating Supplies	Cub Foods- ACH	Pastries for Arbitrator Consortium Me	14.26
0	05/12/2011	Recreation Fund	Operating Supplies	Target- ACH	Roll Wrap	12.81
0	05/12/2011	General Fund	Worksession Expenses	Jimmy John's Sandwiches- ACH	Sandwiches	41.68
0	05/12/2011	Recreation Fund	Operating Supplies	Shoreview Park & Rec-ACH	Spring Break Swimming	65.07
0	05/12/2011	Storm Drainage	Operating Supplies	United Rentals-ACH		10.77
0	05/12/2011	Information Technology	Operating Supplies	Buy.com- ACH	Desktop Switches	64.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/12/2011	Information Technology	Use Tax Payable	Buy.com- ACH	Sales/Use Tax	-4.12
0	05/12/2011	Recreation Fund	Operating Supplies	Superamerica-ACH	HANC Van Gas	50.01
0	05/12/2011	Recreation Fund	Operating Supplies	O'Reilly Automotive-ACH	Adapter, Connector	5.76
0	05/12/2011	General Fund	Operating Supplies	Survey Monkey.com-ACH	Subscription	19.95
0	05/12/2011	Recreation Fund	Professional Services	KBE*Historic Theater-ACH	Adult Trips	3,184.50
0	05/12/2011	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Putty	17.12
0	05/12/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	187.32
0	05/12/2011	General Fund	Conferences	Govttrngsvc-ACH	MN City-County Managers Conf-Mal	225.00
0	05/12/2011	General Fund	Miscellaneous	Chargrilled-ACH	Fraud	3.10
0	05/12/2011	Housing & Redevelopment Agency	Miscellaneous	Byerly's- ACH	Lunch Meeting with HRA Chair	30.17
0	05/12/2011	P & R Contract Maintenance	Operating Supplies	Target- ACH	Trash Pick Up Supplies	42.81
0	05/12/2011	General Fund	Operating Supplies	Staples-ACH	Digital Recorders	171.38
0	05/12/2011	Recreation Fund	Operating Supplies	Leo's Dancewear-ACH	Ice Show Supplies	9.00
0	05/12/2011	General Fund	Worksession Expenses	Keys Cafe & Bakery-ACH	Sandwiches	50.88
0	05/12/2011	Recreation Fund	Operating Supplies	Worldwide Ticket-ACH	Ice Show Tickets	121.93
0	05/12/2011	Recreation Fund	Operating Supplies	Target- ACH	Spring Break Campfire Foods	13.31
0	05/12/2011	General Fund	Office Supplies	Costco-ACH	Frames	124.56
0	05/12/2011	Recreation Fund	Miscellaneous Expense	S & S Worldwide-ACH	No Receipt	38.94
0	05/12/2011	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Power Equipment Parts	14.98
0	05/12/2011	Community Development	Operating Supplies	Office Max-ACH	Office Supplies	74.97
0	05/12/2011	Recreation Fund	Miscellaneous Expense	Oriental Trading-ACH	No Receipt	52.96
0	05/12/2011	Recreation Fund	Office Supplies	Target- ACH	Mouse Pads	11.96
0	05/12/2011	Information Technology	Operating Supplies	CDW-Government- ACH	Stack Wise Cable	184.36
0	05/12/2011	General Fund	Vehicle Supplies	Twin City Saw-ACH	Parts	19.88
0	05/12/2011	Information Technology	Operating Supplies	CDW-Government- ACH	Power Distribution Unit	351.73
0	05/12/2011	Recreation Fund	Operating Supplies	Shoreview Park & Rec-ACH	Spring Break Swimming	32.14
Check Total:						8,208.16
62511	05/11/2011	Recreation Fund	Furniture & Fixtures	K Bid	Skate Park	2,086.73
Check Total:						2,086.73
62512	05/12/2011	Equipment Replacement Fund	Other Improvements	Access Communications Inc	Fiber Splice	2,217.68
Check Total:						2,217.68
62513	05/12/2011	License Center	Office Supplies	Advanced Label, LLC	T80 Tickets	73.21
Check Total:						73.21
62514	05/12/2011	General Fund	Clothing	Aspen Mills Inc.	Shirts, Pants	90.40
Check Total:						90.40
62515	05/12/2011	General Fund	Vehicle Supplies	Astleford International Trucks	Bushing	59.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						59.84
62516	05/12/2011	Storm Drainage	Alladin Street BMP	Bolton & Menk, Inc.	Drainage Analysis-Aladdin Street	1,600.00
Check Total:						1,600.00
62517	05/12/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
62517	05/12/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
62517	05/12/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
62517	05/12/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
62517	05/12/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
62517	05/12/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
62517	05/12/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.39
62517	05/12/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	29.26
Check Total:						138.60
62518	05/12/2011	Information Technology	Telephone	Comcast Cable	Cable TV, High Speed Internet	73.57
Check Total:						73.57
62519	05/12/2011	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	Youth Hockey Bingo-April	2,143.00
Check Total:						2,143.00
62520	05/12/2011	Community Development	Training	Donald Salverda & Associates	Effective Management Books	81.17
Check Total:						81.17
62521	05/12/2011	Information Technology	Contract Maintenance	FWR Communication Networks	Optical Fiber Cross Connect	200.00
Check Total:						200.00
62522	05/12/2011	Information Technology	Operating Supplies	Graybar, Inc.		210.76
Check Total:						210.76
62523	05/12/2011	Singles Program	Operating Supplies	Jean Hoffman	Singles Supplies Reimbursement	47.59
Check Total:						47.59
62524	05/12/2011	General Fund	Memberships & Subscriptions	IPMA-HR Minnesota	Meeting Fee-Bacon	10.00
Check Total:						10.00
62525	05/12/2011	General Fund	Vehicle Supplies	Kath Auto Parts	Supplies	61.13
Check Total:						61.13
62526	05/12/2011	Equipment Replacement Fund	Rental - Copier Machines	Konica Minolta	Copy Charges	5,250.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						5,250.53
62527	05/12/2011	General Fund	Vehicle Supplies	Larson Companies	Filter	5.27
Check Total:						5.27
62528	05/12/2011	General Fund	Vehicle Supplies	Liberty Tire Recycling, LLC	Tire Recycling	130.85
Check Total:						130.85
62529	05/12/2011	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Facilities Cleaning-April 2011	838.79
62529	05/12/2011	License Center	Professional Services	Linn Building Maintenance	Facilities Cleaning-April 2011	626.68
62529	05/12/2011	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Facilities Cleaning-April 2011	927.96
62529	05/12/2011	General Fund	Professional Services	Linn Building Maintenance	Facilities Cleaning-April 2011	3,345.51
62529	05/12/2011	General Fund	Professional Services	Linn Building Maintenance	Facilities Cleaning-April 2011	424.22
62529	05/12/2011	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Facilities Cleaning-April 2011	1,050.90
62529	05/12/2011	License Center	Professional Services	Linn Building Maintenance	Carpet Cleaning, Tile Refinishing	441.39
Check Total:						7,655.45
62530	05/12/2011	General Fund	Vehicle Supplies	LTG Power Equipment	Flat Idler	88.49
62530	05/12/2011	General Fund	Vehicle Supplies	LTG Power Equipment	Spindle, Hex Nut	192.99
Check Total:						281.48
62531	05/12/2011	Recreation Fund	Professional Services	Kelli McClellan	Ice Show Music Editing	612.00
Check Total:						612.00
62532	05/12/2011	Community Development	Building Surcharge	MN Dept of Labor and Industry	Building Permit Surcharges	1,424.88
62532	05/12/2011	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry	Building Permit Surcharges-Retention	-28.47
Check Total:						1,396.41
62533	05/12/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Monthly Rental	11.22
Check Total:						11.22
62534	05/12/2011	Solid Waste Recycle	Furniture & Fixtures	Orbis Corporation	Rain Barrels	825.00
Check Total:						825.00
62535	05/12/2011	Community Development	Development Escrow	Owasso Ridge Association	Escrow Refund on PUD Application	106.80
Check Total:						106.80
62536	05/12/2011	Telephone	St. Anthony Telephone	Qwest	Telephone	42.25
62536	05/12/2011	Telephone	St. Anthony Telephone	Qwest	Telephone	303.92
62536	05/12/2011	Telephone	Telephone	Qwest	Telephone	172.11
62536	05/12/2011	Telephone	Telephone	Qwest	Telephone	86.06

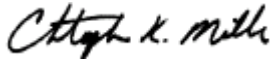
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62537	05/12/2011	General Fund	Operating Supplies	Ramy Turf Products	Check Total:	604.34
					Grass Seed	101.00
62538	05/12/2011	General Fund	Printing	Rapit Printing	Check Total:	101.00
					Pens	1,916.09
62539	05/12/2011	Singles Program	Operating Supplies	Ron Rieschl	Check Total:	1,916.09
					Singles Supplies Reimbursement	20.00
62540	05/12/2011	General Fund	Contract Maint. - City Hall	Schindler Elevator Corporation	Check Total:	20.00
					Elevator Service	1,167.42
62541	05/12/2011	Equipment Replacement Fund	Other Improvements	Springbrook Software, Inc.	Check Total:	1,167.42
					Data Fix	650.00
62542	05/12/2011	Street Construction	Cty Rd C2 Traffic Study	SRF Consulting Group, Inc.	Check Total:	650.00
					Pulte Homes Traffic Study	5,531.99
62542	05/12/2011	Street Construction	Professional Service	SRF Consulting Group, Inc.	Tree Review	2,292.30
62542	05/12/2011	Street Construction	Professional Service	SRF Consulting Group, Inc.	Tree Review	624.77
62543	05/12/2011	General Fund	Professional Services	Sheila Stowell	Check Total:	8,449.06
					City Council Meeting Minutes	350.75
62543	05/12/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.44
62544	05/12/2011	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Check Total:	355.19
					Tires	698.88
62545	05/12/2011	General Fund	Contract Maint. - City Hall	Tremco/WTI	Check Total:	698.88
					Preventative Maintenance Inspection	2,586.79
62546	05/12/2011	General Fund	Transportation	Dan Turner	Check Total:	2,586.79
					Mileage Reimbursement	16.32
62547	05/12/2011	General Fund	Vehicle Supplies	United Rentals Northwest, Inc.	Check Total:	16.32
					Muffler Supplies	169.98
62548	05/12/2011	General Fund	Vehicle Supplies	Valley National Gases	Check Total:	169.98
					Acetylene, Oxygen	135.95
62548	05/12/2011	General Fund	Vehicle Supplies	Valley National Gases	Acetylene, Argon, Oxygen	47.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
62549	05/12/2011	Information Technology	Telephone	XO Communications Inc.	Check Total:	183.78
					Telephone	1,404.31
62550	05/12/2011	Recreation Fund	Operating Supplies	Cris Young	Check Total:	1,404.31
					Volleyball State Tournament Reimbur	150.00
					Check Total:	150.00
					Report Total:	145,033.59

REQUEST FOR COUNCIL ACTION

Date: 5/23/11
Item No.: 7 . b

Department Approval



City Manager Approval



Item Description: Approval of 2011/2012 Business Licenses

BACKGROUND

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

Cigarette/Tobacco Product License

Hamline Liquors, Inc.
2825 Hamline Ave N
Roseville, MN 55113

Kath Fuel Oil Service Co. dba Gas Plus #12
1583 W. County Rd C
Roseville, MN 55113

Midland Hills Country Club
2001 Fulham Street
Roseville, MN 55113

Murphy Petro, Inc. dba B-Dale Corner Store
2164 Dale St. N
Roseville, MN 55113

Tobacco Tree, Inc.
1734 Lexington Ave N
Roseville, MN 55113

Walgreens #13685
2635 Rice St
Roseville, MN 55113

Walgreens #02002
1611 W County Rd C
Roseville, MN 55113

Walgreens #01804

34 1739 N Lexington Ave
35 Roseville, MN 55113

36

37 **Sale of Consumer Fireworks License**

38 TNT Fireworks
39 At Rainbow Foods Parking Lot
40 1201 Larpenteur Ave W
41 Roseville, MN 55113

42

43 **Gas Pumps – Private License**

44 Midland Hills Country Club
45 2001 Fulham St
46 Roseville, MN 55113

47

48 Ryder Truck Rental
49 2580 Long Lake Rd
50 Roseville, MN 55113

51

52 Kath Fuel Oil Service Co.dba Gas Plus #12
53 1583 W. County Rd C
54 Roseville, MN 55113

55

56 Murphy Petro, Inc. dba B-Dale Corner Store
57 2164 Dale St. N
58 Roseville, MN 55113

59

60 Tom's Mobil Service, Inc.
61 1935 Rice Street
62 Roseville, MN 55113

63

64 **Massage Therapist License**

65 Cale Albert
66 At Serene Body Therapy
67 1629 W County Rd C
68 Roseville, MN 55113

69

70 Greg Steiner
71 At Steiner Naturopathy, LLC
72 2353 Rice Street
73 Roseville, MN 55113

74

75 Anita Teigen
76 At Red Clover Clinic
77 2233 N Hamline Ave Ste 301
78 Roseville, MN 55113

79

80

81 **Massage Therapy Establishment License**

82 Chinese Tui-Na Massage
83 10 Rosedale Center
84 Roseville, MN 55113
85
86 JCPenney Corp., Inc. #0496.0
87 1700 W County Rd B2
88 Roseville, MN 55113
89
90 Red Clover Clinic, Inc.
91 2233 N Hamline Ave Ste 301
92 Roseville, MN 55113
93
94 Steiner Naturopathy, LLC
95 2353 Rice Street Ste 208
96 Roseville, MN 55113

97
98 **Theater License**
99 AMC Theatres Rosedale 14
100 850 Rosedale Center
101 Roseville, MN 55113
102

103 **Veterinary Hospital License**
104 Suburban Animal Hospital
105 2581 Cleveland Ave N
106 Roseville, MN 55113
107

108

109 **POLICY OBJECTIVE**
110 Required by City Code

111 **FINANCIAL IMPACTS**
112 The correct fees were paid to the City at the time the application(s) were made.

113 **STAFF RECOMMENDATION**
114 Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements.
115 Staff recommends approval of the license(s).

116 **REQUESTED COUNCIL ACTION**
117 Motion to approve the business license application(s) as submitted.

118

119

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications

120



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

Cigarette/Tobacco Products License Application

Business Name HAMLIN LIQUORS INC.
Business Address 2825 HAMLIN AVE. N. ROSEVILLE, MN. 55113
Business Phone 651-639-1369
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Cigarette/Tobacco Products

\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature _____

Date 5/9/11

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



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

Cigarette/Tobacco Products License Application

Business Name DBA: GAS PLUS #12
Business Address 1583 W. County Rd C - Roseville, MN 55113
Business Phone (651) 633-2119
Email Address Kath Fuel Oil Service Co.
3096 Rice Street
Little Canada, MN 55113

Person to Contact in Regard to Business License:

Name Kath Fuel Oil Service Co.
Address 3096 Rice Street
Little Canada, MN 55113
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5/12/10

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

mail to:

Kath Fuel Oil Service Co.
3096 Rice Street
Little Canada, MN 55113



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

Cigarette/Tobacco Products License Application

Business Name Midland Hills Country Club
Business Address 2001 Fulham St, Roseville
Business Phone 651-631-0440
Email Address tivory@midlandhillscc.org

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5-5-2011

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



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

Cigarette/Tobacco Products License Application

Business Name Murphy Petro Inc. dba B-Dale Corner Store
Business Address 2164 Dale St. N. Roseville MN 55113
Business Phone 651-487-7931
Email Address matt@murphypetro.com

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone 651-307-1231

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature [Signature]

Date 5-6-11

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



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

Cigarette/Tobacco Products License Application

Business Name Tobacco Tree Inc.
Business Address 1734 Lexington Ave. N
Business Phone 651-489-4028
Email Address tobaccoree@gmail.com

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Cigarette/Tobacco Products

\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5-6-2011

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



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

Cigarette/Tobacco Products License Application

Business Name WALGREENS # 13685
Business Address 2635 RICE ST ROSEVILLE, MN 55113
Business Phone 651 483 3976
Email Address TAXLICENSE RENEWALS @ WALGREENS.COM

Person to Contact in Regard to Business License:

Name WALGREEN CO -
Address PO BOX 901, DEERFIELD, IL 60015
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Cigarette/Tobacco Products

\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Margarita Kellen MARGARITA KELLEN
Date MAY 09 2011 ASSISTANT SECRETARY

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



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

Cigarette/Tobacco Products License Application

Business Name WALGREENS # 02002
Business Address 1611 W COUNTY ROAD C ROSEVILLE, MN 55113
Business Phone 651 636 9369
Email Address TAXLICENSERENEWALS@WALGREENS.COM

Person to Contact in Regard to Business License:

Name WALGREEN CO -
Address PO BOX 901 DEERFIELD, IL 60015
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Cigarette/Tobacco Products

\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Margarita Kellen **MARGARITA KELLEN**
Date MAY 09 2011 **ASSISTANT SECRETARY**

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



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

Cigarette/Tobacco Products License Application

Business Name WALGREENS # 01804
Business Address 1739 N LEXINGTON AVE ROSEVILLE, MN 55113
Business Phone 651 488 5516
Email Address TAX LICENSE RENEWALS @ WALGREENS.COM

Person to Contact in Regard to Business License:

Name WALGREEN CO -
Address PO BOX 901, DEERFIELD, IL 60015
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature Margarita Kellen MARGARITA KELLEN
Date MAY 09 2011 ASSISTANT SECRETARY

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



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

Sale of Consumer Fireworks License Application

Business Name TNT Fireworks
Business Address Rainbow Foods parking lot - 1201 Larpenteur Avenue West
Business Phone 701-400-7661

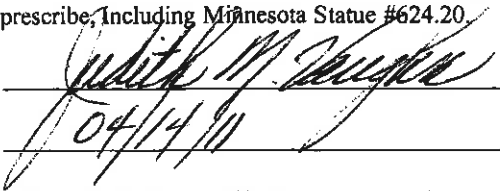
Person to Contact in Regard to Business License:

Name _____
Address 2109 59th Avenue South, Fargo, ND 58104
Phone 701-400-7661

I hereby apply for the following license(s) for the term of one year, beginning January 1, 2011, and ending December 31, 2011, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Sale of Consumer Fireworks in existing retail business	\$100.00
Sale of Consumer Fireworks as a sole business	\$350.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #624.20.

Signature 
Date 04/14/11

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

**FIRE SAFETY INSPECTION IS REQUIRED PRIOR TO THE SALE
OF ANY CONSUMER FIRE WORKS ITEMS.
INSPECTION TO BE SCHEDULED WITH THE
ROSEVILLE FIRE DEPARTMENT (651 792-7341).
LICENSE TO BE PROMINENTLY DISPLAYED IN SALES AREA.**



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

Gas Pumps - Private License Application

Business Name Midland Hills Country Club
Business Address 2001 Fulham St. Roseville
Business Phone 651-631-1545
Email address mmanthey@midlandhillscc.org

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Gas Pumps - Private	\$60.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5/6/11

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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



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

Gas Pumps - Private License Application

Business Name Ryder Truck Rental
Business Address 2580 Long Lake Rd / Roseville / MN 55113
Business Phone 651 636 6900
Email address www.ryder.com

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Gas Pumps - Private	\$60.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date May 10 / 11

☒ A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

9:30 May 10th - A Hatched
If completed license should be mailed somewhere other than the business address, please advise.

Rich
651 631 7933



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

Gasoline Station License Application

Business Name DBA: GAS PLUS #2
Business Address 1583 W. County Rd. C, Roseville, MN 55113
Business Phone (651) 633-2119 Kath Fuel Oil Service Co.
Email Address 3096 Rice Street
Little Canada, MN 55113

Person to Contact in Regard to Business License:

Name _____
Address Kath Fuel Oil Service Co.
3096 Rice Street
Phone Little Canada, MN 55113

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Gasoline Station

\$130.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature _____

Date _____

[Signature]
5/12/11

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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

mail to: Kath Fuel Oil Service Co.
3096 Rice Street
Little Canada, MN 55113



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

Gasoline Station License Application

Business Name Murphy Petro Inc. d.b.a. B-Dale corner store
Business Address 2164 Dale St. N. Roseville MN 55113
Business Phone 651-487-7931
Email Address matt@murphypetro.com

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone 1-651-487-7931

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Gasoline Station

\$130.00

regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature

Date

5-6-11

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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



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

Gasoline Station License Application

Business Name

Tom's Mobil Service, Inc

Business Address

1935 Rice

Business Phone

651-489-7807

Email Address

N/A

Person to Contact in Regard to Business License: .

Name

Address

Same

Phone

I hereby apply for the following license(s) for the term of one year, beginning July 1, *2011*, and ending June 30, *2012*, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Gasoline Station

\$130.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature

Date

[Handwritten Signature]
5/11/11

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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



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

Massage Therapist License

New License X Renewal _____

For License year ending June 30 _____

1. Legal Name Cale Albert

2. Home Address _____

3. Home Telephone _____

4. Date of Birth _____

5. Drivers License Number _____

6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Serene Body Therapy - 1629 W County Rd. C
Roseville, MN 55113

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

10. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
No



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

Massage Therapist License

New License _____ Renewal X

For License year ending June 30 2012

1. Legal Name GREG STEINER
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____

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

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
STEINER NATUROPATHY, LLC 2353 RICE ST.

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

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

License fee is 100.00
Make checks payable to City of Roseville



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

Massage Therapist License

New License _____ Renewal X

For License year ending June 30 2012

1. Legal Name Anita Teigen
 2. Home Address _____
 3. Home Telephone _____
 4. Date of Birth _____
 5. Drivers License Number _____
 6. Email Address _____
 7. Have you ever used or been known by any name other than the legal name given in number 1 above?
Yes _____ No X If yes, list each name along with dates and places where used.
-

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
Red Clover Clinic 2233 N Hamline Ave, Suite 301, Roseville, MN 55113

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

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

License fee is 100.00

Make checks payable to City of Roseville



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

Massage Therapy Establishment License Application

Business Name Chinese Tui-Na Massage
Business Address 10. Rosedale Center, Roseville, MN. 55113
Business Phone 626. 234-8782
Email Address Yuzhi feng 66 @ yahoo. com

Person to Contact in Regard to Business License:

Legal Name _____
Address _____
Phone _____ Date of Birth _____
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 31, 2012, in the City of Roseville, County of Ramsey, and State of Minnesota.

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

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

Signature [Signature]
Date 5/10/11

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

I have no employee.



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

Massage Therapy Establishment License Application

Business Name JCPenney Corp. Inc. #0496.0
 Business Address 1700 W County Rd B-2 Roseville MN 55113
 Business Phone 651-631-3330
 Email Address jcplicensing@jcpennney.com

Person to Contact in Regard to Business License:

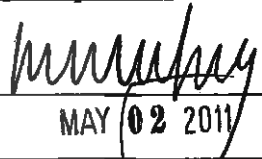
Legal Name JCPenney Corp. Inc.
 Address PO BOX 45057 SLC, UT 84145
 Phone 8 Date of Birth _____
 Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 31, 2012, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required
 Massage Therapy Establishment

Fee
\$300.00
 \$150.00 Background Check
 (new license only)

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

Signature  **Rick Rothery**
 AUTHORIZED SIGNATORY
 Date MAY 02 2011

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

JCPenney
 Salt Lake Accounting Mail Stop 7833
 PO Box 45057
 Salt Lake City, Utah 84145-0057



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

Massage Therapy Establishment License Application

Business Name Red Clover Clinic Inc.
Business Address 2233 N Hamline Ave, Suite 301, Roseville, MN 55113
Business Phone 612-308-3597
Email Address anita@redcloverclinic.com

Person to Contact in Regard to Business License:

Legal Name _____

Address _____

Phone _____ Date of Birth _____

Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 31, 2012, in the City of Roseville, County of Ramsey, and State of Minnesota.

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

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

Signature Anita Pyri
Date 5/5/11

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



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

Massage Therapy Establishment License Application

Business Name STEINER NATUROPATHY, LLC
Business Address 2353 RICE STREET - SUITE 208
Business Phone 651-308-4199
Email Address STEINER.NATUROPATHY@EARTHLINK.NET

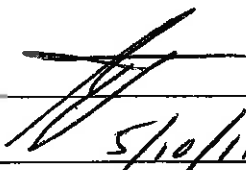
Person to Contact in Regard to Business License:

Legal Name _____
Address _____
Phone _____ Date of Birth _____
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 31, 2012, in the City of Roseville, County of Ramsey, and State of Minnesota.

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

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

Signature 
Date 5/10/11

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

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

Theater License Application

Business Name AMC Theatres Rosedale 14
Business Address 050 Rosedale Ctr, Roseville, MN 55113
Business Phone (651) 604-9344
Email Address 0051@amctheatres.com

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Theater	\$70.00 (per screen)	<u>14</u>	<u>980.00</u>

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature Courtney Shoom
Date 05/12/11

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

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

Attn: Licenses & Permits
920 Main Street
Kansas City, MO 64105

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

Veterinary Hospital Application

Business Name SUBURBAN ANIMAL HOSPITAL
Business Address 2581 CLEVELAND AVE N
ROSEVILLE, MN 55113
Business Phone 651-633-5700
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2011, and ending June 30, 2012, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Veterinary Hospital	\$80.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature  VP
Date 5/12/11

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/23/2011
Item No.: 7.C

Department Approval

Christopher K. Miller

City Manager Approval

W. J. Mahinen

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

BACKGROUND

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

General Purchases or Contracts

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

Department	Vendor	Description	Amount
IT	Hewlett Packard	Replace Tape Backup device	\$ 6,619.06

The tape backup device serves as a secondary backup storage device which allows for the archival of electronic documents. The device will be located in an off-site location.

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.

STAFF RECOMMENDATION

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

24 **REQUESTED COUNCIL ACTION**

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

27

28

Prepared by: Chris Miller, Finance Director

Attachments: A: None

29

REQUEST FOR COUNCIL ACTION

Date: 5-23-11
Item No.: 7 . d

Department Approval



City Manager Approval



Item Description: Acceptance of SNAG (Starting New At Golf) Grant from the National Recreation and Parks Association

BACKGROUND

The National Recreation and Parks Association (NRPA) has awarded the Roseville Cedarholm Golf Course a grant to pilot a new national youth golf program called SNAG (Starting New at Golf). The grant is for \$9,000 in youth golf equipment and \$3,000 in cash to be used to promote and offer the youth golf program.

Roseville Cedarholm Golf Course was one of fifteen agencies in the United States chosen to pilot the SNAG program in 2011.

POLICY OBJECTIVE

The proposal is consistent with the policy of searching out other public and private resources to obtain funding to offset the costs of providing programs, services and facilities for Roseville residents. It is also consistent with our efforts to partner with other agencies.

FINANCIAL IMPACTS

Normally grants are offered only if there are matching funds available. In this case this particular grant does not require matching funds so the final financial outcomes will be the acceptance of \$9,000 of golf equipment and \$3,000 in cash to promote and offer a youth golf program.

STAFF RECOMMENDATION

Based upon the goal of providing programs at an efficient cost to the community staff recommends that the City accept a grant from the National Recreation and Parks Association in the amount of \$9,000 in golf equipment and \$3,000 in cash to be used to provide a youth golf program throughout the Roseville Parks and Recreation program offerings.

REQUESTED COUNCIL ACTION

Motion authorizing the acceptance of the SNAG grant from the National Recreation and Parks Association in the amount of \$9,000 in youth golf equipment and \$3,000 in cash to promote and provide a youth Golf program within the Parks and Recreation Department.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

REQUEST FOR COUNCIL ACTION

Date: May 23, 2011
Item No.: 7.e

Department Approval

City Manager Approval



Item Description: Consider Amending the Code of Ethics

BACKGROUND

At their May 11, 2011 Ethics Commission meeting, the Commission voted unanimously to recommend the City Council amend Resolution # 10408, the Code of Ethics, to 1) expand the types of ethics training allowed; 2) emphasize that training is for all public officials; and 3) permit experts from within and outside of the city government to conduct the annual training.

On May 16, 2011 City Council meeting, Ethics Commission members discussed with the Council their recommended changes.

POLICY OBJECTIVE

To clarify language in the Code of Ethics to expand types of training, to ensure that it is open to all public officials and to allow experts from within the City of Roseville to conduct training.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Adopt a resolution amending the City of Roseville Code of Ethics (Resolution 10408) relating to training.

REQUESTED COUNCIL ACTION

Adopt a resolution amending the City of Roseville Code of Ethics (Resolution 10408) relating to training.

Prepared by: William J. Malinen, City Manager
Attachments: A: Resolution #10408
B: Draft Resolution

**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 12th day of June, 2006, at 6:00 p.m.

The following members were present: Mayor Klausing, and Council Members Ihlan, Kough, Maschka, and Pust.

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

RESOLUTION NO. 10408

A RESOLUTION ADOPTING A CODE OF ETHICS

WHEREAS, it is the Council's desire to create and maintain ethical standards that guide Public Officials in the transaction of public business; and

WHEREAS, the Council has determined the most effective way to do so is to adopt and enforce a Code of Ethics that guides the conduct of Public Officials:

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, that the following Code of Ethics is hereby adopted:

**CODE OF ETHICS FOR PUBLIC OFFICIALS IN THE CITY OF
ROSEVILLE**

Purpose

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

Section 1. Declaration of Policy

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not

be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that yearly seminars be held to discuss the meaning of this code with new Public Officials, and in addition such seminars shall involve trained experts on government ethics that are outside of the Roseville government itself. The City Manager shall be the coordinator for these seminars. These seminars will keep the subject of ethics in government fresh in everyone's mind.

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

Section 2. Definitions of Terms

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head.

Public Officials include the following:

- a. Members of the City Council and Mayor;
- b. The department head and assistant department head of each City department;
- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- d. The City Manager.

Anything of Value

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term “Anything of Value” shall not be deemed to include:

- (1) Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- (2) Services of insignificant monetary value;
- (3) A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- (4) A trinket or memento costing \$5 or less;
- (5) Informational material of unexceptional value;
- (6) Food or a beverage given at a reception, meal, or meeting away from the recipient’s place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- (7) A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

Section 3. Ethical Considerations

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.

- B. Use of Confidential Information. No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. Solicitation of or Receipt of Anything of Value. A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.
- D. Holding Investments. No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.
- E. Representation of Others. A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.

- F. Financial Interest. Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. City Property. No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. Special consideration. No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Giving Anything of Value. No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. Expenses. Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. Donations. No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.
- M. Official Action. No Public Official shall take an official action which will benefit any person or entity where such Public Official would not have otherwise have taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Laws. Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair

Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.

- O. Cooperation with Ethics Committee Investigations. Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. Resolution of Ethics Complaints. The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

Section 4. Special Considerations

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

Section 5. Handling Alleged Violations of Code of Ethics

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.
- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.
- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).

1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue it's own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.

Section 6. Disclosure of Financial Interests

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

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

and the following voted against: Ihlan and Kough

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 12th day of June, 2006, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 12th day of June, 2006.

Neal J. Beets, City Manager

State of Minnesota - County of Ramsey
Signed or Attested before me on this

_____ day of _____, 2006

by: Neal J. Beets

Notary Public

RRM: #91474/sem

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 23rd day of May, 2011, at 6:00 p.m.

The following members were present:

and the following members were absent:

Council Member introduced the following resolution and moved its adoption:

RESOLUTION NO.
A RESOLUTION AMENDING THE CODE OF ETHICS FOR PUBLIC
OFFICIALS IN THE CITY OF ROSEVILLE
(RESOLUTION NO 10408)

WHEREAS, it is the Council's desire to create and maintain ethical standards that guide Public Officials in the transaction of public business; and

WHEREAS, the Council has determined the most effective way to do so is to adopt and enforce a Code of Ethics that guides the conduct of Public Officials:

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, that the following Code of Ethics is hereby adopted:

**CODE OF ETHICS FOR PUBLIC OFFICIALS IN THE CITY OF
ROSEVILLE**

Purpose

Officials in the public service must maintain the highest possible standards of ethical conduct in their transactions of public business. Such standards must be clearly defined and known to the public as well as to the Public Officials. Violations of the ethical standards in this ordinance are punishable by the City Council and are not to be deemed criminal misdemeanors of any other type of crime except as those behaviors or activities may separately be determined to be criminal under state or federal law.

Section 1. Declaration of Policy

The proper operation of democratic government requires that Public Officials be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, there is hereby established a Code of Ethics for all Public Officials of the City of Roseville. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are in the best interests of the City of Roseville.

Recognizing that education on ethics in government is the key to having good government, this code requires that ~~yearly seminars~~ annual training be held to discuss the meaning of this code with ~~new~~ Public Officials, and in addition such ~~seminars- training~~ shall involve trained experts on government ethics ~~that are outside of the Roseville government itself~~. The City Manager shall be the coordinator for ~~these seminars the~~ annual training. ~~These seminars- training~~ will keep the subject of ethics in government fresh in everyone's mind. (amended 5-23-2011)

To increase the awareness and understanding of the importance of ethical considerations and behavior among the public as well as government employees, communication of the role of the ethics commission and this Code must occur at least annually in local newspapers and the Roseville website as determined by the City Manager. Additionally, this Code of Ethics shall be reviewed annually to determine if modifications are appropriate.

Section 2. Definitions of Terms

Public Official

Any person that has been elected to office, appointed to a City board or commission, or hired by the City to serve as a department head or assistant department head.

Public Officials include the following:

- a. Members of the City Council and Mayor;

- b. The department head and assistant department head of each City department;
- c. Any person that has been appointed by the Roseville City Council. This would include City commission, board, and task force members; and
- d. The City Manager.

Anything of Value

Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. The term “Anything of Value” shall not be deemed to include:

- (1) Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- (2) Services of insignificant monetary value;
- (3) A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- (4) A trinket or memento costing \$5 or less;
- (5) Informational material of unexceptional value;
- (6) Food or a beverage given at a reception, meal, or meeting away from the recipient’s place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
- (7) A contribution as defined in Minn. Stat. § 211A.01, subd. 5.

Compensation

A payment of Anything of Value to an individual in return for that individual's services of any kind.

Association

A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

Immediate Family

A reporting individual, spouse, minor children, minor stepchildren or other person residing in the same household.

Gift

The payment or receipt of Anything of Value unless consideration of greater or equal value is provided in return.

City Manager

The person that heads up the administration of the operating government of Roseville.

Section 3. Ethical Considerations

Public Officials are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Roseville government hinges on the proper discharge of duties in the public interest. Public Officials must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved.

Specific ethical violations are enumerated below for the guidance of Public Officials, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. **Other Offices or Employment.** An elected Public Official shall not hold another incompatible office, as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed Public Officials shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the City Council, in the case of the City Manager, and the City Manager in the case of other employed Public Officials.

Elected and appointed Public Officials shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self disqualification from any particular action which might be compromised by such office or employment.

- B. **Use of Confidential Information.** No Public Official shall use information gained as a Public Official which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. **Solicitation of or Receipt of Anything of Value.** A Public Official shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the Public Official's duties.
- D. **Holding Investments.** No Public Official shall hold any investment which might compromise the performance of the Public Official's duties without disclosure of

said investment and self disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statute 471.88.

- E. Representation of Others. A Public Official shall not represent persons or associations in dealings with the City where the persons or associations have paid or promised to pay compensation to the Public Official.
- F. Financial Interest. Where a Public Official or a member of the Public Official's immediate family has a financial interest in any matter being considered by the Public Official, such interest, if known to the Public Official, shall be disclosed by the Public Official. If the Public Official has such a financial interest or if the minor child of a Public Official has such a financial interest, the Public Official shall be disqualified from further participation in the matter.
- G. City Property. No Public Official shall use City-owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific City policy in the conduct of official City business.
- H. Special consideration. No Public Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Giving Anything of Value. No elected Public Official shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No Public Official shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities, except as may be authorized by law.
- K. Expenses. Public Officials shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with City policy.
- L. Donations. No Public Official shall take an official action which will benefit any person or entity because of a donation of Anything of Value to the City by such person or entity.
- M. Official Action. No Public Official shall take an official action which will benefit any person or entity where such Public Official would not have otherwise have

taken such action but for the Public Official's family relationship, friendship, or business relationship with such person or entity.

- N. Compliance with Laws. Public Officials shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal Code, Fair Campaign Practices Act, and laws governing the functioning of municipalities, their elected and appointed officials, and employees.
- O. Cooperation with Ethics Committee Investigations. Public Officials shall cooperate with ethics investigations and shall respond in good faith to reasonable requests for information.
- P. Resolution of Ethics Complaints. The Ethics Commission, City Attorney, or City Manager, as the case may be, shall promptly attend to all ethics complaints in the manner provided in this Code. It is expected that most complaints will be investigated as necessary and presented to the City Council for consideration within 45 days of submission of the complaint.

Section 4. Special Considerations

Situations can arise where a member of a commission, a board, or the City Council abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject.

When this happens, the City Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.

Section 5. Handling Alleged Violations of Code of Ethics

- A. Complaints alleging ethical violations by Public Officials must be submitted in written form to the City Attorney. Complaints alleging ethical violations by City employee Public Officials shall be submitted in written form to the City Manager.
- B. The City Attorney shall investigate all ethics complaints pertaining to non-employee Public Officials unless the City Attorney has a conflict, in which case outside counsel will be assigned the complaint. The City Manager will investigate complaints pertaining to employee Public Officials.
- C. If the City Attorney or City Manager determines that the subject of the complaint may have committed a crime, the City Attorney and City Manager shall refer the matter to the appropriate criminal authority.
- D. If the criminal proceeding ends with a sentencing, said sentencing shall be considered to be the final disposition of the complaint.

- E. If there has been no violation of a criminal law, the City Attorney or City Manager, as the case may be, shall issue a report that documents the results of the City Attorney's or City Manager's investigation(s).
 - 1. The report shall be sent directly to the City Council if the complaint involves an Ethics Commission member. The Council shall have the authority to dismiss any Ethics Commission member found to have violated the Ethics Code.
 - 2. The report shall be sent to the Ethics Commission if the complaint involves other Public Officials. The Ethics Commission shall have the authority to convene and issue its own report and recommendation to the City Council. Thereafter, the City Council shall take action as the Council deems appropriate.
- F. The standard for decisions regarding allegations of ethical violations covered by Section 3 of this code shall be "clear and convincing evidence." The term "clear and convincing evidence" shall mean that burden of proof as defined by Minnesota State law.
- G. In processing complaints, the City Attorney, City Manager, Ethics Commission and City Council shall process and maintain data in a manner consistent with Minn. Stat. Ch. 13, the Minnesota Data Practices Act.

Section 6. Disclosure of Financial Interests

Not later than ninety (90) days after the date of approval of this Code, each Public Official of the City shall file as a public record, in the office of the City Manager, a statement containing the following:

- 1. A list naming all business enterprises known by the Public Official to be licensed by or to be doing business with the City in which the Public Official or any member of the Public Official's immediate family is connected as an employee, officer, owner, investor, creditor of, director, trustee, partner, advisor, or consultant; and
- 2. A list of the Public Officials and members of the Public Officials' immediate family's interests in real property located in the City or which may be competing with the interests of the City located elsewhere, other than property occupied as a personal residence.

Each person who enters upon duty after the date of this code in an office or position as to which a statement is required by this Code shall file such a statement on forms to be provided by the City not less than thirty (30) days after the date of his/her entrance on duty.

Each person who made an initial filing shall file a new Statement by January 30 of each year thereafter giving the information called for above as of the time of the new statement. If a change in financial interest or property ownership occurs between filings, a new filing shall be made within thirty (30) days of the change.

The interest of any member of the immediate family shall be considered to be an interest of a person required to file a statement by or pursuant to this Code.

This Code shall not be construed to require the filing of any information relating to any person's connection with or interest in any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil, or political organization, or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

However, if any of such organizations seeking any action or benefit come before a Roseville commission or the Council, then membership in the organization shall be a potential conflict of interest and must be reported as such to the City Manager by the Public Official in an amended disclosure statement. The other stipulations of this Code then apply.

The City Manager shall inform each person who is required to file of the time and place for filing. The City Manager shall inform the Council whenever a person who is required to file a statement fails to do so.

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

and the following voted against:

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of May 2011, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of May, 2011.

William J. Malinen, City Manager

State of Minnesota - County of Ramsey
Signed or Attested before me on this

_____ day of _____, 2011

by: William J. Malinen

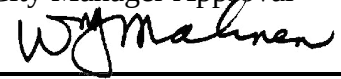
Notary Public

REQUEST FOR COUNCIL ACTION

Date: May 23, 2011
Item No.: 7.f

Department Approval

City Manager Approval



Item Description: City Attorney Evaluation

BACKGROUND

As part of the City Attorney contract City Manager Bill Malinen conducts regular performance evaluations of the City Attorney – both civil and prosecuting.

In conducting his evaluation, Mr. Malinen talked with city staff and others for their comments about the attorneys' work. The areas he discussed included analysis, advice, written product, timeliness of response, attitude, presence, relationship with staff and intergovernmental relations.

Mr. Malinen found that the Civil Attorney's office performed satisfactorily, acknowledging that they had a learning curve to establish themselves and to earn the confidence of city staff. Mr. Malinen noted one shortcoming in that they need to be sure to provide adequate notification to Council and staff if they are changing their legal opinion.

Mr. Malinen found that the Prosecuting Attorney's office received excellent marks. They are responsive and communicate clearly and effectively.

POLICY OBJECTIVE

Ensure that the City receives the best value for contracted services.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Accept City Manager's report.

REQUESTED COUNCIL ACTION

Accept City Manager's report.

Prepared by: William J. Malinen, City Manager

REQUEST FOR COUNCIL ACTION

Date: 5/23/2011
Item No.: 9 . a

Department Approval



City Manager Approval



Item Description: Ordinance Amending Title 7 Chapter 706, Forestation Control (new Urban Forest Management) and Title 2 Chapter 203.04 O, Duties and Functions of the Parks and Recreation Commission

BACKGROUND

Part of the requirement of the Emerald Ash Borer Preparedness Grant that was received in 2010 is to update the City Forestation Control Ordinance to include Emerald Ash Borer (EAB) and other forest pests. In addition, the ordinance is in need of other language updates.

Attached is a proposed update to the current Forestation Control Ordinance Chapter 706. The proposed version is constructed with existing Chapter 706 language in black, new language in red and existing language that is suggested to be removed is struck.

Input has been received from the Minnesota Department of Agriculture and the Department of Natural Resources.

The proposed ordinance has been reviewed by the Parks and Recreation Commission (the City Tree Board), Public Works, Environment and Transportation Commission and all relevant City Departments.

Staff has worked with the City Attorney to develop and finalize appropriate language. The attached ordinance has been reviewed by the City Attorney and is recommended by staff. .

A discussion took place at your meeting on April 25th, 2011 in preparation for final adoption.

POLICY OBJECTIVE

The proposed ordinance is consistent with related city ordinances and applicable state statutes.

FINANCIAL IMPACTS

The proposed ordinance does not have a direct financial impact.

STAFF RECOMMENDATION

Based on the review and input from the Department of Agriculture, Department of Natural

30 Resources, Public Works, Environment and Transportation Commission, relevant City
31 Departments, City Attorney and a review and recommendation of the Parks and Recreation
32 Commission (tree board), staff recommends the adoption of the attached Urban Forest
33 Management Ordinance as outlined and approval of the ordinance summary.
34

35 **REQUESTED COUNCIL ACTION**

36 Adopt an ordinance amending Title 7, Chapter 706 Forestation Control (Urban Forest
37 Management) and Title 2 Chapter 203.04 O Duties and Function of the Parks and Recreation
38 Commission.
39

40 Motion to approve a Summary of the ordinance amending Title 7, Chapter 706 Forestation
41 Control (Urban Forest Management) and Title 2 Chapter 203.04 O Duties and Function of the
42 Parks and Recreation Commission.

Prepared by: Lonnie Brokke, Parks and Recreation Director

Attachment: A. Ordinance
 B. Ordinance Summary

**City of Roseville
ORDINANCE NO.**

**AN ORDINANCE AMENDING TITLE 7 CHAPTER 706, FORESTATION CONTROL
(NOW URBAN FOREST MANAGEMENT) AND TITLE 2 SECTION 203.04 DUTIES
AND FUNCTIONS OF THE PARKS AND RECREATION COMMISSION**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 7, Section 706 of the Roseville City Code is amended to read
as follows:

CHAPTER 706 <u>Forestation Control</u> <u>URBAN FOREST MANAGEMENT</u>

SECTION:

- 706.01: Purpose Declaration of Policy
- 706.02: Definitions Purpose
- 706.03: ~~Tree Board~~ Definitions
- 706.04: Applicability Tree Board
- 706.05: Forestation Management Jurisdiction
- 706.06: ~~Other Regulations for Planting Trees or Removing Herbaceous Plants and Shrubs~~ Designation and Duties of City Forester
- 706.07: ~~Duties of Private Owners~~ Public Tree Master Plan
- 706.08: ~~Order Procedure~~ Regulations for Planting or Removing Trees, Shrubs, and Herbaceous Plants on Public and Private Property
- 706.09: ~~Development or Redevelopment Tree Planting~~ Duties of Private Landowners
- 706.10: ~~Tree Ordinance Fees~~ Reporting Discovery of Shade Tree Pests
- 706.11: Interference Registration of Tree Care Firms
- 706.12: Emergencies Standard Abatement Order Procedure
- 706.13: Development or Redevelopment Tree Planting
- 706.14: Declaration of A Shade Tree Pest
- 706.15: Shade Tree Pest Nuisances are Unlawful
- 706.16: Declared Shade Tree Pests, Control Measures and Control Areas
- 706.17: Urban Forest Management Fees
- 706.18: Emergencies
- 706.19: Interference

706.01: PURPOSE DECLARATION OF POLICY:

The health of trees in the City of Roseville (City) is threatened by shade tree pests. The loss or ill health of trees growing upon public and private property substantially depreciates the value of property within the city and impairs the safety, environmental benefits, general welfare and convenience of the public. The provisions of this section are adopted as an effort to control and prevent the spread of shade tree pests and to maintain a healthy urban forest, in addition to and in accordance with Minn. Stat. §§ 89.001, 89.01 and 89.51-.64.

706.02: ~~DEFINITIONS~~ PURPOSE:

It is the purpose of this Chapter to protect and promote the public health, safety and general welfare of the people of the City by:

- A. Regulating the planting, maintenance and removal of trees, shrubs and herbaceous plants on all public spaces and rights of way.
 - B. Allowing the planting, maintenance, removal and trimming of trees, shrubs and herbaceous plants on public lands by written permission of the city.
 - C. Inspecting trees on public and private lands.
 - D. Controlling shade tree pests to protect the trees and to prevent and abate hazardous tree conditions and nuisances within the City on public and private lands.
 - E. Protecting and preserving existing healthy trees.
 - F. Encouraging the planting of trees for the protection and enhancement of the environment.
- (Ord. 1107, 12-9-91)

706.03: ~~TREE BOARD~~ DEFINITIONS:

As used in this Chapter, the following words and terms shall have the meanings ascribed to them in this Section:

BOULEVARD: That property between the edge of the street and the property line (right-of-way line).

EASEMENT: The right to use a defined part of real property held by others for a specific purpose.

HAZARDOUS TREE: Any tree, as determined by the City Forester, to cause or have the potential to cause harm to city or private property, following the guidelines set forth by the Minnesota Department of Natural Resources (MNDNR).

HERBACEOUS PLANTS: Non-woody plants.

PROPERTY LINE: The legal boundary of a parcel of land.

PUBLIC TREE MASTER PLAN: Official comprehensive tree management plan, including, but not limited to, a planting guide with regulations outlining acceptable tree species, planting locations, planting techniques and treatments to limit the spread of shade tree pests and maintain healthy trees.

PUBLIC TREE PERMIT: Written permission given by the City allowing a person(s) to plant, trim, treat or remove a tree, shrub, or herbaceous plant on city public land.

RIGHT OF WAY: The surface and space above and below a public roadway, highway, street, cartway, bicycle and public sidewalk in which the City has an interest, including other dedicated rights of way for travel purposes, utility easements and any other real property owned by or under the control of the City.

SHADE TREE PEST: Any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest, as defined by Minn. Stat. § 89.001.

SHRUB: A woody plant at maturity less than 20 feet tall with multiple stems at the ground or branching within a few feet above ground.

TREE: A woody plant at maturity 20+ feet tall with a single stem and unbranched for several feet above ground.

TREE TOPPING: Topping and tipping are pruning cuts made indiscriminately on limbs with no regard for placing the cuts near protection zones.

TREE TRIMMING: Recommended trimming and pruning techniques are outlined in the Public Tree Master Plan. Tree topping is not considered an appropriate tree trimming technique and is specifically prohibited on all public lands. (Ord. 1107, 12-9-91)

706.04: APPLICABILITY TREE BOARD:

The Parks and Recreation Commission shall act in all matters relating to the advisement of issues contained in this Chapter and all others relating to urban forest management within the City, pursuant to City Code Chapter 203. (Ord. 1107, 12-9-91)

706.05: ~~FORESTATION MANAGEMENT~~ JURISDICTION:

A. The city shall have the power to plant, care for, maintain, remove, and replace all trees, shrubs, and herbaceous plantings located within any street right of way, parks and public places within the City limits.

B. The city shall have control over the planting, care, maintenance, removal and replacement of all trees, shrubs, and herbaceous plants located on private property that constitute a hazard or threat to the public as set forth in this Chapter. (Ord. 1107, 12-9-91)

706.06: ~~OTHER REGULATIONS FOR PLANTING TREES OR REMOVING HERBACEOUS PLANTS AND SHRUBS~~ DESIGNATION AND DUTIES OF CITY FORESTER:

A. Appointment of City Forester: The Director of Parks and Recreation, or duly authorized employee, shall act as the City Forester to coordinate the activities within the city relating to urban forest management. (Ord. 1107, 12-9-91)

B. Authority of City Forester: The City Forester shall have jurisdiction and supervision over all trees, shrubs, and herbaceous plants located within street rights of way, parks and public places of the City, and trees, shrubs and herbaceous plants located on private property that constitute a hazard or threat to the public. (Ord. 1107, 12-9-91; amd. 1995 Code)

C. Duties of City Forester: The City Forester may direct the planting, care, maintenance, removal and replacement of any tree, shrub or herbaceous plant on public grounds and on private property where necessary to preserve or restore its condition or to protect the public from damage or injury. The cost of any such work may be assessed against the property on which the tree, shrub or herbaceous plant is located, pursuant to Section 706.12.

D. Public Tree Master Plan: In addition to the other responsibilities under this Chapter, the City Forester shall review the Public Tree Master Plan regarding all aspects of trees, shrubs and herbaceous plants on public property within the City and on private property where it may present a health or safety hazard. (Ord. 1107, 12-9-91)

706.07: ~~DUTIES OF PRIVATE OWNERS~~ PUBLIC TREE MASTER PLAN:

The Public Tree Master Plan shall address the following matters:

1. List of acceptable varieties of plant material
2. Prohibited plantings of specific trees, shrubs and herbaceous plants
3. Minimum size of plant material
4. Grade and quality of plant material
5. Method/technique of planting and support
6. Maintenance
7. Recommended rimming and pruning techniques
8. Recommended acceptable treatments

When approved by resolution of the City Council following a review by the City Tree Board, the Public Works Director and Community Development Director, the Public Tree Master Plan and any modifications will be the Official Plan of the City. After the adoption of the official plan, no tree planting permit will be issued which does not conform to the Public Tree Master Plan.

706.08: ~~ORDER PROCEDURE~~ REGULATIONS FOR PLANTING OR REMOVING TREES, SHRUBS OR HERBACEOUS PLANTS ON PUBLIC PROPERTY:

- A. Hazard Placement Prohibited: No tree, shrub or herbaceous plant shall be planted, placed or allowed to remain in a place which the City Engineer determines could cause a traffic hazard. Enforcement shall be conducted by the City Forester and the City Engineer.
- B. Boulevard Planting: Trees, shrubs, or herbaceous plants must be located within the first three (3) feet of the boulevard, measured from the property line. Plant material shall be consistent with the Public Tree Master Plan and not in conflict with public plantings based on the judgment of the City Forester. Planting will be by permit only.
- C. Spacing/Placement: Placement of trees, shrubs or herbaceous plants must be consistent with Sections 706.07 through 706.08 and the guidelines listed in the Public Tree Master Plan.
- D. Abuse or Mutilation: No person shall on public property and right of way:
 1. Damage, cut, remove, carve, kill or injure trees, shrubs or herbaceous plants.
 2. Trim, prune, remove, spray or otherwise treat trees, shrubs or herbaceous plants without first obtaining a public tree permit.
 3. Attach any rope, wire or other contrivance to any tree, shrub or herbaceous plant.
 4. Cause or permit any wire charged with electricity or any gaseous liquid or solid substance to come in contact with trees, shrubs or herbaceous plants which are located on, or extend over, any public street, boulevard, park or other public place without a permit.
- E. Public Tree Permits:
 1. No person shall plant, remove or treat trees, shrubs or herbaceous plants on a public boulevard without first obtaining a public tree permit from the City Forester.
 2. The following provisions apply to the issuance of public tree permits for planting, treating or removing trees, shrubs and/or herbaceous plants on a public property, especially the boulevard:
 - a. Application Data: The application required under this Section shall state the number of trees, shrubs and/or herbaceous plants to be planted, the location, size and specific species of each tree or plant.
 - b. Standards for Issuance: A permit shall be issued after the application has been

determined to be in compliance with the Public Tree Master Plan and the requirements of this Section and related sections by the City Forester.

c. Replacement: As a condition to the granting of a tree removal permit, the City Forester may require the applicant to relocate or replace trees, shrubs and/or herbaceous plants to be consistent with the Public Tree Master Plan.

d. Bond Requirements: A posted bond or cash escrow may be required in an amount to be determined by the City Forester conditioned upon satisfactory compliance with the terms of the permit.

e. Permit Denial: If a tree planting or removal permit is denied, the reason(s) for denial shall be set forth in writing and given to the applicant, within 20 days of receipt of application.

f. Denial Appeal: Any applicant adversely affected by the decision may appeal to the City Tree Board and, finally, to the City Council.

F. Areas Not Applicable: The provisions of subsection D above shall not apply to:

1. The removal of trees on public easements/rights of way, conducted by, or on behalf of, a Federal, State, County, Municipal or other governmental agency in pursuance of its lawful activities or functions in construction or improvements.

2. The removal of any tree by a public utility when such tree has the reasonable potential of endangering the facility's operation by the utility. (Ord. 1107, 12-9-91)

706.09: DEVELOPMENT OR REDEVELOPMENT TREE PLANTING DUTIES OF PRIVATE LANDOWNERS:

It shall be the duty of any person owning private property to comply with the following:

A. Planting on Private Property: No person shall plant or allow to be planted on any privately owned property any tree, shrub or herbaceous plant listed in the Public Tree Master Plan as prohibited.

B. Acceptable Plant Materials: Acceptable plant materials shall not have characteristics detrimental to the public welfare such as:

1. susceptibility to pests, as determined by the MNDNR, Minnesota Department of Agriculture (MNAG) and the City Forester

2. susceptibility to wind damage

3. a tendency to interfere with utilities

4. or a tendency to interfere with public easements or rights of way.

C. Prohibited Obstructions:

1. Obstructing View: No trees, shrubs or herbaceous plants shall be planted or allowed to grow so as to obstruct the view of any vehicular traffic on public streets or pathways, or pedestrians on public pathways.

2. Utilities: No trees may be planted under or within ten (10) level feet of any overhead utility wire or over or within ten lateral feet of any underground water line.

D. Trimming of Trees:

1. Private property trees and shrubs must be trimmed so as not to cause a hazard to persons or property on abutting property.

2. All trees and shrubs shall be pruned to sufficient height to allow free passage of pedestrians and vehicular traffic: nine (9) feet over sidewalks and 16 feet over streets and two (2) feet horizontal distance.

E. Removal of Pest-Infested or Hazardous Trees: Pest-infested or hazardous trees, and plants deemed to be a health or safety hazard by the City Forester, must be treated or removed so as not to constitute a health or safety hazard to the public or to other trees or plants in the

City.

- F. Stockpiling and Storage of Firewood Logs: No person shall stockpile or store wood from a pest-infested tree with the bark intact without first having obtained a permit to do so. The City Forester may issue permits, upon proper application, for the stockpiling or storage of such wood only between September 15 and April 1 of the following year and only at locations which are specified in the permit.

706.10: ~~TREE ORDINANCE FEES~~ REPORTING DISCOVERY OF SHADE

TREE PESTS: Any owner or occupier of land or any person engaged in tree trimming or removal who becomes aware of the existence of a public nuisance caused by a shade tree pest as defined under Section 706.14 shall report the same to the city.

706.11: ~~INTERFERENCE~~ REGISTRATION OF TREE CARE FIRMS: Any person, firm, or corporation that provides tree care, tree trimming, or removal of trees, limbs, branches, brush, or shrubs for hire must be licensed to work in the City by the Community Development Department.

706. 12: ~~EMERGENCIES~~ STANDARD ABATEMENT ORDER

PROCEDURE: When the City Forester determines with reasonable certainty that it is necessary to order the trimming, treatment or removal of trees, shrubs or herbaceous plants as authorized in subsection 706.09, a written order to correct the condition shall be served.

- A. The City Forester will notify in writing the owner of record or occupant of the premises that a public nuisance exists and order that the nuisance be terminated or abated. The notice may be given in person or by mail. Failure of any party to receive the mail does not invalidate the service of the notice. A copy of the notice shall be filed with the City Forester.
- B. Removal Date: The date inserted in the notice in subsection 706.12A shall be 20 days after the notice is mailed.
- C. Appeal: A person receiving said notice may, within five working days of the postmark date of said notice, file an appeal with the City. The appeal will be heard by the City Tree Board and forwarded to the City Council for action within 21 calendar days following the appeal of said notice.
- D. Summary Removal of Pest-Infested Trees: In the event the trees covered in said notice are not removed, destroyed and/or treated, as provided in subsections 706.12A through C, within ten calendar days following the denial on an appeal as set forth in subsection 706.12C, the City Forester shall cause said trees to be summarily removed, destroyed and/or treated and shall take any other action necessary to prevent the spread of the pest or danger to the public.
- E. Cost Responsibility: Any costs of inspecting, removing or treating trees, including any legal expense, shall be itemized and mailed to the owner at the address shown in the records of the County Auditor. In the event said itemized bill is not paid within thirty (30) days, the amount of said costs, plus interest, shall be certified to the proper County officials and collected with the next succeeding five years real estate taxes as provided for in Minnesota Statute sections 18.023 and 429.101. (Ord. 1107, 12-9-91; amd. 1995 Code)

706. 13: DEVELOPMENT OR REDEVELOPMENT TREE PLANTING:

All development and redevelopment activities within the City of Roseville shall be subject to City Code Chapter 1011.03 regarding minimum landscaping standards.

706.14: DECLARATION OF A SHADE TREE PEST: The City Forester may declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest, as defined by Minn. Stat. § 89.001, to be a shade tree pest.

706.15: SHADE TREE PEST NUISANCES ARE UNLAWFUL: It is unlawful for any person to permit any public nuisance as defined in this section to remain on any premises the person owns or controls within the city. The nuisance may be abated as provided in this ordinance.

706.16: DECLARED SHADE TREE PESTS, CONTROL MEASURES, AND CONTROL AREAS: The City Forester may prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action. Shade Tree Pests are to be eradicated, controlled or managed according to best management practices prescribed by the MNAG and the MNDNR. The control area of a shade tree pest is defined as all lands within the boundaries of the city.

706.17: URBAN FOREST MANAGEMENT FEES: Fees for all permits and other applicable required City services shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1107, 12-9-91)

706.18: EMERGENCIES: In case of emergencies involving, but not limited to, tornadoes, windstorms, floods, freezes or other natural disasters, the requirements of this Chapter may be waived by the Mayor or, in the absence of the Mayor, the Acting Mayor. (Ord. 1107, 12-9-91)

706.19: INTERFERENCE: It is unlawful for any person to prevent, delay or interfere with the enforcement of this Chapter by any City official. (Ord. 1107, 12-9-91)

SECTION 2: Title 2, Section 203.04 O is amended to read as follows:

- O. Shall act in all matters relating to the ~~Forestation~~ **Urban Forest Management** Ordinance contained in chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code.

SECTION 3: Effective date. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the City of Roseville this ____ day of _____ 20__.

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Ordinance –Forestation Control/Urban Forest Management

(SEAL)

CITY OF ROSEVILLE

BY: _____

Daniel J. Roe, Mayor

ATTEST:

William J. Malinen, City Manager

City of Roseville

ORDINANCE SUMMARY NO. ____

SUMMARY OF ORDINANCE No. ____

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

An ordinance amending Title 7 Chapter 706, Forestation Control (now Urban Forest Management) as required by the Emerald Ash Borer Preparedness Grant received by the City in 2010 and to update other forestation language.

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

Attest: _____
William J. Malinen, City Manager

Date: 5/23/11

Item: 10.a

HRA Quarterly Report

No Attachment



Parks and Recreation Department



To: Mayor and City Council

From: Lonnie Brokke, Director of Parks and Recreation

Date: May 23rd, 2011

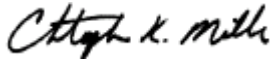
Re: Master Plan Citizen Organizing Team Progress Report

Parks and Recreation Commission Chair and Citizen Organizing Team Chair
Jason Etten will be at your May 23rd, 2011 City Council meeting to give you a
brief update on the Parks and Recreation System Master Plan Implementation
process.

REQUEST FOR COUNCIL ACTION

Date: 05-23-11
Item No.: 11 . a

Department Approval



City Manager Approval



Item Description: Outback Steakhouse of Florida LLC's application for On-Sale and Sunday Intoxicating Liquor License.

Background

Outback Steakhouse of Florida, LLC has applied for an On-Sale and Sunday Intoxicating Liquor License at 2181 Snelling Ave N. The Outback Midwest II, LP has transferred ownership to its sole general partner Outback Steakhouse of Florida, LLC.

The City Attorney will review the application prior to the issuance of the license to ensure that it is in order. A representative from Apple Minnesota, LLC will attend the hearing to answer any questions the Council may have.

Financial Implications

The revenue that is generated from the license fees collected is used to offset the cost of police compliance checks, background investigations, enforcement of liquor laws, and license administration.

Council Action

Motion approving/denying Outback Steakhouse of Florida, LLC's application request for On-Sale & Sunday Intoxicating Liquor License located at 2181 Snelling Ave N.

Prepared by: Chris Miller, Finance Director
Attachments: A: Application



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)**
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License City of Roseville License Period From: 1/1/2011 To: 12/31/2011

Circle One: New License License Transfer Outback/Midwest II Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Outback Steakhouse of Florida, LLC DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name Outback Steakhouse Business Address 2181 Snelling Avenue N City Roseville

Zip Code 55113 County Ramsey Business Phone (651) 697-1224 Home Phone _____

Home Address 2202 N. West Shore Blvd. City Tampa, FL 33607 Licensee's MN Tax ID # _____
5th Floor (To Apply call 651-296-6181)

Licensee's Federal Tax ID # _____
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Dirk A. Montgomery, CFO

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Joseph J. Kadow, Exec. Vice President</u>			

(Partner/Officer Name (First Middle Last))	DOB	Social Security #	Home Address

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: The Charter Oak Fire Insurance Co. Policy # TC20UB395J499509

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

Date: 5/23/11

Item: 12.a

Outback Steak House

Liquor License

No Attachment

See Public Hearing 11.a

REQUEST FOR COUNCIL ACTION

Date: 5/23/2011
Item No.: 13 . a

Department Approval

City Manager Approval

PT/LB



Item Description: Discussion of Park Dedication Process

BACKGROUND

At the April 11, 2011 City Council meeting, Councilmember Willmus asked that the park dedication process be discussed by the Council.

Currently, the City Ordinances read as follows as it pertains to Park Dedication:

1103.07: PARK DEDICATION:

A. Condition to Approval: As a condition to the approval of any subdivision of land in any zone, including the granting of a variance pursuant to Section 1104.04 of this Title, when a new building site is created in excess of one acre, by either platting or minor subdivision, and including redevelopment and approval of planned unit developments, the subdivision shall be reviewed by the Park and Recreation Commission. The Commission shall recommend either a portion of land to be dedicated to the public for use as a park as provided by Minnesota Statutes 462.358, subdivision (2)(b), or in lieu thereof, a cash deposit given to the City to be used for park purposes; or a combination of land and cash deposit, all as hereafter set forth.

B. Amount to be Dedicated: The portion to be dedicated in all residentially zoned areas shall be 10% and 5% in all other areas.

C. Utility Dedications Not Qualified: Land dedicated for required street right of way or utilities, including drainage, does not qualify as park dedication.

D. Payment in lieu of dedication in all zones in the city where park dedication is deemed inappropriate by the City, the owner and the City shall agree to have the owner deposit a sum of money in lieu of a dedication. The sum shall be reviewed and determined annually by the City Council by resolution. (Ord. 1061, 6-26-1989)

E. Park Dedication Fees may, in the City Council's sole discretion, be reduced for affordable housing units as recommended by the Housing and Redevelopment Authority for the City of Roseville. (Ord. 1278, 02/24/03)

Park Dedication fees are set by the City Council annually as part of the fee schedule. Currently, the amount is set at \$3,000 per new residential lot created. For non-residential lots created, the fee is calculated as 5% of the fair market value of the property in question. Park Dedication fees are collected by the Community Development Department at time of issuance of the building permit.

Currently, as part of the Development Review Committee process, Parks and Recreation staff are made aware of the proposed subdivision. Typically, park dedication fees have been collected as a result of new subdivisions. The new Master Parks Plan, as part of its implementation, may require land in certain areas to be dedicated to the City for future park uses.

Given the recent number of subdivisions during the first part of the year, Community Development and Parks and Recreation staff have reviewed the internal processes of reviewing a subdivision as it pertains to park dedication. At the May 3, 2011 Park and Recreation Commission meeting, Commissioners discussed the current process and suggested that it could be significantly improved by revising the subdivision application to list the Park and Recreation Commission as part of the review process outlined in the application, potentially including land dedication for park land, and including a copy of the Park Dedication ordinance.

From the Commission's direction and staff discussions, the subdivision applications have been revised to more clearly that the park dedication ordinance may apply with a new subdivision. In addition, the application now states that the applicant needs to contact the Roseville Parks and Recreation Department so that the Roseville Parks and Recreation Commission can make a final recommendation regarding park dedication. Under the new policy, the applicant must go to the Park and Recreation Commission **prior** to submitting the subdivision application to Community Development. By doing this, the Park and Recreation Commission will be able to consider the park dedication requirements early in the process and without the 60-day review land use review period beginning. If an application is submitted without a recommendation regarding park dedication by the Park and Recreation Commission, staff will determine the application for a subdivision incomplete and return the application.

POLICY OBJECTIVE

The requirement of park dedication is allowed under Minnesota State Statutes 462.353. The purpose is to allow municipalities the ability to receive land or funds for park purposes to lessen the burden that new development has on these facilities.

FINANCIAL IMPACTS

Park Dedication Fees bring in revenue to the City. As the amount is dependent on the level of development, it is difficult to predict exactly the amount of funds that will be brought in on an annual basis.

STAFF RECOMMENDATION

Staff is providing this report for informational purposes.

REQUESTED COUNCIL ACTION

No action requested. Report is provided for informational purposes.

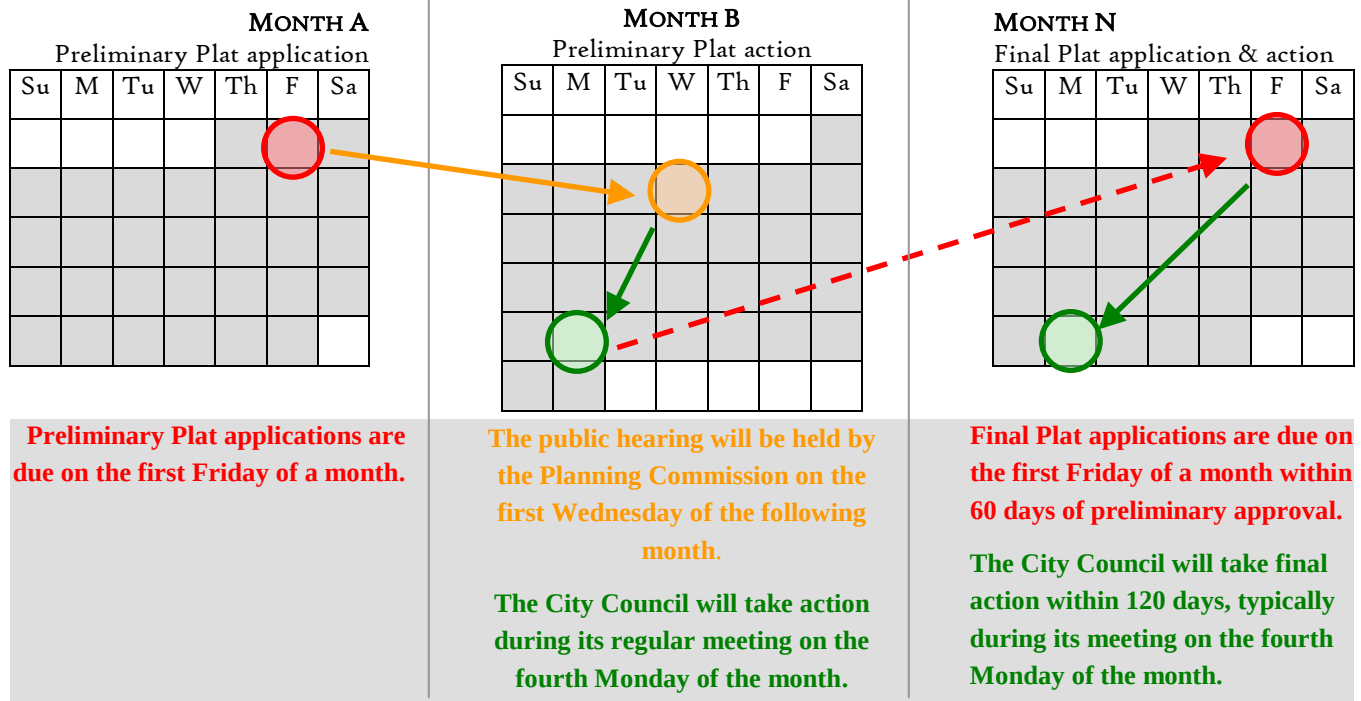
Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071
Lonnie Brokke, Parks and Recreation Director (651) 792-7101

Attachments: A: Revised Subdivision Application



PRELIMINARY AND FINAL PLAT APPLICATION AND REVIEW PROCESS

Example Timeline



Overview: Preliminary Plat applications will be reviewed by City staff and discussed in a public hearing by the Planning Commission, which meets on the first Wednesday of each month, before final action is taken by the City Council at its regular meeting on the fourth Monday later that month. Final Plat applications will be reviewed by City staff to ensure consistency with preliminary approvals before being finally approved by the City Council.

Application Deadline: Preliminary and Final Plat applications must be received by the close-of-business on the **first Friday of each month**. Preliminary Plat applications received after this date cannot be heard at the Planning Commission meeting of the following month.

Submission Requirements: The attached application forms must be completed and submitted in their proper sequence with all requested materials. Failure to submit all application materials may delay the review process described below. **Park dedication requirements may apply; an application will not be deemed complete without documentation from the Parks & Recreation Department indicating whether park dedication is required and, if so, whether the Parks & Recreation Commission recommends dedication of land or cash in lieu of land.**

Escrow Deposit: Because plats involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,500 in escrow in addition to the application fee for a Preliminary Plat. If the escrow is drawn down to \$500, the applicant will be required to replenish the account; unused escrow funds will be returned to the applicant at the conclusion of the Final Plat process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant in the form of a letter within about 10 days of the application submittal date. A letter in response to an *incomplete* application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will restart. A letter in response to a complete application will outline the following schedule for the formal review and approval process.

Formal Review: Plat applications may be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience; a summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Planning Commission. **(Reminder: The Park and Recreation Commission must make a recommendation regarding park dedication prior to an application being deemed complete and prior to the formal review process beginning).**

Staff Reports: Community Development staff will prepare a report summarizing the application, reviewing it against the City's Codes, Ordinances, and policies, and providing a recommendation for the Planning Commission and/or City Council. This report will be provided to the applicant prior to the public hearing at the Planning Commission meeting.

Preliminary Plats: A Preliminary Plat application requires the Planning Commission to review the application in an open meeting at which the public is invited to comment on the proposal; this is a public hearing. Minnesota State Law requires a published notice in a City's legal newspaper a minimum of ten (10) days prior to a public hearing. City policy further requires that notices be mailed directly to property owners within 500 feet of the affected property. Both of these notices are prepared and sent by the City of Roseville.

Planning Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Planning Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials. Because the hearing will be televised and recorded, applicants should be prepared to speak into the microphone at the presentation table.

Planning Commission Action: The Planning Commission does not approve or deny a Preliminary Plat application; instead, it makes a recommendation of approval or denial to the City Council and provides the rationale for its recommendation. The application, along with the recommendation of the Planning Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: Based on the recommendation from the Planning Commission in addition to its own review, the City Council will approve or deny the proposed plat as an item on the "Consent Agenda". At its discretion, however, the City Council may choose to review the application in greater detail and take public comment before ultimately approving or denying the request. If a Preliminary Plat is approved, the applicant must apply for Final Plat approval within 6 months; failure to adhere to this timeline will nullify the approval unless an extension is requested by the applicant and approved by the City Council.

Final Plats: Final Plats do not require a public hearing. The City Council will approve or deny the proposed plat at one of its regular meetings; an approval will be contingent on execution of a Public Improvement Contract if public improvements are necessary. If a Final Plat is approved, the applicant has 1 year to file the plat with the Ramsey County Recorder. Failure to record an approved plat within this timeline will nullify the approval.

Please keep this sheet for your reference after you have submitted the attached application.



COMMUNITY DEVELOPMENT

2660 Civic Center Drive ❖ Roseville, MN 55113

Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

PRELIMINARY PLAT APPLICATION

CITY CODE SECTION 1102

www.ci.roseville.mn.us

☐ **APPLICATION FEE: \$500**

☐ **ESCROW DEPOSIT: \$1,500**

Application fee and escrow deposit should be made payable to City of Roseville upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Comprehensive Plan Designation: _____

6. Statement of Intent: Describe the properties to be combined or created as a part of this Preliminary Plat application and indicate whether a variance, zoning change, and/or Conditional Use Permit will be required for the proposed parcels or the intended use.

7. Additional Required Information:

- a. Park Dedication Determination:** Applications must include documentation from the Parks & Recreation Department (651-792-7101) indicating whether park dedication is required and, if so, whether the Parks & Recreation Commission recommends dedication of land or cash in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:** In addition to 4 full size copies of the proposed plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Director.
- d. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.
- 8. Notification Sign:** The applicant must obtain a “Notice of Land Use Application” sign from the Community Development Department and post the sign along the street in front of the subject property. Multiple signs may be required for sites adjacent to more than one street.
- 9. Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Preliminary Plat applications must be received by the close-of-business on the first Friday of a month; applications received after this date cannot be heard at the Planning Commission meeting of the following month.



COMMUNITY DEVELOPMENT
2660 Civic Center Drive ❖ Roseville, MN 55113
Phone: (651) 792-7005 ❖ Fax: (651) 792-7070

FINAL PLAT APPLICATION

CITY CODE SECTION 1102
www.ci.roseville.mn.us

☐ **APPLICATION FEE: \$500**

Fee should be made payable to City of Roseville upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper as necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: *(if different from above)*

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: *(if different from above)*

4. Zoning Designation: _____

5. Comprehensive Plan Designation: _____

6. Changes from Preliminary Plat: Make note of any differences in property boundaries, easements, etc. from what was proposed in the Preliminary Plat application.

7. Additional Required Information:

- a. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Proposed Plans:** In addition to a full size plat incorporating all required modifications of the preliminary plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the Community Development Director.
- c. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.

8. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Final Plat applications must be received by the close-of-business on the first Friday of a month; applications received after this date cannot be heard at the City Council meeting later in the same month.

REQUEST FOR COUNCIL ACTION

Date: 05/23/2011
Item No.: 13 . b

Department Approval

City Manager Approval



Item Description: Discussion regarding Accessory Dwelling Units

BACKGROUND

Recently, the City Council approved two Accessory Dwelling Units (ADUs) as Conditional Uses as prescribed in City Code. During these approvals, there was discussion by the City Council regarding these type of uses and concern that they might potentially be disruptive to the neighborhood. The City Council wanted to review the topic and see if there were better or different ways to regulate ADUs while still allowing for them.

Currently, ADUs are Conditional Uses in LDR-1 and LDR-2 and CMU Zoning Districts and a permitted use in the MDR Zoning District. Presently, the Roseville Code regulates ADUs in Chapter 1009.02. The language reads as follows:

1. Accessory Dwelling Units (ADU):

- a. An ADU shall be located on a lot occupied by a one-family dwelling.
- b. No more than one ADU shall be allowed on a lot.
- c. The one-family dwelling on the lot shall be owner-occupied.
- d. Maximum occupancy of an ADU shall be limited to 2 people.
- e. An ADU shall be assigned a unique address identifier to differentiate it from the principal dwelling.
- f. A detached ADU may be located above a detached garage of the one-family dwelling or within a separate accessory building meeting the standards for accessory buildings.
- g. Dimensional Standards:
 - i. Maximum height of a detached ADU, including one built above a garage: 30 feet (as typically measured to mid-point of pitched roof).
 - ii. Maximum unit size: 75% of the principal dwelling's floor area, up to a maximum size of 600 square feet of living area.
 - iii. Setback requirements: Attached ADUs shall meet the standards for principal buildings; detached ADUs shall meet the setback requirements for accessory buildings.
- h. The entryway to a detached ADU shall be connected to a street frontage with a paved walkway.
- i. The appearance or character of the principal building shall not be significantly altered so that its appearance is no longer that of a one-family dwelling.
- j. Design Standards for Detached ADUs:

- i. *Material: The exterior finish material shall match in type, size, and placement, the exterior finish material of the principal dwelling unit.*
- ii. *Roof pitch: The roof pitch shall match the predominant roof pitch of the principal dwelling unit.*
- iii. *Details: Trim shall match the trim used on the principal dwelling unit. Projecting eaves shall match those of the principal dwelling unit.*
- iv. *Windows: Windows shall match those in the principal dwelling unit in proportion (relationship of width to height) and orientation (horizontal or vertical).*

Staff found that many cities allow for ADUs while a number do not. (It is staff's observation that ADUs are becoming more acceptable and other cities may be considering allowing ADUs in the future). In the research, staff found two cities, Bloomington and Shoreview that made ADUs permitted uses (not having a Conditional Use). Instead, they made them permitted accessory uses and required that the applicant receive a license or permit subject to certain requirements. Staff has attached material from each city. Below is a brief summary of each city's requirements for ADUs.

City of Bloomington

- ADUs are a permitted accessory use in the single-family residential district and not in any other district.
- ADUs are only allowed on lots that meet the City's minimum lot size (11,000 sq. ft.).
- Site must meet the minimum off-street parking standards for a single-family home.
- Minimum size of 300 sq. ft. and maximum of 960 sq. ft.
- No more than two bedrooms allowed in the ADU.
- Occupancy is limited to two persons.
- ADUs must be attached to principal structure. ADUs are not allowed in detached structures, two-family dwellings, and multi-family units.
- An annual rental license is required. Either the principal structure or the ADU can be rented. Only one unit can be rented, not both.
- All ADUs are approved by staff.

City of Shoreview

- ADUs (termed "accessory apartments") are permitted in the single-family residential districts and not in any other zoning district.
- ADUs must have a minimum of 500 sq. ft with a maximum of 800 sq. ft. and two bedrooms.
- The principal unit must have at least 850 sq. ft.
- No front entrances shall be added to the house as part of the ADU.

- 73 • The building and property shall remain in single ownership.
- 74 • Only one ADU permit will be issued per single-family home.
- 75 • A minimum of three off-street parking spaces must be provided, two of which shall be
- 76 enclosed.
- 77 • The ADU requires a permit. The City will send written notification to property owners
- 78 within 150 feet of the property when the permit is granted.
- 79 • Upon sale of home having an ADU, the new owner must reapply for a permit to continue
- 80 the ADU.
- 81 • The owner must put a restrictive covenant controlling the use of the ADU.
- 82 • All ADUs are approved by staff.

83 From reviewing both of these communities approach and standards, staff would suggest
 84 amending the City's code regarding ADUs. Specifically, staff is suggesting making ADUs a
 85 permitted accessory use subject to the following requirements:

- 86 • Applicant will need to get an "Accessory Dwelling Unit License" that is administratively
- 87 issued. The issuance procedure will be as follows:
 - 88 ○ Notice: The Community Development Department shall provide written
 - 89 notification to contiguous property owners (side and rear) upon receipt of
 - 90 application and prior to approval. The comment period shall be five days.
 - 91 ○ Issuance: After considering public input as part of the five day comment period,
 - 92 the Community Development Department shall make a determination if the use is
 - 93 compliance with the standards for granting an ADU license.
 - 94 ○ Appeal: The applicant and the contiguous property owner shall be notified of the
 - 95 decision on granting the ADU license. The ADU license will not be issued until
 - 96 the expiration of a ten-day appeal period. The appeal period may be waived if all
 - 97 contiguous property owners waive their right of appeal. The appeal will be heard
 - 98 by the Board of Adjustment and Appeal.
- 99 • ADUs will only be allowed on lots zoned LDR-1 and that meet the minimum lot size
- 100 (11,000 sq. ft.).
- 101 • Site meets the minimum parking standards for a single-family residential home. (four
- 102 off-street parking spaces, two of which must be enclosed).
- 103 • Properties containing ADUs cannot be subdivided or otherwise separated from ownership
- 104 from the associated single-family dwelling unit.
- 105 • A property that contains an ADU must be in compliance with the City's rental
- 106 registration requirements.
- 107 • Occupancy is limited to two persons in the ADU.
- 108 • Minimum square footage for an ADU is 300 sq. ft., maximum is 600 sq. ft.
- 109 • Either the primary unit or ADU can be rented, but not both.

- Upon sale of property containing an ADU, the new buyer must reapply for an ADU License.
- The same dimension and design standards for ADUs contained in Chapter 1009.02 would be retained.

Staff would like the City Council to have policy discussion on whether ADUs should be only be allowed when it is attached to the principal building or if ADUs should also be permitted in detached structures (either as separate structure or part of a detached garage). The current ADU ordinance allows for attached and detached ADUs.

BUDGET IMPLICATIONS

Not applicable

STAFF RECOMMENDATION

Staff recommends that the City move forward in amending the ordinance to allow for Accessory Dwelling Units as a permitted accessory use in the LDR-1 Zoning District subject to certain requirements and criteria.

REQUESTED COUNCIL ACTION

The City Council should discuss the information brought forward and direct staff on what changes to the ordinance governing ADUs, if any, staff should bring forward for consideration

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

Attachments: A) Bloomington ADU Information
B) Shoreview ADU Information

Accessory Dwelling Unit (ADU) Approval Checklist

Accessory Dwelling Units (ADU) are defined as an “attached residential living unit that provides complete independent living facilities for one or more persons separate from a main unit on the same parcel.”

ADU standards and requirements are located in Section 21.302.03 of the city code.

Site requirements

- ☐ Lot size greater than 11,000 square feet.
- ☐ Located in the R-1 or RS-1 Zoning District.
- ☐ Site served by municipal sewer and water service. Separate metering for ADUs not permitted.
- ☐ Site meets minimum parking standards for a single-family home (four off-street spaces, two of which are within a garage or area that could be occupied by a garage).
- ☐ ADUs may not be subdivided and may not be otherwise separated in ownership from the associated single-family dwelling unit.

Size and location requirements

- ☐ The ADU must use a separate entrance than the primary dwelling unit. Otherwise the space is considered part of the single-family dwelling and ADU approval is not required.
- ☐ The ADU must be fully separated from the single-family dwelling unit by means of a wall or a floor, with or without a door. Otherwise the space is considered part of the single-family dwelling and ADU approval is not required.
- ☐ The ADU must meet the definitional requirements for a Dwelling Unit (cooking, living, sanitary and sleeping facilities) as defined in Section 19.03 of the City Code.

- ☐ Minimum size of 300 square feet; maximum size of 960 square feet and/or must not exceed 33% of the four season living area of the associated single family dwelling unit (exclusive of the Accessory Dwelling Unit). The associated single family dwelling unit must continue to meet the minimum floor area requirements.
- ☐ No more than two bedrooms permitted in the ADU.
- ☐ Occupancy is limited to two persons in the ADU.
- ☐ ADUs must be attached to the single-family dwelling four season living space or located within single-family dwelling units (separate entry required). ADUs are not permitted in conjunction with two-family dwellings, townhomes/rowhomes, or multiple-family dwellings. ADUs are not permitted in, or attached to, detached structures, including, but not limited to, detached garages or accessory buildings.
- ☐ ADUs and the associated single-family dwellings must clearly be designed and constructed to maintain the outward appearance of one single-family dwelling; the appearance of a two-family dwelling must be avoided.

Building and zoning code requirements

- ☐ The ADU and the associated single-family dwelling must meet current Minnesota State Building Code provisions, including but not limited to fire resistance and sound insulation standards between units.
- ☐ The ADU and the associated single-family dwelling unit must conform to all City Code requirements for single-family dwellings, including but not limited to setback, height, impervious surface, motor vehicle, recreational vehicle, pet,

and accessory building structure standards.

Site plan requirements – new construction

Applications for an ADU created via a building addition must be accompanied by:

- ☐ An existing conditions survey showing property lines, existing and proposed structures, existing and proposed impervious surface areas (call out overall % impervious), setbacks, and required off-street parking;
- ☐ A letter or narrative describing the proposed ADU;
- ☐ Elevation drawings depicting both the existing and proposed structure from all four directions;
- ☐ A floor plan of both the single-family dwelling and the associated ADU indicating points of entrance and floor areas; and
- ☐ Application fee (\$120) – see Section 19.14

Site plan requirements – conversion

Applications for an ADU created entirely within the existing floor area of a single-family dwelling must be accompanied by:

- ☐ A letter or narrative describing the proposed ADU;
- ☐ Elevation drawings only for those sides of the house being altered;
- ☐ A floor plan of both the single-family dwelling and the associated ADU indicating points of entrance and floor areas; and
- ☐ Application fee (\$120) – see Section 19.14

Accessory Dwelling Unit (ADU) Approval Checklist

License requirements

- ☐ Rental of either the ADU or the associated single-family dwelling requires a rental license pursuant to Chapter 14 (Licenses and Permits) of the City Code. Contact the Licensing Division (952-563-8728) for more information.
- ☐ Only one rental license is permitted per residential site. Either the ADU or the associated single-family dwelling may receive a rental license, but not both.
- ☐ The annual fee for an ADU rental license is \$82 – see Section 14.03 of the City Code.

Home occupations

- ☐ Home occupations are permitted in ADUs, subject to existing performance standards (see Section 19.63.09 of the City Code), provided the combined impacts of home occupations in the ADU and associated single-family dwelling do not exceed the performance standards for one single-family dwelling.
- ☐ Home businesses are not allowed within ADUs.

Approval

- ☐ All ADU applications must be approved by the Planning Manager.



[click here to print](#)

Part II. Code

Chapter 21 ZONING AND LAND DEVELOPMENT

Article III. DEVELOPMENT STANDARDS

Added by Ord. No. 2006-35, 9-11-2006

Division B. Use Standards

Added by Ord. No. 2006-35, 9-11-2006

SEC. 21.302.03. ACCESSORY DWELLING UNITS.

(a) **Purpose and Application.** In order to accommodate the housing needs of residents while protecting the public health, safety, and general welfare of the community, the Council finds that these regulations are necessary in order to:

- (1) create new housing units while respecting the appearance and character of single-family dwellings;
- (2) provide housing that responds to changing family needs, privacy standards, and household sizes;
- (3) make more efficient use of existing housing stock and infrastructure; and
- (4) encourage the creation of additional affordable housing.

(b) **Standards.**

- (1) Zoning district. Accessory Dwelling Units must be located within the R-1 or RS-1 residential zoning districts.
- (2) Minimum site size. Accessory Dwelling Units must not be located on a site less than 11,000 square feet in area.
- (3) Parking. Accessory Dwelling Units are not permitted on residential sites that do not meet the minimum parking standards for a single-family dwelling unit (four off-street spaces, two of which are within a garage or area that could be occupied by a garage – see Section 21.301.06). The total number of vehicles parked or stored must conform with the standards in Section 12.03.
- (4) Location. Accessory Dwelling Units must be attached to the single-family dwelling four season living space or located within single-family dwelling units. Accessory Dwelling Units are not permitted in conjunction with two-family dwellings, townhomes/rowhomes, or multiple-family dwellings. Accessory Dwelling Units are not permitted in, or attached to, detached structures, including, but not limited to, detached garages or accessory buildings.
- (5) Number. No more than one Accessory Dwelling Unit is permitted per residential site.
- (6) Convertibility. With respect to the point of attachment, degree of attachment, and the coordination of floor plans between the single family dwelling unit and the associated Accessory Dwelling Unit, the Accessory Dwelling Unit must be designed and constructed to allow conversion of the Accessory Dwelling Unit back to single family residential space in the future.

- (7) Home occupations. Home occupations are allowed within an Accessory Dwelling Unit, subject to existing performance standards, provided the combined impacts of home occupations in the Accessory Dwelling Unit and associated single family dwelling unit do not exceed the performance standards for one single family dwelling unit, including but not limited to the number of employees, signs, deliveries, pick-ups, and client appointments per site. Home businesses are not allowed within Accessory Dwelling Units.
- (8) Size. Accessory Dwelling Units must be at least 300 square feet in area but must be less than 960 square feet in area. Accessory Dwelling Unit floor area must not exceed 33 percent of the four season living area of the associated single family dwelling unit (exclusive of the Accessory Dwelling Unit). The associated single family dwelling unit must continue to meet minimum floor area requirements.
- (9) Utilities. Accessory Dwelling Units are prohibited on sites not served by municipal sewer and water. Separate utility metering for the Accessory Dwelling Unit is prohibited.
- (10) Ownership. Accessory Dwelling Units may not be subdivided and may not be otherwise separated in ownership from the associated single family dwelling unit.
- (11) Bedrooms. No more than two bedrooms are permitted in the Accessory Dwelling Unit.
- (12) Rental license. Rental of either the Accessory Dwelling Unit or associated single family dwelling unit requires a rental license pursuant to Chapter 14 (Licenses and Permits) of the City Code. Only one rental license is permitted per residential site.
- (13) Occupants. Occupancy is limited to two persons in the Accessory Dwelling Unit.
- (14) Appearance. Accessory Dwelling Units and associated single family dwelling units must clearly be designed and constructed to maintain the outward appearance of one single family dwelling; the appearance of a two-family dwelling must be avoided.
- (15) Single family dwelling standards. Accessory Dwelling Units in combination with their associated single family dwelling unit must conform to all City Code requirements for single-family dwellings, including but not limited to setback, height, impervious surface, motor vehicle, recreational vehicle and accessory structure standards.
- (16) Building Code Compliance. The Accessory Dwelling Unit and the associated single family dwelling unit must meet current Minnesota State Building Code provisions, including but not limited to fire resistance and sound insulation standards between units.

(c) **Site plan requirements.** Any application for an Accessory Dwelling Unit must be accompanied by:

- (1) an existing conditions survey showing property lines, existing and proposed structures, existing and proposed impervious surface areas (call out overall percentage impervious), setbacks, and required off-street parking;
- (2) a letter of narrative describing the proposed Accessory Dwelling Unit;
- (3) elevation drawings depicting both the existing and proposed structure from all four directions; and
- (4) a floor plan of both the single family dwelling and the associated Accessory Dwelling Unit indicating points of entrance and floor areas.
- (5) In the event an Accessory Dwelling Unit is proposed entirely within the existing floor area of a single family dwelling, the existing conditions survey is not required and elevation drawings are required only for those elevations proposed to be altered.

(d) **Approval process.** All Accessory Dwelling Unit applications must be approved by the Planning Manager.

(Added by Ord. No. 2009-18, 6-22-2009)

ACCESSORY APARTMENT APPLICATION

Return to:
Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4682

Site Identification:

Address: _____

Property Identification: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Interest in property: _____
(see filing requirement #2)

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. A currently certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved.
3. Scale plans indicating existing and proposed floor plans *and* access to both the principal unit and the accessory unit *and* building elevations if an addition to the home is proposed. Plans must include square footage calculations for the existing home and proposed accessory apartment.
4. Site plan drawn to scale showing site dimensions, the location and use of any existing structures on, the proposed use, landscaping, screening, signs, parking spaces and drives.
5. **Five** folded and collated copies shall be submitted of the plan sheets, on 11"x17" half-scale prints for use by the City Staff. **One** 8 1/2"x11" reproducible print shall be submitted for each required sketch, drawing, or plan.
6. Filing fee of \$75.00, make checks payable to the City of Shoreview. **Filing fee is non-refundable.**
7. Recording fee of \$46.00, make check payable to Ramsey County. This check will be returned if application is not approved.

CRITERIA FOR REVIEW

The City Planner shall review the completed application in consultation with the Building Inspector and Fire Chief, and shall determine whether the application complies with the regulations of the Development Ordinance and meets the standards in Section 207.010 as follows:

1. The accessory apartment shall be clearly a subordinate part of the single-family dwelling. In no case shall it be more than thirty (30) percent of the building's total floor area nor greater than eight hundred (800) square feet nor have more than two (2) bedrooms.
2. The principal unit shall have at least 850 square feet of living space remaining after creation of the accessory apartment exclusive of garage area. Accessory apartments shall have at least 500 square feet of living space. Living space square footage for the accessory apartment shall be exclusive of utility rooms, common hallways, entryways or garages. Living space for the accessory apartment shall include a kitchen or cooking facilities, a bathroom and a living room.
3. No front entrances shall be added to the house as a result of the accessory apartment permit.
4. The house must be owner-occupied.
5. A minimum of three off-street parking spaces must be provided, two of which must be enclosed.
6. The accessory apartment and principal unit must meet the applicable standards and requirements of the Shoreview's Development Code, Building Code, Ramsey County Health Codes and Fire Codes.
7. The building and property shall remain in single ownership and title and shall only have one mailing address.
8. Only one accessory apartment permit may be issued per detached single family home.

REVIEW PROCEDURE

Administrative Review. The City Manager shall review the application for compliance with the regulations of the Development Ordinance after receipt of a complete application that contains all required submittal information.

1. Notice. The City Manager shall provide written notification to property owners in accordance with the requirements of Section 203. Failure to give a mailed notice or defects in the notice shall not invalidate the review process provided that a bona fide attempt has been made to contact the property owners.
2. Issuance and Conditions. If the City Manager determines that the use is in compliance with the conditions contained in Section 203, then the City Manager shall approve or deny the application. Conditions required by the Development Ordinance shall be applied to the approval. The application may be denied if the City Manager finds that the request proposed does not conform to the Development Ordinance.
3. Decision and Appeal. Decisions of the City Manager shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020(F), Appeals of Administrative Decisions.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize the scheduling of your request for review. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit an application. In so doing, you may address items that might be of later concern.
4. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit.

SAMPLE

ACCESSORY APARTMENT PERMIT

An accessory apartment permit is hereby approved for the property located at _____ based on the application and supporting information submitted by _____ on _____.

It is understood that the following standards shall be met:

1. The accessory apartment shall be clearly a subordinate part of the single-family dwelling. In no case shall it be more than thirty (30) percent of the building's total floor area nor greater than eight hundred (800) square feet nor have more than two (2) bedrooms.
2. The principal unit shall have at least 850 square feet of living space remaining after creation of the accessory apartment exclusive of garage area. Accessory apartments shall have at least 500 square feet of living space. Living space square footage for the accessory apartment shall be exclusive of utility rooms, common hallways, entryways or garages. Living space for the accessory apartment shall include a kitchen or cooking facilities, a bathroom and a living room.
3. No front entrances shall be added to the house as a result of the accessory apartment permit.
4. The house must be owner-occupied.
5. A minimum of three off-street parking spaces must be provided, two of which must be enclosed.
6. The accessory apartment and principal unit must meet the applicable standards and requirements of the Shoreview's Development Code, Building Code, Ramsey County Health Codes and Fire Codes.
7. The building and property shall remain in single ownership and title and shall only have one mailing address.
8. Only one accessory apartment permit may be issued per detached single family home.

Approval of the permit is subject to the following conditions:

Conditions of approval are listed.

The City does require the owner to place restrictive covenants recorded with the property controlling the accessory apartment. Said covenants must be approved by the City Attorney. This permit shall be terminated if the above referenced standards are not adhered to. Upon the sale of the property, the buyer must renew the permit.

Permit approved this _____ day of _____, 2002.

By _____, City Planner

I agree to meet the conditions and standards under which this permit was granted.

_____, Property Owner.

T:/applications/planning/acccsapt

203.031 Accessory Apartment Permit.

- (A) Application. Applications for an accessory apartment within RE or R-1 zoning districts shall be allowed subject to review by the City Manager. Applications shall be made on forms provided by the City and shall include the submittal information indicated on the form.
- (B) Notice. The City Manager shall provide written notification to property owners within 150 feet of the property that a permit has been approved upon issuance of the permit.
- (C) Review Process. Applications for accessory apartments shall be reviewed administratively by the City Manager in accordance with Section 203.020 (D).
- (D) Criteria for Review. The City Manager shall review the completed application in consultation with the Building Inspector and Fire Chief, and shall determine whether the application complies with the regulations of the Development Ordinance and meets the standards in Section 207.010.
- (E) Length of Permit. Upon the sale of a home having an accessory apartment permit, the buyer must renew the permit.
- (F) Record of Permit. The City shall require the owner to place restrictive covenants on the property controlling the use of the accessory apartment. The City Attorney must approve said covenants. Said covenants shall be filed with the Ramsey County Recorder or Registrar of Titles.

203.032 Conditional Use Permit (Non-Floodplain).

- (A) General. Certain uses, while generally not suitable in a particular zoning district, may under some circumstances be suitable if conditions are attached. In those circumstances, conditions may be imposed to protect the health, safety and welfare of the community and to insure harmony with the Comprehensive Guide Plan. The permit shall be granted for a particular use and not a particular person or firm.
- (B) Applications. The property owner, individual or other entity that has legal interest in the property may submit applications for a Conditional Use Permit. This application shall be filed with the City Manager on the application form provided by the City and include the required information.
- (C) Review Process. Conditional use permit applications shall require a public hearing and shall be processed in accordance with Section 203.020(A).
- (D) Criteria for Review. The Conditional Use Permit may be granted provided the proposed use is listed as a conditional use for the district in which it is located

207 Use Standards

207.010 Accessory Apartments. Accessory apartments must comply with the following standards:

- (A) The accessory apartment shall be clearly a subordinate part of the single-family dwelling. In no case shall it be more than thirty (30) percent of the building's total floor area nor greater than eight hundred (800) square feet nor have more than two (2) bedrooms.
- (B) The principal unit shall have at least 850 square feet of living space remaining after creation of the accessory apartment exclusive of garage area. Accessory apartments shall have at least 500 square feet of living space. Living space square footage for the accessory apartment shall be exclusive of utility rooms, common hallways, entryways or garages. Living space for the accessory apartment shall include a kitchen or cooking facilities, a bathroom and a living room.
- (C) No front entrances shall be added to the house as a result of the accessory apartment permit.
- (D) The house must be owner-occupied.
- (E) A minimum of three off-street parking spaces must be provided, two of which must be enclosed.
- (F) The accessory apartment and principal unit must meet the applicable standards and requirements of the Shoreview's Development Code, Building Code, Ramsey County Health Codes and Fire Codes.
- (G) The building and property shall remain in single ownership and title and shall only have one mailing address.
- (H) Only one accessory apartment permit may be issued per detached single family home.

207.020 Home Occupations. Home occupations must comply with the following standards:

- (A) No signs shall be permitted on or off the premises.
- (B) No outdoor storage or display of materials shall be permitted.
- (C) No home occupation shall have an adverse affect on adjacent properties due to excessive traffic or offensive noise, light, odor, dust or other noxious substances. If the home occupation will require a delivery service, such as

REQUEST FOR COUNCIL ACTION

Date: 5/23/11
Item No.: 13 . c

Department Approval



City Manager Approval



Item Description: Discuss Petition from Wheeler St. and Shorewood Neighborhood to Study the Permanent Closure of the North End of Wheeler St.

BACKGROUND

A petition was recently received from the Shorewood neighborhood asking the city to study the permanent closure of the north end of Wheeler St. between Shorewood Lane and County Road D. The Roseville City Council discussed the Presbyterian Homes redevelopment project in Arden Hills just to the north of this neighborhood and its potential impacts to this neighborhood on November 8, 2010. After hearing from concerned neighborhood residents on the potential traffic impacts from this development, the city followed up with a letter to the Arden Hills City Council requesting they add certain conditions to their approval of this project to minimize impacts on this Roseville neighborhood.

The Arden Hills City Council approved the Presbyterian Homes redevelopment at their meeting on 11/29/10. Approval conditions that pertain to concerns brought to the Roseville City Council November meeting were:

- The applicant shall work with adjacent property owners along Shorewood Drive and County Road D to determine exact location and species of landscaping materials to be planted along the east property line
- If a warrant analysis indicates that a four-way or a three-way stop is necessary at the intersection of the entrance to the Property on County Road D and Wheeler Avenue, Developer, at its sole expense, shall construct such four-way or three-way stop according to plans and specifications approved by the City Engineers for the City of Roseville and the City of Arden Hills.
- Traffic leaving the site onto County Road D shall be prohibited from continuing directly down Wheeler Avenue with a right out only barrier curb median, subject to the approval of the Public Works Director.

The Arden Hills City Council added three conditions at the meeting that were not included in the Roseville request that pertain to the County Road D entrance to the Presbyterian Homes project.

1. The addition of three speed bumps/humps along the drive entrance off County Road D; one very near the entrance to the Pres Homes property, and two others after the turn off to the underground parking for the brownstone buildings. Final location and size of bumps will be subject to City Engineer approval.
2. A review of traffic one year after project completion. If traffic entering the site from the County Road D entrance exceeds by 20 percent of projected counts Presbyterian Homes shall be responsible for implementing additional traffic management measures subject to the review of the City of Roseville and approval of the City of Arden Hills.

3. Additional landscape screening around the parking lot adjacent to County Road D so as to screen it from view.

The neighborhood is still concerned that the project will increase traffic on the local streets and cause safety issues. They have organized to discuss how they can reduce cut through traffic and improve livability in the neighborhood.

Attached is the petition from the Shorewood Neighborhood. (Attachment A) Staff will be seeking Council direction on the additional study as requested.

POLICY OBJECTIVE

The Comprehensive Plan supports safe, livable neighborhoods and an efficient transportation system.

BUDGET IMPLICATIONS

Discussion of this request has no immediate budget implications. Development of a neighborhood traffic management policy should include how infrastructure improvements to mitigate traffic concerns should be funded.

STAFF RECOMMENDATION

Staff recommends that the City Council accept the attached petition and direct staff to evaluate closure or partial closure alternatives and their impacts to this neighborhood after development of a neighborhood traffic management policy later this year. The PWETC will be significantly involved in this policy development and recommendation. We would estimate it will take approximately 6 months to research, develop and review this type of policy with the City Council. This policy would pertain to other neighborhood traffic concerns recently received and discussed with the Council from Josephine Road residents and the Dale St. reconstruction project that included discussion of traffic calming measures such as speed tables.

REQUESTED COUNCIL ACTION

Accept petition from the Shorewood Neighborhood and direct staff for further action.

Prepared by: Duane Schwartz, Public Works Director
Attachments: A: Petition

MAY 09 2011

SHOREWOOD NEIGHBORHOOD

Memo

To: Mayor Roe and Roseville City Council
From: Shorewood Neighbors
CC: Duane Schwartz: Public Works Director
Date: April 20, 2011
Re: PBH Redevelopment Project long-term effect on Neighborhood

PURPOSE:

We, the neighbors of the Shorewood Curve and Shorewood Lane community, are concerned about the Presbyterian Home's re-development project that Arden Hills passed last fall, and is about to begin this Spring 2011. The re-development campus borders our street at Wheeler and County Road D. The approved plan includes an entrance/exit, which will be located on County Road D, which could, and most likely will increase traffic on Wheeler.

BACKGROUND:

Last year, the Roseville City Manager, William Malinen, wrote a letter to the Arden Hills Mayor and City Council after the November 8, 2010 Roseville City Council meeting in which we (Shorewood Neighbors) expressed concerns that we were not included in the planning discussions with the Arden Hills neighbors or planning commission. Unfortunately, Mr. Malinen did not receive a return letter (dated December 2, 2010) until after the Arden Hills City Council approved the project (At the Nov 29, 2010 Arden Hills City Council meeting).

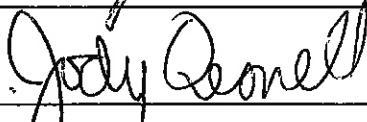
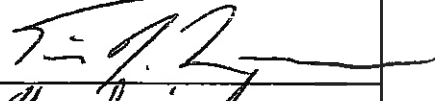
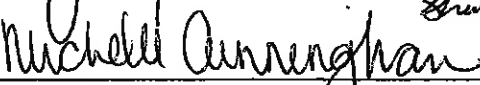
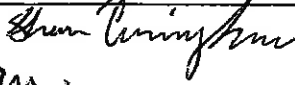
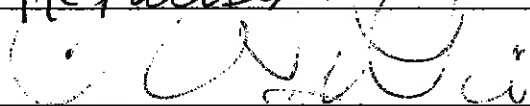
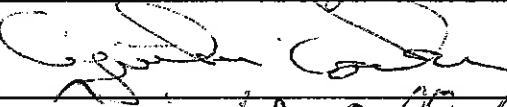
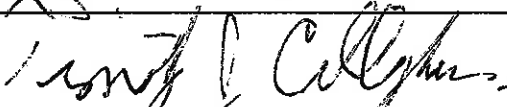
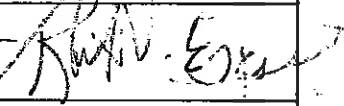
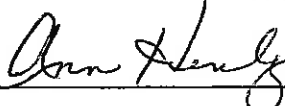
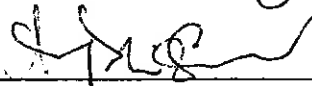
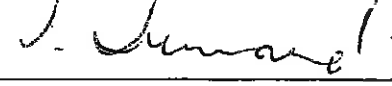
At the Arden Hills City Council meeting on November 29, 2010, Steve Anderson was given two minutes to speak. Unfortunately, the motion passes. Here is a quick summary of the results:

1. I only had 2 minutes to speak, and they did not ask me a single question. From there, there was about 2 hours of discussion between the council, PHS, and Meagan Beekman (AH City Planner). Sadly, we were not allowed to participate at all, which significantly weakened our ability to make our case.
2. David Grant and Brenda Holden fought very hard on our behalf. In fact, Brenda suggested that the best solution for the Shorewood Neighborhood would be to block-off Wheeler at Co Rd D. As a result of their efforts, they passed the following amendments to the plan:
 - a. Speed bumps were placed on the upper exit (between the main lot and the turn to the underground parking for the SE brownstone) and a speed bump at the ingress from Co Rd D and Wheeler into PHS. These were done to slow and deter traffic at the SE exit.
 - b. A traffic analysis is to be completed one year after construction to determine if the traffic estimates were correct. If not, PHS will be required to make internal traffic modification.
3. Unfortunately, we could not get discussion of the primary issue – namely, whether the upper exit is essential and, if it is essential for safety, why not just make it emergency use only. Rather, they spent too much reacting to the plan and tweaking it rather than challenging its basis.

REQUEST: We would like to have the Roseville Public Works group research options for permanently closing off Wheeler at County Road D due to the ensuing Presbyterian Homes expansion. In addition, we would like them to also analyze options for temporarily closing Wheeler at Cty Road D to through traffic during the construction phase of the PBH project scheduled to begin Spring 2011.

PETITION SIGNATURE SHEET

I share the recommendation to have the Roseville Public Works group research options for permanently closing off Wheeler at County Road D due to the ensuing Presbyterian Homes expansion which was approved last Fall in Arden Hills despite the concerns regarding its long-term effect on our Roseville neighborhood. In addition, I wish to have Roseville Public Works also analyze options for temporarily closing Wheeler at County Road D to through traffic during the construction phase of the Presbyterian Homes project, scheduled to start in Spring 2011.

FAMILY	DATE	SIGNATURE
Tom & Nadine Bondhus	4-28-11	
Azela Giese	5/1/11	
Tim & Jody Quesnell	4-23-11	 
Michelle & Shawn Cunningham	4-23-11	 
Pat & Annette Phillips	4-28-11	
Chuck & Julie Watkins	5-1-11	
Dan & Cindy Cooke	5-2-11	
Tim & Gretchen Callaghan	5-1-11	
Bob & Linda Espeset	4/28/11	 
Mark Stenberg	4-28-11	
Jean Ayers & Gary Johnson	5/1/11	
Jim & Mary Zubryzeki	4/28/11	
Anne Henley	4/28/11	
Sri & Anjali Sreevatsan	5/01/11	 
Roger & Bernie Syverson		Shoubtrds, still out of town

PETITION SIGNATURE SHEET

I share the recommendation to have the Roseville Public Works group research options for permanently closing off Wheeler at County Road D due to the ensuing Presbyterian Homes expansion which was approved last Fall in Arden Hills despite the concerns regarding its long-term effect on our Roseville neighborhood. In addition, I wish to have Roseville Public Works also analyze options for temporarily closing Wheeler at County Road D to through traffic during the construction phase of the Presbyterian Homes project, scheduled to start in Spring 2011.

FAMILY	DATE	SIGNATURE
Joe & Mary Rivard	4/23/11	Joe & Mary Rivard
Erik & Angie Drange	4/28/11	Erik & Angela Drange
John & Mary Bell	5/1/11	John & Mary Bell
Brad & Mary Bodine	5/2/11	Mary LR Bodin
Jaroscak		Deceased
Cheryl Bell	4-28-11	Cheryl Bell
Larry & Lisa Olson	4-28-11	Lisa Olson
Don & Mara Eubanks	4-28-11	Don & Mara Eubanks
Walt Peters		Absentee owner
George & Judy Palke	April 21 '11	Judy Palke
Sandy & Bill Brennom	20 April 11	Bill & Sandy Brennom
Steve & Michelle Anderson	20 April 2011	Steve & Michelle Anderson
Betty Pomeroy	28 April 11	Betty J. Pomeroy
Paul & Linda Sedwick	April 21st, 2011	Paul Sedwick & Linda Sedwick
W. Pitt	apr 21, 2011	Bill & Nancy Pitt

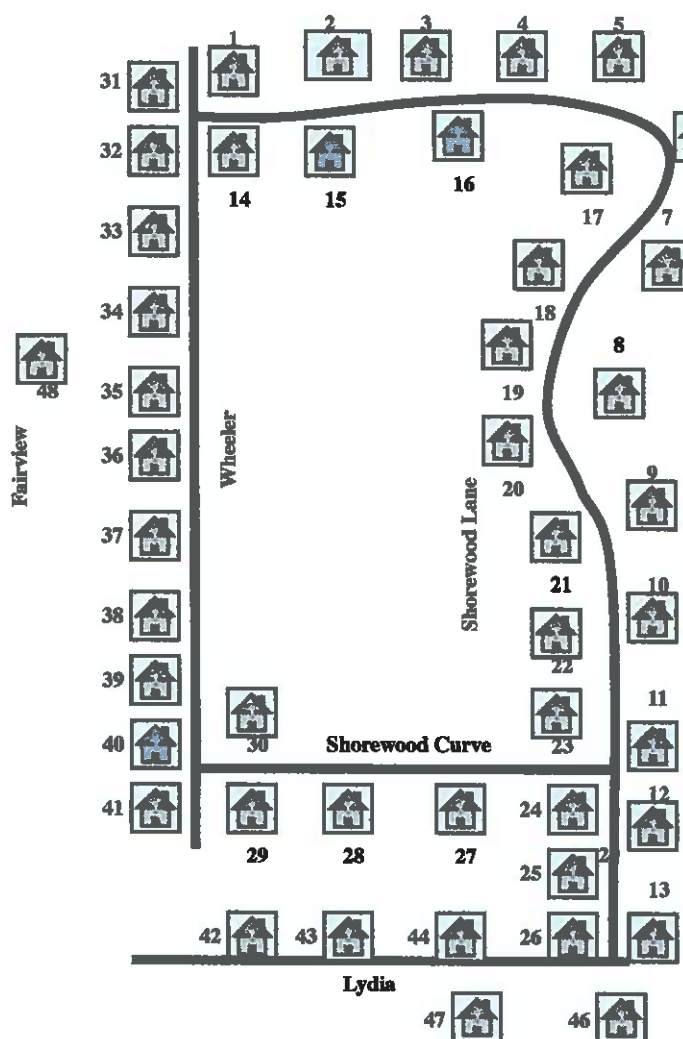
PETITION SIGNATURE LIST

I share the recommendation to have the Roseville Public Works group research options for permanently closing off Wheeler at County Road D due to the ensuing Presbyterian Homes expansion which was approved last Fall in Arden Hills despite the concerns regarding its long-term effect on our Roseville neighborhood. In addition, I wish to have Roseville Public Works also analyze options for temporarily closing Wheeler at County Road D to through traffic during the construction phase of the Presbyterian Homes project, scheduled to start in Spring 2011.

FAMILY	DATE	SIGNATURE
Tom Yanovick	4-21-11	James R. Yanovick
Barb Yates	4-22-11	Barbara Yates
Tom & Kathy Douvier	4/20/11	Kathy Douvier
Jerry & Karen Becker	4/21/11	Karen L Becker
Fritz & Jaunita Grilz	4/20/11	Fritz & Jaunita Grilz
Tom & Marylou Lundberg	4/23/11	Tom Lundberg Mary Lundberg
Duane & Linda Lecy	4-21	Duane & Linda Lecy
Martha & Kristi Shelley	4/20/11	Kristi Shelley Martha Shelley
Dan & Christine Westlund	4/20/11	Christine Westlund 3091 Wheeler

Shorewood Neighborhood

Neighborhood Crime Watch: Grid A-3 MAY 2011



1. 3100 Shorewood Lane
Tom & Nadine Bondhus
Vince(6) & Rianna (3)
633-1125 nbondus@parkdental.com
2. 3096 Shorewood Lane
Azela Giese
636-2288 azela@comcast.net
3. 3092 Shorewood Lane
Tim & Jody Quesnell
Scott (10), Carys (6)
633-0649
jojostar3092@comcast.net
tquesnell@hmr.net
Jody's Cell: 612-751-0456
4. 3088 Shorewood Lane
Michelle & Shawn Cunningham
Kiely (9) Lilly (3)
651-636-2090
M cell 425-530-8400
shell.cunningham09@yahoo.com
Owner: mimistewartellis@gmail.com
5. 3084 Shorewood Lane
Pat & Annette Phillips
633-9532 amp3084@aol.com
patphillips@comcast.net
6. 3076 Shorewood Lane
Chuck & Julie Watkin
633-3443 waitkin1@aol.com
7. 3070 Shorewood Lane
Dan & Cindi Cooke
William, Katherine
633-5152 -
cindicetel@earthlink.net
8. 3062 Shorewood Lane
Tim & Gretchen Callaghan
Anika 636-0522
gcallaghan@visi.com
9. 3056 Shorewood Lane
Bob & Linda Espeset
633-1483 liespe@comcast.net
robert@esnelaw.com
10. 3044 Shorewood Lane
Mark Stenberg
Angela (12), Mateo (5)
635-9626 mark@nemercy.org
11. 3030 Shorewood Lane
Jean Ayers & Gary Johnson
639-9519 ayers002@umn.edu
12. 3022 Shorewood Lane
Jim & Mary Zubryzcki
631-3752 ztmj@comcast.net
13. 3014 Shorewood Lane
Anne Henly
633-8638
henley001@hotmail.com
14. 3101 Shorewood Lane
Sri SReevatsan & Anjali Srinand
Prakirithi Srinand 636-5268
Sri:cell:651-895-8696 sreev001@ummedu.co.in
15. 3087 Shorewood Lane
Roger & Bernie Syverson
633-5232 blsyverson@aol.com
16. 3083 Shorewood Lane
Joseph & Mary Rivard
633-9070 joemari@rivard@aol.com
17. 3077 Shorewood Lane
Rental: NW College Kids
18. 3069 Shorewood Lane
Erik & Angela Drange
Jack (4) Elli (2)
797-3956 amdrange@gmail.com
amdrange@hotmail.com
19. 3065 Shorewood Lane
John & Mary Bell
633-8644 JVMILBell@aol.com
20. 3063 Shorewood Lane
Brad & Mary Bodin
Ben (12), Sarah (11)
639-0550 mrolf1@fairview.org
brad.bodin@qwest.com
21. 3061 Shorewood Lane
Mohamond Salmanpour
651-237-8116
cell: 651-237-8776
Brother Ali: 651-334-5846
22. 3049 Shorewood Lane
Jaroscak
633-0648 -email address?
23. 3045 Shorewood Lane
Cheryl Bell
612-741-2207
Cell:612-308-8522
cheryl_bell@cargill.com
24. 3027 Shorewood Lane
Larry & Lisa Olson
633-0463 llm3027@aol.com
25. 3017 Shorewood Lane
Don & Mara Eubanks
Rafael, (22) Gabby (8)
603-1456 - enbanks289@msn.com
mmoleenaar@johnsonmccain.com
Don.enbanks@millelacsband.com
Mara cell: 402-0279
26. 3015 Shorewood Lane
Walt Peters - 633-0693
27. 1760 Shorewood Curve
Betty Pomeroy
633-9542
28. 1768 Shorewood Curve
Steve & Michelle Anderson
Noah (10), Eva (7)
699-0981 smad4@mac.com
Michelle cell: 651-245-5410
29. 1776 Shorewood Curve
Sandy & Bill Brennom
631-2112 slbrennom@gmail.com
williambrennom@gmail.com
30. 1775 Wheeler
George & Judy Palke
636-2101 gpalke@aol.com
31. Wheeler
Rental
32. Wheeler
Rental
33. 3079 Wheeler
Paul & Linda Sedwick
633-0375 -email address?
34. 3071 Wheeler
Bill & Nancy Pitt
? -email address
35. 3062 Wheeler
Tom Yanovick
633-6178 -email address
36. 3057 Wheeler
Barb Yates
Karni
633-3516 -email address
37. 3053 Wheeler
Tom & Cathy Douvier
Katelyn,Matt,Nate
633-7489 tomdvr@comcast.net
38. 3047 Wheeler
Jerry & Karen Becker
633-4154
39. 3041 Wheeler
Fritz & Jaunita Grilz
633-1186 -email address?
40. 3025 Wheeler
Tom & Marylou Lundberg
604-0140 lundberg1@comcast.net
tomlundberg2@comcast.net
Tom cell: 612-501-1730
MaryLou cell: 612-708-4254
41. 3019 Wheeler
Duane & Lynda Lecy
631-9181 chieftain99@mac.com
42. 1775 Lydia
Martha & Kristi Shelley
633-9664 -
kristi@accentarts.net
Hottahelley@msn.com
43. 1771 Lydia
Jan & William Barnes
633-3411
jchames22@hotmail.com
44. 1759 Lydia
Group Home
45. 1707 Lydia
Paul & Karen Anderson
Naomi
651-636-0797
panderson@aol.com
46. 1732 Lydia
Lisa & Mike Maw
?
489-8054 -email address?
47. 1748 Lydia Ave W
Jen & Dave Edelman
Ryan (7), Nate(3)
636-7583
browndoe97@comcast.net
Jen cell: 651-245-1245
48. 3066 Fairview
Jenny & Chad Hoyt
Samuel (6), Lukas (5)
Karin (3), Zachary (19 m)
636-4792
jennihoyt@gmail.com
49. Shorewood Drive
Kathy Kobbs
kris_coffman@yahoo.com
hollyhock@usfamily.net

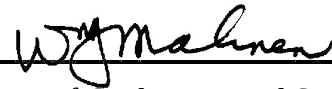
REQUEST FOR COUNCIL ACTION

Date: 05/23/11
Item No.: 13 . d

Department Approval



City Manager Approval



Item Description: Consider an Ordinance Regulating the Use of Coal Tar Based Sealers

BACKGROUND

The Public Works Environment and Transportation Commission recommends the City Council consider adopting an ordinance banning the use of coal tar based driveway sealants. These sealants are receiving considerable attention at the MPCA due to the potential health hazards that exist when they end up in storm water pond sediments. This type of driveway sealant was more prevalent in years past. The coal tar sealer flakes off from driveways over time and storm water runoff carries the material to storm water ponds. The coal tar sealants contains polycyclic aromatic hydrocarbons (PAH) which are known carcinogens. Due to the toxic nature, the sediments from storm water ponds are now required to be tested and classified for disposal. When certain levels of these substances are found the sediments need to be disposed of in hazardous materials landfills. This is very costly and is a metro wide problem, especially in the first and second tier suburbs as these materials were applied to driveways for many years. We have found these substances in two recent pond maintenance projects completed by watershed districts in Roseville. Oasis Pond restoration project completed by Rice Creek Watershed District and the William Street Pond project completed by Capitol Region Watershed District had high levels of PAH and required disposal at significantly high cost.

The Legislature considered a state wide ban on coal tar based sealant products in 2010 but did not pass legislation. There was no legislation introduced in this year's legislative session.

Coal tar sealers are no longer sold by most hardware stores and home improvement stores. They are still available and are being marketed by door to door driveway coatings contractors.

Staff requested the City Attorney modify the League of Minnesota Cities model ordinance, which allowed diluted coal tar sealers, to reflect a total ban on coal tar emulsions similar to ordinances adopted in White Bear Lake, Maplewood, and other communities.

Attached is the draft ordinance for this discussion. (Attachment A) We have also attached additional information from USGS regarding coal tar sealants. (Attachment B)

POLICY OBJECTIVE

The City's Comprehensive Plan and the Comprehensive Storm Water Management Plan discuss the importance of protecting the city's water resources. This ordinance is consistent with that objective.

35 **FINANCIAL IMPACTS**

36 The adoption of this ordinance should not have a negative impact on city budgets or
37 operations.

38
39 **STAFF RECOMMENDATION**

40 Staff recommends the Council consider adoption of the attached ordinance banning the use
41 of coal tar base sealers in Roseville. The Public Works Environment and Transportation
42 Commission has recommended the city ban the use of coal tar based driveway sealers in the
43 City of Roseville.

44 **REQUESTED COUNCIL ACTION**

45
46 Discuss the proposed ordinance and provide staff direction on any desired changes.
47

48
49 **Prepared by:**

Duane Schwartz, Public Works Director

Attachments: A. Draft Ordinance
B. USGS Fact Sheets

ORDINANCE NO. _____

AN ORDINANCE REGULATING THE USE OF COAL TAR-BASED SEALER PRODUCTS WITHIN THE CITY OF ROSEVILLE, MINNESOTA

THE CITY COUNCIL OF THE CITY OF ROSEVILLE DOES ORDAIN:

SECTION 1. PURPOSE.

The City of Roseville understands that lakes, rivers, streams and other bodies of water are natural assets which enhance the environmental, recreational, cultural and economic resources and contribute to the general health and welfare of the community. The City of Roseville Comprehensive Plan supports protection of these resources.

The use of sealers on asphalt driveways is a common practice. However, scientific studies on the use of driveway sealers have demonstrated an adverse relationship between stormwater runoff and certain health and environmental concerns.

The purpose of this ordinance is to regulate the use of sealer products within the City of Roseville, in order to protect, restore, and preserve the quality of its waters.

SECTION 2. DEFINITIONS.

Except as otherwise provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ASPHALT-BASED SEALER. A petroleum-based sealer material that is commonly used on driveways, parking lots, and other surfaces and which does not contain coal tar.

COAL TAR SEALER. A coal tar based sealer is a black liquid containing coal tar pitch that is sprayed or painted on asphalt parking lots and driveways.

COAL TAR. A byproduct of the process used to refine coal for the steel industry.

CITY. City of Roseville.

MPCA. Minnesota Pollution Control Agency

PAHs. Polycyclic Aromatic Hydrocarbons. A group of organic chemicals formed during the incomplete burning of coal, oil, gas, or other organic substances. Present in coal tar and believed harmful to humans, fish, and other aquatic life.

SECTION 3. PROHIBITIONS.

46 A. No person shall apply any coal tar-based sealer to any driveway, parking lot, or
47 other surface within the City of Roseville.

48
49 B. No person shall contract with any commercial sealer product applicator,
50 residential or commercial developer, or any other person for the application of any coal tar-based
51 sealer to any driveway, parking lot, or other surface within the City.

52
53 C. No commercial sealer product applicator, residential or commercial developer, or
54 other similar individual or organization shall direct any employee, independent contractor,
55 volunteer, or other person to apply any coal tar-based sealer to any driveway, parking lot, or
56 other surface within the City.

57
58 D. A person may not sell a coal tar based sealer product within the City, unless:

- 59
60 a) The sale is to a person who intends to use the coal tar-based sealer outside the
61 City's planning jurisdiction; and
62 b) The seller requires the purchaser to complete and sign a form provided by the
63 City that includes:
64
65 1. The name, address, and phone number of the purchaser,
66 2. The date of the purchase,
67 3. The quantity of coal tar-based sealer purchased,
68 4. A statement that the coal tar-based sealer will not be used within the
69 City of Roseville,
70 5. An affirmation by the purchaser that the information on the form is
71 correct, and
72 6. The seller retains the completed form for a period of not less than two
73 years and allows the City to inspect or copy the form upon request.
74

75 **SECTION 4. EXEMPTION.**

76
77 Upon the express written approval from both the City and MPCA, a person conducting
78 bona fide research on the effects of coal tar-based sealer products or PHAs on the environment
79 shall be exempt from the prohibitions provided in Section 3.
80

81 **SECTION 5. ASPHALT-BASED SEALCOAT PRODUCTS.**

82
83 The provisions of this ordinance shall only apply to use of coal tar-based sealer in the
84 City and shall not affect the use of asphalt-based sealer products within the City.
85

86 **SECTION 6. PENALTY.**

87
88 Any person convicted of violating any provision of this ordinance is guilty of a
89 misdemeanor and shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or
90 imprisonment for not more than ninety (90) days, or both, plus the costs of prosecution in either
91 case.

92
93 **SECTION 7. SEVERABILITY.**
94

95 If any provision of this ordinance is found to be invalid for any reason by a court of
96 competent jurisdiction, the validity of the remaining provisions shall not be affected.

97 **SECTION 8. EFFECTIVE DATE.**
98

99 This ordinance becomes effective on the date of its publication of a summary of the
100 ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to
101 time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended
102 from time to time.

103
104 Passed by the Council this _____ day of _____, 20____.

105
106
107
108 _____
109 **Mayor**

110
111
112
113 **Attested:**

114
115
116
117 _____
118 **Clerk**
119
120
121
122

Coal-Tar-Based Pavement Sealcoat, Polycyclic Aromatic Hydrocarbons (PAHs), and Environmental Health

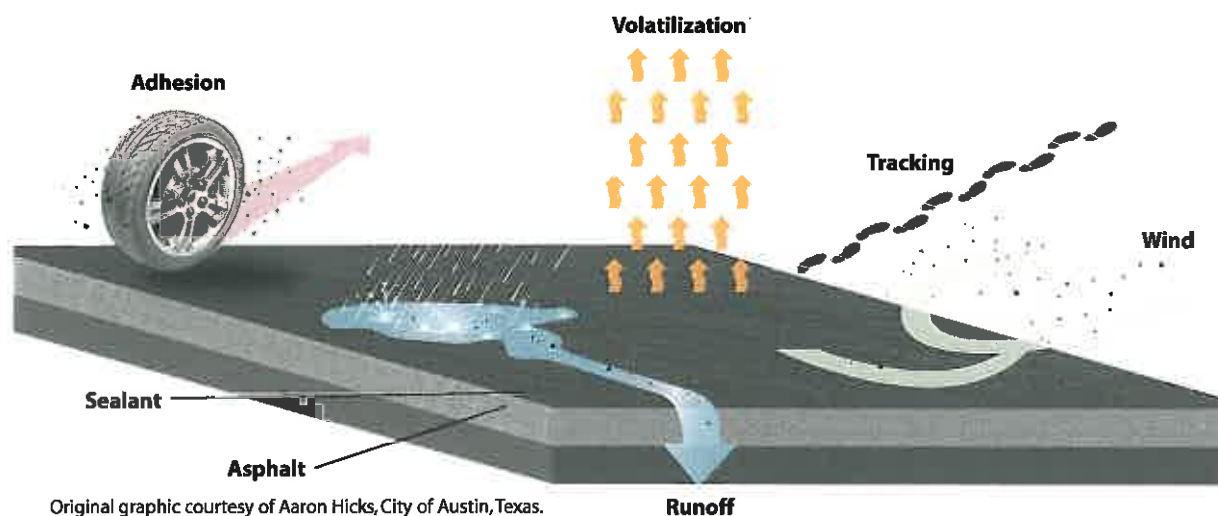
Studies by the U.S. Geological Survey (USGS) have identified coal-tar-based sealcoat—the black, viscous liquid sprayed or painted on asphalt pavement such as parking lots—as a major source of polycyclic aromatic hydrocarbon (PAH) contamination in urban areas for large parts of the Nation. Several PAHs are suspected human carcinogens and are toxic to aquatic life.



Sealcoat is the black, viscous liquid sprayed or painted on the asphalt pavement of many parking lots, driveways, and playgrounds.

Key Findings

- Dust from pavement with coal-tar-based sealcoat has greatly elevated PAH concentrations compared to dust from unsealed pavement.
- Coal-tar-based sealcoat is the largest source of PAH contamination to 40 urban lakes studied, accounting for one-half of all PAH inputs.
- Coal-tar-based sealcoat use is the primary cause of upward trends in PAHs, since the 1960s, in urban lake sediment.
- Residences adjacent to parking lots with coal-tar-based sealcoat have PAH concentrations in house dust that are 25 times higher than those in house dust in residences adjacent to parking lots without coal-tar-based sealcoat.
- PAHs move from a sealcoated surface into our environment by many mechanisms: storm runoff, adhesion to tires, wind, foot traffic, and volatilization.



Original graphic courtesy of Aaron Hicks, City of Austin, Texas.



Printed on recycled paper

What are Sealcoat, PAHs, and Coal Tar?

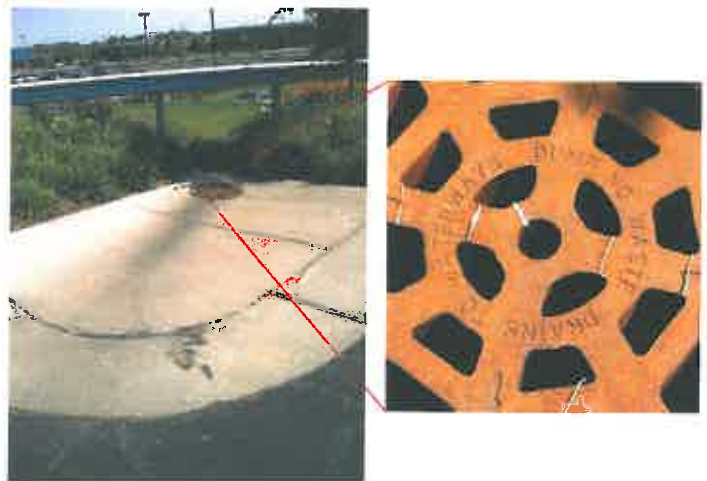
Pavement sealcoat (also called sealant) is a black liquid that is sprayed or painted on some asphalt pavement. It is marketed as protecting and beautifying the underlying pavement, and is used commercially and by homeowners across the Nation. It is applied to parking lots associated with commercial businesses, apartment and condominium complexes, churches, schools, and business parks, to residential driveways, and even to some playgrounds. Most sealcoat products have a coal-tar-pitch or asphalt (oil) base. Coal-tar-based sealcoat is commonly used in the central, southern, and eastern United States, and asphalt-based sealcoat is commonly used in the western United States.

PAHs are a group of chemical compounds that form whenever anything with a carbon base is burned, from wood and gasoline to cigarettes and meat. PAHs also are in objects and materials, such as automobile tires and coal tar, the production of which involves the heating of carbon-based materials. PAHs are of environmental concern because several are toxic, carcinogenic, mutagenic, and/or teratogenic (causing birth defects) to aquatic life, and seven are probable human carcinogens (U.S. Environmental Protection Agency, 2009).

Coal tar is a byproduct of the coking of coal for the steel industry and coal-tar pitch is the residue remaining after the distillation of coal tar. Coal-tar pitch is 50 percent or more PAHs by weight and is known to cause cancer in humans (International Agency for Research on Cancer, 1980). Coal-tar-based sealcoat products typically are 20 to 35 percent coal-tar pitch. Product analyses indicate that coal-tar-based sealcoat products contain about 1,000 times more PAHs than sealcoat products with an asphalt base (City of Austin, 2005).

How does Sealcoat get from Driveways and Parking Lots into Streams and Lakes, Homes, and the Air?

Friction from vehicle tires abrades pavement sealcoat into small particles. These particles are washed off pavement by rain and carried down storm drains and into streams. Other sealcoat particles adhere to vehicle tires and are transported to other surfaces, blown offsite by wind, or tracked indoors on the soles of shoes. Some of the PAHs in sealcoat volatilize (evaporate), which is why sealed parking lots and driveways frequently give off a “mothball” smell. Sealcoat wear is visible in high traffic areas within a few months after application, and sealcoat manufacturers recommend reapplication every 2 to 4 years.



Runoff from sealcoated pavement (black surface) enters storm drains that lead to local streams. Drain grate (inset) is marked “DUMP NO WASTE” and “DRAINS TO WATERWAYS.”

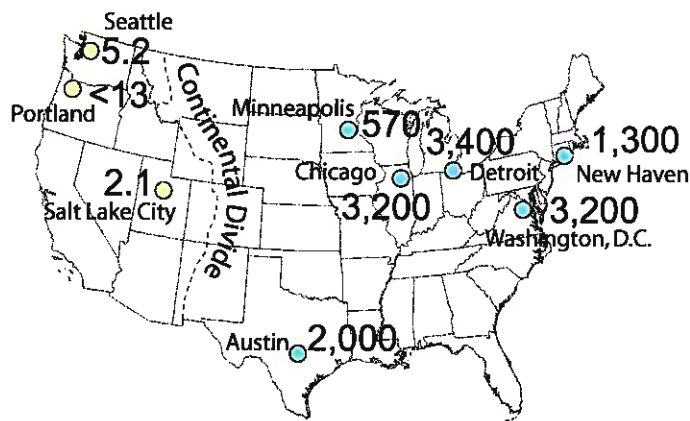


Gray asphalt pavement shows through where sealcoat has worn off the driveway of an apartment complex.

The East-West Divide

Regional Product Use Translates to Large Differences in PAH Concentrations

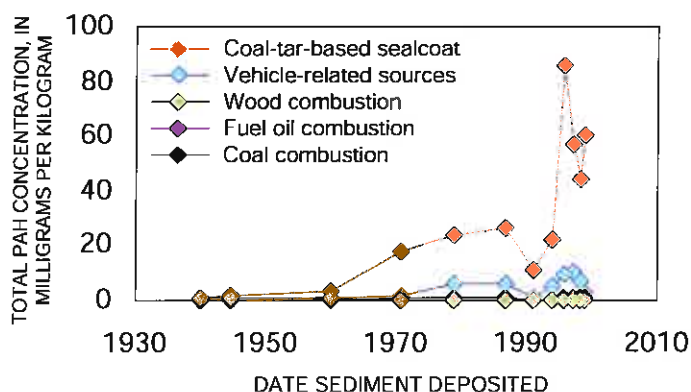
Does product type really matter? PAH concentrations in the coal-tar-based sealcoat product are about 1,000 times higher than in the asphalt-based product (more than 50,000 milligrams per kilogram [mg/kg] in coal-tar-based products and 50 mg/kg in asphalt-based products [City of Austin, 2005]). Anecdotal reports, such as Web sites, blogs, and comments by industry representatives, indicate that the coal-tar-based product is used predominantly east of the Continental Divide and the asphalt-based product is used predominantly west of the Continental Divide. During 2007–08, the USGS swept dust from sealcoated and unsealcoated parking lots in nine cities across the United States and analyzed the dust for PAHs. For six cities in the central and eastern United States, the median PAH concentration in dust from sealcoated parking lots was 2,200 mg/kg, about 1,000 times higher than in dust from sealcoated parking lots in the western United States, where the median concentration was 2.1 mg/kg. Although both product types are available nationally, these results confirm the regional difference in use patterns (Van Metre and others, 2009).



Concentrations of PAHs in dust swept from sealed parking lots in central and eastern U.S. cities, where coal-tar-based-sealcoat use dominates, were about 1,000 times higher than in western U.S. cities, where asphalt-based-sealcoat use dominates. Concentrations shown on the map are the sum of 12 PAHs, in milligrams per kilogram (Van Metre and others, 2009).



“Fingerprinting” Shows that Coal-Tar Sealant is the Largest Source of PAHs to Urban Lakes



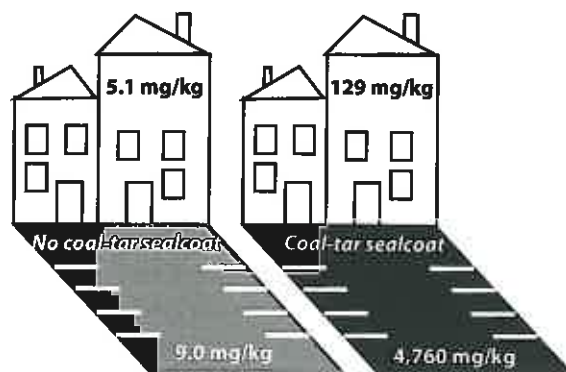
Coal-tar-based sealcoat (orange symbol) is the largest contributor to increasing concentrations of PAHs in Lake Killarney, Orlando, Florida, as determined by chemical fingerprinting. Similar patterns were seen in lakes across the central and eastern United States (Van Metre and Mahler, 2010).

PAHs are increasing in urban lakes across the United States. To better understand why this might be happening, USGS scientists collected sediment cores from 40 lakes in cities from Anchorage, Alaska, to Orlando, Florida, analyzed the cores for PAHs, and determined the contribution of PAHs from many different sources by using a chemical mass-balance model. The model is based on differences in the chemical “fingerprint” of PAHs from each source. Coal-tar-based sealcoat accounted for one-half of all PAHs in the lakes, on average, while vehicle-related sources accounted for about one-fourth. Lakes with a large contribution of PAHs from sealcoat tended to have high PAH concentrations; in many cases, at levels that can be harmful to aquatic life. Analysis of historical trends in PAH sources to 8 of the 40 lakes indicates that sealcoat use is the primary cause of increases in PAH concentrations since the 1960s. Identifying where PAHs are coming from is essential for developing environmental management strategies (Van Metre and Mahler, 2010).

From Outside to Inside

Coal-Tar Pavement Sealant Linked to PAHs in House Dust

House dust is an important source for human exposure to many contaminants, including PAHs. This is particularly true for small children, who spend time on the floor and put their hands and objects into their mouths. In 2008, the USGS measured PAHs in house dust from 23 ground-floor apartments and in dust from the apartment parking lots. Apartments with parking lots with coal-tar-based sealcoat had PAH concentrations in house dust that were 25 times higher, on average, than concentrations in house dust from apartments with parking lots with other surface types (concrete, unsealed asphalt, and asphalt-based sealcoat). PAH concentrations in the dust from the parking lots with coal-tar-based sealcoat were 530 times higher, on average, than concentrations on the parking lots with other surface types.



Apartments with coal-tar-based sealcoat on the parking lot had much higher concentrations of PAHs, both in indoor dust and in parking lot dust, than apartments with an unsealed asphalt or concrete parking lot or with a parking lot with asphalt-based sealcoat. Concentrations shown are for the sum of the 16 U.S. Environmental Protection Agency priority pollutant PAHs (Mahler and others, 2010), in milligrams per kilogram (mg/kg).



Photograph obtained from Jupiter Images.

What about other sources of PAHs? Although tobacco smoking, candle and incense burning, and barbecue and fireplace use have been suggested to affect PAH concentrations in house dust, this study found no relation between any of these, or the many other factors considered, and PAH concentrations in the house dust. The presence or absence of coal-tar-based sealcoat on the apartment complex parking lot was strongly correlated with PAH concentrations in house dust; the only other variable that was related to PAH concentrations in house dust was urban land-use intensity (the percentage of land near the apartment dedicated to multifamily residential, commercial, office, warehouse, or streets) (Mahler and others, 2010).

There are no U.S. health-based guidelines for chronic exposure to PAHs in house dust. The only existing guideline is for a single PAH—benzo[a]pyrene—issued by the German Federal Environment Agency Indoor Air Hygiene Commission (Hansen and Volland, 1998). The guideline advises minimizing exposure to concentrations of benzo[a]pyrene greater than 10 mg/kg in dust to avoid adverse health effects. That guideline was exceeded for 4 of the 11 apartments with coal-tar-sealcoated parking lots and for 1 of the 12 apartments with a parking lot with a different surface type. Also of concern is exposure to the sealcoated pavement surfaces themselves through play activities. Dust on some of the sealcoated parking lots had a concentration of benzo[a]pyrene that was more than 50 times higher than the German guideline.



Photograph courtesy of CLEARCorps, Durham, North Carolina.

Our Environment and Us

What are the Concerns?

Some PAHs are toxic to mammals (including humans), birds, fish, amphibians (such as frogs and salamanders), and plants. The aquatic invertebrates—insects and other small creatures that live in streams and lakes—are particularly susceptible to PAH contamination, especially those that live in the mud where PAHs tend to accumulate. These invertebrates are an important part of the food chain and are often monitored as indicators of stream quality (analogous to the “canary in the coal mine” concept). Possible adverse effects of PAHs on aquatic invertebrates include inhibited reproduction, delayed emergence, sediment avoidance, and mortality. Possible adverse effects on fish include fin erosion, liver abnormalities, cataracts, and immune system impairments. The Probable Effect Concentration (PEC) of 22.8 mg/kg of total PAHs (MacDonald and others, 2000)—a widely used sediment quality guideline that is the concentration in bed sediment expected to have harmful effects on bottom-dwelling biota—is exceeded in one-third of the central and eastern U.S. urban lakes where PAH sources were studied.



When turned over, red spotted newts that had been exposed to sediment contaminated with coal-tar-based sealcoat had difficulty righting themselves (Bommarito and others, 2010b). Poor reflexes could result in decreased survival. Photograph by Megan Gibbons, Birmingham-Southern College.

Scientific studies have shown a relation between coal-tar-based pavement sealcoat and harmful effects on aquatic life.

- Aquatic communities downstream from storm-water runoff from sealcoated parking lots were impaired (Scoggins and others, 2007).
- Salamanders and newts exposed to sediment contaminated with coal-tar-based sealcoat had stunted growth, difficulty swimming or righting themselves, and liver problems (Bommarito and others, 2010a, b).
- Frogs exposed to sediment contaminated with coal-tar-based sealcoat died, had stunted growth, or developed more slowly than usual (Bryer and others, 2006).



Tumors in brown bullhead catfish from the Anacostia River, Washington, D.C., are believed to be related to elevated PAH concentrations (Pinkney and others, 2009). Photograph by A.E. Pinkney.

Human health risk from environmental contaminants usually is evaluated in terms of exposure pathways. For example, people could potentially be exposed to PAHs in sealcoat through ingestion of abraded particles from driveways, parking lots, or play grounds, or through skin contact with the abraded particles, either directly or by touching toys or other objects that have been in contact with the pavement. Inhalation of wind-blown particles and of fumes that volatilize from sealed parking lots are other possible pathways. PAHs in streams and lakes rarely pose a human health risk from contact recreation or drinking water because of their tendency to attach to sediment rather than to dissolve in water.



Skin contact is one way humans can be exposed to PAHs. Parking lots and driveways with coal-tar-based sealcoat have concentrations of PAHs hundreds to thousands of times higher than those with asphalt-based sealcoat or no sealcoat. Photograph obtained from Corbis Images, Inc.

FAQ

Q) *What is coal tar?*

A) Coal tar is a thick, black or brown liquid that is a byproduct of the carbonization of coal for the steel industry or the gasification of coal to make coal gas.

Q) *What is the difference between crude coal tar, coal-tar pitch, and “refined” coal tar?*

A) Coal-tar pitch is the residue that remains after various light oils are distilled from crude coal tar for commercial use. The coal-tar pitch is then separated (refined) into 12 different viscosities, RT-1 (the most fluid) through RT-12 (the most viscous). RT-12 is the viscosity used in coal-tar-based pavement sealcoat.

Q) *How can I tell if a product contains coal tar?*

A) To determine if the product has a coal-tar base, look for the Chemical Abstracts Service (CAS) number 65996-93-2 on the product Material Safety Data Sheet (MSDS). The words “coal tar,” “refined coal tar,” “refined tar,” “refined coal-tar pitch,” or other similar terms may be listed on the MSDS or on the product container.

Q) *Is sealcoat used on roads?*

A) Use on roads is extremely rare. Occasionally a private property, such as a housing development, will choose to have the roads sealcoated.

Q) *Is use of coal-tar-based sealant regulated?*

A) Several jurisdictions, including the City of Austin, Texas, the City of Washington, D.C., Dane County, Wisconsin, and several suburbs of Minneapolis, Minnesota, have banned use of coal-tar-based sealcoat. Similar bans are under consideration in other jurisdictions.

For more information on USGS research on PAHs and coal-tar-based sealcoat go to <http://tx.usgs.gov/coring/allthingssealcoat.html>.

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—B.J. Mahler and P.C. Van Metre

REQUEST FOR COUNCIL ACTION

Date: 5-23-11
Item No.: 13.e

Department Approval



City Manager Approval



Item Description: Wildlife Management including Deer

BACKGROUND

At your May 9th, 2011 City Council meeting public comment was received on the Roseville deer population, you requested further information.

A single department is not responsible for a Roseville Wildlife Management Program so when in 2003 the City began receiving calls regarding the deer population, Parks and Recreation was asked to receive and record the calls. On average, there have been less than 10 calls per year documented by Parks and Recreation. The calls have primarily been complaints regarding damage to gardens and vegetation in resident's yards.

In 2004 the City began working with Ramsey County to monitor the deer population. The method used by the County is to perform a "fly over" after a fresh snowfall and simply count the number of deer they see.

The Police Department and the Minnesota State Patrol monitor vehicle accidents.

Following is a chart indicating the number of deer spotted in Roseville each year since 2004 as well as a summary supplied by the MN Department of Public Safety listing the number of auto vs. deer crashes in 2008-2010 where an accident report was filed:

Year	2004	2005	2006	2007	2008	2009	2010	2011
# of Deer	36	n/a lack of snow	15	34	44	51	44	50
# of cars hit – Roseville PD	-	-	-	-	3	3	2	-
# of cars hit – State patrol	-	-	-	-	0	1	1	-

Attached are maps of Roseville for the years 2004-2011, with the exception of 2005, showing the location where the deer were counted.

In recent discussions with Ramsey County, it may be time for the City of Roseville to consider a controlled hunt. This decision is up to individual cities. It is not completely clear on any specific details on process or how or when this might occur.

The administration and the cost of this new program would be the responsibility of the City and it may also require that the City Ordinance would need to be amended.

Staff has been in discussions with Ramsey County and other surrounding cities. Other cities in Ramsey County as well as the County themselves have allowed controlled deer hunts on private property and/or public property, either by bow hunters or sharp shooters.

Although the deer population is the issue at this time, other wildlife control areas have previously been requested by residents including goose, turkey and most recently coyotes.

POLICY OBJECTIVE

This discussion is consistent with addressing resident's interests and desires.

FINANCIAL IMPACTS

The future financial impacts would be the cost of beginning a new program.

STAFF RECOMMENDATION

Discuss wildlife management.

REQUESTED COUNCIL ACTION

Discuss wildlife management.

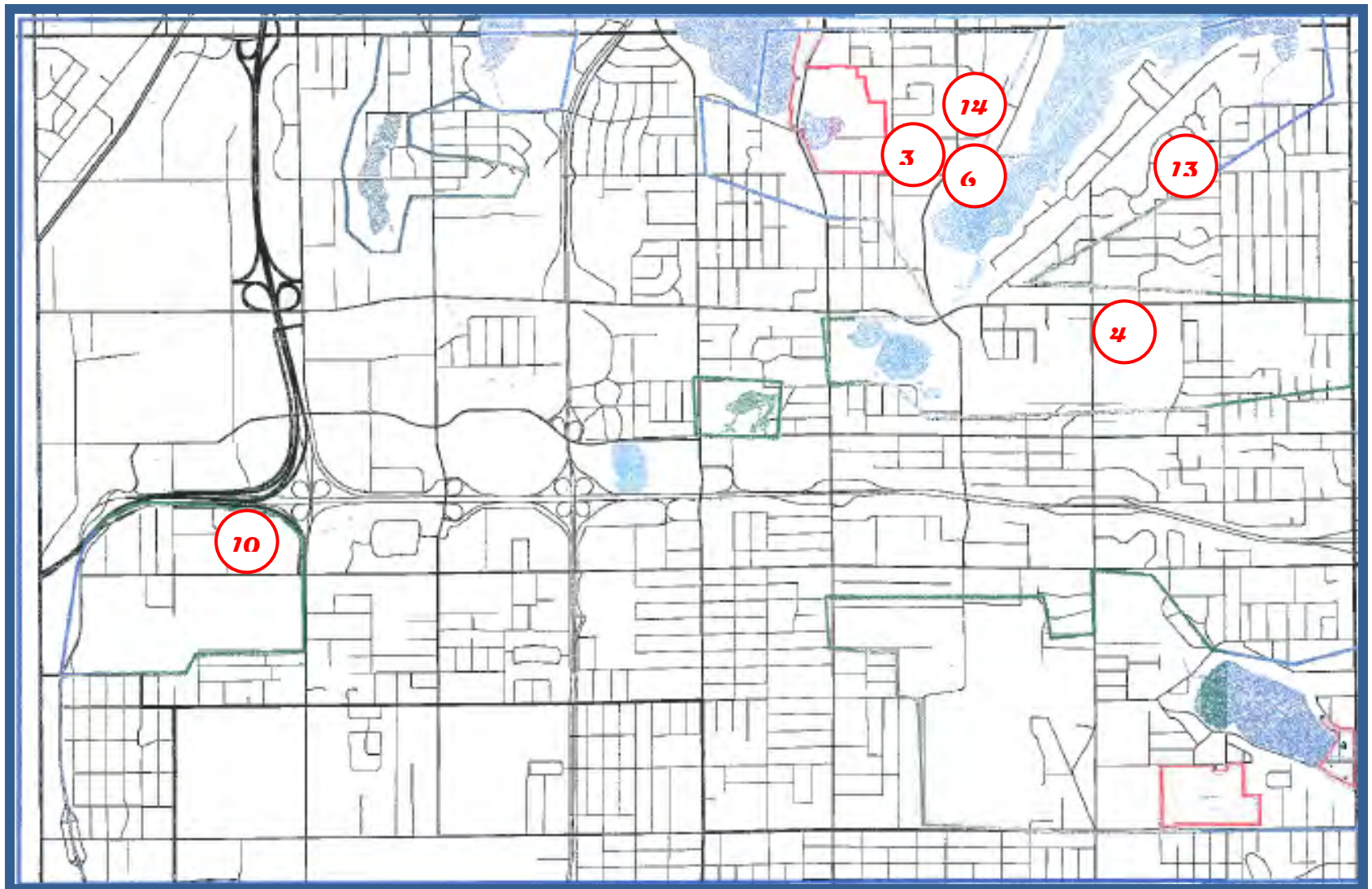
Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: Area maps indicating deer population

Date 1-6-2011

Conditions Deep snow & sunny

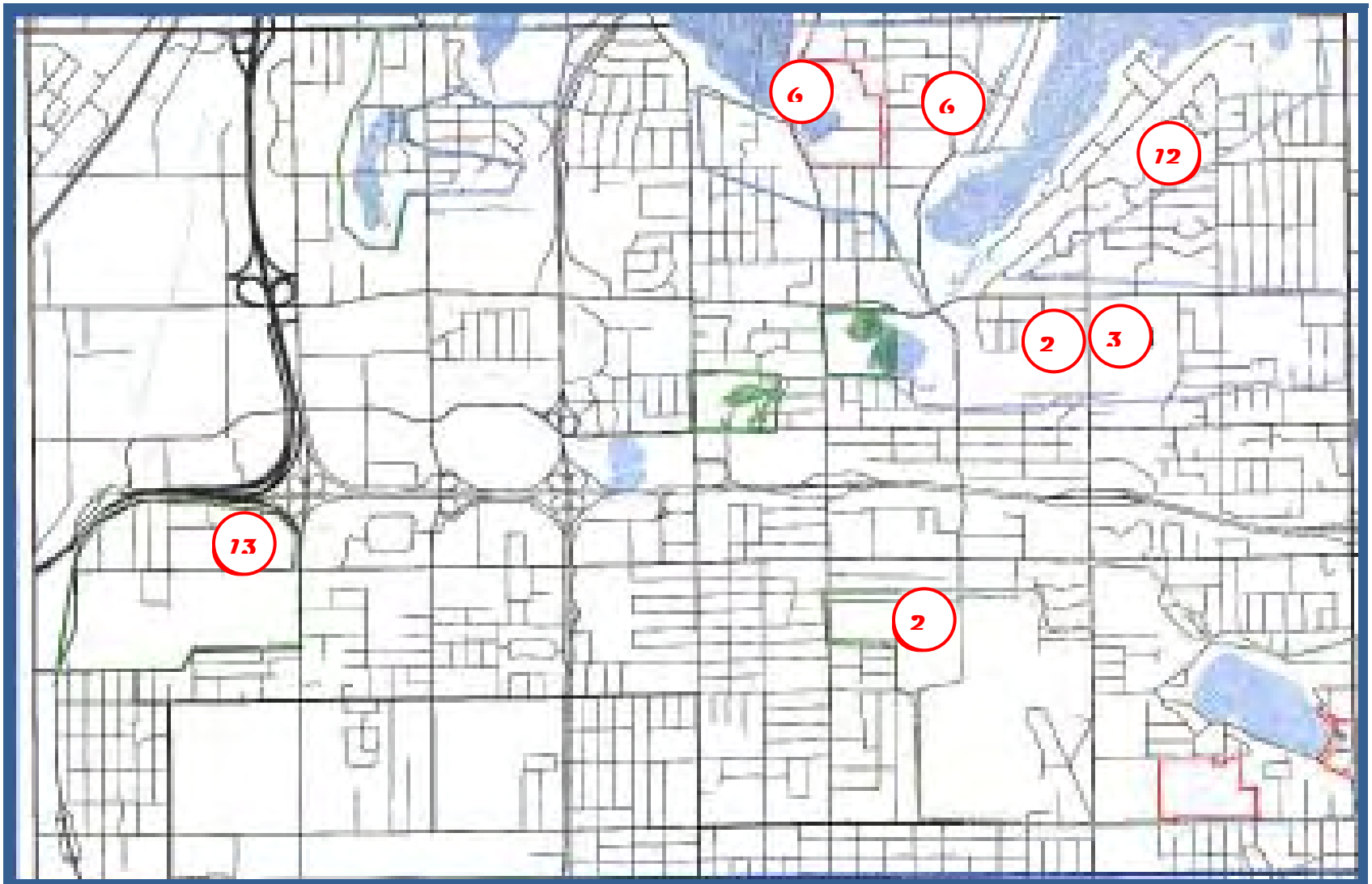
Total Deer 50



Date 1-5-2010

Conditions 10" snow base & Sunny

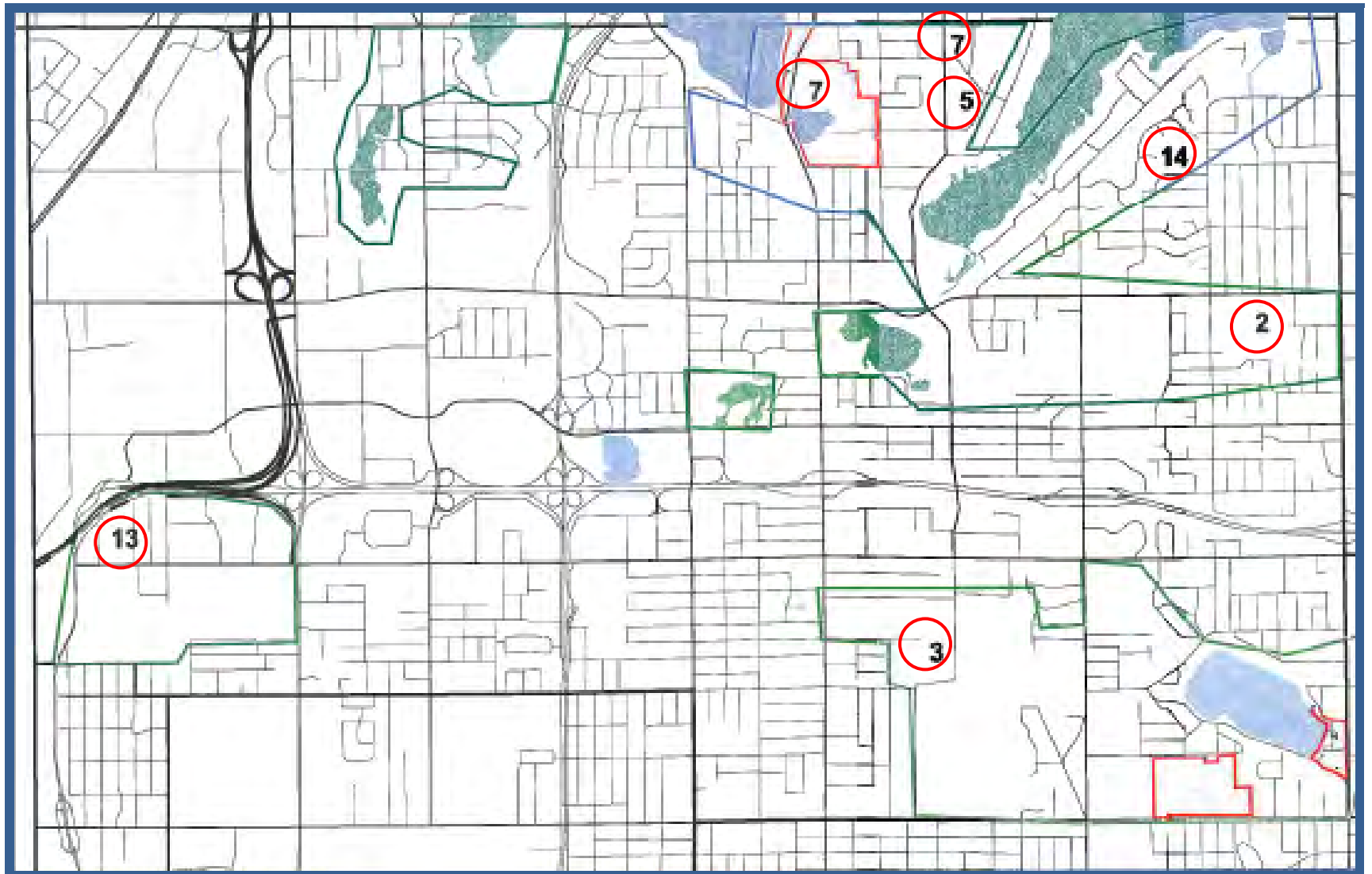
Total Deer 44



Date 1-19-2009

Conditions 10" snow base & sunny

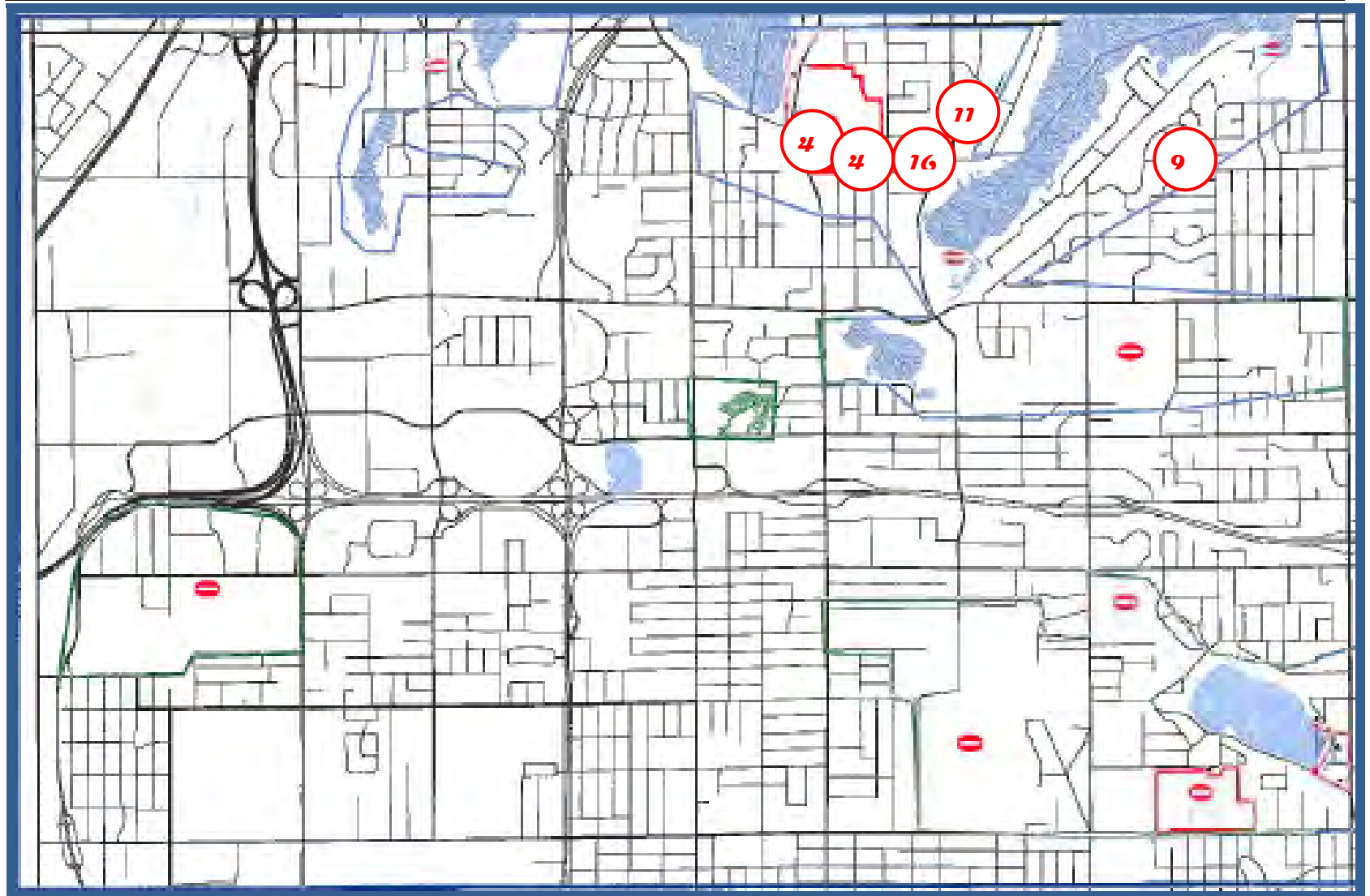
Total Deer 51



Date 2-22-2008

Conditions 5-8" snow base - fair/poor conditions

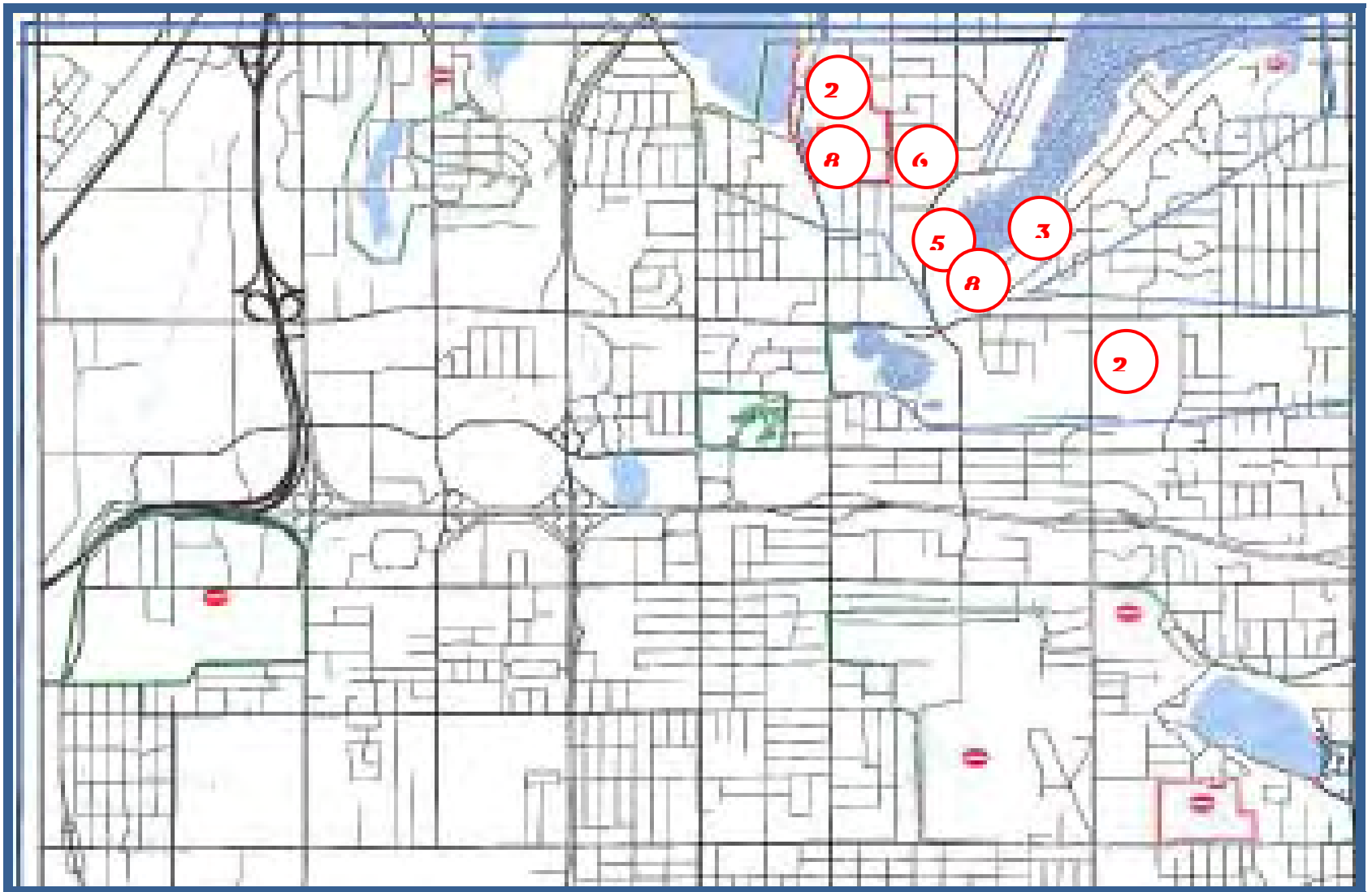
Total Deer 44



Date 2-28-2007

Conditions 10 - 12" snow base

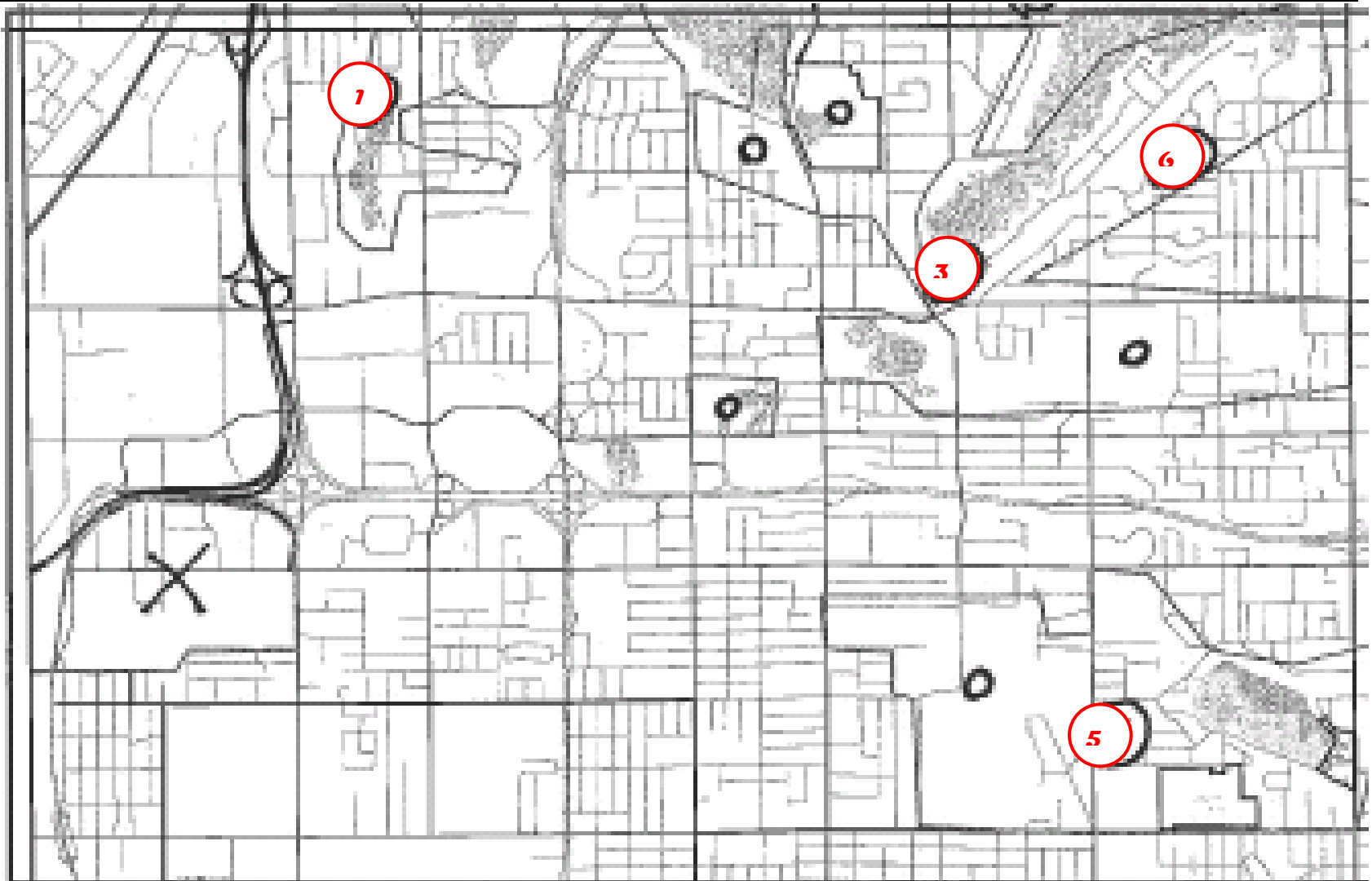
Total Deer 34



Date 3-21-2006

Conditions 8-12" snow base & sunny

Total Deer 15

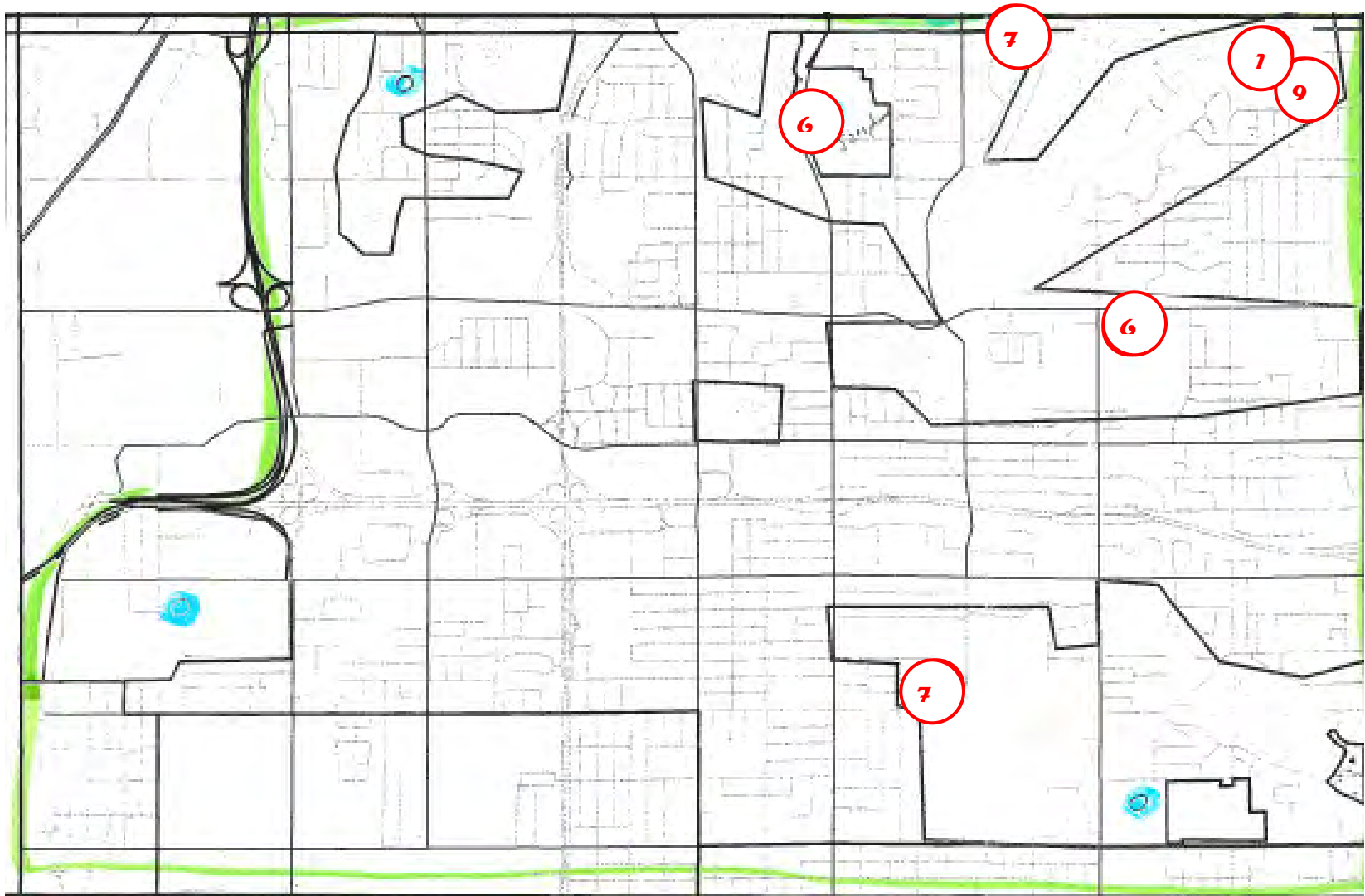


No survey done in 2005 due to poor snow conditions

Date 2-9-2004

Conditions 12-15" snow base & cloudy

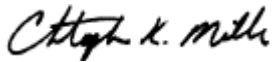
Total Deer 36



REQUEST FOR COUNCIL ACTION

Date: 05/23/11
Item No.: 13.f

Department Approval



City Manager Approval



Item Description: Discussion on Budget Program Prioritization Results

BACKGROUND

As part of the Council's 2012 Budget Calendar, the City Council tasked themselves as well as City Staff, to perform a prioritization of all City budget programs. In the interest of furthering a discussion on the results of these priority-setting tasks, a summary of the respective rankings is included in *Attachments A & B*.

Where applicable, a comparison of budget program rankings derived from the recent Citizen Survey is also included. In total a comparison of 38 budget program categories were made. It should be noted that in contrast to the approach taken by the Council and Staff, Survey Respondents did not use any pre-defined ranking criteria.

In addition, the Council and Staff rankings were on a scale of 1-5, whereas the citizen rankings were on a scale of 1-10. To make a comparison between these groups we must convert the rankings to a comparable scale. In this instance, a percentage of the maximum score attainable was used. This is depicted in *Attachments A & B* under the '% Rank' column.

We can expect greater extremes on the Council and Staff rankings because of the small sample size. By contrast, the larger citizen sample results in a 'smoothing-out' effect producing more moderate composite rankings. Because of this 'smoothing' effect, it is suggested that the differences between the Council/Staff and Citizen rankings are probably not significant until you reach a difference of +/- 10% or greater.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

See above.

STAFF RECOMMENDATION

Not applicable.

REQUESTED COUNCIL ACTION

For information purposes only. No Council action is required.

Prepared by: Chris Miller, Finance Director

Attachments: A: Budget Program Rankings – sorted by Department
B: Budget Program Rankings – sorted by Council Rank

City of Roseville
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Attachment A - Sorted by Department

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost <u>Current</u>	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
City Council	Business Meetings	79,810	3.20		4.43			
City Council	Community Support / Grants	62,490	3.60		3.14			
City Council	Intergovernmental Affairs / Memberships	29,490	2.60		4.14			
City Council	Recording Secretary	12,000	3.40		3.00			
Advisory Comm.	Human Rights Commission	2,250	2.20		2.71			
Advisory Comm.	Ethics Commission	2,500	2.00		2.57			
Administration	Customer Service	38,590	3.80		4.43			
Administration	Council Support	120,252	2.60		4.43			
Administration	Records Management/Data Practices	23,852	3.00		3.86			
Administration	General Communications	64,732	2.80		3.29			
Administration	Human Resources	108,216	3.60		4.57			
Administration	Organizational Management	125,113	2.60		4.57			
Elections	Elections	80,655	2.40		4.29			
Legal	Civil Attorney	154,500	3.80		4.71			
Legal	Prosecuting Attorney	138,925	3.40		4.86			
Finance	Banking & Investment Management	11,012	3.80		4.57			
Finance	Budgeting / Financial Planning	77,995	4.40		4.57			
Finance	Business Licenses	8,719	3.60		4.29			
Finance	Cash Receipts	52,204	3.80		4.86			
Finance	Contract Administration	7,799	3.40		4.14			
Finance	Contractual Services (RVA, Cable)	9,519	3.00		3.86			
Finance	Debt Management	7,799	3.60		4.43			
Finance	Economic Development	7,799	3.60		3.14			
Finance	Accounts Payable	34,970	3.60		4.86			
Finance	Gen. Ledger, fixed assets, financial reporting	149,908	3.60		4.71			
Finance	Lawful Gambling (partial cost)	4,359	2.40		3.29			
Finance	Payroll	74,405	3.60		4.86			
Finance	Receptionist Desk	36,482	2.40		3.14			
Finance	Risk Management	32,122	3.80		4.57			
Finance	Utility Billing (partial cost)	7,572	3.20		4.71			
Finance	Workers Compensation Admin.	48,183	3.40		4.57			
Finance	Organizational Management	29,823	2.80		4.57			
Central Services	Central Services	73,500	3.00		3.43			
Code Enforcement	Code Enforcement	165,000	3.00		3.86			
General Insurance	General Insurance	84,000	3.80		4.71			
Police Administration	Response to Public Requests	225,245	3.60		4.29			
Police Administration	Police Records / Reports	217,766	3.40		4.71			
Police Administration	Community Liaison	161,338	2.80	56%	3.71	74%	6.50	65%

City of Roseville
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Tax-Supported Programs
2012

Attachment A - Sorted by Department

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost <u>Current</u>	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
Police Administration	Organizational Management	330,236	2.40		4.57			
Police Patrol	24 x 7 x 365 First Responder	2,256,492	4.60	92%	4.86	97%	8.10	81%
Police Patrol	Public Safety Promo / Community Interaction	604,924	2.80	56%	3.71	74%	6.50	65%
Police Patrol	Dispatch	292,078	3.20		5.00			
Police Patrol	Police Reports (by officer)	562,260	3.20		4.71			
Police Patrol	Animal Control	200,477	2.00	40%	3.57	71%	5.50	55%
Police Patrol	Organizational Management	408,474	2.80		4.43			
Police Investigations	Crime Scene Processing	44,013	3.80	76%	5.00	100%	8.50	85%
Police Investigations	Public Safety Promo / Community Interaction	125,603	3.00	60%	3.57	71%	6.50	65%
Police Investigations	Criminal Prosecutions	665,395	3.60	72%	5.00	100%	8.50	85%
Police Investigations	Response to Public Requests	10,802	3.20		4.14			
Police Investigations	Organizational Management	43,207	2.40		4.71			
Police Comm Services	Community Services	65,955	2.60		3.57			
Police Emerg. Mgmt	Police Emergency Management	10,185	3.40		3.86			
Police Lake Patrol	Police Lake Patrol	1,900	1.80		2.14			
Fire Administration	Fire Administration & Planning	166,325	3.20		4.57			
Fire Administration	Emergency Management	371	3.60		4.29			
Fire Administration	Organizational Management	39,159	2.60		4.57			
Fire Prevention	Fire Administration & Planning	10,197	3.20		4.14			
Fire Prevention	Fire Prevention	181,038	3.80	76%	4.00	80%	7.20	72%
Fire Fighting / EMS	Fire Administration & Planning	107,294	2.80		4.43			
Fire Fighting / EMS	Fire Suppression / Operations	415,400	4.60	92%	5.00	100%	8.90	89%
Fire Fighting / EMS	Emergency Medical Services	666,036	4.40	88%	4.00	80%	8.70	87%
Firefighter Training	Firefighter Training	100,355	4.20		4.57			
Fire Relief	Fire Relief	355,000	3.20		4.00			
PW Administration	Project Delivery	352,877	3.40		4.43			
PW Administration	Street Lighting	219,447	3.00	60%	3.43	69%	7.50	75%
PW Administration	Permitting	49,421	3.40		4.29			
PW Administration	General Engineering/Customer Service	132,157	3.60		4.43			
PW Administration	Storm Water Management	36,424	3.60		4.14			
PW Administration	Organizational Management	112,143	3.00		4.71			
Streets	Pavement Maintenance	562,881	4.00	80%	4.43	89%	8.40	84%
Streets	Winter Road Maintenance	222,237	3.60	72%	4.57	91%	8.70	87%
Streets	Traffic Management & Control	99,456	4.00		4.29			
Streets	Streetscape & ROW Maintenance	275,093	3.80	76%	3.43	69%	6.60	66%
Streets	Pathways & Parking Lots	187,242	3.00	60%	3.29	66%	6.80	68%
Streets	Organizational Management	41,501	3.40		4.57			
Street Lighting	Street Lighting capital items	64,000	3.20	64%	4.00	80%	7.50	75%

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2012

Attachment A - Sorted by Department

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost <u>Current</u>	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
Bldg Maintenance	Custodial Services	88,360	3.00	60%	3.43	69%	7.30	73%
Bldg Maintenance	General Maintenance	358,955	3.60	72%	4.29	86%	7.30	73%
Bldg Maintenance	Organizational Management	28,688	3.00		4.43			
Central Garage	Vehicle Repair	136,821	3.60		5.00			
Central Garage	Organizational Management	54,222	3.00		4.57			
Rec Administration	Personnel Management	90,357	3.20		4.43			
Rec Administration	Financial Management	58,814	3.40		4.43			
Rec Administration	Planning & Development	78,051	3.60		4.14			
Rec Administration	Community Services	253,549	3.60		3.71			
Rec Administration	City-wide Support	28,365	3.00		3.29			
Rec Administration	Organizational Management	31,515	3.00		4.57			
Skating Center	OVAL	407,038	3.40	68%	3.71	74%	6.90	69%
Skating Center	Arena	493,320	3.40	68%	4.00	80%	6.90	69%
Skating Center	Banquet Area	135,998	3.40	68%	3.43	69%	6.90	69%
Skating Center	Department-wide Support	42,986	3.00		3.57			
Recreation Programs	Program Management	787,975	4.00	80%	3.71	74%	6.90	69%
Recreation Programs	Personnel Management	67,734	3.00		4.43			
Recreation Programs	Facility Management	237,591	4.00	80%	4.57	91%	7.20	72%
Recreation Programs	Volunteer Management	83,631	4.60		3.86			
Recreation Programs	Organizational Management	64,345	3.00		4.57			
Recreation Maint.	Grounds Maintenance	326,279	4.00	80%	3.86	77%	7.50	75%
Recreation Maint.	Facility Maintenance	329,779	4.00	80%	4.00	80%	7.50	75%
Recreation Maint.	Natural Resources	139,601	4.00		3.71			
Recreation Maint.	Department-wide Support	116,543	2.60		3.86			
Recreation Maint.	City-wide Support	52,403	3.00		3.14			
Miscellaneous	Equipment Replacement	50,000	4.00		4.57			
Miscellaneous	Building Replacement	25,000	4.20		4.57			
Miscellaneous	Park Improvement Program	185,000	4.00	80%	4.14	83%	7.20	72%
Miscellaneous	Emerald Ash Borer	100,000	1.80		1.71			
Miscellaneous	Debt Service - Streets	310,000	4.20		4.86			
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000	4.00		4.86			
Miscellaneous	Debt Service - Arena	355,000	4.00		4.71			
		<u>\$ 18,931,869</u>						

City of Roseville
Priority-Based Budgeting
Summary of Non-Tax Programs
2012

Attachment A - Sorted by Department

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
Planning	Planning - Current	300,235	3.00		4.43			
Planning	Planning - Long Range	59,842	3.00		3.71			
Planning	Zoning Code Enforcement	23,702	3.80		3.71			
Planning	Organizational Management	23,554	2.40		4.57			
Econ. Development	Economic Development and Redevelopment	104,869	2.80		3.29			
Econ. Development	Organizational Management	7,744	2.00		4.00			
Code Enforcement	Building Codes Review and Permits	408,335	3.60	72%	4.43	89%	6.70	67%
Code Enforcement	Nuisance Code Enforcement	33,981	3.20		4.00			
Code Enforcement	Organizational Management	64,501	2.60		4.43			
GIS	GIS	65,679	3.00		3.57			
GIS	Organizational Management	4,882	2.60		4.00			
Communications	Newsletter / News Reporting	143,552	2.60	52%	3.00	60%	6.10	61%
Communications	Audio / Visual	69,274	2.80	56%	3.14	63%	5.20	52%
Communications	Internet / Website	48,154	3.20	64%	3.43	69%	6.30	63%
Communications	NSCC Member Dues	84,500	2.60		3.43			
Info Technology	Enterprise Applications	288,538	3.20		4.43			
Info Technology	Network Services	60,683	3.40		4.43			
Info Technology	PDA/Mobile Devices	13,219	2.80		3.71			
Info Technology	Server Management	49,087	3.80		4.71			
Info Technology	Telephone/Radio Systems	82,937	3.60		4.14			
Info Technology	Computer/End User Support	551,331	3.60		4.00			
Info Technology	User Administration	77,684	3.40		4.29			
Info Technology	Internet Connectivity	33,688	3.80		4.71			
Info Technology	Facility Security Systems	2,718	3.40		4.14			
Info Technology	Organizational Management	3,705	2.80		4.43			
License Center	Passport Issuance	108,069	2.80		3.71			
License Center	Motor Vehicle Transactions	479,071	3.00	60%	3.86	77%	7.40	74%
License Center	Identity Applications	144,418	3.00		3.29			
License Center	DNR Transactions	28,512	2.80		3.14			
License Center	Daily Sales Reporting & Cash Reconciliation	143,748	3.40		4.00			
License Center	Inventory and Supplies	16,565	3.00		3.57			
License Center	Customer Communications/Problem Solving	134,044	3.40		3.71			
License Center	Bad Check Recording & Recovery	10,989	3.00		3.29			
License Center	Organizational Management	79,308	2.80		4.14			
Lawful Gambling	Gambling Licenses & Reports	50,660	2.60		3.29			
Lawful Gambling	Community Donations	80,000	2.80		3.57			
Water	Infrastructure Maintenance & Repair	749,891	4.40	88%	4.86	97%	8.70	87%
Water	System Monitoring & Regulation	138,272	4.00	80%	4.71	94%	8.60	86%

City of Roseville
Priority-Based Budgeting
Summary of Non-Tax Programs
2012

Attachment A - Sorted by Department

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
Water	Customer Response	112,099	3.80		4.57			
Water	GIS	25,106	3.40		4.14			
Water	Utility Billing	189,891	3.80		4.86			
Water	Metering	442,786	3.60		5.00			
Water	Wholesale Water Purchase from St. Paul	4,400,000	3.80		4.86			
Water	System Depreciation	250,000	4.20		4.57			
Water	Admin Service Charge	350,000	3.20		3.71			
Water	Organizational Management	412,770	2.80		4.57			
Sewer	Infrastructure Maintenance & Repair	846,840	4.40	88%	4.71	94%	8.70	87%
Sewer	Customer Response	63,415	3.80		4.43			
Sewer	GIS	34,298	3.20		4.29			
Sewer	Sewage Treatment Costs	2,750,000	3.80		4.86			
Sewer	System Depreciation	190,000	4.20		4.57			
Sewer	Admin Service Charge	275,000	3.20		3.71			
Sewer	Organizational Management	254,045	2.80		4.57			
Storm Sewer	Infrastructure Maintenance & Repair	882,267	4.60		4.71			
Storm Sewer	Street Sweeping	279,513	3.60		3.86			
Storm Sewer	Leaf Collection / Compost Maintenance	263,938	2.20	44%	2.57	51%	5.80	58%
Storm Sewer	System Depreciation	210,000	3.80		4.57			
Storm Sewer	Admin Service Charge	78,000	3.00		3.71			
Storm Sewer	Organizational Management	68,626	2.80		4.57			
Recycling	Program Administration	21,077	2.60		3.29			
Recycling	Communications / Outreach efforts	16,061	3.00		3.00			
Recycling	Data Reporting	9,442	2.20		3.00			
Recycling	Recycling Pickup Contractor	435,000	3.00	60%	3.14	63%	7.80	78%
Recycling	Admin Service Charge	10,000	2.60		2.86			
Golf	Clubhouse Operations	181,154	3.20	64%	3.29	66%	6.00	60%
Golf	Grounds Maintenance	127,486	3.60	72%	3.29	66%	6.00	60%
Golf	Department-Wide Support	51,310	3.20		3.29			
		\$ 18,000,065						

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2012

Attachment B - Sorted by Council Ranking

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Program Cost Current</u>	<u>Council Composite Rank</u>	<u>% Rank</u>	<u>Staff Composite Rank</u>	<u>% Rank</u>	<u>Citizen Composite Rank</u>	<u>% Rank</u>
Police Patrol	24 x 7 x 365 First Responder	2,256,492	4.60	92%	4.86	97%	8.10	81%
Fire Fighting / EMS	Fire Suppression / Operations	415,400	4.60	92%	5.00	100%	8.90	89%
Recreation Programs	Volunteer Management	83,631	4.60		3.86			
Finance	Budgeting / Financial Planning	77,995	4.40		4.57			
Fire Fighting / EMS	Emergency Medical Services	666,036	4.40	88%	4.00	80%	8.70	87%
Firefighter Training	Firefighter Training	100,355	4.20		4.57			
Miscellaneous	Building Replacement	25,000	4.20		4.57			
Miscellaneous	Debt Service - Streets	310,000	4.20		4.86			
Streets	Pavement Maintenance	562,881	4.00	80%	4.43	89%	8.40	84%
Streets	Traffic Management & Control	99,456	4.00		4.29			
Recreation Programs	Program Management	787,975	4.00	80%	3.71	74%	6.90	69%
Recreation Programs	Facility Management	237,591	4.00	80%	4.57	91%	7.20	72%
Recreation Maint.	Grounds Maintenance	326,279	4.00	80%	3.86	77%	7.50	75%
Recreation Maint.	Facility Maintenance	329,779	4.00	80%	4.00	80%	7.50	75%
Recreation Maint.	Natural Resources	139,601	4.00		3.71			
Miscellaneous	Equipment Replacement	50,000	4.00		4.57			
Miscellaneous	Park Improvement Program	185,000	4.00	80%	4.14	83%	7.20	72%
Miscellaneous	Debt Service - City Hall, PW Bldg.	825,000	4.00		4.86			
Miscellaneous	Debt Service - Arena	355,000	4.00		4.71			
Administration	Customer Service	38,590	3.80		4.43			
Legal	Civil Attorney	154,500	3.80		4.71			
Finance	Banking & Investment Management	11,012	3.80		4.57			
Finance	Cash Receipts	52,204	3.80		4.86			
Finance	Risk Management	32,122	3.80		4.57			
General Insurance	General Insurance	84,000	3.80		4.71			
Police Investigations	Crime Scene Processing	44,013	3.80	76%	5.00	100%	8.50	85%
Fire Prevention	Fire Prevention	181,038	3.80	76%	4.00	80%	7.20	72%
Streets	Streetscape & ROW Maintenance	275,093	3.80	76%	3.43	69%	6.60	66%
City Council	Community Support / Grants	62,490	3.60		3.14			
Administration	Human Resources	108,216	3.60		4.57			
Finance	Business Licenses	8,719	3.60		4.29			
Finance	Debt Management	7,799	3.60		4.43			
Finance	Economic Development	7,799	3.60		3.14			
Finance	Accounts Payable	34,970	3.60		4.86			
Finance	Gen. Ledger, fixed assets, financial reporting	149,908	3.60		4.71			
Finance	Payroll	74,405	3.60		4.86			
Police Administration	Response to Public Requests	225,245	3.60		4.29			
Police Investigations	Criminal Prosecutions	665,395	3.60	72%	5.00	100%	8.50	85%

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2012

Attachment B - Sorted by Council Ranking

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost <u>Current</u>	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
Fire Administration	Emergency Management	371	3.60		4.29			
PW Administration	General Engineering/Customer Service	132,157	3.60		4.43			
PW Administration	Storm Water Management	36,424	3.60		4.14			
Streets	Winter Road Maintenance	222,237	3.60	72%	4.57	91%	8.70	87%
Bldg Maintenance	General Maintenance	358,955	3.60	72%	4.29	86%	7.30	73%
Central Garage	Vehicle Repair	136,821	3.60		5.00			
Rec Administration	Planning & Development	78,051	3.60		4.14			
Rec Administration	Community Services	253,549	3.60		3.71			
City Council	Recording Secretary	12,000	3.40		3.00			
Legal	Prosecuting Attorney	138,925	3.40		4.86			
Finance	Contract Administration	7,799	3.40		4.14			
Finance	Workers Compensation Admin.	48,183	3.40		4.57			
Police Administration	Police Records / Reports	217,766	3.40		4.71			
Police Emerg. Mgmt	Police Emergency Management	10,185	3.40		3.86			
PW Administration	Project Delivery	352,877	3.40		4.43			
PW Administration	Permitting	49,421	3.40		4.29			
Streets	Organizational Management	41,501	3.40		4.57			
Rec Administration	Financial Management	58,814	3.40		4.43			
Skating Center	OVAL	407,038	3.40	68%	3.71	74%	6.90	69%
Skating Center	Arena	493,320	3.40	68%	4.00	80%	6.90	69%
Skating Center	Banquet Area	135,998	3.40	68%	3.43	69%	6.90	69%
City Council	Business Meetings	79,810	3.20		4.43			
Finance	Utility Billing (partial cost)	7,572	3.20		4.71			
Police Patrol	Dispatch	292,078	3.20		5.00			
Police Patrol	Police Reports (by officer)	562,260	3.20		4.71			
Police Investigations	Response to Public Requests	10,802	3.20		4.14			
Fire Administration	Fire Administration & Planning	166,325	3.20		4.57			
Fire Prevention	Fire Administration & Planning	10,197	3.20		4.14			
Fire Relief	Fire Relief	355,000	3.20		4.00			
Street Lighting	Street Lighting capital items	64,000	3.20	64%	4.00	80%	7.50	75%
Rec Administration	Personnel Management	90,357	3.20		4.43			
Administration	Records Management/Data Practices	23,852	3.00		3.86			
Finance	Contractual Services (RVA, Cable)	9,519	3.00		3.86			
Central Services	Central Services	73,500	3.00		3.43			
Code Enforcement	Code Enforcement	165,000	3.00		3.86			
Police Investigations	Public Safety Promo / Community Interaction	125,603	3.00	60%	3.57	71%	6.50	65%
PW Administration	Street Lighting	219,447	3.00	60%	3.43	69%	7.50	75%
PW Administration	Organizational Management	112,143	3.00		4.71			

City of Roseville
Priority-Based Budgeting
Tax-Supported Programs
2012

Attachment B - Sorted by Council Ranking

<u>Department / Division</u>	<u>Program / Function</u>	2011 Program Cost <u>Current</u>	Council Composite Rank	% Rank	Staff Composite Rank	% Rank	Citizen Composite Rank	% Rank
Streets	Pathways & Parking Lots	187,242	3.00	60%	3.29	66%	6.80	68%
Bldg Maintenance	Custodial Services	88,360	3.00	60%	3.43	69%	7.30	73%
Bldg Maintenance	Organizational Management	28,688	3.00		4.43			
Central Garage	Organizational Management	54,222	3.00		4.57			
Rec Administration	City-wide Support	28,365	3.00		3.29			
Rec Administration	Organizational Management	31,515	3.00		4.57			
Skating Center	Department-wide Support	42,986	3.00		3.57			
Recreation Programs	Personnel Management	67,734	3.00		4.43			
Recreation Programs	Organizational Management	64,345	3.00		4.57			
Recreation Maint.	City-wide Support	52,403	3.00		3.14			
Administration	General Communications	64,732	2.80		3.29			
Finance	Organizational Management	29,823	2.80		4.57			
Police Administration	Community Liaison	161,338	2.80	56%	3.71	74%	6.50	65%
Police Patrol	Public Safety Promo / Community Interaction	604,924	2.80	56%	3.71	74%	6.50	65%
Police Patrol	Organizational Management	408,474	2.80		4.43			
Fire Fighting / EMS	Fire Administration & Planning	107,294	2.80		4.43			
City Council	Intergovernmental Affairs / Memberships	29,490	2.60		4.14			
Administration	Council Support	120,252	2.60		4.43			
Administration	Organizational Management	125,113	2.60		4.57			
Police Comm Services	Community Services	65,955	2.60		3.57			
Fire Administration	Organizational Management	39,159	2.60		4.57			
Recreation Maint.	Department-wide Support	116,543	2.60		3.86			
Elections	Elections	80,655	2.40		4.29			
Finance	Lawful Gambling (partial cost)	4,359	2.40		3.29			
Finance	Receptionist Desk	36,482	2.40		3.14			
Police Administration	Organizational Management	330,236	2.40		4.57			
Police Investigations	Organizational Management	43,207	2.40		4.71			
Advisory Comm.	Human Rights Commission	2,250	2.20		2.71			
Advisory Comm.	Ethics Commission	2,500	2.00		2.57			
Police Patrol	Animal Control	200,477	2.00	40%	3.57	71%	5.50	55%
Police Lake Patrol	Police Lake Patrol	1,900	1.80		2.14			
Miscellaneous	Emerald Ash Borer	100,000	1.80		1.71			
		<u>\$ 18,931,869</u>						

City of Roseville
Priority-Based Budgeting
Summary of Non-Tax Programs
2012

Attachment B - Sorted by Council Ranking

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Program Cost</u>	<u>Council Composite Rank</u>	<u>% Rank</u>	<u>Staff Composite Rank</u>	<u>% Rank</u>	<u>Citizen Composite Rank</u>	<u>% Rank</u>
Storm Sewer	Infrastructure Maintenance & Repair	882,267	4.60		4.71			
Water	Infrastructure Maintenance & Repair	749,891	4.40	88%	4.86	97%	8.70	87%
Sewer	Infrastructure Maintenance & Repair	846,840	4.40	88%	4.71	94%	8.70	87%
Water	System Depreciation	250,000	4.20		4.57			
Sewer	System Depreciation	190,000	4.20		4.57			
Water	System Monitoring & Regulation	138,272	4.00	80%	4.71	94%	8.60	86%
Planning	Zoning Code Enforcement	23,702	3.80		3.71			
Info Technology	Server Management	49,087	3.80		4.71			
Info Technology	Internet Connectivity	33,688	3.80		4.71			
Water	Customer Response	112,099	3.80		4.57			
Water	Utility Billing	189,891	3.80		4.86			
Water	Wholesale Water Purchase from St. Paul	4,400,000	3.80		4.86			
Sewer	Customer Response	63,415	3.80		4.43			
Sewer	Sewage Treatment Costs	2,750,000	3.80		4.86			
Storm Sewer	System Depreciation	210,000	3.80		4.57			
Code Enforcement	Building Codes Review and Permits	408,335	3.60	72%	4.43	89%	6.70	67%
Info Technology	Telephone/Radio Systems	82,937	3.60		4.14			
Info Technology	Computer/End User Support	551,331	3.60		4.00			
Water	Metering	442,786	3.60		5.00			
Storm Sewer	Street Sweeping	279,513	3.60		3.86			
Golf	Grounds Maintenance	127,486	3.60	72%	3.29	66%	6.00	60%
Info Technology	Network Services	60,683	3.40		4.43			
Info Technology	User Administration	77,684	3.40		4.29			
Info Technology	Facility Security Systems	2,718	3.40		4.14			
License Center	Daily Sales Reporting & Cash Reconciliation	143,748	3.40		4.00			
License Center	Customer Communications/Problem Solving	134,044	3.40		3.71			
Water	GIS	25,106	3.40		4.14			
Code Enforcement	Nuisance Code Enforcement	33,981	3.20		4.00			
Communications	Internet / Website	48,154	3.20	64%	3.43	69%	6.30	63%
Info Technology	Enterprise Applications	288,538	3.20		4.43			
Water	Admin Service Charge	350,000	3.20		3.71			
Sewer	GIS	34,298	3.20		4.29			
Sewer	Admin Service Charge	275,000	3.20		3.71			
Golf	Clubhouse Operations	181,154	3.20	64%	3.29	66%	6.00	60%
Golf	Department-Wide Support	51,310	3.20		3.29			
Planning	Planning - Current	300,235	3.00		4.43			
Planning	Planning - Long Range	59,842	3.00		3.71			
GIS	GIS	65,679	3.00		3.57			

City of Roseville
Priority-Based Budgeting
Summary of Non-Tax Programs
2012

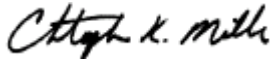
Attachment B - Sorted by Council Ranking

<u>Department / Division</u>	<u>Program / Function</u>	<u>2011 Program Cost</u>	<u>Council Composite Rank</u>	<u>% Rank</u>	<u>Staff Composite Rank</u>	<u>% Rank</u>	<u>Citizen Composite Rank</u>	<u>% Rank</u>
License Center	Motor Vehicle Transactions	479,071	3.00	60%	3.86	77%	7.40	74%
License Center	Identity Applications	144,418	3.00		3.29			
License Center	Inventory and Supplies	16,565	3.00		3.57			
License Center	Bad Check Recording & Recovery	10,989	3.00		3.29			
Storm Sewer	Admin Service Charge	78,000	3.00		3.71			
Recycling	Communications / Outreach efforts	16,061	3.00		3.00			
Recycling	Recycling Pickup Contractor	435,000	3.00	60%	3.14	63%	7.80	78%
Econ. Development	Economic Development and Redevelopment	104,869	2.80		3.29			
Communications	Audio / Visual	69,274	2.80	56%	3.14	63%	5.20	52%
Info Technology	PDA/Mobile Devices	13,219	2.80		3.71			
Info Technology	Organizational Management	3,705	2.80		4.43			
License Center	Passport Issuance	108,069	2.80		3.71			
License Center	DNR Transactions	28,512	2.80		3.14			
License Center	Organizational Management	79,308	2.80		4.14			
Lawful Gambling	Community Donations	80,000	2.80		3.57			
Water	Organizational Management	412,770	2.80		4.57			
Sewer	Organizational Management	254,045	2.80		4.57			
Storm Sewer	Organizational Management	68,626	2.80		4.57			
Code Enforcement	Organizational Management	64,501	2.60		4.43			
GIS	Organizational Management	4,882	2.60		4.00			
Communications	Newsletter / News Reporting	143,552	2.60	52%	3.00	60%	6.10	61%
Communications	NSCC Member Dues	84,500	2.60		3.43			
Lawful Gambling	Gambling Licenses & Reports	50,660	2.60		3.29			
Recycling	Program Administration	21,077	2.60		3.29			
Recycling	Admin Service Charge	10,000	2.60		2.86			
Planning	Organizational Management	23,554	2.40		4.57			
Storm Sewer	Leaf Collection / Compost Maintenance	263,938	2.20	44%	2.57	51%	5.80	58%
Recycling	Data Reporting	9,442	2.20		3.00			
Econ. Development	Organizational Management	7,744	2.00		4.00			
		<u>\$ 18,000,065</u>						

REQUEST FOR COUNCIL ACTION

Date: 05/23/11
Item No.: 13.g - amended

Department Approval



City Manager Approval



Item Description: Discuss Setting a Preliminary 2012 Property Tax Levy

BACKGROUND

As part of the Council's 2012 Budget Calendar, the Council agreed to establish a preliminary not-to-exceed property tax levy at the May 23, 2011 Council meeting. This levy will guide the development of a City Manager Recommended Budget, and could be used to provide citizens with a preliminary tax impact projection.

In an effort to further assist the Council in setting the preliminary property tax levy, Staff has prepared a number of 'decision packages' that highlight the projected need for property tax increases in 2012. These decision packages are shown below.

2012 Property Tax Levy Decision Packages

\$60,000 - New Contractual Obligations including dispatch, legal, and audit services.

\$16,000 - Property, Casualty, and Work Comp insurance premiums.

\$46,000 - Motor Fuel & Energy-related costs.

\$20,000 - Supply and Maintenance materials inflationary costs.

\$400,000 - Vehicle & Equipment replacement funding.

\$101,000 - Employee cost-of-living wage and healthcare costs.

In total, these tax levy decision packages amount to \$643,000 in new obligations for 2012.

For comparison purposes, the following table depicts the current 2011 Property Tax Levy Summary:

Program / Function	Levy Amount
Public Safety, Streets, Admin, Legal, & Finance	\$ 10,714,120
Parks & Recreation	2,213,924
Pathway and Boulevard Maintenance	210,000
Building Maintenance & Information Systems	75,000
Debt Service	1,490,000
Total	\$ 14,703,044

It should be noted that the City has already made significant on-going budget reductions over the past several years. Since 2004, the City eliminated or held vacant 10 employee positions in the core service areas of public safety, public works, parks & recreation, finance, and administration. This represents a staffing reduction of 10% in programs that residents have historically rated as a high priority, and resulted in budget savings of \$605,000 annually.

During this same timeframe, the City also reduced supplies and materials, and monies set aside for vehicle and infrastructure replacements.

Property Tax Impact

As noted above, the combined total of the decision packages is \$643,000. The following chart depicts the monthly property tax impact on a median valued home in Roseville based on varying tax levy increases.

**Monthly Property Tax Increase
For a Median Valued Home**

Current Amount	\$ 51.78
Additional Levy:	
@ \$250,000	\$ 1.00
@ \$300,000	1.20
@ \$400,000	1.60
@ \$500,000	2.00
@ \$600,000	2.40
@ \$700,000	2.80
@ \$800,000	\$ 3.20

As the table indicates, a levy increase of \$250,000 will result in a monthly impact of \$1; a \$500,000 increase will result in an impact of \$2 per month, and so on. Under all of these property tax increase scenarios, the City's local tax rate would remain 25% - 26% below the average for peer communities in the metro area.

These increases are necessary to fulfill the capital infrastructure goals and objectives identified in the Imagine Roseville 2025 process and 20-Year Capital Investment Plan (CIP), as well as maintain the highly-rated services identified in the 2011 Citizen Survey.

63 It should also be noted that the majority of the tax levy increases in the past 5 years were in response to a
64 decline in state aid, interest earnings, and other non-tax revenues; as well as the desire to increase funding
65 for capital replacements such as the arena refrigeration system, park and street improvements, and vehicles.
66

67 Staff will be available at the Council meeting to address these decision packages in greater detail.

68 **POLICY OBJECTIVE**

69 Adopting a 2012 property tax increase is consistent with meeting the capital infrastructure goals and
70 objectives identified in the Imagine Roseville 2025 process and CIP, and will help ensure that the City
71 maintains the high priority programs and services identified in the 2011 Citizen Survey.

72 **FINANCIAL IMPACTS**

73 See above.

74 **STAFF RECOMMENDATION**

75 Not applicable.

76 **REQUESTED COUNCIL ACTION**

77 For information purposes only. No formal Council action is necessary.

78

Prepared by: Chris Miller, Finance Director

Attachments: A: