



City Council Agenda

Monday, September 26, 2011

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order for September: Willmus, Pust, McGehee, Johnson, 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**
- 6:20 p.m. **6. Approve Minutes**
 - a. Approve Minutes of September 12, 2011 Meeting
 - b. Approve Minutes of September 19, 2011 Meeting
- 6:25 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. Adopt a Resolution Approving a Premise Permit for Roseville Youth Hockey Association to Conduct Lawful Gambling Activities at Grumpy's Bar and Grill
 - e. Approve St. Rose of Lima One Day Gambling License for Bingo and Raffles
 - f. Approve 2012 City Benefits Insurance Renewals & Cafeteria Contributions
 - g. Adopt a Resolution approving the Request by Meritex Enterprises, Inc. for Vacation of a Public Street Easement at 2520-2375 Walnut Street
 - h. Adopt a Resolution Approving a Drive-Through Facility as a Conditional Use at 2435-2459 Rice Street

- i. Adopt a Resolution to Accept the Work Completed, Authorize Final Payment of \$4,405.68 and commence the One-Year Warranty Period on the Rosewood Neighborhood Drainage Improvements Project (Phase 2)
- j. Appoint HRC Youth Commissioner
- k. Approve a Quit Claim Deed Conveying Property at 2990 Cleveland Avenue to the City of Roseville

6:35 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

- 6:45 p.m. a. Consider an Ordinance Updating Storm Water Drainage Erosion and Sedimentation Control

10. Presentations

- 6:55 p.m. a. Ramsey County Sheriff Matt Bostrom

- 7:05 p.m. b. Public Tree Inventory Presentation

11. Public Hearings

12. Business Items (Action Items)

- 7:20 p.m. a. Consider Amendments to the Infrastructure Improvements for the Twin Lakes AUAR Area- Final Report

- 7:35 p.m. b. Consider an Ordinance Creating the Twin Lakes Overlay District

- 7:50 p.m. c. Consider City Abatement for Unresolved Violations of City Code at 2211 Irene Street

- 8:00 p.m. d. Consider City Abatement for Unresolved Violations of City Code at 2071 Fry Street

- 8:10 p.m. e. Consider City Abatement for Unresolved Violations of City Code at 2408 St. Albans

- 8:20 p.m. f. Request to Issue a Ramsey County Court Citation for an Unresolved Violation of Roseville's City Code at 1756 Chatsworth Street

- 8:30 p.m. g. Consider a Resolution Approving the Final Plat of Outlot A Created in the Recently-Approved Highcrest Park Addition Plat (PF11-020)

- 8:35 p.m. h. Consider Awarding Contract for Architectural Services for Fire Station

13. Business Items – Presentations/Discussions

8:40 p.m. a. Fire Dept Reorganization

8:55 p.m. **14. City Manager Future Agenda Review**

9:00 p.m. **15. Councilmember Initiated Items for Future Meetings**

a. City Manager Review Forms

16. Adjourn

Some Upcoming Public Meetings.....

Tuesday	Sep 27	6:30 p.m.	Public Works, Environment and Transportation Commission
Tuesday	Oct 4	6:30 p.m.	Parks & Recreation Commission
Wednesday	Oct 5	6:30 p.m.	Planning Commission
Monday	Oct 10	6:00 p.m.	City Council Meeting
Tuesday	Oct 11	6:30 p.m.	Human Rights Commission
Monday	Oct 17	6:00 p.m.	City Council Meeting
Tuesday	Oct 18	6:00 p.m.	Housing & Redevelopment Authority
Monday	Oct 24	6:00 p.m.	City Council Meeting

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

Date: 9/26/11

Item: 6.a

Approve 9/12/11 Minutes

No Attachment

Date: 9/26/11

Item: 6.b

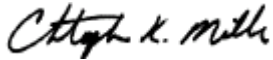
Approve 9/19/11 Minutes

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 9/26/2011
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	\$1,015,580.16
63989-64122	\$283,313.67
Total	\$1,298,893.83

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: 9/20/2011 - 10:28 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/06/2011	Internal Service - Interest	Investment Income	RVA- ACH	July Interest	333.01
0	09/06/2011	Water Fund	Water - Roseville	City of Roseville- ACH	July Water	3,042.15
0	09/06/2011	General Fund	Postage	Pitney Bowes - Monthly ACH	August Postage	3,000.00
0	09/06/2011	Golf Course	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	2,528.26
0	09/06/2011	Storm Drainage	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	25.83
0	09/06/2011	Solid Waste Recycle	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	33.39
0	09/06/2011	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	179.25
0	09/06/2011	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	303.07
0	09/06/2011	General Fund Donations	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	21.24
0	09/06/2011	Information Technology	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	551.21
0	09/06/2011	Info Tech/Contract Cities	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	10.10
0	09/06/2011	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	1,430.24
0	09/06/2011	Recreation Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	21.63
0	09/06/2011	P & R Contract Maintenance	Sales Tax	MN Dept of Revenue-ACH	Sales/Use Tax	118.91
0	09/06/2011	License Center	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	514.00
0	09/06/2011	Sanitary Sewer	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	8.77
0	09/06/2011	Water Fund	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax	17,525.10
0	09/06/2011	Sanitary Sewer	Credit Card Service Fees	Applied Merchant Services-ACH	July UB Payments.com Charges	1,212.96
0	09/06/2011	General Fund	Motor Fuel	MN Dept of Revenue-ACH	July Fuel Tax	336.28
0	09/06/2011	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 8/9 Payroll	19,843.00
0	09/06/2011	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 8/9 Payroll	4,223.65
0	09/06/2011	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 8/9 Payroll	29,962.23
0	09/06/2011	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 8/9 Payroll	39,349.93
0	09/06/2011	General Fund	211000 - Deferered Comp.	Great West- ACH	Pasyroll Deduction for 8/09 Payroll	9,063.00
0	09/06/2011	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 8/9 Payroll	48,102.82
0	09/06/2011	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 8/9 Payroll	20,497.29
0	09/06/2011	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 8/9 Payroll	27,075.83
0	09/06/2011	Recreation Fund	Credit Card Fees	US Bank-ACH	July Terminal Charges	165.91
0	09/06/2011	Sanitary Sewer	Credit Card Service Fees	US Bank-ACH	July Terminal Charges	442.81
0	09/06/2011	Golf Course	Credit Card Fees	US Bank-ACH	July Terminal Charges	597.81
0	09/06/2011	General Fund	Miscellaneous Expense	IRS EFTPS- ACH	Penalty	1,832.95
0	09/06/2011	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 8/23 Payroll	20,097.87
0	09/06/2011	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 8/23 Payroll	4,296.20
0	09/06/2011	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 8/23 Payroll	40,141.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/06/2011	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 8/23 Payroll	30,478.85
0	09/06/2011	General Fund	211000 - Deferered Comp.	Great West- ACH	Pasyroll Deduction for 8/23 Payroll	9,063.00
0	09/06/2011	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 8/23 Payroll	27,429.41
0	09/06/2011	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 8/23 Payroll	20,787.46
0	09/06/2011	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 8/23 Payroll	48,520.17
0	09/06/2011	Workers Compensation	Parks & Recreation Claims	SFM-ACH	August Work Comp Claims	5,627.55
0	09/06/2011	Workers Compensation	Police Patrol Claims	SFM-ACH	August Work Comp Claims	3,814.38
0	09/06/2011	Workers Compensation	Street Department Claims	SFM-ACH	August Work Comp Claims	3,394.43
Check Total:						446,003.85
0	09/07/2011	Recreation Fund	Operating Supplies	Anoka County-ACH	Field Trip Admission	726.00
0	09/07/2011	General Fund	Operating Supplies City Garage	1st Garage Door-ACH	Door Transmitter	213.16
0	09/07/2011	General Fund	209001 - Use Tax Payable	1st Garage Door-ACH	Sales/Use Tax	-13.71
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Flag Bracket	11.77
0	09/07/2011	General Fund	Operating Supplies	Menards-ACH	Fire Station Supplies	31.69
0	09/07/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	No Receipt	40.69
0	09/07/2011	General Fund	Operating Supplies	Target.com-ACH	VHS's	44.97
0	09/07/2011	Recreation Fund	Operating Supplies	Menards-ACH	July 4 Supplies	319.51
0	09/07/2011	Police Forfeiture Fund	Professional Services	Target- ACH	Photo Supplies	29.52
0	09/07/2011	Information Technology	Contract Maintenance	Local Link, Inc.-ACH	DNS Hosting-July 2011	107.50
0	09/07/2011	Recreation Fund	Operating Supplies	Bunker Hills Park-ACH	Bus Parking	5.00
0	09/07/2011	General Fund	Contract Maint. - City Hall	Nitti Sanitation-ACH	Regular Service	153.00
0	09/07/2011	General Fund	Contract Maintienace	Nitti Sanitation-ACH	Regular Service	88.40
0	09/07/2011	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Regular Service	275.40
0	09/07/2011	General Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	54.40
0	09/07/2011	Golf Course	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	108.80
0	09/07/2011	Recreation Fund	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	224.40
0	09/07/2011	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-ACH	Regular Service	516.80
0	09/07/2011	General Fund	Contract Maint. - City Garage	Nitti Sanitation-ACH	Regular Service	-26.52
0	09/07/2011	Recreation Fund	Operating Supplies	Medco Supply-ACH	Gymnastics Tape	172.31
0	09/07/2011	General Fund	Miscellaneous	Target- ACH	No Receipt	18.06
0	09/07/2011	Recreation Fund	Operating Supplies	Rainbow Foods-ACH	July 4 Supplies	48.94
0	09/07/2011	Information Technology	Operating Supplies	UPS Store-ACH	Monitor Return Shipping Charge	23.83
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer Supplies	55.96
0	09/07/2011	Recreation Fund	Operating Supplies	Party City-ACH	July 4 Supplies	95.24
0	09/07/2011	Recreation Fund	Operating Supplies	Davis Lock & Safe-ACH	Replacement Lock	8.54
0	09/07/2011	General Fund	Operating Supplies	FastStone-ACH	Crime Mapping Software	21.32
0	09/07/2011	General Fund	209001 - Use Tax Payable	FastStone-ACH	Sales/Use Tax	-1.37
0	09/07/2011	General Fund	Training	Dominos Pizza-ACH	Dinner Supplies For Community Evei	17.51
0	09/07/2011	License Center	Computer Equipment	Best Buy- ACH	Hard Drive	58.91
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer Supplies	82.91
0	09/07/2011	Golf Course	Miscellaneous	LTG Power Equipment-ACH	Missing Receipt	16.67
0	09/07/2011	Golf Course	Operating Supplies	Hockenbergs- ACH	Grill Cleaner	13.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Fence Supplies	74.30
0	09/07/2011	Telecommunications	Operating Supplies	Office Depot- ACH	Office Supplies	23.56
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer Supplies	18.84
0	09/07/2011	Recreation Fund	Operating Supplies	U of M- ACH	Golf Driving Range	36.00
0	09/07/2011	Recreation Fund	Operating Supplies	Fairway Flyerz-ACH	Gift Cards	150.00
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Threadlocker	9.09
0	09/07/2011	General Fund	Operating Supplies	PTS Tool Supply-ACH	Drill	123.34
0	09/07/2011	Recreation Fund	Operating Supplies	Cub Foods- ACH	HANC Camp Supplies	10.47
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer Supplies	44.10
0	09/07/2011	Storm Drainage	Operating Supplies	PTS Tool Supply-ACH	Drill	123.34
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	Summer Supplies	23.76
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Target- ACH	Shop Tools	42.81
0	09/07/2011	General Fund	Office Supplies	Franklin Covey-ACH	Calendar Supplies	49.16
0	09/07/2011	Golf Course	Operating Supplies	Sports Authority-ACH	Whistles	10.69
0	09/07/2011	Recreation Fund	Operating Supplies	U of M- ACH	TCF Stadium Tour	44.00
0	09/07/2011	General Fund	Operating Supplies	Brother Mobile Solutions-ACH	Thermal Paper	145.66
0	09/07/2011	General Fund	209001 - Use Tax Payable	Brother Mobile Solutions-ACH	Sales/Use Tax	-9.37
0	09/07/2011	General Fund Donations	Supplies - Target Corp Grant	Spartan Promotional-ACH	Night Out Items	477.98
0	09/07/2011	Storm Drainage	Rosewood Neighborhood Drainage	Menards-ACH	16" Brickface	47.12
0	09/07/2011	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Single Cut Key	9.81
0	09/07/2011	Recreation Fund	Operating Supplies	Michaels-ACH	Summer Supplies	4.53
0	09/07/2011	Recreation Fund	Operating Supplies	Michaels-ACH	Summer Supplies	14.56
0	09/07/2011	Recreation Fund	Operating Supplies	Michaels-ACH	Summer Supplies	22.33
0	09/07/2011	Recreation Fund	Operating Supplies	Michaels-ACH	Summer Supplies	28.99
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	HANC Camp Supplies	190.47
0	09/07/2011	Recreation Fund	Operating Supplies	Goodwill-ACH	Kids Garden Club Supplies	23.70
0	09/07/2011	General Fund	Operating Supplies	American Flagpole-ACH	Fire Station Supplies	44.07
0	09/07/2011	Water Fund	Professional Services	Appointment Plus-ACH	Annual Fee	619.00
0	09/07/2011	Sanitary Sewer	Operating Supplies	Frattallones-ACH	Fasteners	11.51
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Shears	44.97
0	09/07/2011	Golf Course	Operating Supplies	Home Depot- ACH	Pest Control Products, Deck Sealer	179.21
0	09/07/2011	General Fund	Office Supplies	Cub Foods- ACH	Dish Detergent	7.49
0	09/07/2011	Recreation Fund	Operating Supplies	Gopher Sport- ACH	Stolen Equipment Replacement	317.29
0	09/07/2011	General Fund	Operating Supplies	UPS Store-ACH	Pager Repair Shipping Cost	14.61
0	09/07/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	168.26
0	09/07/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	129.19
0	09/07/2011	Recreation Fund	Telephone	Sprint-ACH	Cell Phones	251.54
0	09/07/2011	P & R Contract Maintenance	Telephone	Sprint-ACH	Cell Phones	35.07
0	09/07/2011	Golf Course	Telephone	Sprint-ACH	Cell Phones	114.76
0	09/07/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	36.99
0	09/07/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	385.05
0	09/07/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	193.38
0	09/07/2011	General Fund	Telephone	Sprint-ACH	Cell Phones	48.77
0	09/07/2011	General Fund	Training	SOTA-ACH	Special Operations Training	540.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/07/2011	Recreation Fund	Rental	Fun Jumps, Inc-ACH	Climbing Wall, Skee Ball Rental	500.00
0	09/07/2011	Water Fund	Operating Supplies	Suburban Ace Hardware-ACH	Fasteners	22.75
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Paint Supplies	25.45
0	09/07/2011	Recreation Fund	Operating Supplies	Target- ACH	Camp Supplies	26.92
0	09/07/2011	P & R Contract Maintenance	Temporary Employees	Sprint-ACH	Cell Phones	14.60
0	09/07/2011	Storm Drainage	Telephone	Sprint-ACH	Cell Phones	-6.06
0	09/07/2011	General Fund	Operating Supplies	Sprint-ACH	Cell Phones	-9.99
0	09/07/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	-8.79
0	09/07/2011	Recreation Fund	Professional Services	Sprint-ACH	Cell Phones	-3.33
0	09/07/2011	P & R Contract Maintenance	Temporary Employees	Sprint-ACH	Cell Phones	122.22
0	09/07/2011	Storm Drainage	Telephone	Sprint-ACH	Cell Phones	82.23
0	09/07/2011	General Fund	Operating Supplies	Sprint-ACH	Cell Phones	119.97
0	09/07/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	124.47
0	09/07/2011	Recreation Fund	Professional Services	Sprint-ACH	Cell Phones	39.99
0	09/07/2011	P & R Contract Maintenance	Temporary Employees	Sprint-ACH	Cell Phones	80.25
0	09/07/2011	Storm Drainage	Telephone	Sprint-ACH	Cell Phones	54.25
0	09/07/2011	General Fund	Operating Supplies	Sprint-ACH	Cell Phones	78.00
0	09/07/2011	Information Technology	Telephone	Sprint-ACH	Cell Phones	82.50
0	09/07/2011	Recreation Fund	Professional Services	Sprint-ACH	Cell Phones	26.00
0	09/07/2011	General Fund	Vehicle Supplies	Dealer Automotive-ACH	Thermostat Reset	64.77
0	09/07/2011	Sanitary Sewer	Operating Supplies	O'Reilly Automotive-ACH	Parts	40.67
0	09/07/2011	Golf Course	Operating Supplies	Pletschers Greenhouse-ACH	Rose Bushes Spray	13.69
0	09/07/2011	Information Technology	Contract Maintenance	Digicert-ACH	Encryption Certificate	1,425.00
0	09/07/2011	Golf Course	Vehicle Supplies	Handy Industries-ACH	Lift Table Side Ramps	102.38
0	09/07/2011	Golf Course	Use Tax Payable	Handy Industries-ACH	Sales/Use Tax	-6.59
0	09/07/2011	General Fund	Operating Supplies	Grainger-ACH	Fire Station Light Bulbs	47.61
0	09/07/2011	P & R Contract Maintenance	Miscellaneous	Suburban Ace Hardware-ACH	No Receipt	18.20
0	09/07/2011	Information Technology	Operating Supplies	Buy.com- ACH	Ethernet Switches	96.16
0	09/07/2011	Information Technology	Use Tax Payable	Buy.com- ACH	Sales/Use Tax	-6.19
0	09/07/2011	General Fund	Op Supplies - City Hall	North Hgts Hardware Hank-ACH	Sandpaper	10.04
0	09/07/2011	Telecommunications	Furniture and Fixtures	Walgreens-ACH	Fans	21.40
0	09/07/2011	Recreation Fund	Operating Supplies	Metro Sound & Lighting-ACH	Ampitheatre Sound Supplies	110.79
Check Total:						11,733.11
0	09/07/2011	License Center	Transportation	Jill Theisen	Mileage Reimbursement	282.50
0	09/07/2011	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement	80.30
0	09/07/2011	Special "10" Fund	Professional Service	No Suburban Community Foundati	Remit Proceeds	22,000.00
0	09/07/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	237.24
0	09/07/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	116.99
0	09/07/2011	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium for Aug 20	4,689.28
0	09/07/2011	General Fund	210600 - Union Dues Deduction	MN Teamsters #320	Payroll Deduction for 9/6 Payroll	327.00
0	09/07/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	09/07/2011	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227	Payroll Deduction for 9/6 Payroll	4,979.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/07/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	1,999.42
0	09/07/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	3,461.58
0	09/07/2011	General Fund	Vehicle Supplies	Midway Ford Co	Cap	13.56
0	09/07/2011	General Fund	Vehicle Supplies	Midway Ford Co	Knob	9.69
0	09/07/2011	Telecommunications	Printing	Greenhaven Printing	Newsletter Printing	2,640.00
0	09/07/2011	Housing & Redevelopment Agency	Printing	Greenhaven Printing	Newsletter Printing	3,000.00
0	09/07/2011	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Condenser Coil Cleaning	457.25
0	09/07/2011	P & R Contract Maintenance	Contract Maintenance	Yale Mechanical, LLC	RPZ Repair	1,772.26
0	09/07/2011	General Fund	Contract Maint. - City Garage	Yale Mechanical, LLC	HRU Repair	1,477.42
0	09/07/2011	General Fund	Contract Maint. - City Hall	Yale Mechanical, LLC	Cooling System Repair	1,331.65
0	09/07/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Credit	-213.03
0	09/07/2011	Information Technology	Operating Supplies	Crescent Electric Supply Co	Credit Memo	-56.54
0	09/07/2011	Information Technology	Operating Supplies	Crescent Electric Supply Co	PLNM BL Box	203.06
0	09/07/2011	Recreation Fund	Professional Services	Roseville Area Schools	Facilities Rental	455.00
0	09/07/2011	Recreation Fund	Professional Services	Roseville Area Schools	Facilities Rental	950.00
0	09/07/2011	Solid Waste Recycle	Operating Supplies	Litin	Forks, Plates	130.42
0	09/07/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Credit	-80.16
0	09/07/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Brake Pad	48.60
0	09/07/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Battery	108.88
0	09/07/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Super Duty Pads	148.51
0	09/07/2011	Recreation Fund	Utilities	Xcel Energy	Nature Center	274.55
0	09/07/2011	Recreation Fund	Utilities	Xcel Energy	Skating	12,692.73
0	09/07/2011	License Center	Utilities	Xcel Energy	Motor Vehicle	702.94
0	09/07/2011	General Fund	Utilities	Xcel Energy	Street Lights	64.63
0	09/07/2011	Recreation Fund	Contract Maintenance	Prowire, Inc.	Circuit Board	498.14
0	09/07/2011	Recreation Fund	Use Tax Payable	Prowire, Inc.	Sales/Use Tax	-11.14
0	09/07/2011	P & R Contract Maintenance	Vehicle Supplies	MTI Distributing, Inc.	Rollers	336.46
0	09/07/2011	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	38,749.48
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Muska Electric Co	Conduit Repair	312.75
0	09/07/2011	General Fund	Op Supplies - City Hall	McMaster-Carr Supply Co	Cylinder Holder	28.65
0	09/07/2011	General Fund	209001 - Use Tax Payable	McMaster-Carr Supply Co	Sales/Use Tax	-1.84
0	09/07/2011	General Fund	Operating Supplies	Grainger Inc	Vehicle Wash & Wax	116.44
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Blower	181.86
0	09/07/2011	General Fund	Vehicle Supplies	Grainger Inc	First Aid Kit, Lamp	82.36
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Eagle Clan, Inc	Toilet Tissue, Roll Towels	344.77
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Eagle Clan, Inc	Toilet Tissue, Roll Towels, Hand Sani	450.13
0	09/07/2011	Housing & Redevelopment Agency	Operating Supplies	SHI International Corp	Software	406.13
0	09/07/2011	P & R Contract Maintenance	Operating Supplies	Davis Equipment Corp	Clutch Switch	78.33
0	09/07/2011	General Fund	Vehicle Supplies	Allegis Corporation	Rubber Gaskets	154.38
Check Total:						106,223.97
0	09/14/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	35.10
0	09/14/2011	General Fund	Office Supplies	S & T Office Products-ACH	Office Supplies	448.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2011	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Shop Supplies	12.83
0	09/14/2011	Recreation Fund	Miscellaneous	Target- ACH	No Receipt	107.62
0	09/14/2011	Recreation Fund	Professional Services	U of M- ACH	Field Trip Parking	32.14
0	09/14/2011	Water Fund	Operating Supplies	McMaster-Carr-ACH	Steel Flange	96.70
0	09/14/2011	Water Fund	Professional Services	Appointment Plus-ACH	Calendar Export	24.00
0	09/14/2011	Recreation Fund	Rental	Fun Jumps, Inc-ACH	Climbing Wall, Skee Ball Rental	584.83
0	09/14/2011	Recreation Fund	Professional Services	Guthrie Theater-ACH	Field Trip	48.00
0	09/14/2011	Storm Drainage	Operating Supplies	Menards-ACH	Mineral Spirits, Post	54.42
0	09/14/2011	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-ACH	Shop Supplies	29.97
0	09/14/2011	Recreation Fund	Operating Supplies	Michaels-ACH	HANC Supplies	5.35
0	09/14/2011	Golf Course	Miscellaneous	North Hgts Hardware Hank-ACH	No Receipt	131.12
0	09/14/2011	Golf Course	Operating Supplies	Home Depot- ACH	Sockets	50.62
0	09/14/2011	Golf Course	Operating Supplies	Home Depot- ACH	Credit	-10.76
0	09/14/2011	General Fund	Operating Supplies	Cub Foods- ACH	Spray for Sign Plates Templates	37.08
0	09/14/2011	Recreation Fund	Miscellaneous	Target- ACH	No Receipt	19.05
0	09/14/2011	General Fund	Operating Supplies	Rainbow Foods-ACH	Supplies for Response During Excess	123.58
0	09/14/2011	General Fund	Operating Supplies	Davis Lock & Safe-ACH	Key Lock Box	156.04
0	09/14/2011	General Fund	Conferences	Grandview Lodge-ACH	Conference Lodging	200.00
0	09/14/2011	Golf Course	Vehicle Supplies	Cheetah Auto Supply-ACH	Motor Oil	73.02
0	09/14/2011	General Fund	Operating Supplies	Survey Monkey.com-ACH	Pro Monthly Plan	19.95
0	09/14/2011	Water Fund	Operating Supplies	Goodin-ACH	Flanges, Gaskets	258.67
0	09/14/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	6.95
0	09/14/2011	General Fund Donations	Supplies - Target Corp Grant	Target- ACH	Family Night Out Supplies	66.69
0	09/14/2011	Recreation Fund	Operating Supplies	Rainbow Foods-ACH	HANC Supplies	117.08
0	09/14/2011	General Fund	Contract Maintenance	Swissphone-ACH	Pager Repair	58.64
0	09/14/2011	General Fund	Vehicle Supplies	Witmer Public Safety-ACH	Hose Straps for Trucks	278.46
0	09/14/2011	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Tarp, Threaded Rod	21.93
0	09/14/2011	Telephone	CAP - Capital Equip Recovery	Buy.com- ACH	Telephone System Voice Card	884.89
0	09/14/2011	Telephone	Sales Tax Payable	Buy.com- ACH	Sales/Use Tax	-56.92
0	09/14/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Spray Paint	14.22
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	Afterschool, Playground Supplies	65.01
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	Afterschool, Playground Supplies	12.00
0	09/14/2011	P & R Contract Maintenance	Miscellaneous	Midwest Fence-ACH	No Receipt	34.06
0	09/14/2011	Recreation Fund	Operating Supplies	PetSmart-ACH	Leaders In Training Supplies	7.27
0	09/14/2011	Golf Course	Operating Supplies	Northern Vineyards-ACH	Women's League Post Round Wine	10.65
0	09/14/2011	Golf Course	Operating Supplies	St. Croix Vineyards-ACH	Womens League Post Round Wine	14.28
0	09/14/2011	Golf Course	Operating Supplies	Crown Awards-ACH	Golf League Champion Trophies	179.34
0	09/14/2011	Golf Course	Use Tax Payable	Crown Awards-ACH	Sales/Use Tax	-11.54
0	09/14/2011	General Fund Donations	Supplies - Target Corp Grant	Menards-ACH	Night to Unite Supplies	35.89
0	09/14/2011	P & R Contract Maintenance	Miscellaneous	North Hgts Hardware Hank-ACH	No Receipt	12.53
0	09/14/2011	General Fund	Operating Supplies	Batteries Plus-ACH	AAA Batteries	19.25
0	09/14/2011	Golf Course	Operating Supplies	Home Depot- ACH	Patch, Paint Supplies	26.33
0	09/14/2011	Recreation Fund	Operating Supplies	Cub Foods- ACH	Camp Supplies	28.54
0	09/14/2011	Sanitary Sewer	Operating Supplies	Best Buy- ACH	Battery Back Ups	85.69

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0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	DYP Program Supplies	20.52
0	09/14/2011	Water Fund	Operating Supplies	Staples-ACH	Label Maker Supplies	66.40
0	09/14/2011	General Fund	Operating Supplies	Staples-ACH	Recorder	171.38
0	09/14/2011	General Fund	Training	Dakota Tech-ACH	Commercial Vehicle Recertification	90.00
0	09/14/2011	Recreation Fund	Operating Supplies	Joann Fabric-ACH	Leaders In Training Supplies	15.39
0	09/14/2011	Recreation Fund	Miscellaneous Expense	Acorn Naturalists-ACH	Missing Receipt	71.75
0	09/14/2011	P & R Contract Maintenance	Operating Supplies	Certified Laboratories-ACH	Blue Crew Thickened, Brilliance Aer	425.80
0	09/14/2011	P & R Contract Maintenance	Miscellaneous	Menards-ACH	No Receipt	14.92
0	09/14/2011	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Hardware Cloth	13.92
0	09/14/2011	Water Fund	Operating Supplies	Batteries Plus-ACH	Batteries	75.17
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	Playground Supplies	38.88
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	Preschool Supplies	11.41
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	Preschool Supplies	11.84
0	09/14/2011	General Fund	Vehicle Supplies	Delegard Tools-ACH	Timer	150.68
0	09/14/2011	General Fund	Conferences	MN GFOA-ACH	MNGFOA Conference-Miller	225.00
0	09/14/2011	Recreation Fund	Operating Supplies	The Puppet Store-ACH	Puppet Wagon Supplies	29.23
0	09/14/2011	Recreation Fund	Use Tax Payable	The Puppet Store-ACH	Sales/Use Tax	-1.88
0	09/14/2011	General Fund	Training	Papa John's-ACH	Fire Department Interview Supplies	36.66
0	09/14/2011	Storm Drainage	Operating Supplies	Certified Laboratories-ACH	Gloves, Vests	73.06
0	09/14/2011	General Fund	Operating Supplies	Certified Laboratories-ACH	Gloves, Vests	72.95
0	09/14/2011	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-ACH	Fasteners	3.94
0	09/14/2011	Storm Drainage	Operating Supplies	United Rentals-ACH	Safety Glasses	8.70
0	09/14/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Irrigation & Pool Supplies	29.29
0	09/14/2011	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	141.98
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	Preschool Supplies	46.57
0	09/14/2011	General Fund	Memberships & Subscriptions	Mn EMS-ACH	Department State EMS License 2011	102.00
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	DYP Supplies	91.04
0	09/14/2011	Recreation Fund	Operating Supplies	Target- ACH	DYP Supplies	17.52
0	09/14/2011	Recreation Fund	Office Supplies	Staples-ACH	Paper	43.02
0	09/14/2011	Recreation Fund	Operating Supplies	Quiznos Subs-ACH	Tennis League Tournament Supplies	84.83
0	09/14/2011	Golf Course	Operating Supplies	Vista Print-ACH	Stickey Notes	71.79
0	09/14/2011	Golf Course	Use Tax Payable	Vista Print-ACH	Sales/Use Tax	-4.62
0	09/14/2011	Golf Course	Operating Supplies	Cub Foods- ACH	Shop Water	7.00
0	09/14/2011	Golf Course	Operating Supplies	UPS Store-ACH	Shipping Costs	13.65
0	09/14/2011	Telecommunications	Operating Supplies	Fed Ex Kinko's-ACH	Lamination	141.73
0	09/14/2011	Golf Course	Operating Supplies	Ruby Tuesday-ACH	Golf League Appetizers	47.62
0	09/14/2011	General Fund	Training	GFOA- ACH	Registration Fee	135.00
0	09/14/2011	Information Technology	Operating Supplies	CDW-Government- ACH	Firewall Routers	384.20
0	09/14/2011	Water Fund	Operating Supplies	Suburban Ace Hardware-ACH	Meter Van Supplies	36.18
0	09/14/2011	Information Technology	Operating Supplies	Amazon.com- ACH	Vinyl Labels	36.08
0	09/14/2011	Information Technology	Use Tax Payable	Amazon.com- ACH	Sales/Use Tax	-2.32
0	09/14/2011	Info Tech/Contract Cities	North St. Paul Computer Equip	Compaq-ACH	Notebook Screen Repair	313.65
0	09/14/2011	General Fund	Conferences	MN GFOA-ACH	MNGFOA Conference-Davitt	225.00
0	09/14/2011	Sanitary Sewer	Operating Supplies	Menards-ACH	Sump Pump	259.24

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	09/14/2011	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Garden Sprayer	17.13
0	09/14/2011	Information Technology	Operating Supplies	Buy.com- ACH	Tape Backup System	546.66
0	09/14/2011	Information Technology	Use Tax Payable	Buy.com- ACH	Sales/Use Tax	-35.16
0	09/14/2011	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Socket	4.06
Check Total:						8,827.78
0	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	FSH Communications-LLC	Payphone Advantage	64.13
0	09/15/2011	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Water Pump Switch, Impeller	190.02
0	09/15/2011	Recreation Fund	Operating Supplies	R & R Specialties of Wisconsin, Inc	Contractor Tip	53.22
0	09/15/2011	Recreation Fund	Rental	Roseville Area Schools	Shared Cost of Brimhall Community	29,433.00
0	09/15/2011	Recreation Fund	Rental	Roseville Area Schools	Shared Cost of Central Park Commun	24,836.00
0	09/15/2011	Recreation Fund	Rental	Roseville Area Schools	Shared Cost of Roseville Area High S	17,503.00
0	09/15/2011	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank	Safekeeping Charges	27.50
0	09/15/2011	Community Development	LHIA Met Council	Commonwealth Land Title Insurance, Co	LHIA Grant Reimbursement	300,000.00
0	09/15/2011	Recreation Fund	Printing	Roseville Area Schools	Fall 2011 Brochure	1,391.91
0	09/15/2011	License Center	Transportation	Mary Dracy	Mileage Reimbursement	62.72
0	09/15/2011	Community Development	Electrical Inspections	Tokle Inspections, Inc.	August Electrical Inspections	4,021.00
0	09/15/2011	General Fund	210501 - PERA Life Ins. Ded.	NCPERS Life Ins#7258500	Payroll Deduction for Sept Payroll	48.00
0	09/15/2011	License Center	Rental	Gaughan Properties	Motor Vehicle Rent	4,585.56
0	09/15/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	216.01
0	09/15/2011	General Fund	Operating Supplies	Tim O'Neill	Meeting Supplies Reimbursement	33.16
0	09/15/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	155.00
0	09/15/2011	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-300227	Payroll Deduction for 9/20 Payroll	4,979.03
0	09/15/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	344.84
0	09/15/2011	General Fund	210700 - Minnesota Benefit Ded	MN Benefit Association	Payroll Deduction for Sept Payroll	1,307.43
0	09/15/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
0	09/15/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	201.93
0	09/15/2011	Information Technology	Contract Maintenance	Zoho Corp	Helpdesk Software - Annual Subscrip	1,960.00
0	09/15/2011	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	1,353.20
0	09/15/2011	Recreation Fund	Operating Supplies	Stitchin Post	Jackets	708.53
0	09/15/2011	Storm Drainage	Professional Services	Collins Electrical Construction Co.	Tower #2 Repair	558.00
0	09/15/2011	Sanitary Sewer	Professional Services	Collins Electrical Construction Co.	Tower #2 Repair	559.00
0	09/15/2011	Water Fund	Professional Services	Collins Electrical Construction Co.	Tower #2 Repair	558.00
0	09/15/2011	General Fund	Operating Supplies	Brock White Co	Detack Crafcro 5G	375.82
0	09/15/2011	Recreation Fund	Operating Supplies	Voss Lighting	Bulbs	32.25
0	09/15/2011	Recreation Fund	Operating Supplies	Voss Lighting	Bulbs	5.66
0	09/15/2011	General Fund	Vehicle Supplies	Cushman Motor Co Inc	Heater Fan Switch	77.50
0	09/15/2011	P & R Contract Maintenance	Operating Supplies	Linder's Greenhouse, Inc.	Bond Tie Tape	4.29
0	09/15/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Vehicle Supplies	31.67
0	09/15/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Vehicle Supplies	42.20
0	09/15/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Vehicle Supplies	35.85
0	09/15/2011	General Fund	Vehicle Supplies	Napa Auto Parts	Vehicle Supplies	35.85
0	09/15/2011	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	298.67

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0	09/15/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Oil Seal	55.01
0	09/15/2011	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Direction Relay	38.52
0	09/15/2011	General Fund	Motor Fuel	Yocum Oil	Fuel	11,197.20
0	09/15/2011	General Fund	Motor Fuel	Yocum Oil	Fuel	10,925.14
0	09/15/2011	General Fund	Operating Supplies	Murphys Service Center Inc	L.P. Gas	16.44
0	09/15/2011	Recreation Fund	Memberships & Subscriptions	DMX Music, Inc.	Skating Center Music	146.97
0	09/15/2011	License Center	Professional Services	Quicksilver Express Courier	Courier Service	151.62
0	09/15/2011	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	7,046.13
0	09/15/2011	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,414.99
0	09/15/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	602.20
0	09/15/2011	General Fund	Contract Maintenance Vehicles	MacQueen Equipment	Credit	-475.31
0	09/15/2011	Recreation Fund	Operating Supplies	Grainger Inc	Coupler	26.78
0	09/15/2011	Information Technology	Operating Supplies	SHI International Corp	Multiple Windows Platform	311.01
0	09/15/2011	General Fund	Clothing	Streicher's	Gloves, Vests, Gas Masks	980.86
0	09/15/2011	Recreation Fund	Clothing	North Image Apparel, Inc.	Uniform Supplies	101.00
0	09/15/2011	P & R Contract Maintenance	Clothing	North Image Apparel, Inc.	Uniform Supplies	97.50
0	09/15/2011	Water Fund	Clothing	North Image Apparel, Inc.	Uniform Supplies	164.75
0	09/15/2011	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	22.01
0	09/15/2011	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	289.76
0	09/15/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Water Meter Supplies	8,301.02
0	09/15/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Water Meter Supplies	1,364.67
0	09/15/2011	Water Fund	Operating Supplies	Ferguson Waterworks	Water Meter Supplies	2,106.98
0	09/15/2011	General Fund	Contract Maintenance Vehicles	MacQueen Equipment	Valve Check, Screen	623.94
Check Total:						442,791.45
63989	09/07/2011	Recreation Improvements	Amenities	Alfa Products	Trash Container Trial (2011 PIP Fund	4,207.94
63989	09/07/2011	Recreation Improvements	Use Tax Payable	Alfa Products	Sales/Use Tax	-270.69
Check Total:						3,937.25
63990	09/07/2011	General Fund	Vehicle Supplies	Astleford International Trucks	Housing Core Charges	995.35
Check Total:						995.35
63991	09/07/2011	General Fund	Vehicle Supplies	Bauer Built, Inc.	Power STR	342.17
Check Total:						342.17
63992	09/07/2011	Recreation Fund	Fee Program Revenue	Stacy Berberick	Floor Hockey Refund	68.00
63992	09/07/2011	Recreation Fund	Fee Program Revenue	Stacy Berberick	Floor Hockey Refund	11.00
63992	09/07/2011	Recreation Fund	Collected Insurance Fee	Stacy Berberick	Floor Hockey Refund	2.00
Check Total:						81.00
63993	09/07/2011	Water Fund	Accounts Payable	STEVE BERG	Refund Check	18.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						18.43
63994	09/07/2011	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
Check Total:						29.00
63995	09/07/2011	Telecommunications	Memberships & Subscriptions	Broadcasting & Cable	Subscription Renewal-Pratt	214.99
Check Total:						214.99
63996	09/07/2011	Water Fund	Accounts Payable	DON BROWN	Refund Check	6.87
63996	09/07/2011	Sanitary Sewer	Accounts Payable	DON BROWN	Refund Check	21.56
Check Total:						28.43
63997	09/07/2011	General Fund	Op Supplies - City Hall	C L Bensen Company, Inc.	Filters	163.65
Check Total:						163.65
63998	09/07/2011	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages for Resale	89.90
Check Total:						89.90
63999	09/07/2011	Recreation Fund	Fee Program Revenue	Linda Carlson	Key Deposit Refund	25.00
Check Total:						25.00
64000	09/07/2011	P & R Contract Maintenance	Operating Supplies	Central Power Distributors Inc	Core Trimmer Line	165.96
64000	09/07/2011	P & R Contract Maintenance	Operating Supplies	Central Power Distributors Inc	Feed Head	174.62
64000	09/07/2011	Golf Course	Vehicle Supplies	Central Power Distributors Inc	Oil Filters	55.37
64000	09/07/2011	Golf Course	Vehicle Supplies	Central Power Distributors Inc	Deck Wheel	116.78
Check Total:						512.73
64001	09/07/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64001	09/07/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.60
64001	09/07/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.60
64001	09/07/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64001	09/07/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.60
64001	09/07/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64001	09/07/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64001	09/07/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.60
Check Total:						144.00
64002	09/07/2011	Water Fund	Accounts Payable	CLEANCO MOBIL	Refund Check	55.07
Check Total:						55.07
64003	09/07/2011	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	121.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64003	09/07/2011	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	249.02
64003	09/07/2011	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	14.95
64004	09/07/2011	Recreation Fund	Fee Program Revenue	Carol Cooney	Check Total: Key Deposit Refund	385.54 25.00
64005	09/07/2011	Water Fund	Accounts Payable	MAUREEN DELANEY	Check Total: Refund Check	25.00 92.77
64006	09/07/2011	Recreation Fund	Professional Services	David Diedrich-McFarlane	Check Total: Lacrosse Officiating	92.77 140.00
64007	09/07/2011	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.	Check Total: [REDACTED]	140.00 210.24
64008	09/07/2011	Sanitary Sewer	Postage	Ecoenvelopes, LLC	Check Total: Utility Billing Section 002	210.24 443.13
64008	09/07/2011	Water Fund	Postage	Ecoenvelopes, LLC	Utility Billing Section 002	443.14
64008	09/07/2011	Storm Drainage	Postage	Ecoenvelopes, LLC	Utility Billing Section 002	443.13
64009	09/07/2011	Water Fund	Accounts Payable	MITCH ERICKSON	Check Total: Refund Check	1,329.40 219.02
64010	09/07/2011	Recreation Fund	Fee Program Revenue	Emilie Ficek	Check Total: Key Deposit Refund	219.02 25.00
64011	09/07/2011	General Fund	Memberships & Subscriptions	Fire Marshals Assoc of Minn	Check Total: 2011 Membership-Loftus	25.00 35.00
64012	09/07/2011	Golf Course	Vehicle Supplies	Frontier Ag & Turf	Check Total: Parts, Supplies	35.00 266.11
64012	09/07/2011	Golf Course	Vehicle Supplies	Frontier Ag & Turf	Credit	-256.50
64013	09/07/2011	P & R Contract Maintenance	Operating Supplies	Gertens Greenhouses	Check Total: Flowers	9.61 73.48
64013	09/07/2011	P & R Contract Maintenance	Operating Supplies	Gertens Greenhouses	Flowers	320.37
64013	09/07/2011	Boulevard Landscaping	Operating Supplies	Gertens Greenhouses	Nursery Supplies	212.14
64013	09/07/2011	Storm Drainage	Rosewood Neighborhood Drainage	Gertens Greenhouses	Nursery Supplies	142.15
64014	09/07/2011	Recreation Fund	Overpayment of Program Fees	Catherine Graeve	Check Total: Refund	748.14 72.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64015	09/07/2011	Recreation Fund	Fee Program Revenue	Carol Haslach	Check Total:	72.00
					Key Deposit Refund	25.00
64016	09/07/2011	Information Technology	Computer Equipment	Hewlett-Packard Company	Check Total:	25.00
					Computer Equipment	658.19
64017	09/07/2011	Recreation Fund	Fee Program Revenue	Patsy Hill	Check Total:	658.19
					Key Deposit Refund	25.00
64018	09/07/2011	Recreation Fund	Fee Program Revenue	Shuxian Hu	Check Total:	25.00
					Key Deposit Refund	25.00
64019	09/07/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Check Total:	25.00
					Payroll Deduction for 9/6 Payroll	538.83
64020	09/07/2011	General Fund	211202 - HRA Employer	ING ReliaStar	Check Total:	538.83
					Payroll Deduction for Sept Contributi	9,626.00
64021	09/07/2011	Recreation Fund	Operating Supplies	J & J Sport Sales, Inc	Check Total:	9,626.00
					Lacrosse Equipment	1,757.31
					Lacrosse Equipment	1,743.04
					Lacrosse Equipment	1,315.67
					Lacrosse Equipment	71.61
64022	09/07/2011	Equipment Replacement Fund	Rental - Copier Machines	Konica Minolta	Check Total:	4,887.63
					Copy & Lease Charges	4,927.12
64023	09/07/2011	Water Fund	Accounts Payable	DAVID KREITZER	Check Total:	4,927.12
					Refund Check	6.87
64024	09/07/2011	Water Fund	Accounts Payable	DAVID KRUEGER	Check Total:	6.87
					Refund Check	15.46
64025	09/07/2011	Recreation Fund	Fee Program Revenue	Jackie Kubes	Check Total:	15.46
					Key Deposit Refund	25.00
64026	09/07/2011	Risk Management	Insurance	League of MN Cities Ins Trust	Check Total:	25.00
					Quarterly Insurance	37,231.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						37,231.50
64027	09/07/2011	General Fund	210600 - Union Dues Deduction	LELS	Payroll Deduction for 9/6 Payroll	1,554.00
Check Total:						1,554.00
64028	09/07/2011	Housing & Redevelopment Agency	Payment to Owners	Tarri Levine	Energy Audit	60.00
Check Total:						60.00
64029	09/07/2011	General Fund	210600 - Union Dues Deduction	Local Union 49	Payroll Deduction for 9/6 Payroll	928.00
Check Total:						928.00
64030	09/07/2011	P & R Contract Maintenance	Operating Supplies	M/A Associates	Heavy Duty Liners	747.80
Check Total:						747.80
64031	09/07/2011	Risk Management	Insurance	Maguire Agency	Crime Bond	3,000.00
Check Total:						3,000.00
64032	09/07/2011	Water Fund	Accounts Payable	DOROTHY MARTIN	Refund Check	7.49
64032	09/07/2011	Sanitary Sewer	Accounts Payable	DOROTHY MARTIN	Refund Check	14.85
Check Total:						22.34
64033	09/07/2011	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,020.00
Check Total:						1,020.00
64034	09/07/2011	Water Fund	Accounts Payable	JUDITH MCGUIGAN	Refund Check	3.41
Check Total:						3.41
64035	09/07/2011	Recreation Improvements	Landscape steps Bennett&Brooks	Menards	Landscape Timber	616.06
Check Total:						616.06
64036	09/07/2011	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Swing Joint	122.06
64036	09/07/2011	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Rotor	80.73
Check Total:						202.79
64037	09/07/2011	Recreation Fund	Professional Services	Mn Volleyball Headquarters, Inc.	Youth Camp	252.00
Check Total:						252.00
64038	09/07/2011	General Fund	Employer Insurance	NJPA	Health Insurance Premium-Sept 11	843.42
64038	09/07/2011	General Fund	211501 -Dental Ins Employer	NJPA	Health Insurance Premium-Sept 11	67,099.24
64038	09/07/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-Sept 11	7,737.38
64038	09/07/2011	General Fund	211400 - Medical Ins Employee	NJPA	Health Insurance Premium-Sept 11	16,142.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64039	09/07/2011	General Fund	211402 - Flex Spending Health		Check Total:	91,822.80
					Flexible Benefit Reimbursement	622.00
64040	09/07/2011	Community Development	Sienna Ph II Sidewalks & Storm	O'Malley Construction, Inc.	Check Total:	622.00
					West Snelling Drive Sidewalk-Final F	29,478.83
64041	09/07/2011	Recreation Fund	Fee Program Revenue	Patrick Oden	Check Total:	29,478.83
					Key Deposit Refund	25.00
64042	09/07/2011	Water Fund	Accounts Payable	MAURICE OLANDER	Check Total:	25.00
					Refund Check	14.90
64042	09/07/2011	Sanitary Sewer	Accounts Payable	MAURICE OLANDER	Refund Check	14.61
64043	09/07/2011	Recreation Fund	Professional Services	On Site Sanitation, Inc.	Check Total:	29.51
					Regular Service	44.89
64044	09/07/2011	Recreation Fund	Fee Program Revenue	Andrew Piontek	Check Total:	44.89
					Key Deposit Refund	25.00
64045	09/07/2011	Golf Course	Operating Supplies	Precision Turf & Chemical, Inc	Check Total:	25.00
					Turf Supplies	92.47
64046	09/07/2011	General Fund	211401- HSA Employee	Premier Bank	Check Total:	92.47
					HSA	2,007.79
64046	09/07/2011	General Fund	211405 - HSA Employer	Premier Bank	HSA	8,090.00
64047	09/07/2011	Community Development	Development Escrow	Ramsey County Prop Rec & Rev	Check Total:	10,097.79
					Abstract Recording Fee	322.00
64047	09/07/2011	Community Development	Professional Services	Ramsey County Prop Rec & Rev	Abstract Recording Fee	46.00
					Memorial 1st Certificate	46.00
64048	09/07/2011	P & R Contract Maintenance	Vehicle Supplies	Scharber & Sons	Check Total:	414.00
					Supplies	95.12
64049	09/07/2011	Water Fund	Accounts Payable	SARA SMITH	Check Total:	95.12
					Refund Check	7.09
64050	09/07/2011	Housing & Redevelopment Agency	Payment to Owners	Bernadine Sobieck	Check Total:	7.09
					Energy Audit	60.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64051	09/07/2011	Housing & Redevelopment Agency	Payment to Owners	Rita Spiess	Check Total:	60.00
					Energy Audit	60.00
64052	09/07/2011	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD	Check Total:	60.00
					Case#: 09-06243-0	68.90
64053	09/07/2011	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Check Total:	68.90
					Tires	2,063.74
					Tires	655.10
64053	09/07/2011	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Tires	1,525.53
64054	09/07/2011	General Fund	Vehicle Supplies	Tri State Bobcat	Check Total:	4,244.37
					Skid Bar, Pins, Rings	198.72
64055	09/07/2011	General Fund	Op Supplies - City Hall	Viking Electric Supply, Inc.	Check Total:	198.72
					Electrical Supplies	169.93
64056	09/07/2011	P & R Contract Maintenance	Operating Supplies	Viking Industrial Center	Check Total:	169.93
					Ear Plugs	56.16
64057	09/07/2011	Housing & Redevelopment Agency	Payment to Owners	Jake VonDelinde	Check Total:	56.16
					Energy Audit	60.00
64058	09/07/2011	General Fund	Vehicle Supplies	Waconia Farm Supply	Check Total:	60.00
					Wheel	265.96
64059	09/15/2011	Water Fund	Accounts Payable	MARY ARLT	Check Total:	265.96
					Refund Check	8.42
64060	09/15/2011	General Fund	Contract Maintenance	Atlas Business Solutions, Inc.	Check Total:	8.42
					Annual Enhancement Plan	450.00
64061	09/15/2011	General Fund	Operating Supplies	Sam Baker	Check Total:	450.00
					Station Supplies Reimbursement	81.37
64062	09/15/2011	Community Development	Deposits	Bald Eagle Builders	Check Total:	81.37
					Construction Deposit Refund-3021 Cl	800.00
					Check Total:	800.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64063	09/15/2011	General Fund	Operating Supplies City Garage	BDI	Bushings, Belt	24.44
					Check Total:	24.44
64064	09/15/2011	Recreation Fund	Operating Supplies	Harold Buck	Lacrosse Officiating	224.00
					Check Total:	224.00
64065	09/15/2011	Information Technology	Computer Equipment	Centennial Fire District	HP Slate Screen Protector, Charging €	750.00
					Check Total:	750.00
64066	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	90.68
64066	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	56.03
64066	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	199.08
64066	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	302.58
64066	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	172.11
64066	09/15/2011	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
					Check Total:	906.54
64067	09/15/2011	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.40
64067	09/15/2011	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	5.60
					Check Total:	36.00
64068	09/15/2011	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale	457.71
					Check Total:	457.71
64069	09/15/2011	Information Technology	Telephone	Comcast Cable	Cable TV, High Speed Internet	73.57
					Check Total:	73.57
64070	09/15/2011	Charitable Gambling	Professional Services - Bingo	Cornell Kahler Shidell & Mair	Midway Speedskating-Aug Bingo	2,075.22
					Check Total:	2,075.22
64071	09/15/2011	Recreation Fund	Professional Services	Shane Daniels	Summer Tennis Instructor	427.50
					Check Total:	427.50
64072	09/15/2011	Recreation Fund	Advertising	Dex Media East LLC	Yellow Pages Advertising	39.56
64072	09/15/2011	Golf Course	Advertising	Dex Media East LLC	Yellow Pages Advertising	39.56
					Check Total:	79.12
64073	09/15/2011	General Fund	Operating Supplies	Diamond Vogel Paints, Inc.	Paint Supplies	451.01
64073	09/15/2011	General Fund	Operating Supplies	Diamond Vogel Paints, Inc.	Paint Supplies	451.01
64073	09/15/2011	General Fund	Operating Supplies	Diamond Vogel Paints, Inc.	Paint Supplies	534.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						1,436.40
64074	09/15/2011	General Fund	211200 - Financial Support	Diversified Collection Services, Inc.		210.24
Check Total:						210.24
64075	09/15/2011	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	264.00
Check Total:						264.00
64076	09/15/2011	Information Technology	Contract Maintenance	FWR Communication Networks	Optical Cross Connect	200.00
Check Total:						200.00
64077	09/15/2011	Information Technology	Operating Supplies	GoldCom	Voice Router Patch Panel & Cable	108.19
Check Total:						108.19
64078	09/15/2011	Information Technology	Operating Supplies	Hewlett-Packard Company	LCD Monitor	812.25
Check Total:						812.25
64079	09/15/2011	Singles Program	Operating Supplies	Jean Hoffman	Singles Supplies Reimbursement	10.00
Check Total:						10.00
64080	09/15/2011	Recreation Fund	Memberships & Subscriptions	Ice Skating Institute	Skater Memberships	78.00
Check Total:						78.00
64081	09/15/2011	General Fund	211600 - PERA Employers Share	ICMA Retirement Trust 401-109956	Payroll Deduction for 9/20 Payroll	538.83
Check Total:						538.83
64082	09/15/2011	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	176.00
Check Total:						176.00
64083	09/15/2011	Recreation Fund	Transportation	Julia Jacobson	Mileage Reimbursement	3.06
Check Total:						3.06
64084	09/15/2011	Water Fund	Accounts Payable	MARK & MELISSA KLIEGLE	Refund Check	30.52
Check Total:						30.52
64085	09/15/2011	Water Fund	Accounts Payable	BILL KORDIAK	Refund Check	27.75
Check Total:						27.75
64086	09/15/2011	Water Fund	Accounts Payable	JESSICA KUBAT	Refund Check	50.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64087	09/15/2011	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	Check Total:	50.03
					LMCIT Claim #: 11064165	618.75
64088	09/15/2011	Recreation Fund	Operating Supplies	M & M HYDRAULIC	Check Total:	618.75
					Filter	20.84
64089	09/15/2011	Telecommunications	Training	MAGC	Check Total:	20.84
					Annual Conference-Curti, Pratt	150.00
64090	09/15/2011	P & R Contract Maintenance	Operating Supplies	Menards	Check Total:	150.00
					Garden Supplies	115.09
64091	09/15/2011	Recreation Fund	Operating Supplies	Mikes Pro Shop	Check Total:	115.09
					Trophies	308.87
64092	09/15/2011	Recreation Fund	Professional Services	Michael Miller	Check Total:	308.87
					190 Games - Adult Sotfball Umpires	4,862.00
64092	09/15/2011	Recreation Fund	Professional Services	Michael Miller	Adult Softball Umpires	4,844.00
64092	09/15/2011	Recreation Fund	Professional Services	Michael Miller	Adult Softball Umpires	4,851.00
64093	09/15/2011	Street Construction	Contractor Payments	Minnesota Commercial	Check Total:	14,557.00
					Terminal Road Agreement-Final Bill	6,753.59
64094	09/15/2011	Contracted Engineering Svcs	Deposits	Moser Homes, Inc.	Check Total:	6,753.59
					Escrow Return: 501 McCarrons Blvd	3,000.00
64095	09/15/2011	Recreation Fund	Transportation	Johanna Mueller	Check Total:	3,000.00
					Mileage Reimbursement	11.00
64096	09/15/2011	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Check Total:	11.00
					Regular Service	44.89
64097	09/15/2011	General Fund	211401- HSA Employee	Premier Bank	Check Total:	44.89
					HSA	2,007.79
64098	09/15/2011	Recreation Fund	Contract Maintenance	Printers Service Inc	Check Total:	2,007.79
					Ice Knife Sharpening	90.00
					Check Total:	90.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64099	09/15/2011	P & R Contract Maintenance	Operating Supplies	Q3 Contracting, Inc.	Signs, Cones Rental	668.91
					Check Total:	668.91
64100	09/15/2011	General Fund	Operating Supplies	RAHS/Raider Grafix	Business Cards	213.75
64100	09/15/2011	General Fund	209001 - Use Tax Payable	RAHS/Raider Grafix	Sales/Use Tax	-13.75
64100	09/15/2011	Recreation Fund	Operating Supplies	RAHS/Raider Grafix	One Color on Tees	84.00
64100	09/15/2011	Recreation Fund	Operating Supplies	RAHS/Raider Grafix	One Color Sided on White Tees	459.00
					Check Total:	743.00
64101	09/15/2011	General Fund	Rental	Ramsey County	Fleet Support Fee-August	300.16
					Check Total:	300.16
64102	09/15/2011	General Fund	Professional Services	Ramsey County Prop Rec & Rev	Abstract Recording Fee	46.00
					Check Total:	46.00
64103	09/15/2011	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	20.00
					Check Total:	20.00
64104	09/15/2011	General Fund	Contract Maintenance Vehicles	Rosedale Chevrolet	Vehicle Repair	148.34
64104	09/15/2011	General Fund	Contract Maintenance Vehicles	Rosedale Chevrolet	Vehicle Repair	204.90
64104	09/15/2011	General Fund	Contract Maintenance Vehicles	Rosedale Chevrolet	Vehicle Repair	274.71
					Check Total:	627.95
64105	09/15/2011	General Fund	Operating Supplies	Sam's Club	Station Supplies	217.30
					Check Total:	217.30
64106	09/15/2011	Water Fund	Accounts Payable	JOHN SCHULZE	Refund Check	23.93
					Check Total:	23.93
64107	09/15/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Cost Allocation Review	9,510.04
64107	09/15/2011	Street Construction	Cty Rd C2 Traffic Study	SRF Consulting Group, Inc.	Cty C2 Subarea Destination Study	21.89
64107	09/15/2011	TIF District #17-Twin Lakes	Professional Services	SRF Consulting Group, Inc.	Twin Lakes Parkway Project Professi	1,922.82
64107	09/15/2011	General Fund	Professional Services	SRF Consulting Group, Inc.	Alta Vista Site Review	2,200.00
					Check Total:	13,654.75
64108	09/15/2011	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	197.54
64108	09/15/2011	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	104.01
					Check Total:	301.55
64109	09/15/2011	General Fund	211200 - Financial Support	Steward, Zlimen & Jungers, LTD	Case #: 09-06243-0	68.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						68.90
64110	09/15/2011	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	402.50
64110	09/15/2011	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
Check Total:						407.33
64111	09/15/2011	Recreation Fund	Professional Services	Shane Sturgis	Volleyball Officiating	132.00
Check Total:						132.00
64112	09/15/2011	General Fund	Telephone	T Mobile	Cell Phones-Acct #: 771707201	39.99
64112	09/15/2011	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct #: 771707201	39.99
64112	09/15/2011	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct #: 771707201	39.99
Check Total:						119.97
64113	09/15/2011	Storm Drainage	Operating Supplies	The Mulch Store	Yardwaste	90.00
Check Total:						90.00
64114	09/15/2011	General Fund	Vehicle Supplies	Tri State Bobcat	Wheel Stud	37.28
Check Total:						37.28
64115	09/15/2011	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	27.73
Check Total:						27.73
64116	09/15/2011	General Fund	211402 - Flex Spending Health		Flexible Benefits Reimbursement	543.15
Check Total:						543.15
64117	09/15/2011	Recreation Fund	Contract Maintenance	United Rentals Northwest, Inc.	Linoleum Roller	12.83
Check Total:						12.83
64118	09/15/2011	P & R Contract Maintenance	Professional Services	Upper Cut Tree Service	Diseased and Hazard Tree Removal	2,539.88
64118	09/15/2011	General Fund	Contract Maintenance	Upper Cut Tree Service	Diseased and Hazard Tree Removal	3,051.28
64118	09/15/2011	Storm Drainage	Contract Maintenance	Upper Cut Tree Service	Diseased and Hazard Tree Removal	715.00
Check Total:						6,306.16
64119	09/15/2011	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	228.00
Check Total:						228.00
64120	09/15/2011	HRA Property Abatement Program	Payments to Contractors	Wickenhauser Exc. Inc.	Demolition-2941 Rice Street	4,940.00
Check Total:						4,940.00
64121	09/15/2011	Information Technology	Telephone	XO Communications Inc.	Telephone	1,402.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
64122	09/15/2011	General Fund	Contract Maint. - City Garage	Zahl Petroleum Maintenance Co	Check Total:	1,402.56
					Reprogrammed Veeder Root System	112.00
					Check Total:	112.00
					Report Total:	1,298,893.83

REQUEST FOR COUNCIL ACTION

Date: 9/26/11
Item No.: 7 . b

Department Approval

Chris Miller

City Manager Approval

W. J. Mahinen

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

Massage Therapy Establishment

Coleen and Company
3092 Lexington Ave

Recycling Hauler

Solid Waste Hauler

Allied Waste Services of the Twin Cities
4325 E 66th Street
Inver Grove Heights, MN 55076

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

REQUESTED COUNCIL ACTION

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

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



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

Massage Therapy Establishment License Application

Business Name

Colleen and Company

Business Address

3092 Lexington Ave Roseville

Business Phone

651 483 4966

Email Address

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, 2011, 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

Colleen A. Ratter

Date

8/14/11

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

Solid Waste Hauler License Application

Fee Due: \$125.00 Year 2012 (License will be for January 1 to December 31.)

Business Name Allied Waste Services of The Twin Cities

Business Address 4325 E. 66th Street, Inver Grove Heights, MN 55076
If completed license should be mailed somewhere other than the business address, please advise.

Business Phone 651-455-8862

Contact Person James Rauschnot
(Business Matters)

Email Address JRauschnot@republicservices.com

Contact Person RICHARD OWENS
(Operational Matters)

Email Address ROwens@republicservices.com

Emergency Contact Information

Contact Name: _____

Cell Phone: _____

Alternate Contact Information:

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? ☒ Yes ☐ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

☒ Residential (single family, duplex, triplex, fourplex)

☒ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

☒ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste 3

(over)



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

Recycling Hauler License Application

Fee Due: \$125.00 Year 2012 (License will be for January 1 to December 31)
Business Name Allied Waste Services of The Twin Cities
Business Address 4325 E. 66th Street - Inver Grove Heights, MN 55076
Business Phone 651-455-8634
Contact Person James Rauschnot Email Address JRauschnot@republicservices.com
Emergency Contact Information James Rauschnot

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☒ Residential ☒ Commercial ☒ Multifamily ☐ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables 2

Name and address of companies or materials recovery facility where recyclables will be delivered:

<u>Allied Recycling</u> <u>2195 E. 117th Street</u> <u>Inver Grove Heights, MN</u> <u>55076</u>	<u>SAME</u>	<u>SAME</u>
<u>Office paper/Boxboard*</u>	<u>Corrugated Cardboard*</u>	<u>Other (please specify)</u>
<u>SAME</u>	<u>SAME</u>	<u>SAME</u>

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Worker Compensation coverage, and the fee of \$125.00.

9-7-11 Date
Devin Skarff Applicant's Signature
Admin. Assistant Title

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/26/2011
Item No.: 7 . C

Department Approval

Christopher L. 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
Streets	Freelance Professionals	Seasonal labor 2011 Leaf Pickup Program	\$ 15,000.00

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.

REQUESTED COUNCIL ACTION

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

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25

Prepared by: Chris Miller, Finance Director
Attachments: A: None

26

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9/26/11
Item No.: 7 . d

Department Approval

Chris Miller

City Manager Approval

W. J. Mahinen

Item Description: Consider a Premise Permit for the Roseville Area Youth Hockey Association to Conduct Lawful Gambling Activities at Grumpy's Bar & Grill

BACKGROUND

The Roseville Area Youth Hockey Association has applied for a Premise Permit to conduct lawful gambling activities at Grumpy's Bar & Grill, located at 2801 Snelling Avenue.

City Code Chapter 304 allows licensed organizations to conduct lawful gambling activities at up to two locations within the City. If approved, this would be the Association's second location. They're currently operating at the Roseville Bingo Hall.

POLICY OBJECTIVE

Granting the Association a second license at Grumpy's Bar & Grill is permitted under City Code Chapter 304.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

In consideration that the Association is currently licensed by the State Gambling Control Board and has already undergone the required background checks, Staff recommends approval.

REQUESTED COUNCIL ACTION

Motion to approve the attached resolution approving a Premise Permit application for the Roseville Area Youth Hockey Association to conduct lawful gambling activities at Grumpy's Bar & Grill.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution approving the Premise Permit for the Roseville Area Youth Hockey Association
B: Premise Permit Application

**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 duly held on the 26th day of September, 2011 at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No. _____

**RESOLUTION APPROVING A LAWFUL GAMBLING PREMISE PERMIT TO THE
ROSEVILLE AREA YOUTH HOCKEY ASSOCIATION**

WHEREAS, the Roseville Area Youth Hockey Association has applied for a lawful gambling premise permit to conduct lawful gambling activities at 2801 Snelling Avenue; and

WHEREAS, the Roseville Area Youth Hockey Association has met the requirements as specified in City Code, Section 304 as well as State Statutes.

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

The City of Roseville hereby approves the premise permit application of the Roseville Area Youth Hockey Association to conduct lawful gambling activities at 2801 Snelling Avenue.

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

and the following voted against the same:

WHEREUPON, said resolution was declared duly passed and adopted.

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State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 26th day of September, 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26th day of September, 2011.

William J. Malinen
City Manager

Seal

Minnesota Lawful Gambling

LG215 Lease for Lawful Gambling Activity

3/11 Page 1 of 2

Check applicable item:

- ☒ 1. New lease. (Do not submit existing lease with amended changes).
 10/1 Date that the changes will be effective. Submit changes at least 10 days before the effective date of the change.
- ☐ 2. New owner. Effective date 10/1 Submit new lease within 10 days after new lessor assumes ownership.

Organization name Roseville Area Youth Hockey Assc.	Address 2604 N. Snelling Curve		License number A-03191	Daytime phone 651-343-7366	
Name of leased premises Grumpys	Street address 2801 N Snelling	City Roseville	State MN	Zip 55113	Daytime phone 651-379-1180 Bob P
Name of legal owner of premises Bob Peterson	Business/street address 2801 N Snelling	City Roseville	State MN	Zip 55113	Daytime phone 651-379-1180
Name of lessor (if same as legal owner, write in "SAME") Bob Peterson	Business/street address 2801 N Snelling	City Roseville	State Mn	Zip 55113	Daytime phone " "

Check (✓) all activities that will be conducted

- ☒ Pull-tabs ☒ Pull-tabs with dispensing device ☒ Tipboards ☐ Paddlewheel ☐ Paddlewheel with table ☐ Bingo ☒ Bar bingo

Pull-tab, Tipboard, and Paddlewheel Rent (No lease required for raffles.)

Booth operation - sales of gambling equipment by an employee (or volunteer) of a licensed organization within a separate enclosure that is distinct from areas where food and beverages are sold.

Bar operation - sales of gambling equipment within a leased premises by an employee of the lessor from a common area where food and beverages are also sold.

Does your organization OR any other organization conduct gambling from a booth operation at this location? ☒ Yes ☐ No

If you answered **YES** to the question above, rent limits are based on the following combinations of operation:

- Booth operation
- Booth operation and pull-tab dispensing device
- Booth operation and bar operation
- Booth operation, bar operation, and pull-tab dispensing device

The maximum rent allowed may not exceed \$1,750 in total per month for all organizations at this premises.

COMPLETE ONE OPTION:

Option A: 0 to 10% of the gross profits per month.
 Percentage to be paid _____%

Option B: When gross profits are \$4,000 or less per month, \$0 to \$400 per month may be paid.
 Amount to be paid \$_____.

Option C: \$0 to \$400 per month on the first \$4,000 of gross profit. Amount to be paid \$400_____.

Plus, 0% to 10% of the gross profits may be paid per month on gross profits over \$4,000. Percentage to be paid 5%_____%

If you answered **NO** to the question above, rent limits are based on the following combinations of operation:

- Bar operation
- Bar operation with pull-tab dispensing device
- Pull-tab dispensing device only

COMPLETE ONE OPTION:

Option A: 0 to 20% of the gross profits per month.
 Percentage to be paid _____%

Option B: When gross profits are \$1,000 or less per month, \$0 to \$200 per month may be paid.
 Amount to be paid \$_____.

Option C: \$0 to \$200 per month on the first \$1,000 of gross profits. Amount to be paid \$_____.

Plus, 0% to 20% of the gross profits may be paid per month on gross profits over \$1,000. Percentage to be paid _____%

Bingo Rent

Option D: 0 to 10% of the gross profits per month from all lawful gambling activities held during bingo occasions, excluding bar bingo.
 Percentage to be paid _____%

Option E: A rate based on a cost per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. No rent may be paid for bar bingo. Rate to be paid \$_____ per square foot. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.

Bar Bingo. . . No rent may be paid for bingo conducted in a bar.

LG215 Lease for Lawful Gambling Activity

3/11 Page 2 of 2

Lease Term - The term of this lease agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management of Gambling Prohibited - The owner of the premises or the lessor will not manage the conduct of gambling at the premises.

Participation as Players Prohibited - The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes 349.181.

Illegal Gambling

The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions

The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to permitted premises

Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the permitted premises during any time reasonable and when necessary for the conduct of lawful gambling on the premises.

Lessor records

The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent all-inclusive

Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Gambling Control Board. Rent payments may not be made to an individual.

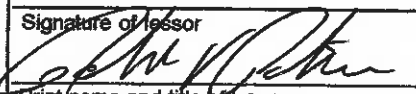
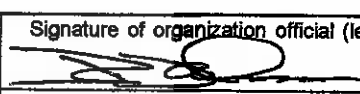
Changes in lease

- **Lease information** - If the lease is amended with no change in ownership, the organization will submit the a new lease to the Board at least 10 days before the effective date of the change.
- **Ownership** - If a change in ownership occurs, the organization will submit a new lease to the Board within 10 days after the new lessor has assumed ownership.

Acknowledgment of Lease Terms I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are **subject to the approval of the director of the Gambling Control Board**.

The lease may be terminated by either party without cause with a 30-day written notice.

Other terms _____

Signature of lessor 	Date 9-8-11	Signature of organization official (lessee) 	Date 9-8-11
Print name and title of lessor ROBERT V. PETERSEN GM		Print name and title of lessee JEFFREY R. JOHNSON PRESIDENT/CEO	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-639-4000. This publication will be made available in alternative format (i.e. large print, Braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

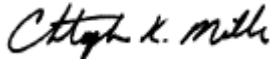
Print Form

Reset Form

REQUEST FOR COUNCIL ACTION

Date: 09/26/2011
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: St. Rose of Lima Catholic Church One Day Gambling License.

BACKGROUND

St. Rose of Lima Church has applied for an Exemption from Lawful Gambling Licensing Requirements to conduct lawful gambling activities on November 6, 2011 at St. Rose of Lima Parking Lot located at 2072 Hamline Avenue N.

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

COUNCIL ACTION REQUESTED

Motion approving St. Rose of Lima Church request to conduct raffles and bingo on November 6, 2011 at St. Rose of Lima Parking Lot located at 2072 Hamline Avenue N.

Minnesota Lawful Gambling

Page 1 of 2 1/11

LG220 Application for Exempt Permit

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

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

Application fee for each event

If application postmarked or received:

less than 30 days
before the event
\$100more than 30 days
before the event
\$50

ORGANIZATION INFORMATION

Check # 40419 \$ 50

Organization name

Previous gambling permit number

SAINT ROSE OF LIMA CATHOLIC CHURCH

Type of nonprofit organization. Check one.

☐ Fraternal
 ☒ Religious
 ☐ Veterans
 ☐ Other nonprofit organization

Mailing address

City

State

Zip Code

County

2048 HAMLINE AVENUE NORTH

ROSEVILLE

MN

55113

RAMSEY

Name of chief executive officer (CEO)

Daytime phone number

Email address

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

SAINT ROSE OF LIMA SCHOOL

Address (do not use PO box)

City

Zip Code

County

2048 HAMLINE AVENUE NORTH

ROSEVILLE, MN

55113

RAMSEY

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

11/6/11

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

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

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

 Also complete
Page 2 of this form.

Print Form

Reset Form

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

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ROSEVILLE
Request for Council Action

Date: 9/26/11
Item Number: 7.†

Department Approval

City Manager Approval



Item Description:

Approve 2012 City Benefits Insurance Renewals & Cafeteria Contributions

Medical Background and Renewal Recommendations:

Each year the largest human resources expense aside from employee salaries is the cost of benefits, in particular medical insurance. The gap between the two keeps narrowing nationwide. City benefits costs were in excess of \$1.3 million in 2011. As this expense continues to grow organizations are making changes to help ease the impact for both employees and employers. Over the last several years Roseville has made changes and additions in the benefits area to minimize increases and to share the burden while making health insurance as affordable and effective as possible.

In response to escalating health care costs, the City began offering higher deductible plans with additional tiers of coverage. In 2004 we added a single-plus-one tier option to give employees and retirees the least expensive and most efficient alternatives. In 2005, the City added a High Deductible plan with a Health Reimbursement Account for payment of deductible expenses. In 2006 the City raised deductibles but also increased contributions to the health reimbursement account and added this account to the mid level plan to help staff control and minimize their risk. In 2008 Roseville dropped the no longer sustainable, rich, 100% coverage plan. Finally, in 2009 the City added a Health Savings Account (HSA) option.

Regular employees are eligible on a prorated basis if they work a minimum of 20 hours per week. We currently have 160 total Full-Time Equivalents (FTE's). We also have 13 former employees who are on the City's health plan through COBRA.

The City currently offers three medical options and three tiers through one provider, Health Partners, under the National Joint Powers Alliance consortium. The pool is National Joint Powers Association (NJPA). NJPA had previously only been associated with outstate Minnesota school districts; however, this has recently changed.

The unique part of NJPA is that the pool is self-insured but underwritten and administered by Health Partners so it operates like a fully insured plan. NJPA is driven by its 33,000 members. This is of interest to Roseville for a couple of reasons. First, since our claims have been declining over the past four years due to wellness and consumer driven plan initiatives, we have been able to achieve less than trend increases. NJPA would allow Roseville to

1 continue our current consumer-driven plan designs while achieving further savings due to
2 their tax exempt status.

3
4 Staff is showing a change in behaviors, and claims have declined again this past year for the
5 second year in a row. The City and staff will be financially rewarded in 2012. Continued
6 education, wellness initiatives, and action will again be the focus for the Benefits and the
7 Wellness Committees in 2012. Open enrollment is scheduled to begin in early November.

8
9 The City of Roseville's contract with NJPA for employee health insurance with Health
10 Partners will renew on January 1, 2012. The initial renewal rate was 0% and the final
11 negotiated renewal was a 1.5% decrease or a savings of \$18,200. This was substantially
12 better than in years past and much better than the national trend of approximately 7.5%
13 increase.

14 15 **City Contributions Background and Recommendations:**

16
17 Over the years we have maintained a philosophy of paying 100% of the premium for medical
18 and dental insurance for the single plan. This also remains the trend in the Stanton 5 group
19 although the marketplace continues to move away from paying 100% for rich coverage plans
20 as Roseville has already done.

21
22 In 2004 the City Council began moving to a more equal contribution per employee,
23 regardless of the employee's family status and lifestyle choices, as supported by an employee
24 survey done that year. Strides toward equal contribution halted due to enormous premium
25 increases and plan design changes the City has faced over the past few years.

26
27 In 2010 Council approved implementation of a Benefits Contribution Incentive that provides
28 the full cafeteria dollar amount only to those benefit eligible employees who participated in a
29 confidential health risk assessment, and a preventive care physical with a blood pressure
30 check. If staff does not participate in these wellness items they now receive \$25 less per
31 month in their cafeteria amount.

32
33 The Wellness Committee was asked to provide feedback on the savings that would be
34 achieved in the renewal. The Committee recommends putting the \$18,200 savings back into
35 the wellness program in the way of an increased incentive in the Benefits Contribution
36 Incentive if the employee completes a cholesterol and/or blood glucose check with their
37 annual physical. This way if they do not participate, the savings goes back to the City. In
38 2010, 65% of staff participated and were rewarded for keeping claims down. This would
39 bring the total incentive to \$35 per month for full participation.

40
41 With the 2012 plan designs remaining constant and keeping the premiums constant for staff
42 and City Council rather than providing a slight decrease savings may be used in wellness by
43 approving the following 2012 monthly cafeteria contribution levels:

- 44
45 ➤ **Opt Out:** \$465 (\$10 increase to Benefits Contribution Incentive)
- 46
47 ➤ **Those on either of the \$1,000 Deductible Plans would receive:**
- 48 ▪ Single: \$600 (increase of \$15)
 - 49 ▪ Single + 1: \$715 (increase of \$15)

- Family: \$925 (increase of \$15)
- **Those on the \$2,000 or \$2,500 Deductible Plan would receive:**
 - Single: \$710 (increase of \$15)
 - Single + 1: \$815 (increase of \$15)
 - Family: \$1,000 (increase of \$15)
- **Monthly contributions deposited into a Health Reimbursement Account or Health Savings Account are as follows:**
 - **\$1,000 Deductible Plan Monthly Deposit:**
 - Single \$83 (same as 2011)
 - Single + 1 \$90 (same as 2011)
 - Family \$70 (same as 2011)
 - **\$2,000 or 2,500 Deductible Plan Monthly Deposit:**
 - Single \$200 (same as 2011)
 - Single + 1 \$170 (same as 2011)
 - Family \$125 (same as 2011)

Dental Renewal:

Review of the 2011 dental claims compared to premiums paid resulted in a decrease in premiums for all tiers. Delta Dental recommended about 9% decrease on single coverage, 6% for single-plus-one coverage, while the families would receive an 11.3% decrease. These rates are based solely on claims vs. premiums from each group. Delta Dental administrative fees are held at no increase through 2012 and there are no changes in coverage for the plan.

Life & Long Term Disability:

The City's current provider, Standard Insurance through the FCI City/County Consortium, has accepted a negotiated one year contract extension which provides for a 10% decrease in rates for Long Term Disability and an 8.2% decrease in basic life insurance through 2012. The voluntary life rates will remain the same as they were in 2011. This amounts to a savings of approximately \$4,564 for the City.

Financial Impact:

The above proposed Cafeteria Benefits budget for 2012 reflects no increase over the 2011 budget and actually provides a decrease and a savings of \$4,564 for the City. This is the first time in known history that this has occurred.

Council Action Requested:

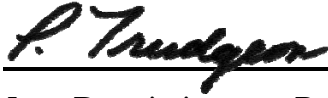
Approve 2012 City benefits insurance renewals and cafeteria contributions as described above with the respective contracts (subject to review and approval by the City Attorney).

REQUEST FOR CITY COUNCIL ACTION

DATE: **09/26/2011**

ITEM NO: **7.g**

Department Approval



City Manager Approval



Item Description: Request by Meritex Enterprises, Inc. for **vacation** of a Public Street Easement in support of the previously approved Highcrest Addition of property located at 2520-2375 Walnut Street (**PF11-024**).

1.0 REQUESTED ACTION

Meritex Enterprises, Inc. requests the vacation of the existing Public Street Easement for Highcrest Road and Terminal Road which lies along the western and northern portion of their 2520 – 2375 property.

Project Review History

- Application submitted and determined complete: August 23, 2011
- Sixty-day review deadline: October 22, 2011
- Project report prepared: September 7, 2011
- Planning Commission action (6-0) approval recommendation: September 7, 2011
- City Council action: September 26, 2011

2.0 SUMMARY OF RECOMMENDATION

The Public Works Department recommends approval of the proposed PUBLIC STREET EASEMENT VACATION; see Section 6 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving a PUBLIC STREET EASEMENT VACATION; see Section 7 of this report for the detailed action.

4.0 BACKGROUND

The property, addressed only as 2256-2350, 2255-2275, and 2520 Highcrest Road and 2295 Walnut Street, has a Comprehensive Plan designation of Industrial (I) and a zoning classification of Industrial (I) District.

5.0 VACATION HISTORY

- 5.1 On May, 9, 1963 the predecessor in interest of the subject land granted the Village of Roseville a public street easement for Highcrest Road and County Road B2 (now referred to as Terminal Road in that location), and which action was supported by a Warranty Deed dated the same (Attachment C).
- 5.2 On May 12, 1986, the City Council decided to abandon these two roads/streets and approved the execution of a Release of Easement and Quit Claim Deed in favor of the predecessor of interest. Both documents were duly executed and recorded against the property with Ramsey County (Attachment D).
- 5.3 These two streets have not functioned as public streets, possibly since they were established. However, recently the Ramsey County Surveyor has indicated to Meritex that the Public Road Easement of 1963 needs to be properly vacated under Minnesota State Statutes 412.581. Although the attorney for Meritex disagrees with the requirement, they are seeking the vacation of a road easement that the City has not maintained since 1986.
- 5.4 Since the Planning Commission is responsible for holding the public hearings for applications like the proposed vacation, Planning Division staff is preparing the report and supporting materials for review. But Planning staff doesn't have an interest, *per se*, in such proposals and merely conveys the comments and recommendation of the Public Works Department in addition to coordinating the review of the proposal by the Planning Commission and City Council.
- 5.5 The City of Roseville Public Works Department staff has reviewed the proposed vacation of public street easements and supports the vacation, more as a housekeeping item, since the City took action in 1986 to release the easement and abandon its interest as a public street/roadway.
- 5.6 As of the time this report was prepared, Planning Division staff has not received questions or comments about the proposal from nearby property owners.

6.0 PLANNING COMMISSION ACTION

At the duly noticed public hearing of September 7, 2011, the Roseville Planning Commission voted (6-0) to recommend to the City Council approval of the vacation of the two public street easements.

7.0 SUGGESTED CITY COUNCIL ACTION

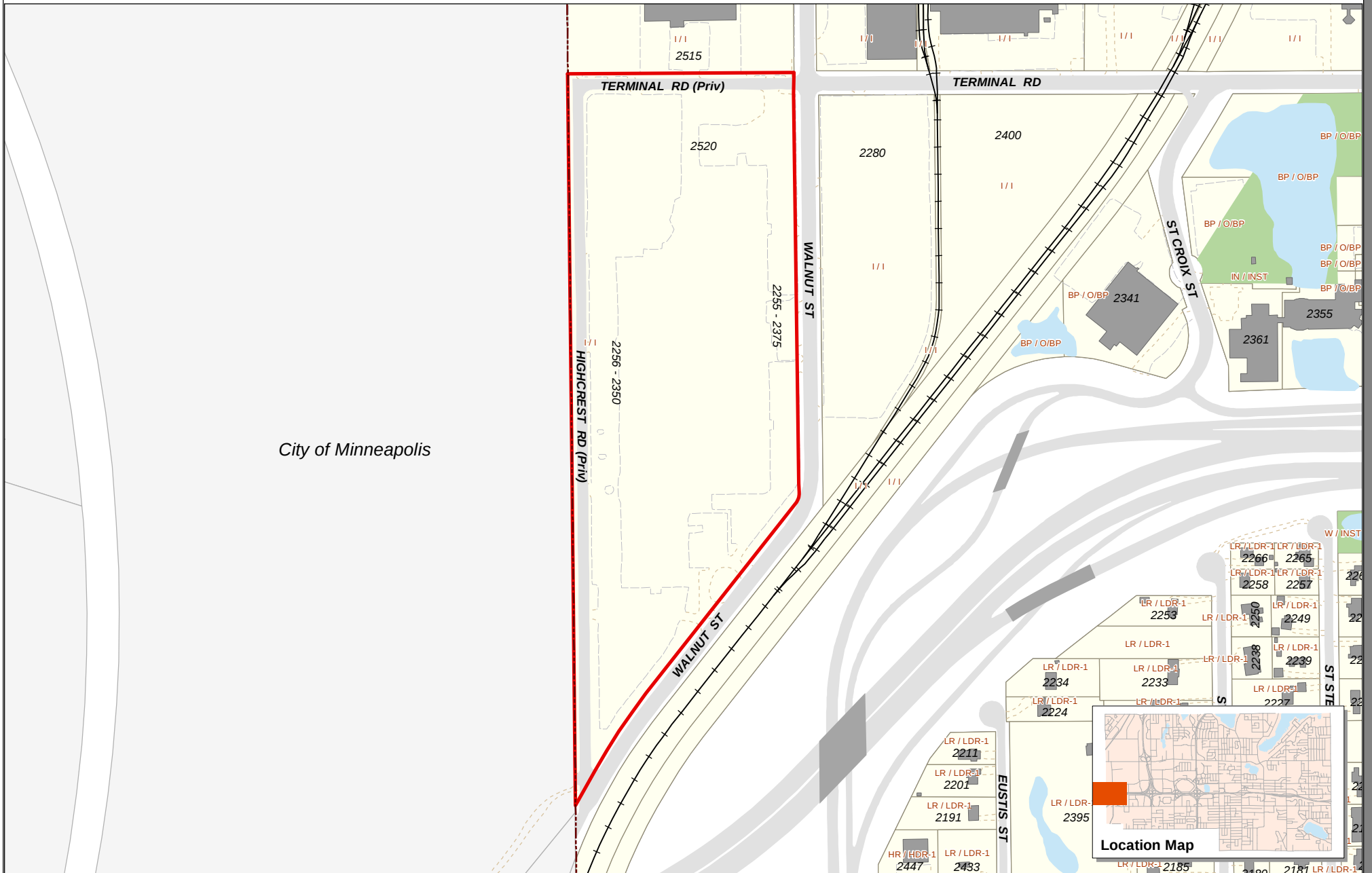
ADOPT A RESOLUTION VACATION the public street easement for Highcrest Road and County Road B2 (now referred to as Terminal Road), based on the comments and findings of Sections 4-6 of this staff report.

Prepared by: City Planner Thomas Paschke

Attachments: A: Area map
B: Aerial photo

C: Proposed vacation
D: Draft Resolution

Attachment A: Location Map for Planning File 11-020



City of Minneapolis



Prepared by:
Community Development Department
Printed: September 1, 2011



Site Location

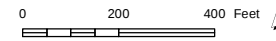
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (8/2/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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



mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 11-020



Prepared by:
Community Development Department
Printed: September 1, 2011



Site Location

Data Sources

* Ramsey County GIS Base Map (8/2/2011)
* Aerial Data: Kucera (4/2009)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

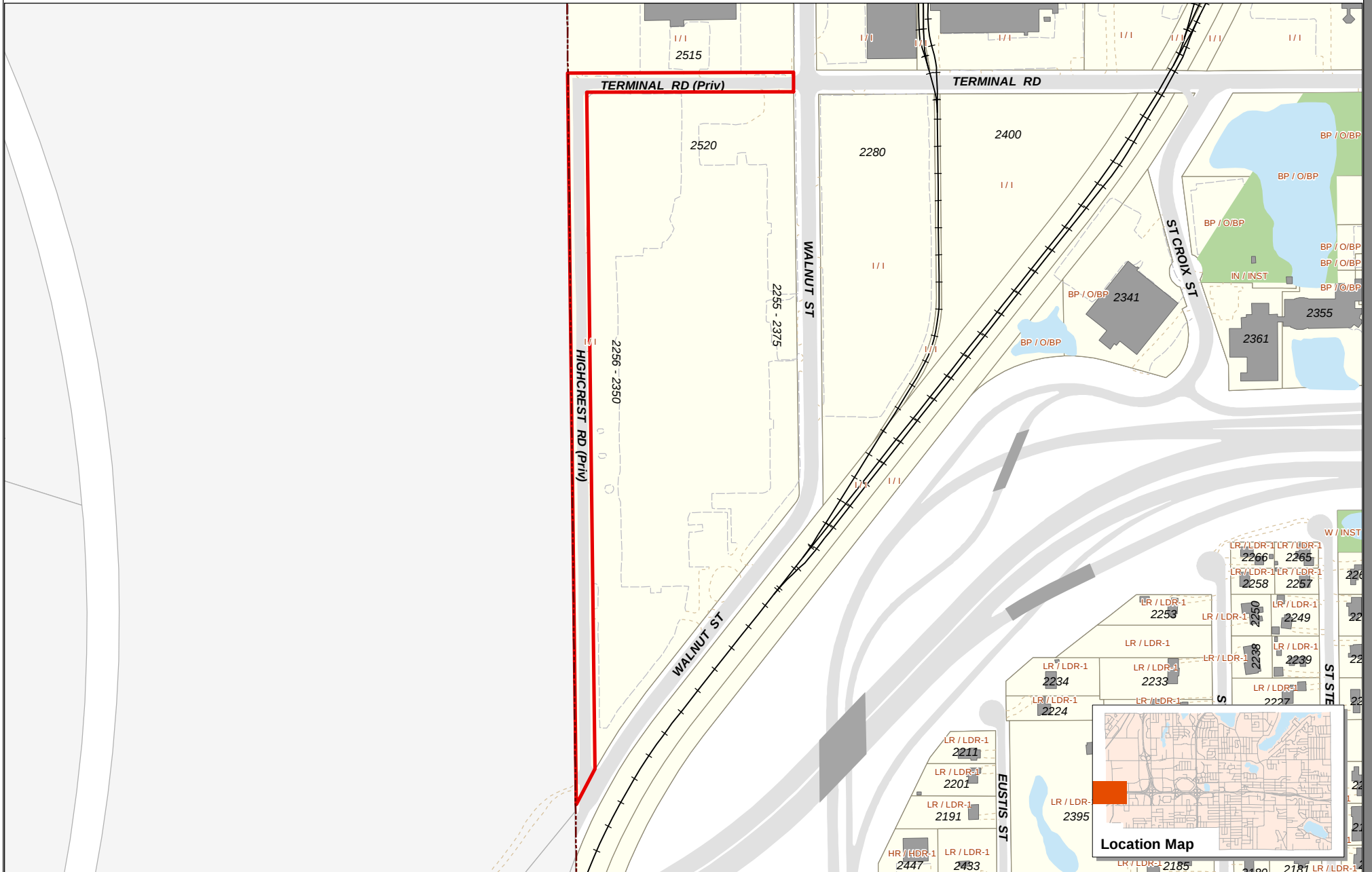
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0 200 400 Feet



Proposed Public Street Easement

Attachment C



Prepared by:
Community Development Department
Printed: September 1, 2011



Site Location

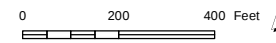
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (8/2/2011)
For further information regarding the contents of this map contact:
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mapdoc: planning_commission_location.mxd

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

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

The following members were present: _____
_____.

The following members were absent: _____
_____.

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

**RESOLUTION NO. _____
A RESOLUTION VACATING A PORTION OF HIGHCREST ROAD AND TERMINAL
ROAD**

WHEREAS, the Roseville City Council has determined on its own motion to vacate those portions of Highcrest Road and Terminal Road legally described as follows:

PART "A" – A strip of land Fifty-five (55) feet in width lying parallel and adjacent to and East of the West line of the Southwest Quarter (SW ¼) of Section Eight (8), Township Twenty-Nine North (T29N), Range Twenty-Three West (R23W), and beginning at a line which is Thirty (30) feet South and parallel to the North line of said Southwest Quarter (SW ¼) of Section Eight (8), extending South to a line which is Seventy (70) feet Westerly and parallel to the Westerly right-of-way of The Minnesota Transfer Railway Company; and,

PART "B" – A strip of land Sixty (60) feet in width, lying Thirty (30) feet of such width on each side of the East to West Quarter line of Section Eight (8), Township Twenty-Nine North (T29N), Range Twenty-Three West (R23W), and beginning at the West line of said Section Eight (8), extending East to a line which is Seven Hundred (700) feet East and parallel to the West line of said Section Eight (8), Township Twenty-Nine North (T29N), Range Twenty-Three West (R23W),

Excepting so much of said Part "B", above described, which lies within Eight and Five-Tenths (8.5) feet on each side of a line which is Three Hundred Seventy-Seven and Five-Tenths (377.5) feet East and parallel to the West line of Section Eight (8), Township Twenty-Nine North (T29N), Range Twenty Three West (R23W).

and

46 WHEREAS, the City of Roseville acquired its interest in said roads pursuant to a Deed
47 which was filed in the office of the Ramsey County Recorder as Document No. 1588417; and
48

49 WHEREAS, the Roseville City Council held a hearing on September 26, 2011, to
50 determine whether or not the portions of said Highcrest Road and Terminal Road described
51 above should be vacated; and
52

53 WHEREAS, the Roseville City Council has determined that the vacation of those
54 portions of Highcrest Road and Terminal Road described above would be in the public interest;
55 and
56

57 WHEREAS, four-fifths of all members of the City Council concur in this resolution;
58

59 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
60 OF ROSEVILLE, MINNESOTA:
61

- 62 1. That the City of Roseville hereby vacates those portions of Highcrest Road and
63 Terminal Road legally described as follows:
64

65 PART "A" – A strip of land Fifty-five (55) feet in width lying parallel and adjacent to
66 and East of the West line of the Southwest Quarter (SW ¼) of Section Eight (8),
67 Township Twenty-Nine North (T29N), Range Twenty-Three West (R23W), and
68 beginning at a line which is Thirty (30) feet South and parallel to the North line of
69 said Southwest Quarter (SW ¼) of Section Eight (8), extending South to a line which
70 is Seventy (70) feet Westerly and parallel to the Westerly right-of-way of The
71 Minnesota Transfer Railway Company; and,
72

73 PART "B" – A strip of land Sixty (60) feet in width, lying Thirty (30) feet of such
74 width on each side of the East to West Quarter line of Section Eight (8), Township
75 Twenty-Nine North (T29N), Range Twenty-Three West (R23W), and beginning at
76 the West line of said Section Eight (8), extending East to a line which is Seven
77 Hundred (700) feet East and parallel to the West line of said Section Eight (8),
78 Township Twenty-Nine North (T29N), Range Twenty-Three West (R23W),
79

80 Excepting so much of said Part "B", above described, which lies within Eight and
81 Five-Tenths (8.5) feet on each side of a line which is Three Hundred Seventy-Seven
82 and Five-Tenths (377.5) feet East and parallel to the West line of Section Eight (8),
83 Township Twenty-Nine North (T29N), Range Twenty Three West (R23W).
84

- 85 2. The vacation applies only to those portions of Highcrest Road and Terminal Road
86 legally described in Provision 1 above which were acquired by the City of Roseville
87 pursuant to a deed filed in the office of the Ramsey County Recorder as Document
88 No. 1588417, and not: (a) to the rights of existing utilities, if any, within the area
89 vacated, or (b) any other easements running to or benefitting the City of Roseville.
90

91 3. The City Manager is directed to record a notice of completion of these vacation
92 proceedings pursuant to Minnesota Statutes §412.851.
93

94 The motion for the adoption of the foregoing resolutions was duly seconded by Council
95 Member _____, and upon vote being taken thereon the following voted in favor
96 thereof: _____,
97

98 and the following voted against the same: _____,
99

100 and the following were absent: _____.
101

102 WHEREUPON said resolution was declared duly passed and adopted on the _____
103 day of _____, 2011.
104
105
106

107 STATE OF MINNESOTA)
108) ss.
109 COUNTY OF RAMSEY)
110

111 I, the undersigned, being the duly qualified City Manager of the City of Roseville,
112 County of Ramsey, Minnesota, do hereby certify that I have carefully compared the attached and
113 foregoing Extract of Minutes of a regular meeting of the City Council of the City of Roseville,
114 Minnesota, held on the _____ day of _____, 2011, with the original on file in
115 my office, and the same is a true and correct transcript therefrom, insofar as same relates to the
116 matter shown.
117

118 WITNESS my hand as such City Manager of the City of Roseville, Minnesota, this
119 _____ day of _____, 2011.
120
121
122
123

124 _____
125 William J. Malinen, City Manager
126
127

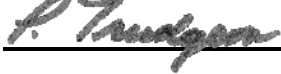
(SEAL)

REQUEST FOR COUNCIL ACTION

DATE: 9/26/2011

ITEM NO: 7.h

Division Approval



City Manager Approval

Item Description: Request by ACR Homes for approval of a drive-through facility as a **conditional use** for a coffee shop at 2435-2459 Rice Street (PF11-021).

1.0 REQUESTED ACTION

The applicant proposes to install a menu board and pick-up window behind the strip center just north of Steichen's Sporting Goods, if the drive-through facility is approved as a CONDITIONAL USE.

Project Review History

- Application submitted and determined complete: July 28, 2011
- Sixty-day review deadline: September 26, 2011
- Planning Commission recommendation (6-0 to approve): September 7, 2011
- Project report prepared: September 21, 2011
- Anticipated City Council action: September 26, 2011

2.0 SUMMARY OF RECOMMENDATION

The Planning Division concurs with the recommendation of the Planning Commission to approve the proposed CONDITIONAL USE; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed CONDITIONAL USE, pursuant to §1005.03 (Commercial Uses) and §1009.02 (Conditional Uses) of the City Code; see Section 8 of this report for the detailed action.

4.0 BACKGROUND

- 4.1 The property at 2435-2459 Rice Street, located in City Planning District 6 has a Comprehensive Plan designation of Community Business (CB) and a corresponding zoning classification of Community Business (CB) District, in which a drive-through facility requires approval as a CONDITIONAL USE.
- 4.2 Section 1009.02E of the City Code requires the applicant to validate an approval of the CONDITIONAL USE by beginning site work related to the proposed drive-through. If the approval has not been validated within 1 year, the approval will expire and become void.

5.0 CONDITIONAL USE ANALYSIS

- 5.1 REVIEW OF GENERAL CONDITIONAL USE CRITERIA: Section 1009.02C of the City Code establishes general standards and criteria for all conditional uses, and the Planning Commission and City Council must find that each proposed conditional use does or can meet these requirements. The general standards are as follows:
- a. *The proposed use is not in conflict with the Comprehensive Plan.* By its recommendation to approve the application, the Planning Commission has found that while a drive-through facility as proposed might not *advance* the goals of the Comprehensive Plan aside from representing continuing investment in a commercial property, it does not conflict with the Comprehensive Plan.
 - b. *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The proposed use is not in conflict with such plans because none apply to the property.
 - c. *The proposed use is not in conflict with any City Code requirements.* The Planning Commission found that the proposed drive-through facility can and will meet all applicable City Code requirements; moreover, a CONDITIONAL USE approval can be rescinded if the approved use fails to comply with all applicable Code requirements or any conditions of the approval.
 - d. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.* As a common kind of retail use in a long-standing retail location, Planning Division staff does not expect the proposed use to have significant impacts on any parks, streets, or public infrastructure; by its action, the Planning Commission supported this finding.
 - e. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.* If the drive-through is approved, it could add vehicle trips to the local road network each day; some could argue that the additional vehicles constitute a negative impact on traffic (and a violation of this general criterion), but the finding in item “d” above is that the potential, additional traffic would not impose an excessive burden on the public street infrastructure. Aside from the potential for some additional traffic, noise related to the drive-through audio equipment seems to be the only other source of impacts to surrounding properties, and the zoning code’s specific requirements for drive-through facilities should address this concern.

- 5.2 REVIEW OF SPECIFIC CONDITIONAL USE CRITERIA: Section 1009.02D of the City Code establishes additional standards and criteria that are specific to drive-through facilities; they are as follows.
- a. *Drive-through lanes and service windows shall be located to the side or rear of buildings and shall not be located between the principal structure and a public street.* The drive-through lane and service window is proposed along the west side of the building which is the rear of the property, opposite of the Rice Street frontage.
 - b. *Points of vehicular ingress and egress shall be located at least 60 feet from the street right-of-way lines of the nearest intersection.* The site entrance nearest to an intersection is on Transit Avenue, 75 feet west of the rice Street right-of-way.
 - c. *The applicant shall submit a circulation plan that demonstrates that the use will not interfere with or reduce the safety of pedestrian and bicyclist movements.* Because the proposed drive-through facility is at the back of the building, near service doors and away from customer entrances to the tenant spaces, Planning Division believes that motorists, cyclists, and pedestrians will be able to co-mingle without safety issues.
 - d. *Adequate queuing lane space shall be provided without interfering with on-site parking/circulation.* Based on the proposed plan, there is space for perhaps 5 vehicles, queued from the pick-up window, before the vehicles would cross into a drive easement along the western edge of the property. Planning Division staff anticipates that customer traffic will be relatively light since the coffee shop is almost an internal, staff service for ACR Homes, owner of the property and provider of health care services in different locations. If the queue length or customer volume proves to be problematic in the future, staff can work with the property owner to resolve circulation conflicts through such means as modified signage and pavement markings or additional paved area.
 - e. *Speaker box sounds from the drive-through lane shall not be loud enough to constitute a nuisance on an abutting residentially zoned property or property in residential use.* The proposed drive-through menu board would stand approximately 200 feet from the nearest residence, but volume specifications for the speaker equipment will be monitored as any other potential noise nuisance to ensure that this requirement is met.
 - f. *Drive-through canopies and other structures, where present, shall be constructed from the same materials as the primary building and with a similar level of architectural quality and detailing.* The final design of the drive-through menu board and pick-up window has not been submitted, but building permits will not be issued unless the selected design and materials meet this requirement.
 - g. *A 10-foot buffer area with screen planting and an opaque wall or fence between 6 and 8 feet in height shall be required between the drive-through lane and any property line adjoining a residentially zoned property or property in residential use.* This requirement is not applicable to this CONDITIONAL USE request, because business uses on Neighborhood- or Community Business-zoned properties lie directly west and south of the proposed drive-through facility, and the nearby residential property is presently screened with closely-spaced evergreen trees that appear to be at least 12 feet tall. Since the proposed drive-through facility may end up rather exposed to the residences across the wetland, however, additional evergreen trees of the same or

similar variety to the existing evergreens should be planted in the area indicated on the site plan to further screen the nearby residential properties.

- 5.1 Although a site plan was submitted with this application, it essentially only indicated the proposed locations of the menu board and pick-up window; Planning Division staff has prepared a site plan, which included with this staff report as Attachment C, that illustrates vehicle circulation patterns that appear to minimize the instances where vehicles would need to cross the path of other drive-through traffic. The site plan also indicates likely locations for on-site directional signage and repainting of lines on the pavement to better direct motorists to approach the menu board from the north.
- 5.2 Roseville's Development Review Committee, a body comprising staff from various City departments, met on August 11th to review and discuss the proposal. The main comments which have not been addressed above are as follows:
- a. A building permit is required for the parking lot re-stripping and window.
 - b. Any lighting added should be downcast, in compliance with zoning standards.
- 5.3 Review of the proposed drive-through facility against the CONDITIONAL USE standards and criteria leads Planning Division staff to conclude that the use can meet all pertinent requirements. Some of the requirements (e.g., speaker box volume, on-site circulation, etc.) will necessitate ongoing verification and the DRC's comments pertain to City Code requirements that must be met in order to receive the permits to begin construction.

6.0 PUBLIC COMMENT

The duly-noticed public hearing for the CONDITIONAL USE application was held by the Planning Commission on September 7, 2011. Draft minutes of the public hearing were not yet available at the time this report was written, but one nearby, Transit Avenue resident expressed concerns about traffic at the site; the general consensus of the Planning Commissioners was that a busy drive-through facility might create on-site circulation issues which would need to be addressed as such issues arose, but that off-site traffic related to the proposed drive-through shouldn't be dramatically greater than another permitted retail use. At the time this report was prepared, Planning Division staff has received no other comments or questions about the proposal from members of the public.

7.0 RECOMMENDATION

Based on the comments and findings outlined in Sections 4-6 of this report, the Planning Division concurs with the recommendation of the Planning Commission to approve the proposed CONDITIONAL USE pursuant to §1004.07 and §1009.02 of the Roseville City Code, with the following conditions:

- a. The applicant shall work with staff to address queuing of drive-through customers and internal circulation within the site when permits are issued and if problems develop in the future; and
- b. The applicant shall plant a variety of evergreen trees similar to the existing trees on the property to screen the drive-through facility from the residential properties across the wetland. The trees shall be located between the western edge of the drive lane behind the strip center and the western property boundary, corresponding approximately to the southernmost 75 feet of the adjacent residential property (i.e.,

170 Transit Avenue). The trees shall be spaced a maximum of 10 feet on center, and otherwise conform to the standards of plant material selection and installation established in §1011.03 of the City Code.

8.0 SUGGESTED ACTION

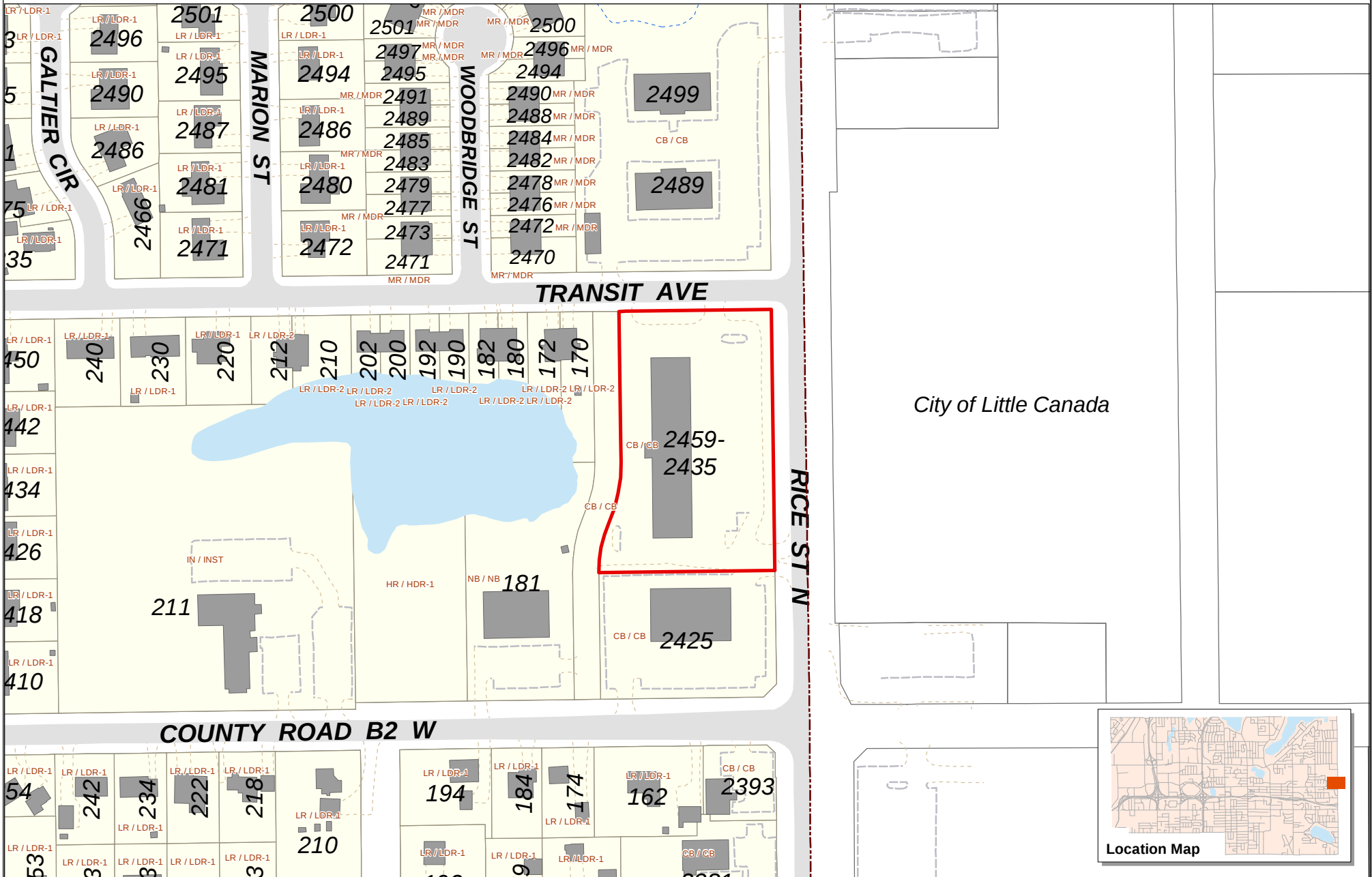
Adopt a resolution approving a drive-through facility as a CONDITIONAL USE at 2435-2459 Rice Street, based on the comments and findings of Sections 4-6 and the recommendation of Section 7 of this staff report.

Prepared by: Associate Planner Bryan Lloyd

Attachments: A: Area map
B: Aerial photo

C: Site plan
D: Draft resolution

Attachment A: Location Map for Planning File 11-021



City of Little Canada



Prepared by:
Community Development Department
Printed: August 24, 2011



Site Location

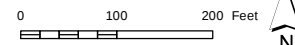
Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (8/2/2011)
For further information regarding the contents of this map contact:
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mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 11-021



Prepared by:
Community Development Department
Printed: August 24, 2011



Site Location

Data Sources

* Ramsey County GIS Base Map (8/2/2011)

* Aerial Data: Kucera (4/2009)

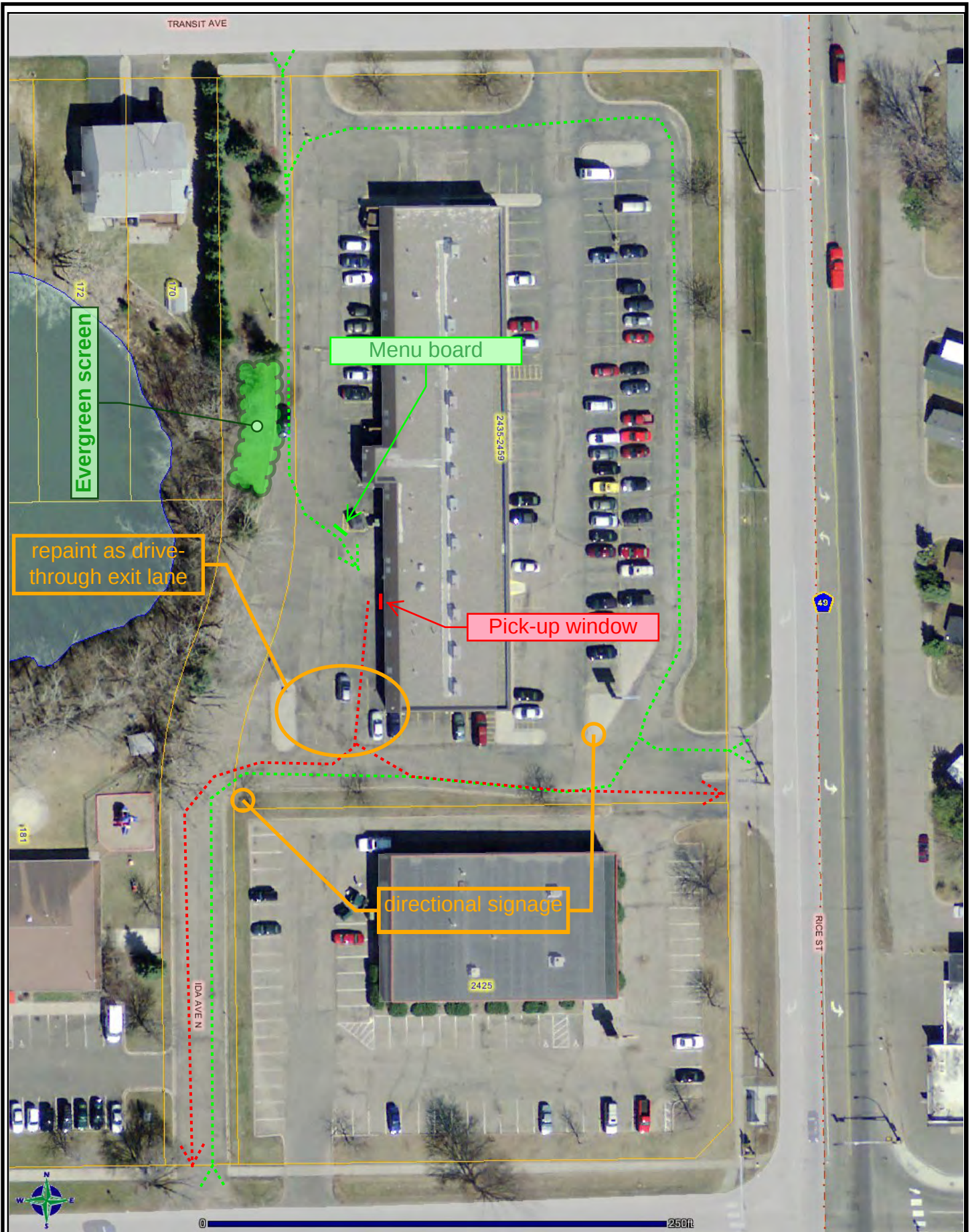
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0 50 100 Feet





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SOURCES: City of Roseville and Ramsey County, The Lawrence Group; August 2, 2011 for City of Roseville data and Ramsey County property records data, August

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26th day of September 2011 at 6:00 p.m.

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

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

**RESOLUTION NO. _____
A RESOLUTION APPROVING DRIVE-THROUGH FACILITY AS A CONDITIONAL
USE AT 2435-2459 RICE STREET (PF11-021)**

WHEREAS, BHJN, LLC, applicant for approval of the proposed conditional use, owns the property at 2435-2459 Rice Street, which is legally described as:

**PIN: 12-29-23-14-0089
Transit 2nd Addition, subject to drive easement, Lots 1 and 2 Block 1**

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed CONDITIONAL USE on September 7, 2011, voting 6-0 to recommend approval of the use based on the comments and findings of the staff report prepared for said public hearing; and

WHEREAS, the Roseville City Council has determined that approval of the proposed CONDITIONAL USE will not result in adverse impacts to the surrounding properties based on the following findings:

- a. While a drive-through facility as proposed might not advance the goals of the Comprehensive Plan aside from representing continuing investment in a commercial property, it does not conflict with the Comprehensive Plan;
- b. The proposed use is not in conflict with a Regulating Map or other adopted plan because no such plans apply to the area surrounding the property;
- c. The proposed use is not in conflict with City Code requirements since permits will not be issued if the plans fail to meet all of the relevant requirements and, moreover, the conditional use approval can be rescinded if the use or the property fails at any time to comply with all applicable Code requirements or conditions of the approval;
- d. As a common kind of retail use in a long-standing retail location, the proposed use would not have significant impacts on any parks, streets, or public infrastructure;
- e. The potential for some additional traffic and noise related to the drive-through audio equipment seem to be the only sources of impacts to surrounding

properties, and since the zoning code's specific requirements for drive-through facilities addresses these concerns, the proposed drive-through facility will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare;

- f.** The drive-through lane and service window is proposed along the west side of the building which is the rear of the property, opposite of the Rice Street frontage;
- g.** The site entrance nearest to an intersection is on Transit Avenue, 75 feet west of the Rice Street right-of-way;
- h.** Because the proposed drive-through facility is at the back of the building, near service doors and away from customer entrances to the tenant spaces, motorists, cyclists, and pedestrians should be able to co-mingle without safety issues;
- i.** Based on the proposed plan, there is space for perhaps 5 vehicles, queued from the pick-up window, before the vehicles would cross into a drive easement along the western edge of the property. If the queue length or customer volume proves to be problematic, staff can work with the property owner to resolve circulation conflicts through such means as modified signage and pavement markings or additional paved area;
- j.** The proposed drive-through menu board would stand approximately 200 feet from the nearest residence, but volume specifications for the speaker equipment will be monitored as any other potential noise nuisance to ensure that it is not loud enough to constitute a nuisance on the abutting residential property;
- k.** The final design of the drive-through menu board and pick-up window has not been determined, but building permits will not be issued unless the selected design and materials are compatible with the primary building and comprise a similar level of architectural quality and detailing; and
- l.** Although business uses on Neighborhood- or Community Business-zoned properties lie directly west and south of the proposed drive-through facility, and the nearby residential property is presently screened with closely-spaced evergreen trees that appear to be at least 12 feet tall, the proposed drive-through facility may end up rather exposed to the residences across the wetland. Additional evergreen trees of the same or similar variety to the existing evergreens should be planted to further screen the nearby residential properties.

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the proposed drive-through facility at 2435-2459 Rice Street as a CONDITIONAL USE in accordance with Section §1009.02 of the Roseville City Code, subject to the following conditions:

- a.** The applicant shall work with staff to address queuing of drive-through customers and internal circulation within the site when permits are issued and if problems develop in the future; and

- 74 **b.** The applicant shall plant a variety of evergreen trees similar to the existing trees
75 on the property to screen the drive-through facility from the residential properties
76 across the wetland. The trees shall be located between the western edge of the
77 drive lane behind the strip center and the western property boundary,
78 corresponding approximately to the southernmost 75 feet of the adjacent
79 residential property (i.e., 170 Transit Avenue). The trees shall be spaced a
80 maximum of 10 feet on center, and otherwise conform to the standards of plant
81 material selection and installation established in §1011.03 of the City Code

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

85 WHEREUPON said resolution was declared duly passed and adopted.

Resolution – ACR Homes drive-through, 2435-2459 Rice Street (PF11-021)

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 26th day of September 2011 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26th day of September 2011.

William J. Malinen, City Manager

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: 9/26/11
Item No.: 7.i

Department Approval



City Manager Approval



Item Description: Adopt a Resolution to Accept the Work Completed, Authorize Final Payment of \$4,405.68 and commence the One-Year Warranty Period on the Rosewood Neighborhood Drainage Improvements Project (Phase 2)

BACKGROUND

On June 28, 2010 the City Council awarded the Rosewood Neighborhood Drainage Improvements Project (Phase 2) to Urban Companies, of St. Paul, Minnesota. This project consisted of the completion of the construction of 19 rain gardens. The construction of these rain gardens began with a different contractor, TMS Construction, who was unresponsive, and the contract was then terminated by the City on February 12, 2010. Work completed under the original contract totaled \$44,715.70. Urban Companies successfully completed the remaining work to be done on the project in August 2011.

POLICY OBJECTIVE

City policy requires that the following items be completed to finalize a construction contract:

- Certification from the City Engineer verifying that all of the work has been completed in accordance with plans and specifications.
- A resolution by the City Council accepting the contract and beginning the one-year warranty.

FINANCIAL IMPACTS

The following table summarizes the total project costs compared to the original budgeted amount based on the engineer's estimate:

Original budget based on engineer's estimate	\$ 125,970.50
Work completed during Phase 1 by TMS Construction	\$ 44,715.70
Work completed during Phase 2 by Urban Companies	\$ 55,813.50
Total construction costs	\$ 100,529.20

We received favorable bids for this work, and the final construction costs were significantly lower than estimated. The City also received \$17,405.73 cost-share from the Ramsey Conservation District for this project. The remaining portion of the contract was funded by Storm water infrastructure funds.

STAFF RECOMMENDATION

The work that was completed was in accordance with project plans and specifications. Staff recommends the City Council approve a resolution accepting the work completed as the Rosewood Neighborhood Drainage Improvements Project (Phase 2) and authorize final payment

25 of \$4,405.68.

26 **REQUESTED COUNCIL ACTION**

27 Approve the resolution accepting the work completed as Rosewood Neighborhood Drainage
28 Improvements Project (Phase 2), starting the one-year warranty and authorizing final payment of
29 \$4,405.68.

Prepared by: Kristine Giga, Civil Engineer
Attachments: A: Resolution
B: Certification from City Engineer

**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 duly held on the 26th day of September, 2011, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**FINAL CONTRACT ACCEPTANCE
ROSEWOOD NEIGHBORHOOD DRAINAGE IMPROVEMENTS PROJECT
(PHASE 2)**

BE IT RESOLVED by the City Council of the City of Roseville, as follows:

WHEREAS, pursuant to a written contract signed with the City on June 28, 2010, for the Rosewood Neighborhood Drainage Improvements Project (Phase 2), Urban Companies, of St. Paul, Minnesota, has satisfactorily completed the improvements associated with this contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA, that the work completed under said contract is hereby accepted and approved; and

BE IT FURTHER RESOLVED: That the City Manager is hereby directed to issue a proper order for the final payment of such contract, taking the contractor's receipt in full; and

BE IT FURTHER RESOLVED: That the one year warranty period as specified in the contract shall commence on September 26, 2011.

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

WHEAREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 26th day of September, 2011, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26th day of September, 2011.

William J. Malinen, City Manager

(SEAL)



September 26, 2011

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: Rosewood Neighborhood Drainage Improvements Project (Phase 2)
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the Rosewood Neighborhood Drainage Improvements Project (Phase 2). I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Project amount (based on estimated quantities)	\$125,970.50
Phase 1 Final Contract Amount	\$44,715.70
Phase 2 Final Contract Amount	\$55,813.50
Previous payments on Phase 2	\$51,407.82
Balance Due for Phase 2	\$4,405.68

The construction costs for this project have been funded as follows:

Storm Sewer Infrastructure Fund	\$83,123.47
Ramsey Conservation District	\$ 17,405.73

Please let me know if you have any questions or concerns and would like more information.

Sincerely,

Debra M. Bloom, P.E.
City Engineer
651-792-7042
deb.bloom@ci.roseville.mn.us

REQUEST FOR COUNCIL ACTION

Date: September 26, 2011
Item No.: 7.J

Department Approval

City Manager Approval



Item Description: Youth Representative on Human Rights Commission

BACKGROUND

Over the years, the City Council has appointed a non-voting youth representative to serve a one-year term on the Human Rights Commission (HRC). The youth representative position had been vacant for several years, but in 2010 the HRC received several applications. Because of the interest and because of the quality of applicants, the HRC asked the City Council to appoint two youth representatives and an alternate to serve on the Commission.

Anthony Barrett and Seth Josephson were appointed to the youth positions and Marie Siliciano was appointed to the alternate position. Both Barrett and Josephson have resigned this year. Siliciano is interested in being appointed a regular youth representative.

At their September 13, 2011 meeting, the HRC unanimously approved a motion to recommend that the City Council appoint Marie Siliciano to the Youth Commissioner position for a term that expires on August 31, 2012.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Appoint Marie Siliciano to serve as Youth Commissioner on the Human Rights Commission for a term that expires August 31, 2012.

REQUESTED COUNCIL ACTION

Appoint Marie Siliciano to serve as a Youth Commissioner on the Human Rights Commission for a term that expires August 31, 2012.

Prepared by: Carolyn Curti, Communications Specialist

Attachments: A: Marie Siliciano application

Marie Siliciano.txt

Full Name: Marie Siliciano
Last Name: Siliciano
First Name: Marie
Job Title: Alternate Youth Commissioner
Company:

PLEASE NOTE APPLICATION COMPLETED IN 2010

Please check commission applying for: Human Rights Commission

If other, please list name:

This application is for:: Student Term

If this is a student application, please list your grade: 10

Name:: Marie Siliciano

How many years have you lived in Roseville?: 12

Work Experience (especially as it relates to the Commission/Board for which you are applying):

Education:: I attended Brimhall Elementary School from kindergarten to fifth grade. I have attended St. Paul Academy sixth sixth grade and am currently a sophomore.

Civic and Volunteer Activities (Past and Present):: I have been an evening shelter host at Project Home several times over the past two years. I have served meals at the Dorothy Day Center. This summer I went on a mission trip to Red Lake Reservation, where I worked on various work projects including painting a day care center and running a kids club. I have been a member on my school's social justice committee for the past four years where I have done a lot of fund raising. Through school and my church group, I have done many short term service projects including organizing a classroom at Liberty Plaza, unloading a shipment of food at the Hallie Q. Brown Food Shelf, leaf raking in the community, packaging meals at Feed my Starving Children, collecting food for the can opener food drive, and caroling at St. Anthony Park Home.

Please state your reasons for wanting to serve on the Commission/Board:: Human rights are very important to me because I believe that it is our responsibility to protect the basic human rights of those in our community. I would like to be more involved and make a difference in our city. I would be really excited to learn about how human rights are addressed in Roseville, and how we can work to promote the humans rights of all of our residents. I think it is important to represent the youth in the community and find ways to engage youth in human rights.

What is your view of the role of this Commission/ Board?: I think that the Human Rights Commission serves to uphold the basic human rights of all of our cities residents and is a platform for input on human rights issues.

Marie Siliciano.txt

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

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

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

Home Phone :

Work Phone :

Cell Phone:

Preferred Email Address:

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

REQUEST FOR CITY COUNCIL ACTION

DATE: **09/26/11**
ITEM NO: **7.k**

Department Approval:

P. Trudgen

City Manager Approval:

W. Mahonen

Item Description: Approving a Quit Claim Deed conveying property at 2990 Cleveland Avenue to the City of Roseville(PF11-08)

1.0 REQUESTED ACTION

1.1 On May 9, 2011, the Roseville City Council approved the final plat of Applewood Pointe of Langton Lake Second Addition.

1.2 Since that date, United Properties has been working on resolving a number of items. One such item is an overlapping legal description for the land that they purchased with property owner by the City of Roseville.

1.3 After discussing the matter with the Ramsey County Recorder, it was determined that the matter required resolution prior to the recording of the subdivision plat. The Roseville City Attorney has worked with the attorney for United Properties to create a quit claim deed that identifies the legal description of the subject 3+ foot wide piece of land and which is to be conveyed via quit claim deed to the City. The total area of the three foot strip is 743 square feet.

1.4 Attached for the City Council's approval is the quit claim deed necessary to clean-up the legal description of the property that lies at 2990 Cleveland Avenue, allowing United Properties to record the Applewood Point of Langton Lakes Second Addition.

2.0 SUGGESTED CITY COUNCIL ACTION

2.1 BY MOTION, APPROVE THE QUIT CLAIM DEED CONVEYING A 3 + FOOT WIDE PIECE OF LAND TO THE CITY.

Prepared by: Thomas Paschke, City Planner (651-792-7074)

Attachments: A: Survey of Subject site

B: Quit Claim Deed

SKETCH OF PROPERTY OVERLAP

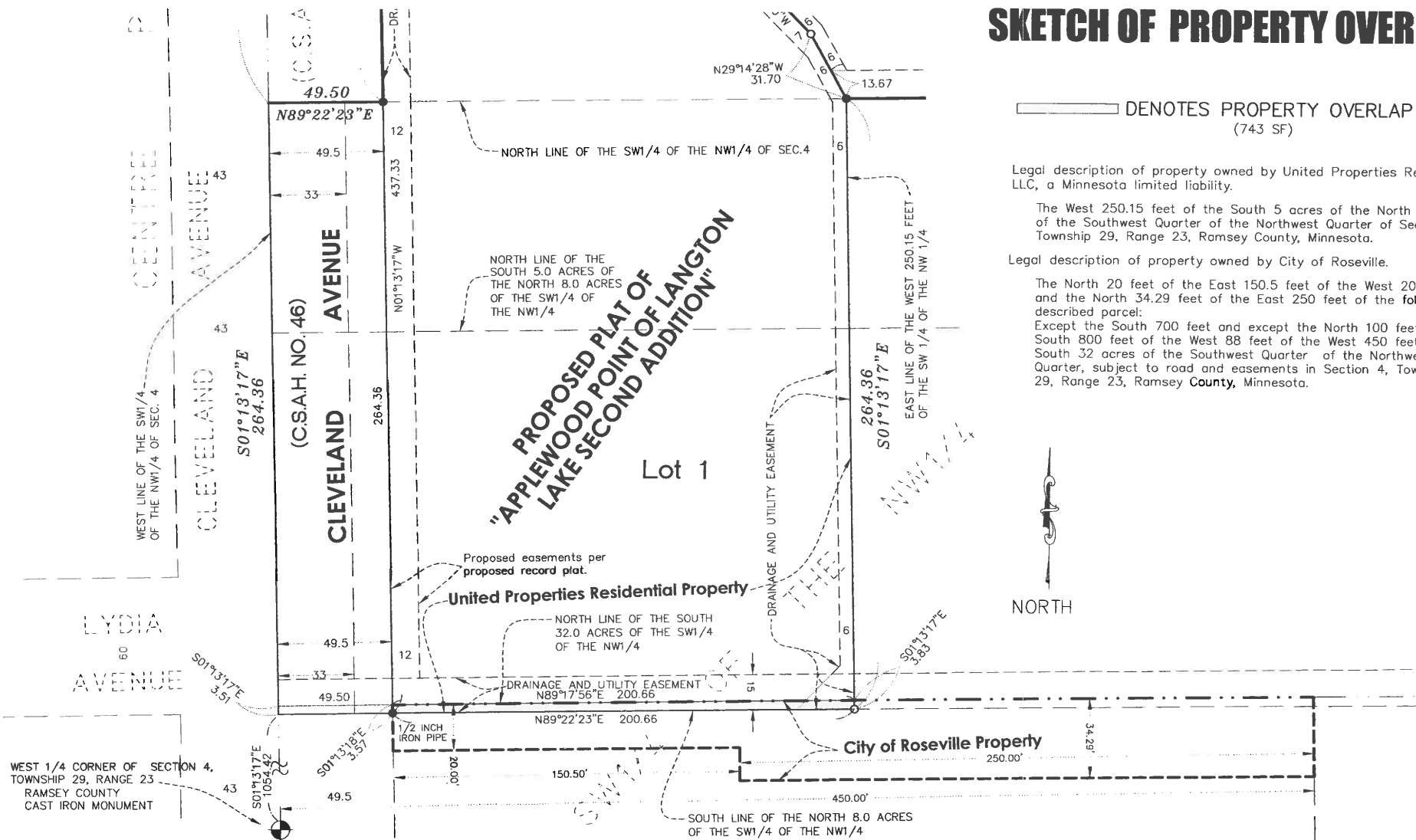
— DENOTES PROPERTY OVERLAP AREA
(743 SF)

Legal description of property owned by United Properties Residential LLC, a Minnesota limited liability.

The West 250.15 feet of the South 5 acres of the North 8 acres of the Southwest Quarter of the Northwest Quarter of Section 4, Township 29, Range 23, Ramsey County, Minnesota.

Legal description of property owned by City of Roseville.

The North 20 feet of the East 150.5 feet of the West 200 feet and the North 34.29 feet of the East 250 feet of the following described parcel:
Except the South 700 feet and except the North 100 feet of the South 800 feet of the West 88 feet of the West 450 feet of the South 32 acres of the Southwest Quarter of the Northwest Quarter, subject to road and easements in Section 4, Township 29, Range 23, Ramsey County, Minnesota.



S:\rud\CAD\06proj\06593FP\SECOND ADDITION\06593-PLAT-2nd_OVERLAP.dwg 9/13/2011 3:42:12 PM CDT

- Denotes Iron Set
- Denotes Iron Found

Scale 1" = 40'

Job No.: 06593

Bearings shown are on an assumed datum.

Drawn By: DWO
Project Manager: JER

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 13th day of September, 2011.

Daniel W. Beemiller

License No. 25341



E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

(Top 3 inches Reserved for Recording Data)

QUIT CLAIM DEED

Business Entity to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.3.5 (2006)DEED TAX DUE: \$ 1.70

Date: _____

FOR VALUABLE CONSIDERATION, **UNITED PROPERTIES RESIDENTIAL LLC**, a limited liability company under the laws of Minnesota, ("**Grantor**"), hereby conveys and quitclaims to the **CITY OF ROSEVILLE**, a municipal corporation under the laws of Minnesota, ("**Grantee**"), real property in Ramsey County, Minnesota, described as follows:

The North Twenty (20) feet of the East One Hundred Fifty and Five Tenths (150.5) feet of the West Two Hundred (200) feet, and the North Thirty-Four and Twenty-Nine Hundredths (34.29) feet of the East Two Hundred Fifty (250) feet of the following described parcel:

Except the South Seven Hundred (700) feet and except the North One Hundred (100) feet of the South Eight Hundred Feet of the West Eighty-Eight (88) feet of the West Four Hundred Fifty (450) feet of the South Thirty-Two (32) acres of the Southwest Quarter (SW ¼) of the Northwest Quarter (NW ¼), subject to road and easements in Section Four (4), Township Twenty-Nine (29), Range Twenty-Three (23).

Check here if part or all of the land is Registered (Torrens) ☐

together with all hereditaments and appurtenances.

Check applicable box:



The Seller certifies that the Seller does not know of any wells on the described real property.



A well disclosure certificate accompanies this document.



I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

UNITED PROPERTIES RESIDENTIAL LLC, a
Minnesota limited liability company

By: Mark W. Nelson

Its: Vice President

By: [Signature]

Its: VP

STATE OF MINNESOTA)

) ss.

COUNTY OF HENNEPIN)

This instrument was acknowledged before me on Sept. 15, 2011, by Mark W. Nelson as Vice President and by James Alexander Hall as Vice President of United Properties Residential LLC, a Minnesota limited liability company, on behalf thereof.

(Seal, if any)



Barbara L. Scranton
(signature of notarial officer)

Title (and Rank): Notary Public

My commission expires: 1-31-2015

THIS INSTRUMENT DRAFTED BY:
(insert name and address)

LINDQUIST & VENNUM P.L.L.P. (MCT)
4200 IDS Center
80 South Eighth Street
Minneapolis, MN 55402
(612) 371-3211

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN
THIS INSTRUMENT SHOULD BE SENT TO:
(insert name and address of Grantee to whom statements should be sent)

REQUEST FOR COUNCIL ACTION

Date: 9/26/11
Item No.: 9 . a

Department Approval



City Manager Approval



Item Description: Consider Ordinance Updates to the Storm Water Drainage Erosion and Sedimentation Control Ordinance

BACKGROUND

On August 8, 2011, the City Council reviewed the proposed changes to the Erosion and Sedimentation Control Ordinance.

The Public Works Environment and Transportation Commission recommends the City Council consider adopting the updates to the Erosion and Sedimentation Control Ordinance. This ordinance was originally adopted by the City Council on January 28, 2008. Attached is the draft ordinance for this discussion.

This ordinance will be moved out of the Zoning Code and into the Storm Water Code, specifically 803.04. This is the same chapter as the Illicit Discharge Ordinance (803.3) and the future location of the City's Storm Water Drainage Ordinance. The Planning Commission reviewed this proposal at their meeting on September 7, 2011 and recommends to the City Council that this change be made.

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.

FINANCIAL IMPACTS

The adoption of this ordinance should not have a negative impact on city budgets or operations. Erosion Control Permits Fees cover the staff time required to review and inspect these permits.

STAFF RECOMMENDATION

Staff recommends the Council consider adopting an Ordinance amending Title 8 by adding Section 803.04 Erosion and Sedimentation Control to Chapter 803 Storm Water Drainage.

Staff recommends the Council consider approving the ordinance summary.

REQUESTED COUNCIL ACTION

Consider adopting an Ordinance amending Title 8 by adding Section 803.04 Erosion and Sedimentation Control to Chapter 803 Storm Water Drainage.

Consider approving the ordinance summary.

Prepared by: Debra Bloom, City Engineer
Attachments: A: Ordinance
B: Ordinance Summary

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING/ADDING

TITLE 8, SECTION 803.04

**AN ORDINANCE AMENDING TITLE 8, ADDING SECTION 803.04 EROSION AND
SEDIMENTATION CONTROL; DELETING CHAPTER 1018; AND, AMENDING
TITLE 10, SECTION 1017.17 AND 1017.25**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Section 803.04 is hereby added to Title Eight of the Roseville City Code:

SECTION:

- 803.01: Storm Water Drainage Utility
- 803.02: Connection to Storm Sewers
- 803.03 Storm Water Illicit Discharge and Connections
- 803.04 Erosion and Sedimentation Control

803.01: STORM WATER DRAINAGE UTILITY:

- A. Establishment: The Municipal storm sewer system shall be operated as a public utility pursuant to Minnesota Statute, section 444.075, from which revenues will be derived subject to the provisions of this Section and Minnesota statutes. The storm water drainage utility will be part of the Public Works Department and under the administration of the Public Works Director.
- B. Definition: "Residential equivalent factor, (REF)" - One REF is defined as the ratio of the average volume of runoff generated by one acre of a given land use to the average volume of runoff generated by one acre of typical single-family residential land during a standard one year rainfall event.
- C. Fees: Storm water drainage fees for parcels of land shall be determined by multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the resulting product by the storm water drainage rate. The REF values for various land uses are as follows¹:

¹ CLASSIFICATION	LAND USES	REF
1	Cemeteries golf courses	0.25
2	Parks with parking facilities	0.75
3	Single-family and duplex residential	1.00
4	Public & private school, community center	1.25
5	Multiple-family residential, churches & government buildings	2.50

- For the purpose of calculating storm water drainage fees, all developed one-family and duplex parcels shall be considered to have an acreage of one-third (1/3) acre. The storm water drainage rate used to calculate the actual charge per property shall be established by City Council Resolution.
- D. Credits: The City Council may adopt policies recommended by the Public Works Director, by resolution, for adjustment of the storm water drainage fee for parcels based upon hydrologic data to be supplied by property owners, which data demonstrates a hydrologic response substantially different from the standards. Such adjustments of storm water drainage fees shall not be made retroactively.
- E. Exemptions: The following land uses are exempt from storm water drainage fees:
1. Public rights of way.
 2. Vacant, unimproved land with ground cover.
- F. Payment of Fee: Statements for storm water drainage fee shall be computed every three months and invoiced by the Finance Officer for each account on or about the fifth day of the month following the quarter. Such statement shall be due on or before the last day of the month in which the statement is mailed. Any prepayment or overpayment of charges shall be retained by the City and applied against subsequent quarterly fees.
- G. Recalculation of Fee: If a property owner or person responsible for paying the storm water drainage fee questions the correctness of an invoice for such charge, such person may have the determination of the charge recomputed by written request to the Public Works Director made within twelve months of mailing of the invoice in question by the City.
- H. Penalty for Late Payment: Each quarterly billing for storm water drainage fees not paid when due shall incur a penalty charge of ten percent of the amount past due.
- I. Certification of Past Due Fees on Taxes: Any past due storm water drainage fees, in excess of 90 days past due, may be certified to the County Auditor for collection with real estate taxes, pursuant to Minnesota Statute, section 444.075, subdivision 3. In addition, the City shall also have the right to bring a civil action or to take other legal remedies to collect unpaid fees. (Ord. 937, 1-9-84; amd. 1995 Code) (Ord. 1383, 6-08-2009)

803.02: CONNECTION TO STORM SEWERS:

- A. Permit Required: No person shall connect any drain to a storm sewer of the City without first obtaining a permit to do so.
- B. Granting of Permits: The Public Works Director shall grant permits only to applicants who are licensed by the City.
- C. Hook Up Permit Fee: The fee for a permit to hook up to a City storm sewer shall be set by City Council resolution. (Ord. 377, 9-10-62; amd. 1995 Code)
- D. Additional Fees: Before any hook up permit shall be issued, the following conditions shall be complied with:
1. No permit shall be issued to connect with any storm sewer system to the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:

6	Commercial, industrial, warehouse	5.00
7	Improved vacant	As Assigned

- a. That such lot or tract of land has been assessed for the cost of construction or the storm sewer main or line with which the connection is made, or
 - b. If no assessment has been levied for such construction cost, the proceedings for levying such assessment have been or will be completed in due course, or
 - c. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said storm sewer main which would be assessable against said lot or tract has been paid to the City, or
2. If no such certificate can be issued by the Public Works Director no permit to connect to any storm sewer main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said storm sewer main which would be assessable against said lot or tract to be served by such connection. Said assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the said main, including interest at a rate equal to the interest rate of the original assessment from the date of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased, when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar storm sewer improvements, determined on the basis of the total assessable cost of said main or line, allocated on a frontage basis, acreage basis, or both.
 3. No building permit shall be issued for any building where the affected lot or parcel of land has been benefited by an assessed storm sewer improvement unless the provisions of this subsection have been complied with. (Ord. 745, 12-30-74; amd. 1995 Code)

803.03: STORM WATER ILLICIT DISCHARGE AND CONNECTIONS:

- A. Purpose: The purpose of the ordinance is to promote, preserve and enhance the natural resources within the City and protect them from adverse effects caused by non-storm water discharge by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City of Roseville through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:
 1. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharges by any person.
 2. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
 3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.
- B. Definitions: For the purposes of this ordinance, the following terms, phrases, words and their derivatives shall have the meaning stated below.
 1. BEST MANAGEMENT PRACTICE (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions,

and other management practices published by state or designated area-wide planning agencies.

- a. Non-structural BMP: Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
- b. Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities.
2. COMMERCIAL: Activity conducted in connection with a business.
3. DISCHARGE: Adding, introducing, releasing, leaking, spilling, casting, throwing, or emitting any pollutant, or placing any pollutant in a location where it is likely to pollute waters of the state.
4. EQUIPMENT: Implements used in an operation or activity. Examples include, but are not limited to; lawn mowers, weed whips, shovels, wheelbarrows and construction equipment.
5. EROSION: any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
6. GROUNDWATER: Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under conned, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground.
7. ILLEGAL/ ILLICIT DISCHARGE: Any direct or indirect non-storm water discharge to the storm drainage system, except as exempted in this chapter.
8. ILLICIT CONNECTION: Either of the following:
 - a. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any non-storm water discharge) including wastewater, process wastewater, and wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City; or,
 - b. Any drain or conveyance connected from a residential, commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the City.
9. IMPERVIOUS SURFACE: A hard surface area which either prevents or retards the entry of water into the ground. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, or other surfaces which similarly impede the natural infiltration of surface and storm water runoff.
10. MAXIMUM EXTENT PRACTICABLE (MEP): A standard for water quality that applies to all MS4 operators regulated under the NPDES program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods, and such other provisions as the Administrator or the State determines appropriate for the control of pollutants.
11. MECHANICAL CLEANING TECHNIQUES: Arranging the collision between the substance being removed and some object. Mechanical cleaning techniques include: sweeping, shoveling, or blowing. This does NOT include using water to clean the

- surface.
12. MPCA: The Minnesota Pollution Control Agency.
13. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and which is not used for collecting or conveying sewage.
14. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES): The national program for issuing, modifying, revoking, and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements under sections 307, 318, 402, and 405 of the Clean Water Act, United States Code, title 33, sections 1317, 1328, 1342, and 1345.
15. PERSON: Any individual, firm, corporation, partnership, franchise, association or governmental entity.
16. PERVIOUS SURFACE: Pervious areas permit water to enter the ground by virtue of their porous nature or by large voids in the material. Commonly pervious areas have vegetation growing on them.
17. POLLUTANT: Any substance which, when discharged has potential to or does any of the following:
- a. Interferes with state designated water uses;
 - b. Obstructs or causes damage to waters of the state;
 - c. Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
 - d. Adds an unnatural surface film on the water;
 - e. Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
 - f. Degrades the quality of groundwater; or
 - g. Harms human life, aquatic life, or terrestrial plant and wildlife; A Pollutant includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials, rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, wastewater, and oxygen-demanding material.
18. POLLUTE: To discharge pollutants into waters of the state.
19. POLLUTION: The direct or indirect distribution of pollutants into waters of the state.
20. PREMISES: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips
21. SANITARY SEWER: a pipe, conduit, or sewer owned, operated, and maintained by the City and which is designated by the Public Works Director as one dedicated to the exclusive purpose of carrying sanitary wastewater to the exclusion of other matter
22. STATE DESIGNATED WATER USES: Uses specified in state water quality standards.
23. STORM DRAINAGE SYSTEM: Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
24. STORM WATER: Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.

- 223 25. SURFACE WATERS means all waters of the state other than ground waters, which
224 include ponds, lakes, rivers, streams, wetlands, ditches, , and public drainage systems
225 except those designed and used to collect, convey, or dispose of sanitary sewage.
- 226 26. STORM WATER POLLUTION PREVENTION PLAN (SWPPP): A document which
227 describes the Best Management Practices and activities to be implemented by a person
228 or business to identify sources of pollution or contamination at a site and the actions to
229 eliminate or reduce pollutant discharges to Storm water, Storm water Conveyance
230 Systems, and/or Receiving Waters to the Maximum Extent Practicable.
- 231 27. VEHICLE: Any "motor vehicle" as defined in Minnesota Statutes. Also includes
232 watercraft, trailers and bicycles.
- 233 28. WATERCOURSE: A natural channel for water; also, a canal for the conveyance of
234 water, a running stream of water having a bed and banks; the easement one may have in
235 the flowing of such a stream in its accustomed course. A water course may be dry
236 sometimes.
- 237 29. WATERS OF THE STATE: All streams, lakes, ponds, marshes, watercourses,
238 waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and
239 all other bodies or accumulations of water, surface or underground, natural or artificial,
240 public or private, which are contained within, flow through, or border upon the state or
241 any portion thereof.
- 242 30. WASTEWATER: Any water or other liquid, other than uncontaminated storm water,
243 discharged from a facility or the by-product of washing equipment or vehicles
- 244 C. Applicability: This ordinance shall apply to all water entering the storm drain system
245 generated on any developed and undeveloped lands unless explicitly exempted by the City
246 Council.
- 247 D. Administration: The Public Works Director is the principal City official responsible for the
248 administration, implementation, and enforcement of the provisions of this ordinance. The
249 Director may delegate any or all of the duties hereunder
- 250 E. Exemptions: No person shall cause any illicit discharge to enter the storm sewer system or
251 any surface water unless such discharge:
- 252 1. Consists of non-storm water that is authorized by an NPDES point source permit
253 obtained from the MPCA;
- 254 2. Is associated with fire fighting activities or other activities necessary to protect public
255 health and safety;
- 256 3. Is one of the following exempt discharges: water line flushing or other potable water
257 sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater,
258 groundwater infiltration to storm drains, uncontaminated pumped groundwater,
259 foundation or footing drains (not including active groundwater dewatering systems),
260 crawl space pumps, air conditioning condensation, springs, non-commercial washing of
261 vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and
262 any other water source not containing pollutants;
- 263 4. Consists of dye testing discharge, as long as the Public Works Director is provided a
264 verbal notification prior to the time of the test.
- 265 F. Illegal Disposal and Dumping
- 266 1. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any
267 street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business
268 place, or upon any public or private land, so that the same might be or become a
269 pollutant, unless the substance is in containers, recycling bags, or any other lawfully
270 established waste disposal device.
- 271 2. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a

water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

G. Illicit Discharges and Connections

1. No person shall use any illicit connection to intentionally convey non-storm water to the City's storm sewer system.
2. The construction, use, maintenance or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system, or allows such a connection to continue.

H. General Provisions: All owners or occupants of property shall comply with the following general requirements:

1. No person shall leave, store, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm sewer system may occur. This section shall apply to both actual and potential discharges.
 - a. Private sanitary sewer connections and appurtenances shall be maintained to prevent failure, which has the potential to pollute surface water.
 - b. Recreational vehicle sewage shall be disposed to a proper sanitary waste facility. Waste shall not be discharged in an area where drainage to streets or storm sewer systems may occur.
 - c. For pools, the pool's water should be tested before draining to ensure that PH levels are neutral and chlorine levels are not detectable. Pool water should be discharged over a vegetated area before draining into the storm sewer system. Unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
2. The washing down of commercial equipment and vehicles shall be conducted in a manner so as to not directly discharge wastewater where drainage to streets or storm sewer system may occur.
3. Removal of pollutants such as grass, leaves, dirt and landscape material from impervious surfaces shall be completed to the maximum extent practicable using mechanical cleaning techniques.
4. Mobile washing companies (carpet cleaning, mobile vehicle washing, etc) shall dispose of wastewater to the sanitary sewer. Wastewater shall not be discharged where drainage to streets or storm sewer system may occur.
5. Storage of materials, machinery and equipment shall comply with the following requirements:
 - a. Objects, such as equipment or vehicle parts containing grease, oil or other hazardous substances, and unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
 - b. Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.
6. Debris and residue shall be removed as follows:
 - a. All vehicle parking lots and private streets shall be swept at least once a year in the spring to remove debris. Such debris shall be collected and disposed of according to state and federal laws governing solid waste.
 - b. Fuel and chemical residue or other types of potentially harmful material, such as

- 321 animal waste, garbage or batteries shall be contained immediately, removed as soon
322 as possible and disposed of according to state and federal laws governing solid waste.
- 323 I. Industrial or Construction Activity Discharges. Any person subject to an industrial activity
324 NPDES storm water discharge permit shall comply with all provisions of such permit. Proof
325 of compliance with said permit may be required in a manner acceptable to the Public Works
326 Director prior to the allowing of discharges to the storm sewer system. Any person
327 responsible for a property or premise, who is, or may be, the source of an illicit discharge,
328 may be required to implement, at said person's expense, additional structural and non-
329 structural BMPs to prevent the further discharge of pollutants to the storm sewer system.
330 These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary
331 for compliance with requirements of the NPDES permit.
- 332 J. Access to Facilities
- 333 1. When the City has determined that there is a danger to the health, safety or welfare of the
334 public, city representatives shall be permitted to enter and inspect facilities subject to
335 regulation under this ordinance to determine compliance with this ordinance. If a
336 discharger has security measures in force which require proper identification and
337 clearance before entry into its premises, the discharger shall make the necessary
338 arrangements to allow access to city representatives.
- 339 2. In lieu of an inspection by a City representative, the property owner shall furnish a
340 certificate from a licensed plumber, in a form acceptable to the City, certifying that the
341 property has not discharged prohibited material into the municipal storm sewer system.
342 Failure to provide such certificate of compliance shall make the property owner
343 immediately subject to the suspension of storm sewer access as provided for in section M
344 of this section until the property is inspected and/or compliance is met, including any
345 penalties and remedies as set forth in section N below.
- 346 3. Unreasonable delays in allowing city representatives access to a permitted facility is a
347 violation of a storm water discharge permit and of this ordinance.
- 348 4. The City may seek issuance of a search warrant for the following reasons:
- 349 a. If city representatives are refused access to any part of the premises from which
350 storm water is discharged, and there is probable cause to believe that there may be a
351 violation of this ordinance; or
- 352 b. there is a need to inspect and/or sample as part of a routine inspection and sampling
353 program designed to verify compliance with this ordinance or any order issued
354 hereunder; or
- 355 c. to protect the overall public health, safety, and welfare of the community.
- 356 K. Watercourse Protection. Every person owning property through which a watercourse passes
357 or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse
358 free of trash, debris, and other obstacles that would pollute, contaminate, or retard the flow
359 of water through the watercourse. In addition, the owner or lessee shall maintain existing
360 privately owned structures within or adjacent to a watercourse, so that such structures will
361 not become a hazard to the use, function, or physical integrity of the watercourse.
- 362 L. Notification of Spills. Notwithstanding other requirements of law, as soon as any person has
363 information of release of materials which result or may result in illegal discharges of
364 pollutants into the storm sewer system, or water of the state, said person shall take all
365 necessary steps to ensure the discovery, containment, and cleanup of such release according
366 to state and federal laws.
- 367 M. Suspension of Storm Sewer System Access
- 368 1. Suspension due to illicit discharges in emergency situation: The City may, without prior
369 notice, suspend MS4 discharge access to a person when such suspension is necessary to

stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, to the health or welfare of persons, to the storm sewer or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or the waters of the state, or to minimize danger to persons.

2. Suspension due to the detection of illicit discharge: All persons discharging to the MS4 in violation of this ordinance may have their access terminated if such termination serves to abate or reduce an illicit discharge. It is a violation of this ordinance to reinstate access to premises that have been terminated pursuant to this section without the prior approval of the City.

N. Enforcement

1. Notice of Violation: A violation of this ordinance is a Public Nuisance. When it has been determined that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the Public Works Director may order compliance by written notice of violation to the person(s) responsible for the violation. Such notice may require without limitation:

- a. The performance of monitoring, analysis, and reporting;
- b. The elimination of illicit connections or discharges;
- c. That violating discharges, practices, or operations shall cease and desist;
- d. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- e. Payment of a fine to cover administrative and remediation costs;
- f. The implementation of source control or treatment BMPs;
- g. The development of a corrective action plan to prevent repeat discharges; and/ or
- h. Any other requirement deemed necessary.

If abatement of a violation and/ or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

2. Appeal of Notice of Violation: Any person receiving a Notice of Violation may appeal the determination of the Public Works Director. The notice of appeal must be received within 7 days from the date of the Notice of Violation. Hearing on the appeal before the City Manager or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City Manager or his/ her designee shall be final.
3. Enforcement Measures after Appeal: If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the City Manager upholding the decision of the Public Works Director, then city representatives shall have the right to enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow city representatives to enter upon the premises for the purposes set forth above.
4. Cost of Abatement of the Violation: Within 15 days after abatement of the violation, the person(s) responsible for the violation will be notified of the cost of abatement, including administrative costs. The person(s) given such notice may file a written protest objecting to the amount of the costs within 7 days. If the amount due is not paid within a timely

manner as determined by the decision of the City Manager or by the expiration of the time in which to file an appeal, the amount due shall constitute a lien upon, and the City shall have the right to assess such cost against the property owned by such violator(s) pursuant to Minnesota Statute § 429.101.

5. Injunctive Relief: It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
6. Compensatory Action: In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the City may impose upon a violator alternative compensatory action such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.
7. Violations Deemed a Public Nuisance: In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.
8. Criminal Prosecution: A violation of this ordinance is a misdemeanor.
9. Costs and Expenses: The City may recover all attorney's fees, court costs, staff expenses, clean-up costs, and any other expenses associated with enforcement of this ordinance including, but not limited to, sampling and monitoring expenses.
10. Remedies Not Exclusive: The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies.

(Ord. 1388, 2-22-2010)

803.04: EROSION AND SEDIMENTATION CONTOL:

A. Purpose: The purpose of this article is to control or eliminate soil erosion and sedimentation resulting from construction activity within the City. This article establishes standards and specifications for conservation practices and planning activities that minimize soil erosion and sedimentation.

B. Scope: Except as exempted by the definition of the term "land disturbance activity" in Section 803.04 C7, any person, entity, state agency, or political subdivision thereof proposing land disturbance activity within the City shall apply to the City for the approval of the erosion and sediment control plan. No land shall be disturbed until the plan is approved by the City and conforms to the standards set forth in this article.

C. Definitions: The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Best Management Practice (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.

2. Certificate of Completion: the certificate issued after the final inspection of the site has been completed, temporary erosion control has been removed and the site has been fully restored.
3. City of Roseville Erosion Control Specifications: practices described in, but not limited to, the following manuals:
 - Minnesota Stormwater Manual
 - Minnesota Pollution Control Agency's "Protecting Water Quality in Urban Areas" handbook
 - Ramsey County Erosion and Sediment Control Handbook
4. Erosion: any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
5. Erosion and sediment control plan: a document containing the requirements of Section 803.04 D. that, when implemented, will prevent or minimize soil erosion on a parcel of land and off-site sediment damages.
6. Erosion and sediment control practice specifications and erosion and sediment control practices: the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by the City.
7. Land disturbance activity: land change greater than 10,000 square feet, or land change on a parcel of land located directly adjacent to a water resource or located within the shoreland overlay district, that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands of the city, including clearing, grading, excavating, transporting and filling of land. Land disturbance activity does not mean the following:
 - a. Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work.
 - b. Tilling, planting, or harvesting or agricultural, horticultural, or silvicultural crops.
 - c. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
 - d. Emergency work to protect life, limb, or property and emergency repairs.However, if the land disturbance activity would have required an approved erosion and sediment control plan except for the emergency, the land area disturbed shall be shaped and stabilized in accordance with the requirement of the local plan-approving authority or the city when applicable.
8. Permittee: a person, entity, state agency, corporation, partnership, or political subdivision thereof engaged in a land disturbance activity.
9. Sediment: solid mineral or organic material that, in suspension, is being transported or has been moved from its original site by air, water, gravity, or ice, and has been deposited at another location.
10. Sedimentation: the process or action of depositing sediment that is determined to have been caused by erosion.
11. Water Resource: any stream, channel, wetland, storm pond, or lake within the City.

D. Erosion and Sediment Control Plan:

1. Required: Every Permittee for a building permit, a subdivision approval, or a permit to allow land disturbance activities must submit an erosion and sediment control plan to the City Engineer. No building permit, subdivision approval, or permit to allow land disturbance activities shall be issued and no earth disturbing activity shall commence until approval of the erosion and sediment control plan by the City.

Projects coordinated by Ramsey County or Mn/DOT do not require a permit; however,

the City must be notified of the project and be provided a copy of the erosion and sediment control plan, as well as an estimated schedule for commencement and completion. The City will notify the designated contact if erosion control measures should fail or require maintenance with the expectation that the deficiencies will be corrected.

If no permit has been obtained, a stop work order shall be issued on the construction and a fine shall be issued in an amount equal to twice the required permit fee. A completed erosion and sediment control plan and permit application shall be submitted before construction will be allowed to resume.

Obtaining a permit does not exempt the permittee from obtaining permits required by other government regulatory agencies.

2. Criteria addressed: The erosion and sediment control plan shall address the following criteria:

- a. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.
- b. Stabilize all exposed soils and soil stockpiles
- c. Establish permanent vegetation
- d. Prevent sediment damage to adjacent properties and other designated areas
- e. Schedule of erosion and sediment control practices
- f. Use temporary sedimentation basins
- g. Stabilization of steep slopes
- h. Control the storm water leaving the site
- i. Stabilize all waterways and outlets
- j. Protect storm sewers from the entrance of sediment, debris and trash
- k. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste that may adversely impact water quality
- l. When working in or crossing water resources, take precautions to contain sediment
- m. Restabilize utility construction areas as soon as possible
- n. Protect paved roads from sediment and mud brought in from access routes
- o. Dispose of temporary erosion and sediment control measures
- p. Maintain all temporary and permanent erosion and sediment control practices
- q. Removal of sediment from streets at the end of each day

3. Contents of Plan: The erosion and sediment control plan shall include the following:

- a. Contact information for the Permittee
- b. Project description: the nature and purpose of the land disturbance activity and the amount of grading involved
- c. Phasing of construction: the nature and purpose of the land disturbance activity and the amount of grading, utilities, and building construction
- d. Existing and proposed site conditions: existing and proposed topography, vegetation, and drainage
- e. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbance activity
- f. Soils: soil names, mapping units, erodibility
- g. Critical erosion areas: areas on the site that have potential for serious erosion problems

- h. Erosion and sediment control measures: methods to be used to control erosion and sedimentation on the site, both during and after the construction process
- i. Temporary and Permanent stabilization: how the site will be stabilized during and after construction is completed, including specifications
- j. Storm water management: how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff
- k. Maintenance: schedule of regular inspections and repair of erosion and sediment control structures
- l. Calculations: any that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices

E. Plan Review:

1. General: The City appoints the City Engineer to review the erosion and sediment control plan to ensure compliance with the City of Roseville Erosion and Sediment Control Standards.
2. Permit required: If the City determines that the erosion and sediment control plan meets the requirements of this article, the City shall issue a permit, valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the erosion and sediment control plan.
3. Denial: If the City determines that the erosion and sediment control plan does not meet the requirements of this article, the City shall not issue a permit for the land disturbance activity. The erosion and sediment control plan must be resubmitted for approval before the land disturbance activity begins. No land use and building permits may be issued until the Permittee has an approved erosion and sediment control plan.
4. Permit suspension: If the City determines that the approved plan is not being implemented according to the schedule or the control measures are not being properly maintained, all land use and building permits must be suspended and stop work order issued until the Permittee has fully implemented and maintained the control measures identified in the approved erosion and sediment control plan.

F. Plan Implementation And Maintenance:

All storm water pollution controls noted on the approved erosion and sediment control plan shall be installed before commencing the land disturbance activity, and shall not be removed without City approval or issuance of a Certificate of Completion.

The Permittee shall be responsible for proper operation and maintenance of all stormwater pollution controls and soil stabilization measures in conformance with best management practices. The Permittee shall also be responsible for maintenance, clean-up and all damages caused by flooding of the site or surrounding area due to in-place erosion and sediment control. The foregoing responsibilities shall continue until a Certificate of Completion is issued to the Permittee by the City for the land disturbance activity.

G. Modification Of Plan:

An approved erosion and sediment control plan may be modified on submission of an application for modification to the City and subsequent approval by the City Engineer. In reviewing such application, the City Engineer may require additional reports and data.

H. Escrow Requirement:

The City shall require the Permittee to escrow a sum of money sufficient to ensure the inspection, installation, maintenance, and completion of the erosion and sediment control

plan and practices. Escrow amounts shall be set from time to time by the City Council. Upon project completion and the issuance of a Certificate of Completion any remaining amount held in escrow shall be returned to the Permittee.

I. Enforcement:

If the City determines the erosion and sedimentation control is not being implemented or maintained according to the approved plan, the Permittee will be notified and provided with a list of corrective work to be performed. The corrective work shall be completed by the Permittee within forty-eight (48) hours after notification by the City. Notification may be given by:

- a. Personal delivery upon the Permittee, or an officer, partner, manager or designated representative of the Permittee.
- b. E-mail or facsimile by sending such notice to the e-mail address or facsimile number provided by the Permittee.

1. Failure to Do Corrective Work: If a Permittee fails to perform any corrective work or otherwise fails to conform to any provision of this ordinance within the time stipulated, the City may take any one or more of the following actions:

- a. Issue a stop work order whereupon the Permittee shall cease all land disturbance activity on the site until such time as the City determines the corrective measures that are necessary to correct the conditions for which the stop work order was issued. Once the necessary corrective actions have been determined the Permittee shall perform the corrective work. All corrective work must be completed before further land disturbance activity will be allowed to resume.
- b. Complete the corrective work using City forces or by separate contract. The issuance of a land disturbance permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of completing the corrective work.
- c. Impose a monetary fine in an amount equal to twice the required permit fee.
- d. Charge the Permittee for all staff time expended and costs incurred by the City to:
 - i. perform any corrective work required by the City,
 - ii. perform such inspections and reinspections of the site on which the land disturbance activity is occurring as the City deems necessary, and/or
 - iii. coordinate and communicate with the Permittee regarding any corrective work, inspections, reinspections or other remedial actions which the City deems necessary to implement as a result of the failure of the Permittee to conform to the provisions of this ordinance, and
 - iv. remedy any other failure of the Permittee to conform to provisions of this ordinance.

The cost for staff time shall be determined by multiplying the staff member's hourly rate times 1.9 times the number of hours expended, for all staff members (including administrative employees) involved in such corrective work, communications, coordination of activities, inspections, reinspections and other remedial actions. All amounts charged shall be paid by the Permittee within 30 days of the delivery by the City of a written invoice which describes such charges.

- e. Draw on the escrow amount for all staff costs incurred, and payments due to the City as a result of the exercise by the City of any remedy available to the City pursuant to this ordinance.

- f. Assess that portion of any unpaid charges which are attributable to the removal or elimination of public health or safety hazards from private property pursuant to Minnesota Statutes Section § 429.101.
- g. Pursue any other legal or equitable remedy which is available to the City.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies.

1017.17: GENERAL DESIGN CRITERIA FOR STRUCTURES:

F. Steep Slopes, Visibility and Erosion: The Public Works and Community Development Directors shall evaluate possible soil erosion impacts and development visibility from public waters prior to issuance of a permit for construction of roads, driveways, structures, or other improvements on steep slopes. An erosion and sedimentation control plan shall be prepared as required by Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance. When necessary, conditions shall be attached to the permit to preserve existing vegetation, screening of structures, vehicles, and other facilities as viewed from the surface of public waters, assuming summer, leaf-on vegetation. (Ord. 1342, 11-13-2006)

H. Placement and Design of Roads, Driveways, and Parking Areas:

1. Public and private roads and parking areas shall be designed to utilize natural vegetation and topography to achieve maximum screening from view of public waters. The Public Works Director shall review all roads and parking areas to ensure they are designed and constructed to minimize and control erosion, consistent with Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance. (Ord. 1342, 11-13-2006)

1017.25: GRADING, FILLING AND LAND ALTERATION:

B. Applications For Permits, Additional Information: All applications for permits for grading and filling activities or land disturbances within the overlay district ~~resulting in more than 10,000 square feet of exposed soil~~ shall be accompanied by plans, specifications, and completion schedules in conformance with Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance. (Ord. 1342, 11-13-2006)

C. Building Permits, Special Provisions: All building permits involving any excavation, fill or grading shall contain special provisions that specify:

1. That the permittee is responsible for the cleanup and any damages resulting from soil eroded from the building site onto public streets, into the storm sewer system and onto any adjoining private property as required in Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance; and
(Ord. 1342, 11-13-2006)

2. That the permittee shall install and maintain erosion control as required in Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance. (Ord. 1342, 11-13-2006)

D. Shoreland Alterations: Alterations of vegetation and topography shall be regulated to prevent erosion into public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, and protect fish and wildlife habitat. Fill and grading activities within shoreland shall comply with subsections 1017.24A2a through A2i and 1017.24B. Erosion control measures shall comply with Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance. (Ord. 1342, 11-13-2006) (Ord. 1405, 2-28-2011)

E. Vegetation Alterations in Shoreland Areas:

2. Vegetation Alteration Standards: Removal or alteration of vegetation is allowed subject to the following standards:
a. Intensive vegetation clearing within the shore and bluff impact zones and on steep slopes is not allowed. Intensive vegetation clearing outside of the impact zones is allowable as a conditional use if an erosion control and sedimentation plan is developed per the requirements of Chapter [1018803.04](#): Erosion and Sedimentation Control Ordinance. (Ord.1342, 11-13-2006) (Ord. 1359, 1-28-2008)

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

Passed by the City Council of the City of Roseville this 26 day of September 2011.

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Ordinance – Amending Chapter 803

(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. ____

**A SUMMARY OF AN ORDINANCE AMENDING TITLE 8, ADDING
SECTION 803.04 EROSION AND SEDIMENTATION
CONTROL; DELETING CHAPTER 1018; AND, AMENDING
TITLE 10, SECTION 1017.17 AND 1017.25**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on September 26, 2011:

The Roseville City Code is amended by deleting Chapter 1018 Erosion and Sedimentation Control and moving it to Section 803.04. This ordinance is created to; control or eliminate soil erosion and sedimentation resulting from construction activity with the City, establish standards and specifications for conservation practices and planning activities that minimize soil erosion and sedimentation. This ordinance will cause the updating of the 2 other sections of the code, Section 1017.17 and 1017.25, to eliminate redundancy and contradiction. The ordinance takes effect upon publication.

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: 9/26/11
Item: 10.a
Ramsey County Sheriff
Matt Bostrom

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 9/26/11
Item No.: 10.B

Department Approval



City Manager Approval



Item Description: Public Tree Inventory Presentation

BACKGROUND

The City has been in the process of updating the public tree inventory over the past several years utilizing existing technology and volunteers. The Emerald Ash Borer (EAB) grant received in January, 2010 allowed the City to purchase a tree software program specifically to aid in compiling the tree inventory and documentation. The grant also allowed for a limited amount of resources to facilitate the inventory.

The purpose of this presentation is to provide a general idea to you on information provided by the tree inventory and gather your feedback. Attached are the following documents that will eventually be included in a full Public Tree Master Plan, they are a:

- Public Tree and Master Plan data map for Constellation M in the SE Sector as an example
- Pie chart of the distribution of all trees on city boulevards
- Pie chart of the distribution of all trees in city parks
- Pie chart of the distribution of trees at city facilities, e.g. city hall/skating center, fire stations
- Bar chart of the condition of all trees
- Bar chart of the condition of all ash trees
- Bar chart of the diameter inch of all ash trees

It is anticipated that the Parks and Recreation Commission will be spending additional time over the winter reviewing and providing advice on the Public Tree Master Plan and the Public Tree Inventory.

Staff will plan to review the inventory information with you at your meeting on September 26, 2011.

POLICY OBJECTIVE

This proposal is consistent with the City's Urban Forest Resource Management Goal and leveraging funds through grants to further City efforts.

FINANCIAL IMPLICATION

None at this time

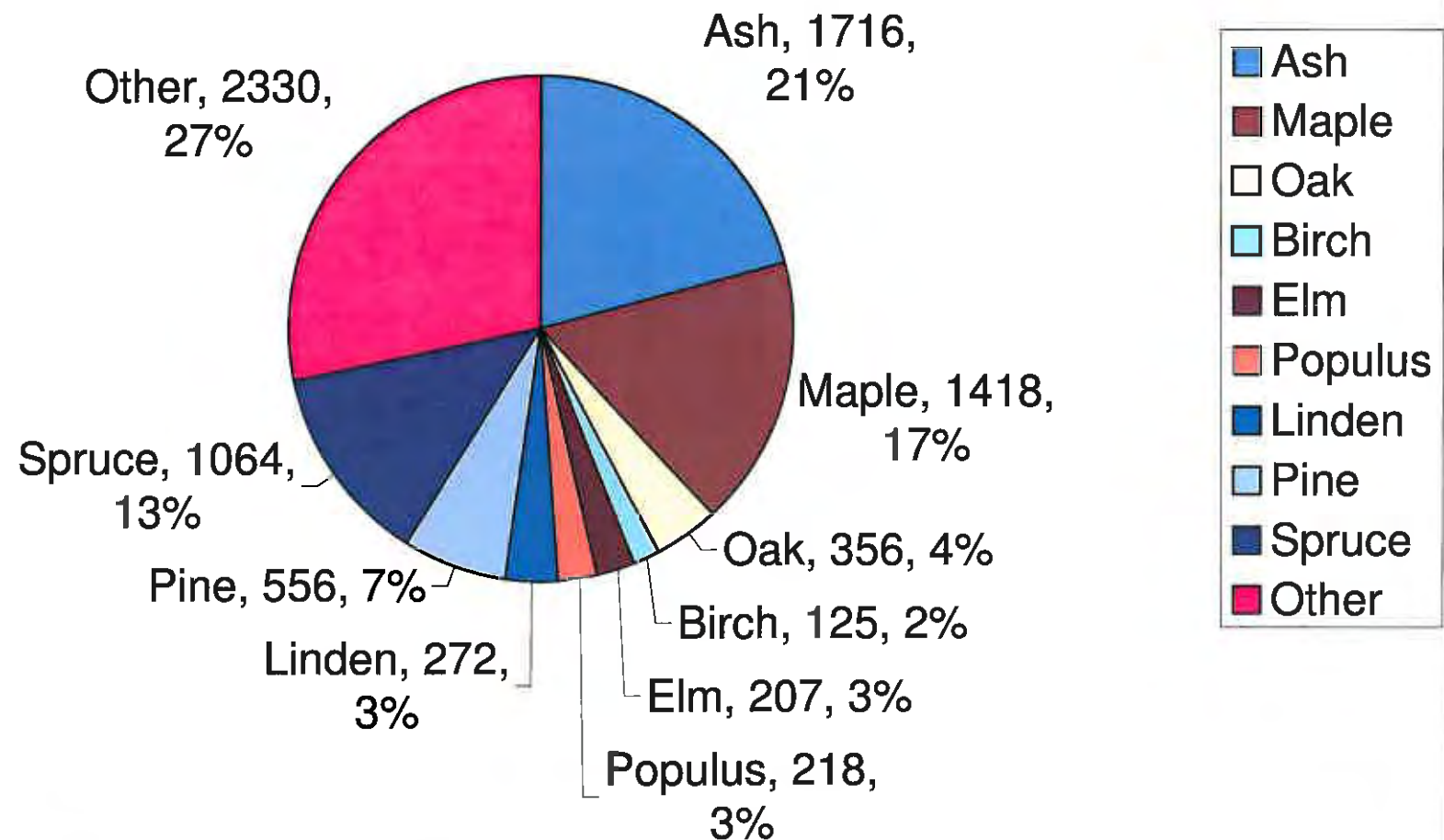
STAFF RECOMMENDATION

Discussion

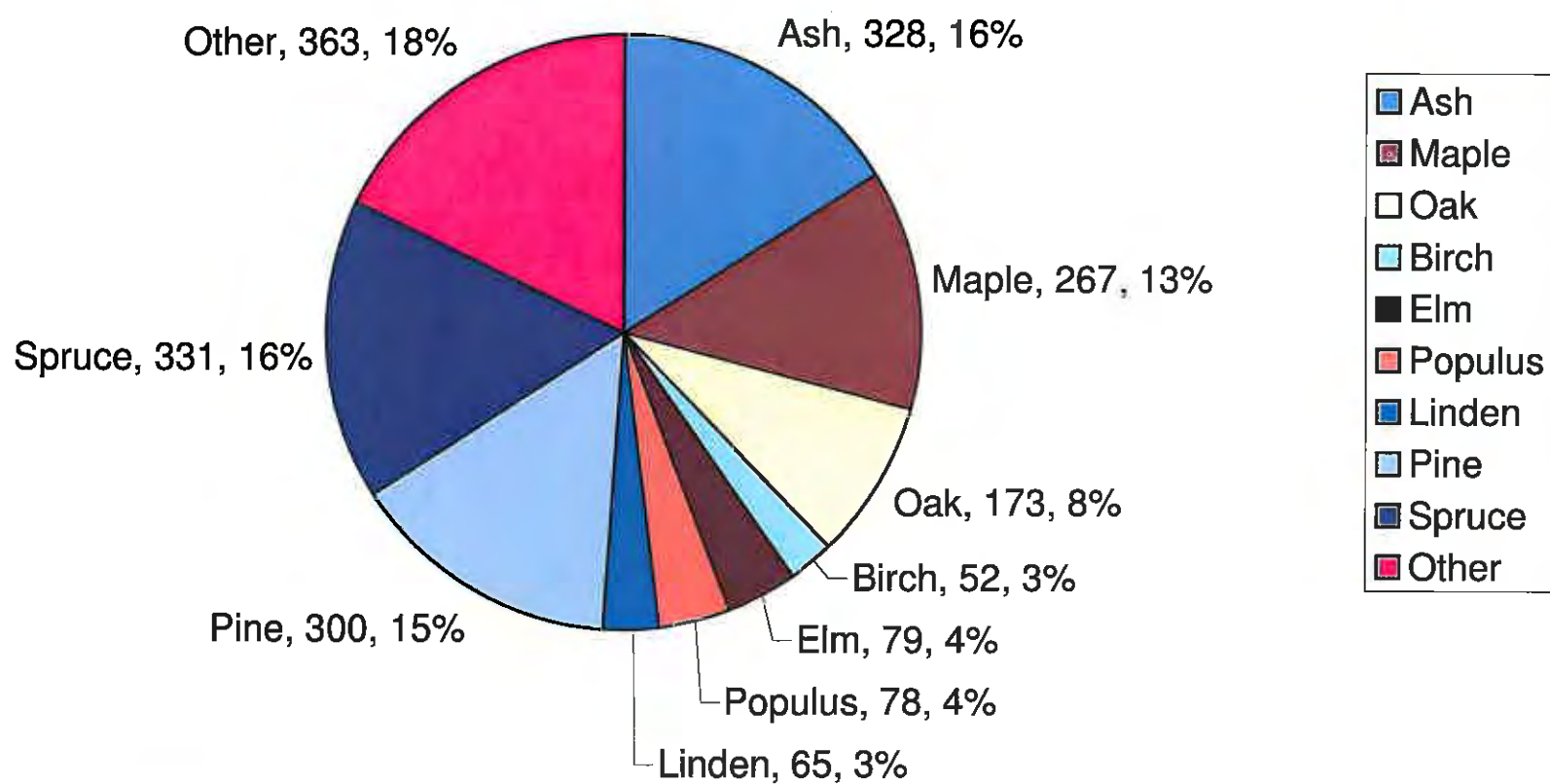
COUNCIL ACTION REQUESTED

Discussion

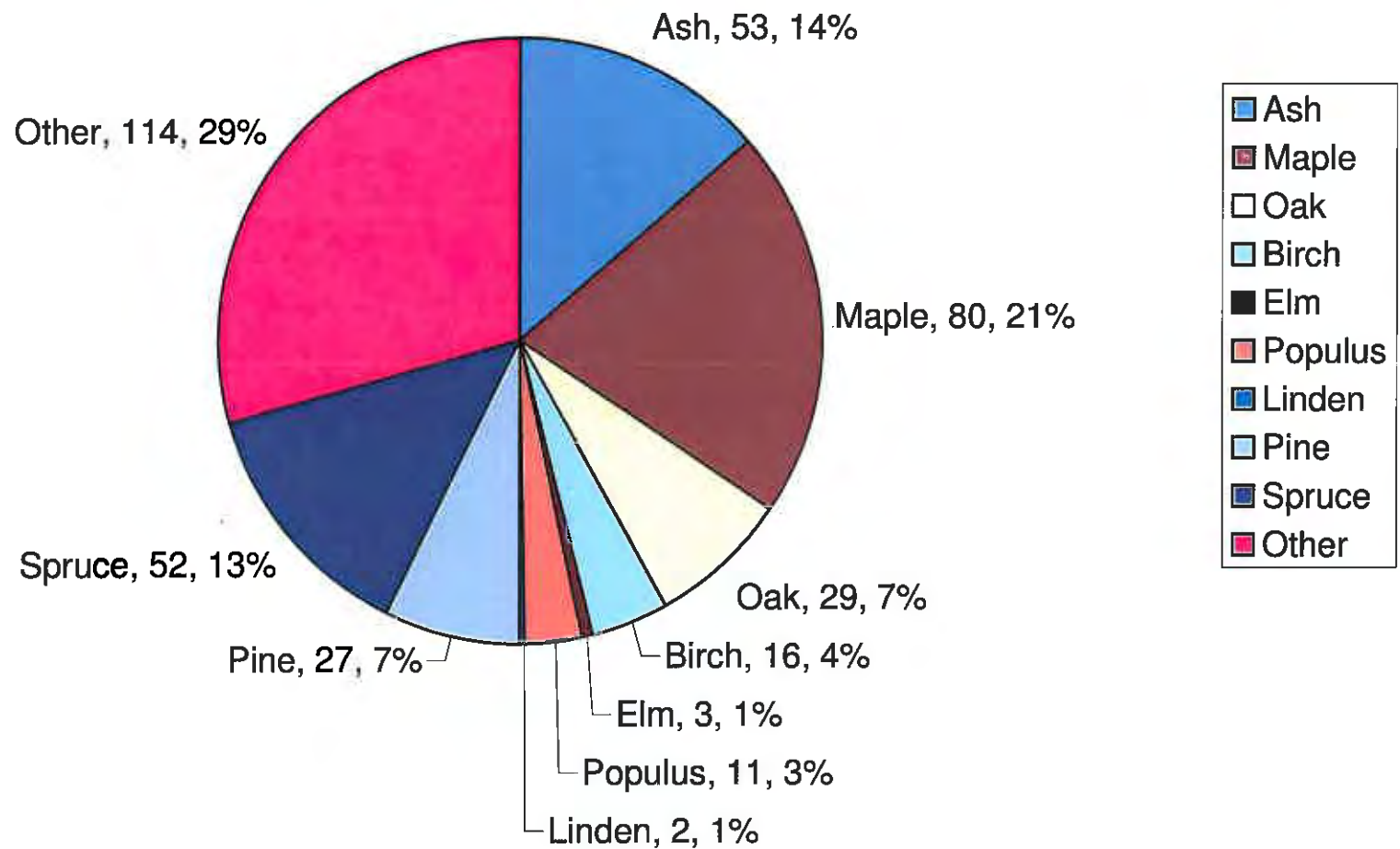
Species Distribution of Public Trees on City Boulevards



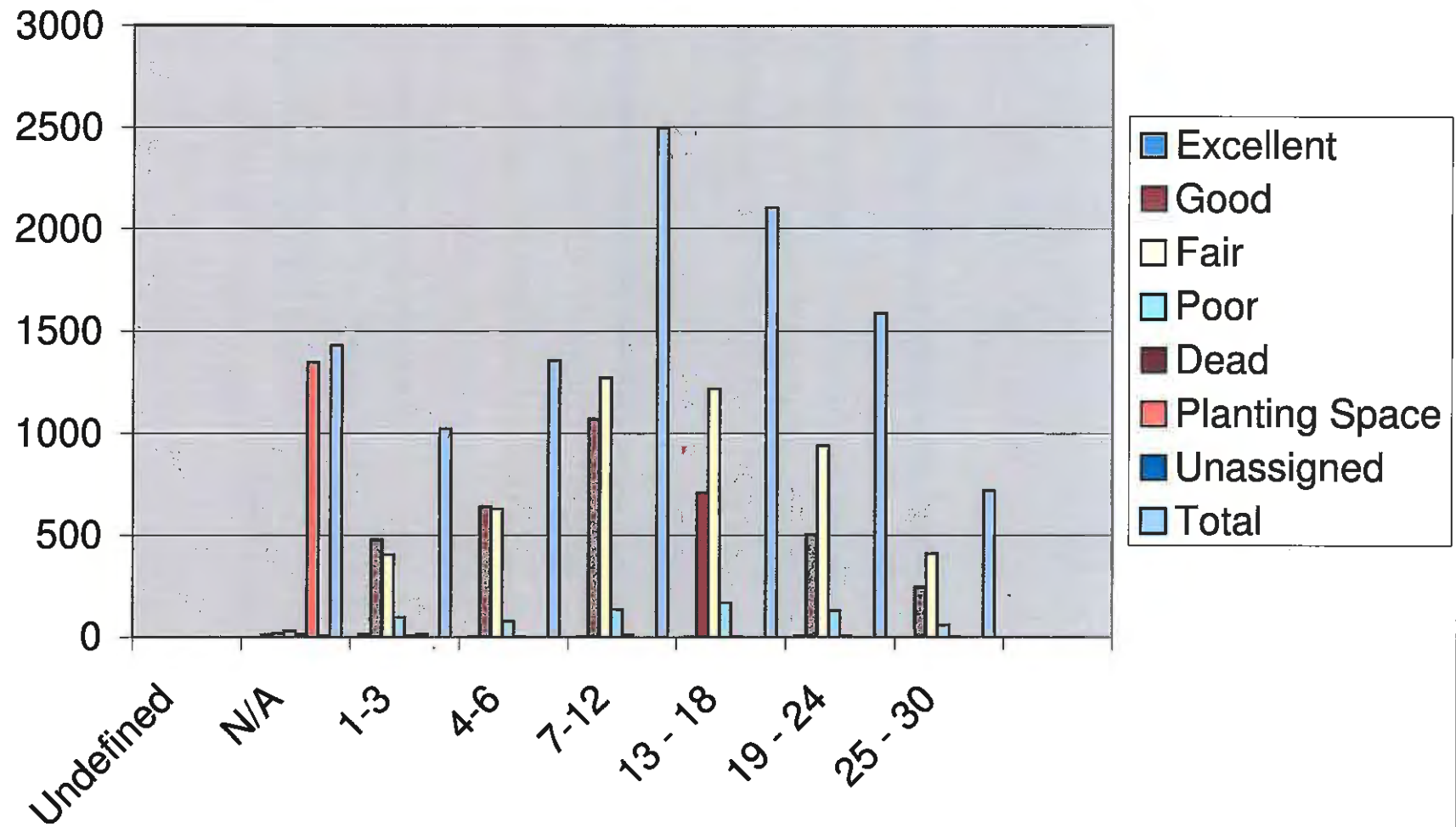
Species Distribution Of Public Trees in City Parks



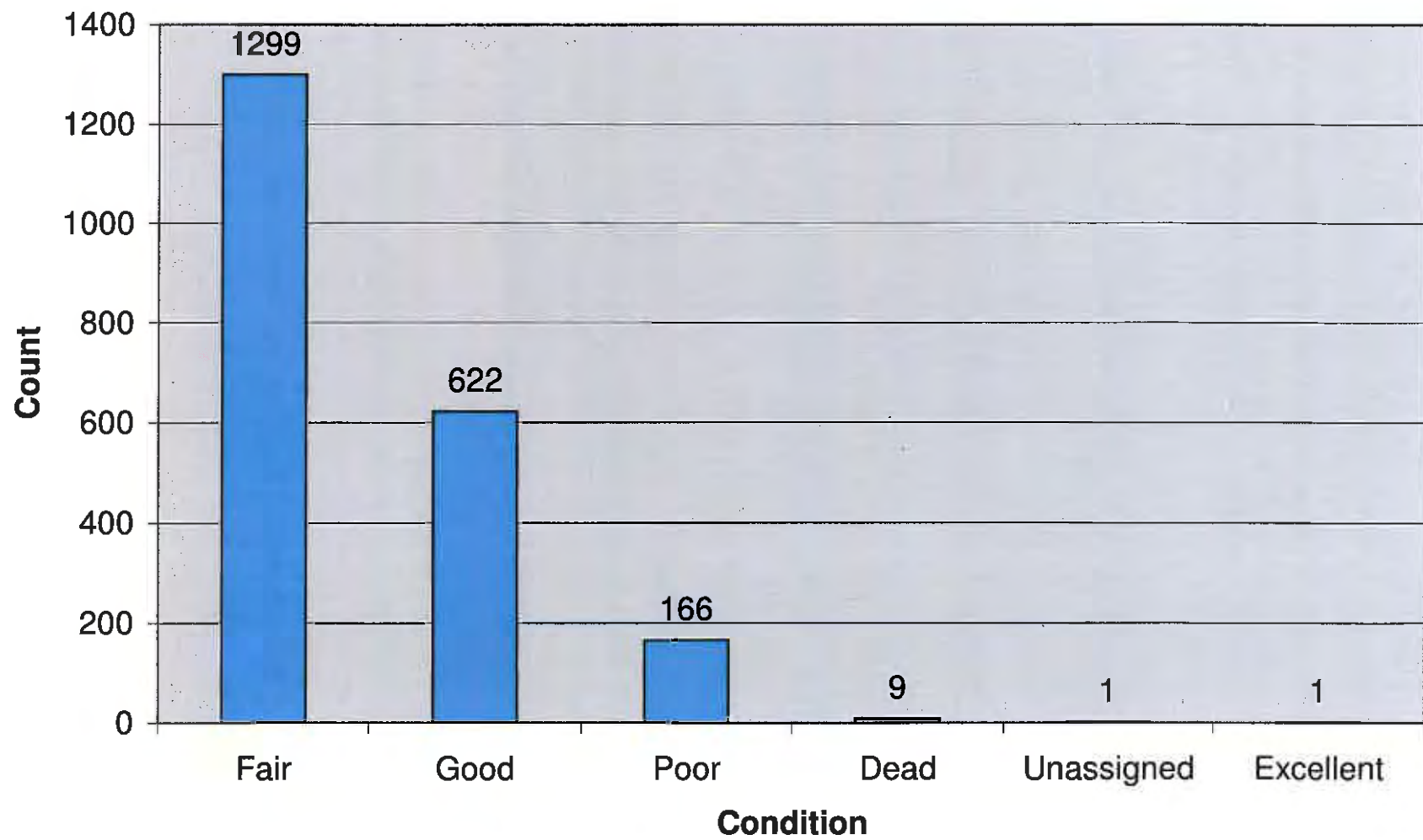
Species Distribution of Public Trees at Municipal Facilities



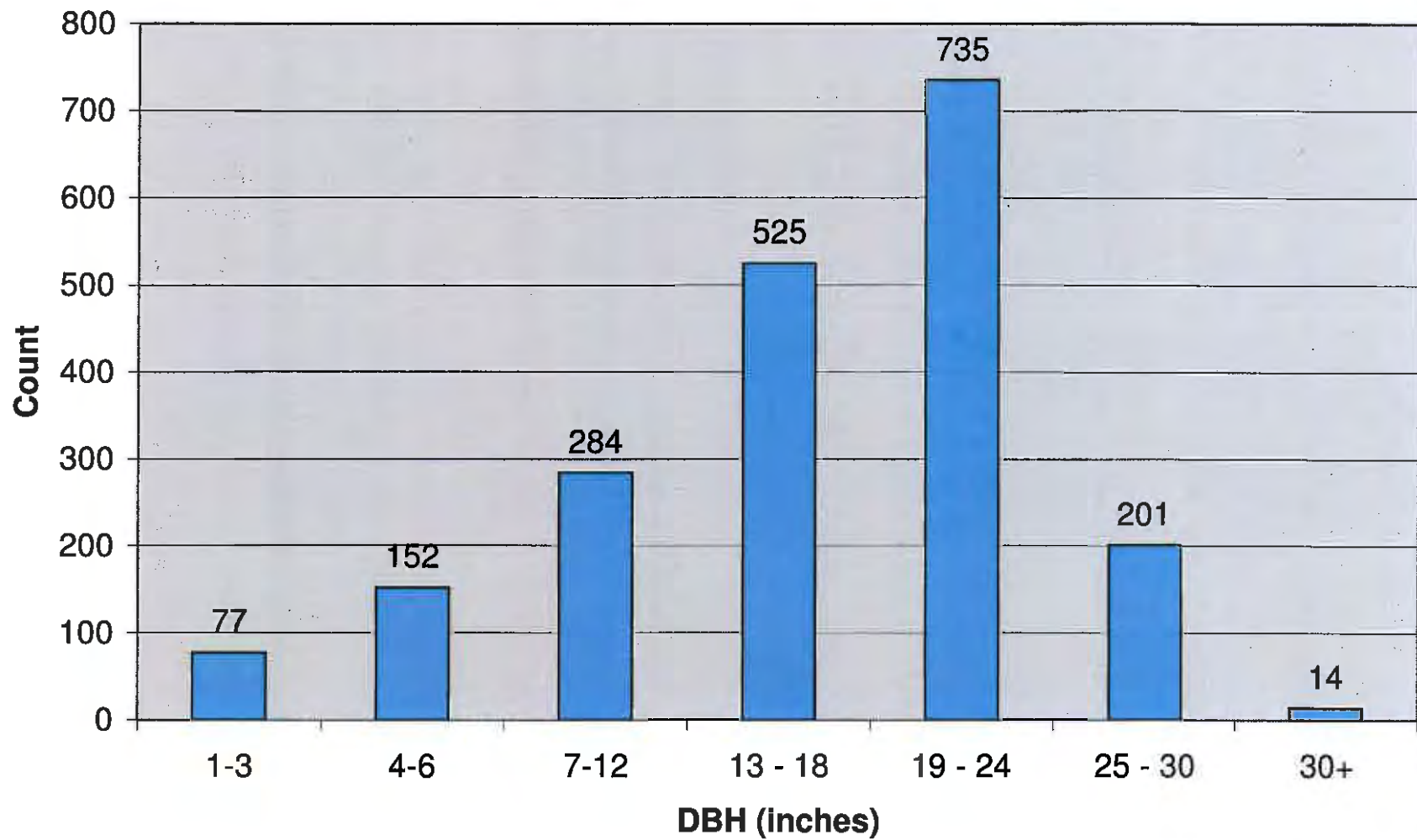
Condition of All Trees by DBH

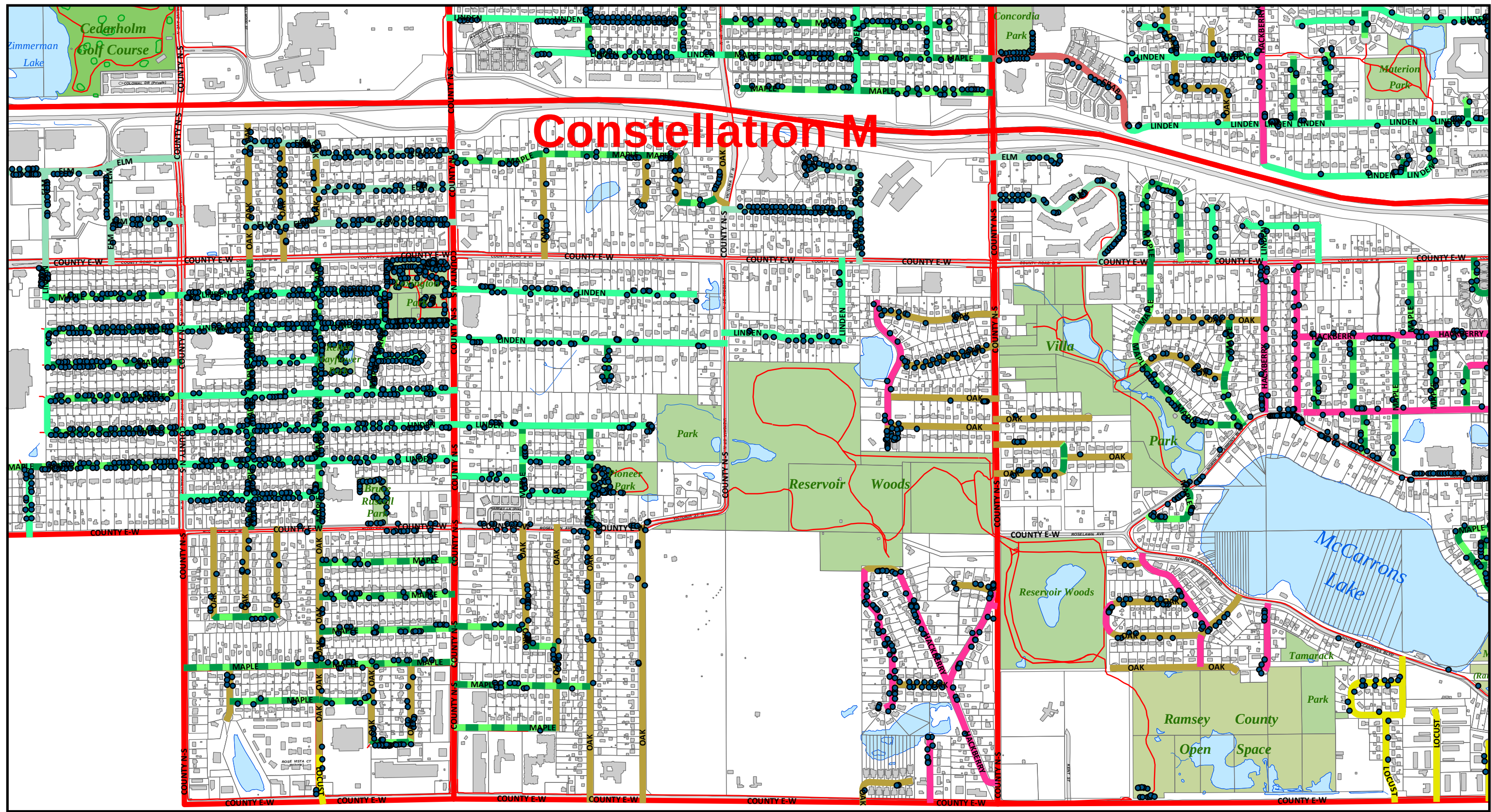


Condition of All Ash Trees



Ash Trees by DBH



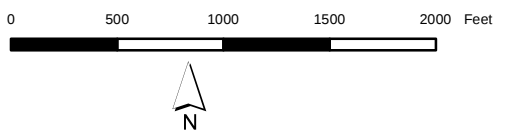


Prepared by:
Parks & Recreation Department
August 26 2009



Public Tree Inventory and Master Plan Data 9/15/11

- Tree Types**
- | | | | |
|------|-----------|--------|-----|
| Crab | Hackberry | Locust | Oak |
| Elm | Linden | Maple | |



Hackberry

REQUEST FOR COUNCIL ACTION

Date: 9/26/11
Item No.: 12 . a

Department Approval



City Manager Approval



Item Description: "Infrastructure Improvements for the Twin Lakes AUAR Area- Final Report"
Update

BACKGROUND

On February 25, 2008, the City Council adopted the "Infrastructure Improvements for the Twin Lakes AUAR Area- Final Report". The purpose of the document was to develop proportionate cost share for individual properties within the Twin Lakes area for the public infrastructure needed to support the redevelopment. The Council approved an update of this report on April 12, 2010. The attached map and table show the 17 roadway infrastructure improvements that make up the network of public street improvements identified as mitigation measures in the AUAR.

In summary, the report developed overall cost estimates for the public infrastructure improvements. We then estimated the traffic generation from each land use proposed as a part of AUAR Scenarios B & C, and routed the PM peak hour trips through the network. This established a total number of network trips for the planned build out of the Twin Lakes AUAR area. Using the total cost and total network trips, the report established a cost allocation rate per network trip for each type of use; Residential, Commercial- office and Commercial- retail.

The cost per network trip is a function of the total network trips contributed by a specific development type. As development proposals come forward, their respective land uses are reviewed against the assumptions contained in the study in order to determine that the specific cost per network trip value and associated cost allocation amount is appropriate for the proposed use.

The City Council has requested that staff review the study on an annual basis in order to ensure that the cost allocation rates assigned to redevelopment are consistent with the real costs to construct the public improvements. In 2010, the second phase of public infrastructure construction was completed. Upon review of actual costs for the construction of the second phase of the public infrastructure construction, we are recommending that we update the cost allocation rates to reflect the real costs for these public improvements.

In light of the 2010 zoning code update and feedback received from the City Attorney, staff has been taking a close look at the methodology used to develop the original cost allocation distribution. There are two main areas of focus, "2030 background traffic" and establishing a base line for network trips.

Over half of the AUAR traffic improvements occur on existing roads. Regardless of Twin Lakes redevelopment, these existing roads will likely have more traffic in the future. This is called "background traffic". A significant portion of the need for the 2030 improvements can be attributed to this background traffic. However, the existing study methodology only allocates cost to background traffic for four of the improvements.

The parcels in Twin Lakes are redevelopment parcels. This means they already have or have had existing land uses that contributed traffic to the roadway network. To capture this existing network traffic as a part of the proposed ordinance update for the Twin Lakes area, each parcel is assigned a

base line for network trips. This is established using the existing trips generated by the last land use for the parcels.

We have asked SRF Consulting to develop a revised Figure 21 that shows how the inclusion of this 2030 background traffic and base line traffic would alter the cost allocation amounts.

The City Attorney has drafted an ordinance that will create a Twin Lakes Zoning Overlay District to implement the mitigation measures identified in the Twin Lakes AUAR (which includes the construction of infrastructure). The proposed ordinance identifies the Twin Lakes Infrastructure Improvement Report as the method of identifying a property owner's obligation for infrastructure investment. The ordinance lays out development limitations for property within the Twin Lakes Overlay District based on pre-existing network trips. The ordinance does not allow for development on a parcel beyond the pre-existing network trips unless 1) the property owner enters into a voluntary development agreement with the City that would include payment for the construction of the infrastructure; 2) the property owner makes other arrangements satisfactory to the City for the construction and payment of the infrastructure; or 3) the property owner waits until all infrastructure is in place and paid for before redeveloping their parcel.

The Twin Lakes Overlay District also requires compliance with the other mitigation requirements identified in the Twin Lakes AUAR. Staff brought the proposed ordinance to the September 7th Planning Commission Meeting.

POLICY OBJECTIVE

The intent of the Infrastructure Study was to allocate public improvement costs related to redevelopment in the Twin Lakes area. This is the annual update of this study that incorporates the actual Twin Lakes Infrastructure Phase 2 costs and distributes them consistent with the methodology in the original report.

FINANCIAL IMPACTS

The "Infrastructure Improvements for the Twin Lakes AUAR Area- Final Report" estimates each parcel's obligation for its share of costs for the public infrastructure construction to mitigate environmental impacts. In the long term, developers will contribute towards the cost of the improvements when their property redevelops with contributions calculated using the cost allocation formulas described in the report.

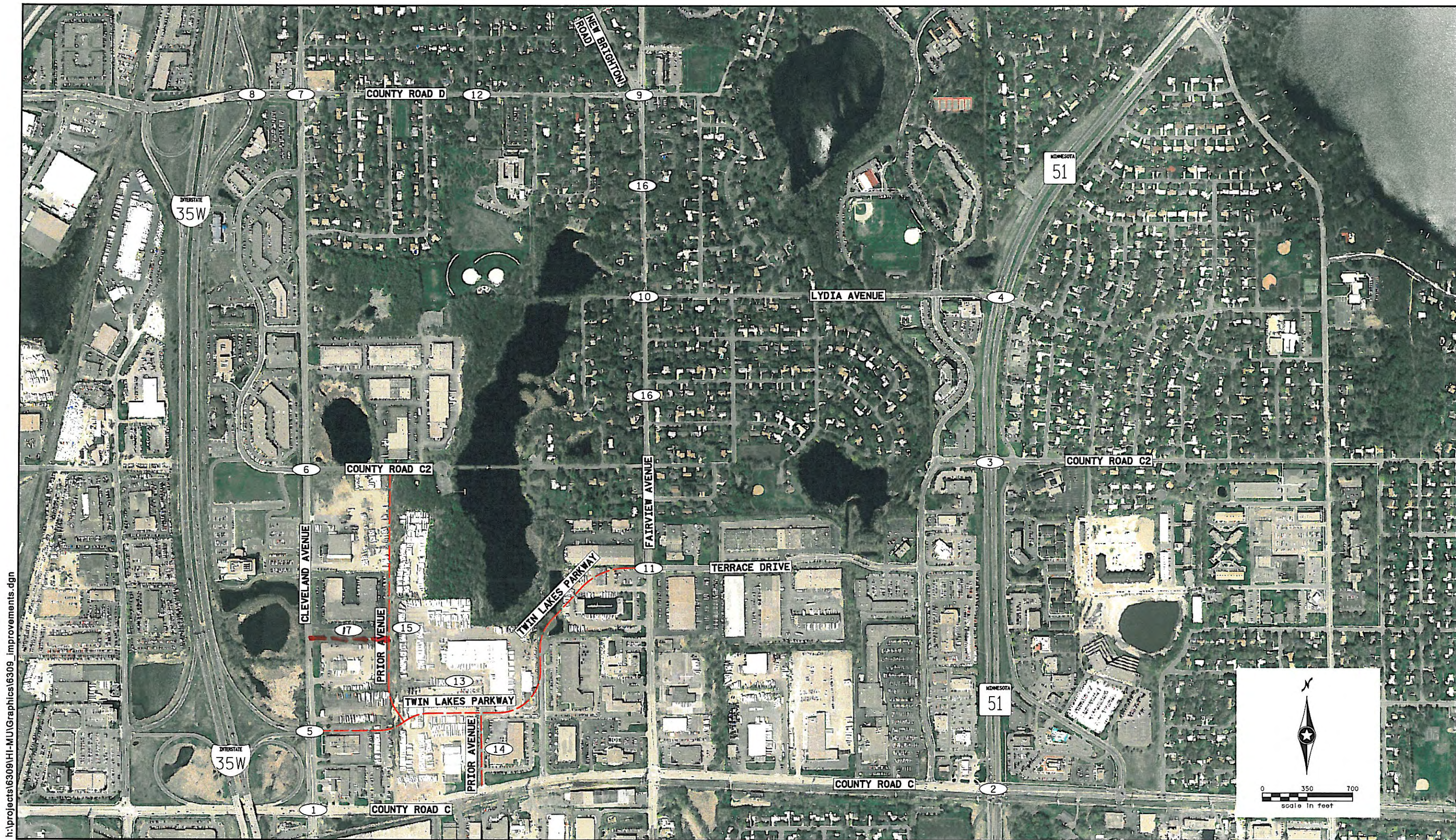
STAFF RECOMMENDATION

Approve the amendments to the Infrastructure Improvements for the Twin Lakes AUAR Area- Final Report.

REQUESTED COUNCIL ACTION

Approved the amendments to the Infrastructure Improvements for the Twin Lakes AUAR Area- Final Report.

Prepared by: Debra Bloom, City Engineer
Attachments: A: Infrastructure Improvement Location Map
B: Twin Lakes AUAR Boundary Map
C: Figure 21- 2010/ 2011



INFRASTRUCTURE IMPROVEMENT LOCATIONS

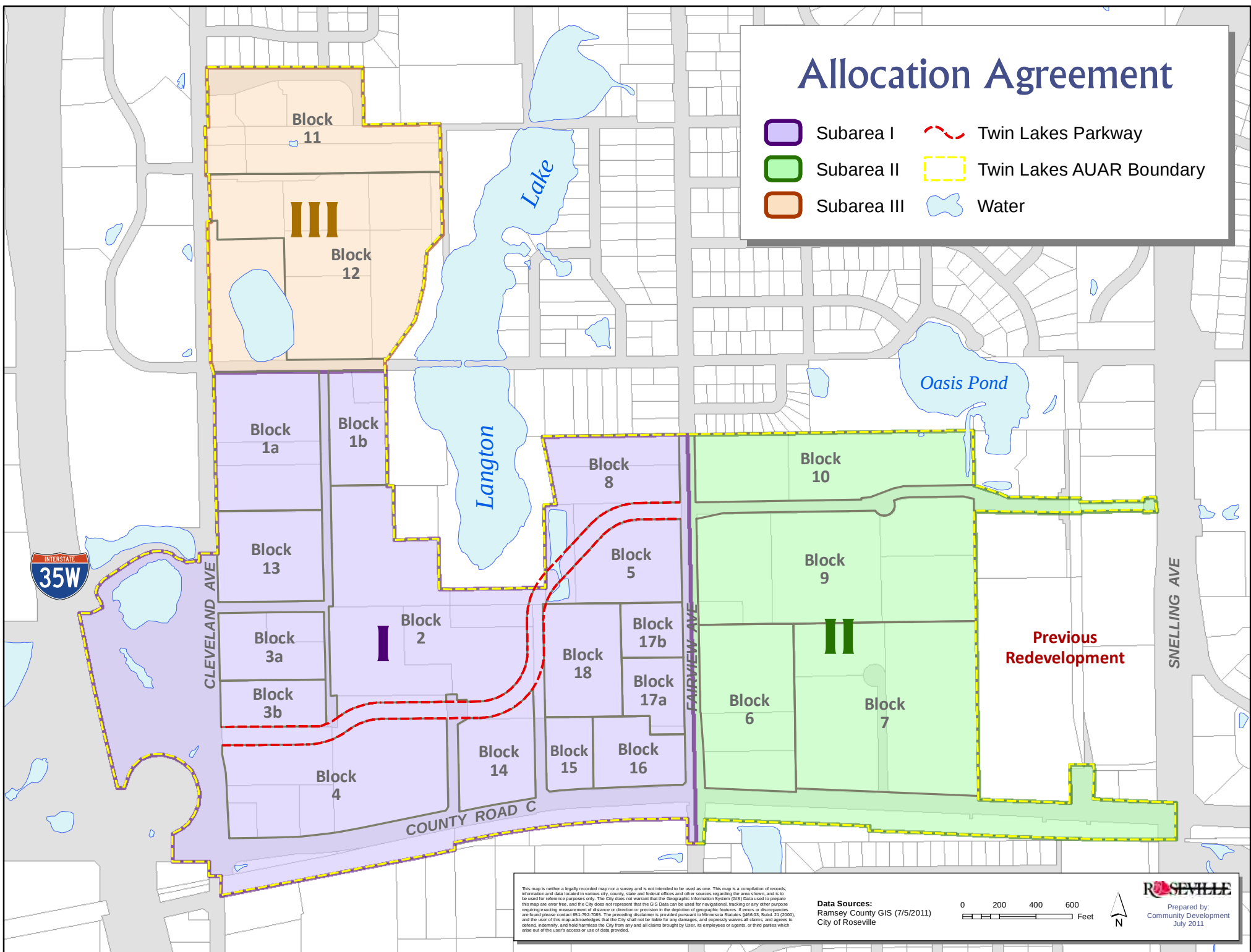
Twin Lakes Infrastructure Improvements
City of Roseville

1/15/2008

Figure 2

Allocation Agreement

- Subarea I
- Subarea II
- Subarea III
- Twin Lakes Parkway
- Twin Lakes AUAR Boundary
- Water



Sep-11

2030 Weekday PM Peak Hour - Cost Allocation per Network Trip- COMPARISON BETWEEN 2010 AND 2011

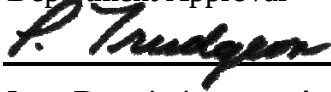
Sub Area	Block	Proposed Land Use	2010 UPDATE SCENARIO C		AVERAGE COST PER NETWORK TRIP BASED ON LAND USE AND LOCATION	2011 UPDATE SCENARIO C		AVERAGE COST PER NETWORK TRIP BASED ON LAND USE AND LOCATION
			Network Trips	Total Cost Allocation		Network Trips	Total Cost Allocation	
I	1a	Commercial - Office	2050	\$ 2,850,070	\$ 1,390	1995	\$ 1,985,979	\$ 995
		Residential	136	\$ 207,479	\$ 1,526	92	\$ 105,511	\$ 1,147
	1b	Commercial - Office	823	\$ 1,154,658	\$ 1,403	774	\$ 784,301	\$ 1,013
	2	Commercial - Office	2114	\$ 3,743,377	\$ 1,770	1947	\$ 2,594,070	\$ 1,332
		Residential	80	\$ 162,473	\$ 2,038	8	\$ 10,107	\$ 1,263
	3a, 3b	Commercial - Retail	418	\$ 635,009	\$ 1,519	352	\$ 368,432	\$ 1,047
		Transit - FUNDS RECEIVED	1052	\$ 1,597,921	\$ 1,519	1052	\$ 1,597,921	\$ 1,519
	4	Commercial - Retail	2036	\$ 3,655,111	\$ 1,796	1803	\$ 2,096,455	\$ 1,163
		Commercial - Office	321	\$ 573,746	\$ 1,789	100	\$ 110,676	\$ 1,107
	5	Commercial - Office	395	\$ 844,887	\$ 2,139	376	\$ 576,069	\$ 1,532
	8	Commercial - Office	105	\$ 236,338	\$ 2,247	3	\$ 10,904	\$ 3,635
		Residential	63	\$ 143,464	\$ 2,288	-38	\$ (62,714)	\$ 1,650
	13	Commercial - Retail	N/A	N/A	N/A	691	\$ 645,028	\$ 933
	14	Commercial - Retail	N/A	N/A	N/A	246	\$ 204,674	\$ 832
	15	Commercial - Retail	N/A	N/A	N/A	82	\$ 69,826	\$ 852
	16	Commercial - Office	N/A	N/A	N/A	422	\$ 149,442	\$ 354
	17a, 17b	Commercial - Office	N/A	N/A	N/A	89	\$ 39,806	\$ 447
		Commercial - Office	N/A	N/A	N/A	84	\$ 33,976	\$ 404
	18	Commercial - Retail	N/A	N/A	N/A	169	\$ 144,075	\$ 853
II	6	Commercial - Office	77	\$ 109,220	\$ 1,418	128	\$ 92,052	\$ 719
	7	Commercial - Office	68	\$ 94,413	\$ 1,388	230	\$ 132,859	\$ 578
		Commercial - Retail	1146	\$ 1,470,289	\$ 1,283	1309	\$ 685,950	\$ 524
	9	Commercial - Office	642	\$ 908,894	\$ 1,416	280	\$ 215,357	\$ 769
	10	Residential	424	\$ 702,342	\$ 1,656	303	\$ 266,430	\$ 879
III	11	Residential - ALREADY APPROVED	N/A	N/A	N/A	38	\$ 254,000	\$ 6,684
	12	Commercial - Office	1057	\$ 1,192,809	\$ 1,128	953	\$ 450,290	\$ 472
		Residential	205	\$ 224,773	\$ 1,096	104	\$ 41,131	\$ 395
N/A	N/A	Year 2030 Background Traffic	18520	\$ 4,958,341	\$ 268	36112	\$ 13,038,694	\$ 361
N/A	N/A	Northwestern College	408	\$ 191,469	\$ 469	408	\$ 75,489	\$ 185
Total			32140	\$ 24,059,162	\$ 749	49022	\$ 25,118,869	\$ 512

Figure 21

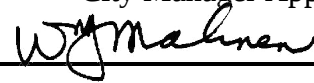
ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

DATE: **09/26/2011**
ITEM NO: 12 . b

Department Approval



City Manager Approval



Item Description: Approval of an ordinance creating the Twin Lakes Overlay District
(PROJ0003).

1.0 BACKGROUND

- 1.1 Over the past two months the Public Works/Engineering and Community Development Departments have been working with the City Attorney on the creation of the Twin Lakes Overlay District. The proposed ordinance would cover all of the Twin Lakes Redevelopment Area (See Attachment A). The purpose of the ordinance is to assist the City in implementing the Twin Lakes AUAR. The AUAR (Alternative Urban Area-Wide Review) is an environmental review document provided for in Minnesota State Statutes that studies the impact of development on numerous matters, including traffic, pollution, water quality, soils, wildlife, and the natural eco-system. Currently, the City does not have any effective mechanism to require a development within Twin Lakes to adhere to the findings in the Twin Lakes AUAR.
- 1.2 The proposed Twin Lakes Overlay District (TLOD) will create a framework and a direct link with the redevelopment in Twin Lakes. As stated in the intent and purpose clause of the ordinance: "The City of Roseville has determined that it is necessary, for the purpose of promoting the public health, safety, morals, and general welfare of the City to redevelop the area within the City known as the Twin Lakes Redevelopment Area.". The statement continues: "While the City desires to promote the redevelopment of the Twin Lakes Redevelopment, it does not have the financial resources necessary to construct the infrastructure and perform the environmental remediation required under the AUAR. For that reason the City has determined that development limitations need to be placed upon property within Twin Lakes Overlay District...".
- 1.3 In regards to the installation of infrastructure, the proposed ordinance (see Attachment B) establishes development limitations based on the network trips generated from a proposed use. The ordinance identifies a baseline number of network trips for each property based on the land use in existence in 2006.
- 1.4 If a parcel of land exceeds the amount of network trips that is identified in Section 1022.03(E), the property will be limited in developing unless they enter into a voluntary development agreement or find some other alternative method with the City regarding the construction and payment of the infrastructure needs identified in the Twin Lakes AUAR. Absent those solutions, the property owner will need to postpone development until all of the roadway improvements have been completed and paid for.
- 1.5 The proposed ordinance also requires that the property owner adhere to other mitigation efforts identified in the Twin Lakes AUAR as part of any other redevelopment within Twin Lakes.

35 **2.0 PLANNING COMMISSION ACTION**

36 2.1 On August 3, 2011, the Roseville Planning Commission reviewed, discussed, and
37 ultimately continued action on the Twin Lakes Overlay District (TLOD) so that the City
38 Attorney and Staff could make specific changes/modifications to the proposal and
39 provide clarification on a few topics. Since the Planning Commission’s meeting, the City
40 Attorney and staff have met on several occasions and discussed the proposal to make
41 applicable and appropriate changes/corrections as suggested/recommended by the
42 Planning Commission.

43 2.2 On September 7, 2011, the Roseville Planning Commission continued their consideration
44 of the TLOD. The City Attorney and City Staff reviewed the modifications that have
45 been made to the ordinance based on the August 3rd meeting and Commissioner input,
46 and to answer any other questions from the Commission.

47 2.3 In reviewing the re-drafted TLOD ordinance, the Planning Commission thanked staff and
48 the City Attorney for their work and clarifications to the Ordinance. The Commission
49 sought a few more corrections/modifications prior to the document being forwarded to
50 the City Council for Action. They included:

51 a. Changed “parcel” to “block” in the ordinance to be consistent with the map and
52 allocation study.

53 b. Based on Commissioner Wozniak’s comments, modified the definition of
54 Network Trips.

55 c. Clarified Section 1022.04(B)(3) to state that property owners need to work with
56 the MPCA, EPA, and/or the City or Roseville to the extent these agencies have
57 jurisdiction.

58 d. Removed language from 1022.04(B)2 to make sentence read clearer.

59 e. Clarified that property owners need to work with the City of Roseville to
60 implement the applicable planning principles from the Twin Lakes Master Plan.
61

62 **3.0 SUGGESTED ACTION**

63 3.1 **ADOPT an ORDINANCE CREATING CHAPTER 1022, THE TWIN LAKES OVERLAY**
64 **DISTRICT**

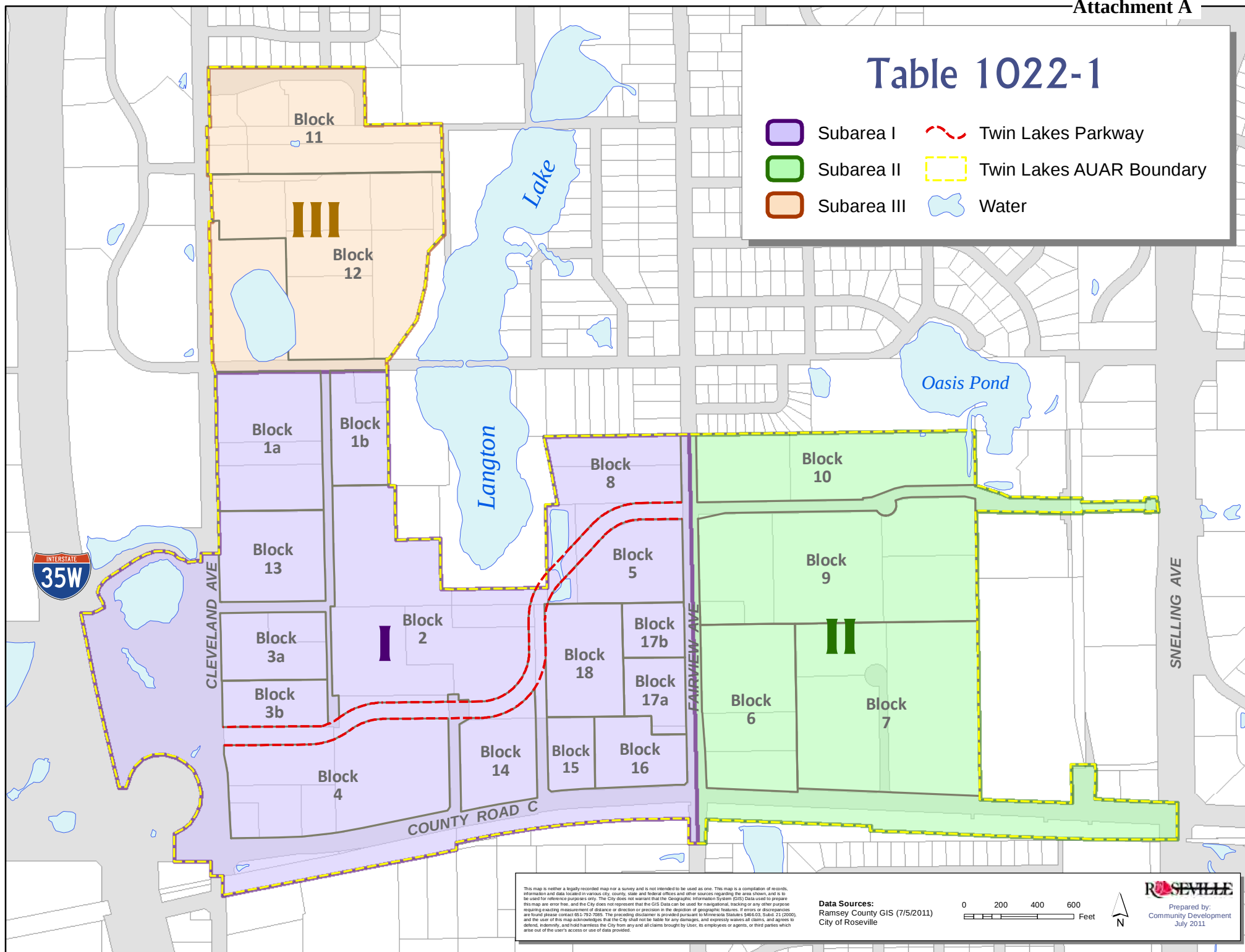
65 3.2 **Approve an ordinance summary for publication in the Roseville Review.**

66 **Prepared by: Thomas Paschke, City Planner (651) 792-7074**

Attachments: A: Allocation Agreement Map
 B: Draft Twin Lakes Overlay District
 Zoning Ordinance
 C: Summary Ordinance

Table 1022-1

- | | | | |
|---|-------------|---|--------------------------|
|  | Subarea I |  | Twin Lakes Parkway |
|  | Subarea II |  | Twin Lakes AUAR Boundary |
|  | Subarea III |  | Water |



City of Roseville
ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING A ZONING OVERLAY DISTRICT FOR THE
TWIN LAKES REDEVELOPMENT AREA.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Chapter 1022 is hereby added to the Roseville City Code:

1022.01: Intent and Purpose

1022.02: Definitions

1022.03: Infrastructure Requirements and Standards

1022.04: General Requirements and Standards

1022.05: Permits and Approvals

1022.06: Applicability of Other City Ordinances and Policies

**1022.07: Consideration of Applications for Development Within the Twin Lakes Overlay
District**

1022.08: Severability

1022.01: INTENT AND PURPOSE

The City of Roseville has determined that it is necessary, for the purpose of promoting the public health, safety, and general welfare of the City to redevelop the area within the City known as the Twin Lakes Redevelopment Area. In order to carry out such redevelopment, the City has conducted an Alternative Urban Areawide Review (“AUAR”) for the Twin Lakes Redevelopment Area. The AUAR identifies various environmental, roadway and utility improvements which are necessary in the Twin Lakes Redevelopment Area in order for the area to be redeveloped. The AUAR contains a mitigation plan which requires, among other things, the construction of roadway and utility improvements and environmental mitigation within the Twin Lakes Redevelopment Area. While the City desires to promote the redevelopment of the Twin Lakes Redevelopment Area, it does not have the financial resources necessary to construct the infrastructure and perform the environmental remediation required under the AUAR. For this reason, the City has determined that development limitations need to be placed upon property within the Twin Lakes Redevelopment Area until adequate infrastructure can be constructed and environmental and other mitigation described in the AUAR performed. Therefore, to promote the redevelopment of the Twin Lakes Redevelopment Area, the Twin Lakes Overlay District is established and all property within the District is subject to the provisions of this Chapter.

1022.02: DEFINITIONS

The following terms shall have the following definitions when used in this Chapter:

- A. “AUAR” means the Twin Lakes Business Park Final AUAR Update Adopted October 15, 2007, as updated and amended from time to time.
- B. “Twin Lakes Redevelopment Area” means that area located within the City of Roseville shown in Table 1022-1.
- C. “Twin Lakes Overlay District” means the Twin Lakes Redevelopment Area.
- D. “Development” means any man-made change to improved or unimproved real estate including a change in use or the creation of a subdivision.

- E. “Block” means each individual Block of land within the Twin Lakes Overlay District as depicted in Table 1022-1. “Blocks” means two or more Blocks of land within the Twin Lakes Overlay District.
- F. “TLIIR” means the Infrastructure Improvements for the Twin Lakes AUAR Area Final Report, dated February, 2008, as updated and amended from time to time.
- G. “Roadway Infrastructure Improvements” means the roadway improvements set forth in the TLIIR.
- H. “Utility Infrastructure Improvements” means the utility improvements set forth in the TLIIR.
- I. “Network Trip” means a vehicle trip that is generated by a Block within the Twin Lakes Overlay District that travels through a roadway infrastructure improvement identified in the TLIIR during the p.m. peak hour. The number of network trips is equal to the number of roadway infrastructure improvements traveled through.
- J. “Twin Lakes Roadway Improvement Cost Allocation Amount” means the total cost allocated to a Block under the TLIIR for the Roadway Infrastructure Improvements set forth in the TLIIR.
- K. “Twin Lakes Utility Improvement Cost Allocation Amount” means the total cost allocated to a Block under the TLIIR for the Sanitary Sewer, Storm Sewer and Water Main improvements set forth in the TLIIR.

1022.03: INFRASTRUCTURE REQUIREMENTS AND STANDARDS

In order to provide for the construction of adequate infrastructure to accommodate the redevelopment of the property within the Twin Lakes Redevelopment Area, all property within the Twin Lakes Overlay District is subject to the following development limitations and requirements:

- A. Traffic Study: A traffic study prepared by a registered traffic engineer approved by the City shall be required from the property owner(s) whenever development is proposed on a Block. The traffic study shall assess the potential traffic impacts on local and regional road systems and determine the amount of change in Network Trips which will result from the proposed development. The property owner(s) shall pay for the cost of the traffic study.
- B. Network Trips:
 - 1. Development limitations based on Network Trips are hereby established in Section E below for each Block within the Twin Lakes Overlay District. The development limitations have been established by determining the number of Network Trips attributable to each Block based upon the p.m. peak hour trips generated from such Block as determined by the Institute of Transportation Engineer’s (ITE) Trip Generation Handbook, Eighth Edition, in the manner described in the TLIIR.
 - 2. The Network Trips specified in Section E below are the maximum number of Network Trips that may be generated by each Block within the Twin Lakes Overlay District. Development that exceeds the allocated number of Network Trips generated on any Block may only be constructed if concurrent Road Infrastructure Improvements are provided and paid for by the property owner(s) in accordance with Section C below.

Attachment B

3. Uses existing on the effective date of this ordinance that generate greater Network Trips than are allowed for such Block may continue to exist as a nonconforming use. No expansion of such nonconforming use shall be allowed without compliance with this ordinance.
 4. Allowable Network Trips are not a property right and may not be transferred to another Block.
- C. Restriction on development: The roadway infrastructure is not adequate for development within the Twin Lakes Overlay District in excess of the Network Trips allowed in Section E. Therefore, development which exceeds the Network Trips set forth in Section E is premature at this time. In order to provide adequate roadway infrastructure for development which will generate Network Trips in excess of what is allowed in Section E, it will be necessary to construct the Roadway Infrastructure Improvements described in the AUAR and TLIIR. Therefore, development on a Block that would exceed the number of Network Trips allocated to such Block by Section E below may only be constructed if the Roadway Infrastructure Improvements described in the AUAR and TLIIR to accommodate the redevelopment of the Twin Lakes Redevelopment Area are provided and/or paid for by the property owner(s) of such Block by one of the following methods:
1. The property owner(s) enter into a voluntary development agreement which includes the payment of the Twin Lakes Roadway Cost Allocation Amount allocated to the Block being developed in the manner set forth in Section D below. The decision of a property owner to enter into a development agreement shall be completely voluntary and optional on the part of property owner(s) of the Block to be developed. This option is not intended to require property owner(s) to enter into involuntary development agreements, but rather to give property owner(s) a method by which proposed development involving inadequate roadway infrastructure can be made adequate by way of voluntary development agreements.
 2. The property owner(s) make such other arrangements satisfactory to the City for the construction of, and payment for, the Roadway Infrastructure Improvements.
- In lieu of the foregoing options, the property owner(s) can postpone development on its Block until all of the Roadway Infrastructure Improvements have been completed and fully paid for.
- D. Twin Lakes Allocation Cost: In order to establish a method by which property owner(s) of property within the Twin Lakes Overlay District can develop a Block in a manner which will generate more Network Trips than has been allocated to such Block under Section E below, the City has prepared and adopted the TLIIR. The TLIIR identifies Roadway Infrastructure Improvements which are necessary to redevelop the Twin Lakes Redevelopment Area, provides cost estimates for the Roadway Infrastructure Improvements, and allocates the cost between the Blocks based on cost per Network Trip. If development on a Block will generate Network Trips in excess of the number allocated to that Block in Section E below, the property owner(s) of such Block may, as provided in Section C1 above, enter into a voluntary development agreement which includes the payment of the Twin Lakes Roadway Improvement Cost Allocation Amount allocated to such Block in the TLIIR, as adjusted for the development to be constructed on such Block using the methodology set forth in the TLIIR. In addition to adjustments made when individual development proposals are made, adjustments to the costs in the

Attachment B

TLIIR shall be made annually based upon the actual cost of Roadway Infrastructure Improvements constructed during the preceding year and the change in the estimated cost of Roadway Infrastructure Improvements not yet constructed from the previous year. Once a development agreement which includes the payment of the Twin Lakes Roadway Improvement Cost Allocation Amount for development which will generate Network Trips in excess of the number set forth in Section E for such Block has been entered into, no further adjustments to the Twin Lakes Roadway Allocation Cost Amount shall be made with respect to the development described in the development agreement. Subsequent development on a Block beyond that described in the development agreement shall require payment of an additional Twin Lakes Roadway Improvement Cost Allocation Amount in an amount determined by the methodology set forth in the TLIIR.

- E. Allocation of Network Trips: Each Block within the Twin Lakes Overlay District is hereby assigned the following Network Trips:

Block No.	Network Trips
1a	98
1b	49
2	239
3a & 3b	66
4	452
5	145
6	179
7	380
8	319
9	681
10	142
12	595
13	691
14	246
15	82
16	422
17a	89
17b	84
18	169

If development on a Block will not generate Network Trips in excess of the number allocated to the Block in this Section E, the property owner(s) of such Block shall not be obligated to pay the Twin Lakes Roadway Improvement Cost Allocation Amount set forth in the TLIIR for such development.

- F. Appeal of Network Trips: In the event that the property owner(s) of a Block do not agree with the determination of the Network Trips allocated to their Block pursuant to Section E above, the property owner(s) of such Block may appeal the determination to the Roseville City Council. No appeal may be taken with respect to the Network Trips allocated in Section E above unless the affected property owner(s) file a written appeal with the City Manager within one hundred eighty (180) days after the adoption of this ordinance. The failure to file a timely appeal eliminates all right to challenge a Network Trip allocation designated in Section E above. The appeal must be accompanied by a

report prepared by a registered traffic engineer which provides evidence indicating potential errors in the determination of the Network Trips and the reasons why the determination of Network Trips is not accurate. When an appeal is filed the matter shall be heard and considered by the Roseville City Council at a public meeting. The property owner(s) making the appeal shall be given the opportunity at the meeting to testify and present evidence with respect to the Network Trips allocated to their Block. Notice of the meeting shall be mailed to the appealing property owner(s) at the address where the tax statement for the Block which is subject to the appeal is mailed according to the records of the Ramsey County Property Tax Department. Following making its decision, the City Council shall serve a copy of its decision upon the property owner(s) of the Block which was the subject of the appeal by mail at the address where tax statements for such Block is mailed. No judicial action shall be taken regarding the determination of Network Trips allocated to a Block pursuant to Section E above unless and until the foregoing appeal is made to the City Council and the City Council has rendered and served its decision on the matter.

- G. Other Improvements: Nothing in the Section may be construed to eliminate property owner(s) responsibility for other improvements unrelated to the Roadway Infrastructure Improvements. If a traffic study finds that road system improvements unrelated to the Roadway Infrastructure Improvements are required as a result of the proposed development, the development may not be commenced until arrangements, including financing, for the completion of such other improvements are made and such arrangements are approved by the City.

1022.04: GENERAL REQUIREMENTS AND STANDARDS

Each Block within the Twin Lakes Overlay District shall be subject to the following general requirements at the time of development on such Block. The following requirements shall be in addition to and not in lieu of any other requirements in this ordinance.

- A. Whenever development occurs on a Block, the property owner(s) of such Block shall pay the Twin Lakes Utility Improvement Cost Allocation Amount allocated to such Block under the TLIIR for the Utility Infrastructure Improvements.
- B. Whenever environmental contamination or other environmental impacts on or within a Block: a) have been identified in the AUAR, b) have been identified by findings from a Phase I or Phase II Environmental Site Assessment or other environmental report, or c) formal environmental review (i.e. and Environmental Assessment Worksheet, Environmental Impact Statement, or an Alternate Urban Areawide Review) is required for development on such Block, the property owner(s) shall, as part of the development proposal, address environmental impacts by:
1. Preparing and implementing Response Action Plans and/or Development Response Action Plans for such Block where required by local, state and federal regulations, which Plans shall be subject to the approval of the City Staff.
 2. Managing and handling hazardous materials, petroleum products, and/or asbestos, on and within such Block, appropriately in accordance with MPCA guidelines.
 3. Working with the MPCA, the Environmental Protection Agency and/or the City to the extent they have jurisdiction, to implement the recommendations from the

Attachment B

Supplemental Groundwater Evaluation Plan, dated August 2004, which has been adopted by the City, including but not limited to the following:

- a) The property owner(s) shall perform an environmental study to determine:
 - i) Whether trichloroethylene concentrations (TCE) exist on or within the Block which exceed the Health Risk Limit. If a source is found, additional subsurface investigation shall be performed to define the lateral extent of the TCE contamination. Site specific investigations should be conducted in a way that will identify potential sources, the magnitude and the extent of TCE on and/or within the Block and its effects on the glacial aquifer; and
 - ii) Whether Diesel Range Organics exist on or within the Block, and if so, perform environmental investigation regarding petroleum contamination on and within the Block and its effects on the glacial aquifer.
4. The property owner(s) shall remediate, as appropriate, soil and groundwater contamination on and within the Block pursuant to Minnesota and federal law.
5. The property owner(s) shall implement the requirements and policies set forth in the current Comprehensive Surface Water Management Plan of the City, ordinances, policies and best management practices related to stormwater runoff with respect to such Block.
- C. The property owner(s) of the Block to be developed shall comply with the park dedication requirements of the City with respect to the Block being developed.
- D. If development on a Block converts native land cover types to an altered cover type, the property owner(s) of such Block shall mitigate the conversion by restoring native cover types on the Block, and to the extent the native land cover types within any portion of Langton Lake Park are altered by such development, in Langton Lake Park.
- E. The property owner(s) of the Block to be developed shall work with the City to implement the applicable planning principles of the 2001 Twin Lakes Business Park Master Plan to mitigate cumulative impacts of development within the Twin Lakes Redevelopment Area with respect to development on their Block.
- F. The property owner(s) of the Block to be developed will work with the City to integrate travel demand management plans to reduce the number of vehicles on area roadways.
- G. The property owner(s) of the Block to be developed will incorporate into any development on such Block, sidewalks, trails, pedestrian amenities, parks and open space to provide greenway/wildlife corridors to encourage more pedestrian trips and fewer vehicle trips in the area.
- H. The property owner(s) of the Block to be developed will submit photographs and note the construction dates for any buildings over 50 years old on such Block, and submit them to the State Historical Preservation Office for initial assessments. The property owner(s) of any Block within the jurisdiction of Minnesota Statutes § 138.01 et. seq. shall comply with the requirements of the State Historical Preservation office.

1022.05: PERMITS AND APPROVALS

All necessary permits and other required approvals shall be obtained for any work or construction to be performed within the Twin Lakes Overlay District, including the permits, where applicable, set forth in the AUAR Mitigation Plan.

1022.06: APPLICABILITY OF OTHER CITY ORDINANCES AND POLICIES

All City ordinances and policies shall be followed in the review and approval of development projects within the Twin Lakes Overlay District. The provisions of this Chapter shall not preclude or replace the application and requirements of any other Title, Chapter or Section of the Roseville City Code or the provisions of any State Statute, including but not limited to land dedications authorized under Minnesota Statutes § 462.358. All such other Titles, Chapters and Sections shall apply in addition to, and not in lieu of, this Chapter.

1022.07: CONSIDERATION OF APPLICATIONS FOR DEVELOPMENT WITHIN THE TWIN LAKES OVERLAY DISTRICT

The following shall apply to applications involving development within the Twin Lakes Overlay District:

A. Before submitting an application for development on a Block within the Twin Lakes Overlay District, the property owner(s) of the Block to be developed shall meet with the Director of Community Development and City Engineer (or their designees) to discuss the proposed development, the development review process and the documents required to be submitted.

B. The property owner(s) shall thereafter submit to the Director of Community Development and City Engineer such applications, studies, reports and other documents which are required by the City pertaining to the proposed development.

C. Following review of the documents submitted, the City Engineer shall make a determination of whether or not the proposed development will exceed the Network Trips allocated to the Block in Section 1022.03 E above.

D. If the proposed development will exceed the Network Trips allocated to the Block under Section E above and the property owner(s) elect to proceed with the proposed development pursuant to Section 1022.03C1 or 2 above, the property owner(s) shall, prior to the issuance of the building permit pertaining to the development, enter into a voluntary development agreement or make other arrangements satisfactory to the City which assure that the requirements of this ordinance shall be carried out.

E. Voluntary development agreements shall include provisions for the payment of the Twin Lakes Roadway Improvement Cost Allocation Amount and the Twin Lakes Utility Improvement Cost Allocation Amount, the means by which the property owner(s) will comply with the environmental and other requirements of this ordinance, and such other matters which are typically contained in Roseville Public Improvement Contracts. All development agreements shall be considered by, and subject to the approval of, the Roseville City Council.

1022.08: SEVERABILITY

If any term or provision of this Chapter, or the application thereof to any person or circumstance is, for any reason and to any extent, held to be invalid or unenforceable, then such term or provision will be ignored, and to the maximum extent possible, this Chapter will continue in full force and effect, but without giving effect to such invalid or enforceable term or provision.

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

Passed by the City Council of the City of Roseville this 26th day of September, 2011.

Ordinance Adding Chapter 1022 Establishing the Twin Lakes Redevelopment Area Zoning Overlay District.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

William J. Malinen, City Manager

City of Roseville

ORDINANCE SUMMARY NO. ____

**AN ORDINANCE AMENDING TITLE 10 “ZONING ORDINANCE” ESTABLISHING
SECTION 1022 TWIN LAKES OVERLAY DISTRICT, OF THE CITY CODE**

The following is the official summary of Ordinance No. ____ approved by the City Council of Roseville on September 26, 2011:

The Roseville City Code, Title 10, Zoning Ordinance, has been amended to establish Section 1022, Twin Lakes Overlay District (TLOD). The TLOD sets development limitations within the Twin Lakes Redevelopment Area subject to compliance with the mitigation efforts identified in the Twin Lakes Alternative Urban Area-Wide Review (AUAR).

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).

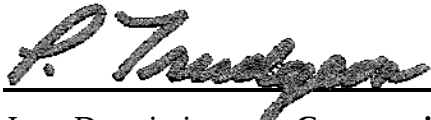
Attest: _____
William J. Malinen, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9-26-11
Item No.: 12 . c

Department Approval

City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2211 Irene Street.**

BACKGROUND

- The subject property is a single-family detached home.
- The current owner is Mr. Paul Landmann.
- Current violation includes:
 - Junk, debris and household items in open storage on the side of the garage (violation of City Code Sections 407.02.D. and 407.03.H).
 - Outside storage of commercial equipment and materials (violation of City Code Section 407.02.M.2).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Removal of junk and debris: \$ 350.00
- Temporary storage of commercial equipment and materials: \$1,200.00

Total: Approximately - \$1,550.00

In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated \$100,000 for abatement activities. The property owner will then be billed for actual and administrative

30 costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be
31 reported to Council following the abatement.

32 **STAFF RECOMMENDATION**

33 Staff recommends that the Council direct Community Development staff to abate the above referenced
34 public nuisance violations at 2211 Irene Street.

35 **REQUESTED COUNCIL ACTION**

36 Direct Community Development staff to abate the public nuisance violations at 2211 Irene Street by
37 hiring general contractors to remove and dispose of the junk and debris, and provide temporary storage
38 of commercial equipment and materials.

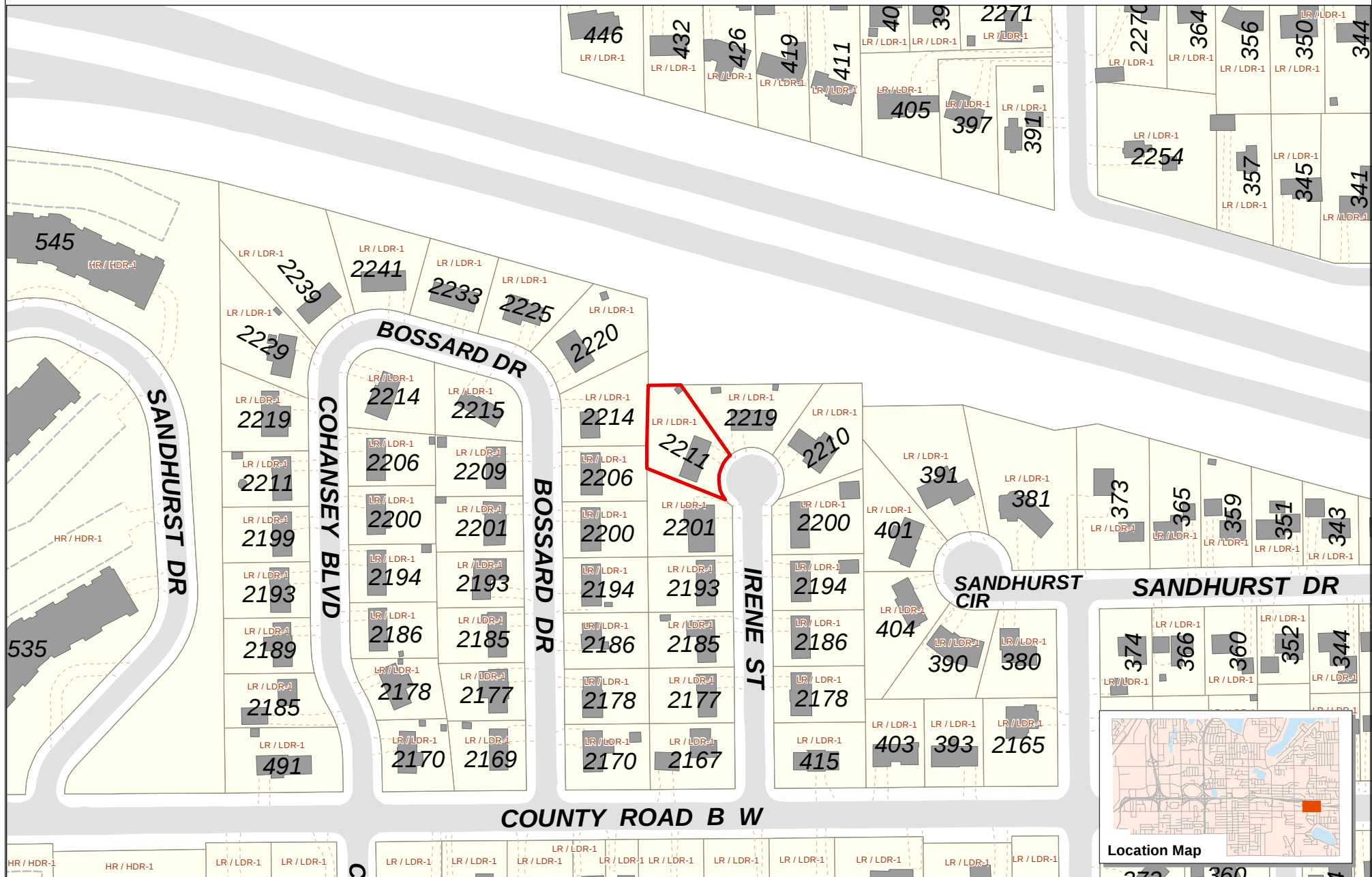
39 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
40 is to recover costs as specified in Section 407.07B.

41

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 2211 Irene Street.

2211 Irene St



Prepared by:
Community Development Department
Printed: August 15, 2011

Site Location

Comp Plan / Zoning
Designations

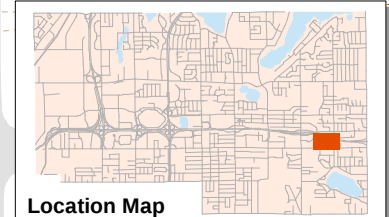
Data Sources

* Ramsey County GIS Base Map (8/2/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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Location Map



0 100 200 Feet

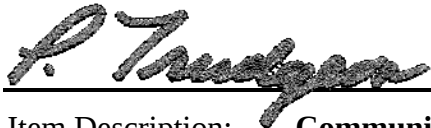
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9-26-11
Item No.: 12 . d

Department Approval

City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violation of City Code at 2071 Fry Street.**

BACKGROUND

- The subject property is a vacant single-family detached home.
- The current owner is Mr. Frank Wu who does not live at the property.
- Current violation includes:
 - Paint failing on overhead garage door and two front windows (violation of City Code Sections 407.02.J & K. and 906.05.C).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Paint garage door and two windows: \$700.00

Total: Approximately - \$700.00

In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated \$100,000 for abatement activities. The property owner will then be billed for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be reported to Council following the abatement.

29 **STAFF RECOMMENDATION**

30 Staff recommends that the Council direct Community Development staff to abate the above referenced
31 public nuisance violation at 2071 Fry Street.

32 **REQUESTED COUNCIL ACTION**

33 Direct Community Development staff to abate the public nuisance violation at 2071 Fry Street by hiring
34 general contractors to repaint garage door and two windows.

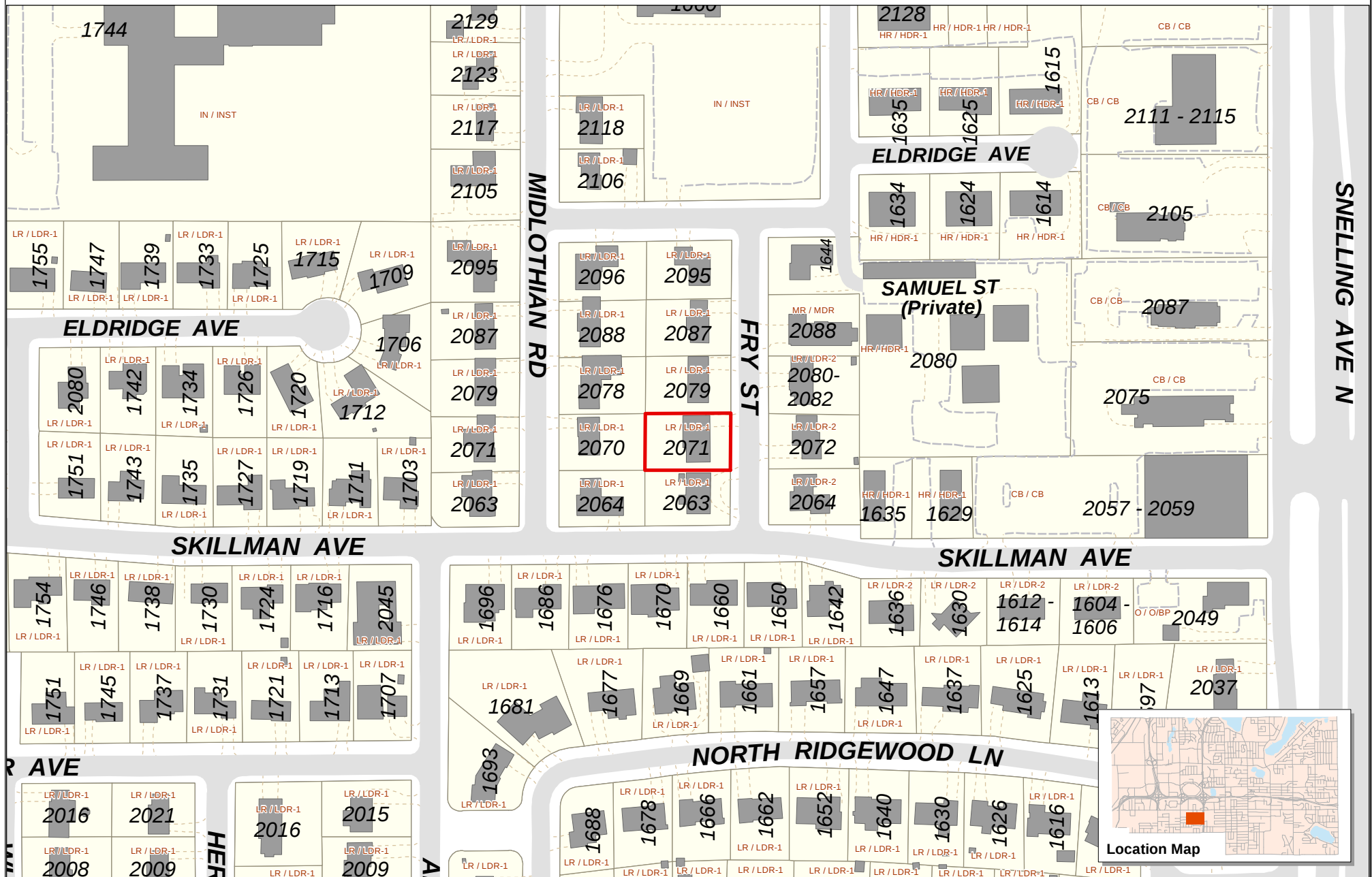
35 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
36 is to recover costs as specified in Section 407.07B.

37

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 2071 Fry Street.

2071 Fry St



Prepared by:
Community Development Department
Printed: August 15, 2011

Site Location

LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (8/2/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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0 100 200 Feet

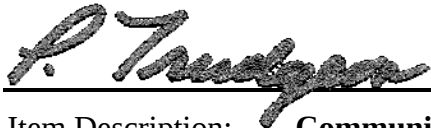
mapdoc: planning_commission_location.mxd

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 9-26-11
Item No.: 12.e

Department Approval

City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2408 St. Albans.**

BACKGROUND

- The subject property is a single-family detached home.
- The current owner is Mr. William Meyers.
- Current violations include:
 - Paint very deteriorated on portions of home, and deteriorated and rotted soffits and window trim (violation of City Code Sections 407.02.J & K and 906.05.C).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City's 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City "implement programs to ensure safe and well-maintained properties." In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City's efforts to maintain livability of the City's residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- | | |
|----------------------------------|-------------------|
| • Soffit and window trim repair: | \$2,500.00 |
| • Painting entire structure: | <u>\$5,000.00</u> |

Total: Approximately - \$7,500.00

In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated \$100,000 for abatement activities. The property owner will then be billed for actual and administrative

29 costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be
30 reported to Council following the abatement.

31 **STAFF RECOMMENDATION**

32 Staff recommends that the Council direct Community Development staff to abate the above referenced
33 public nuisance violations at 2408 St. Albans.

34 **REQUESTED COUNCIL ACTION**

35 Direct Community Development staff to abate the public nuisance violations at 2408 St. Albans by
36 hiring general contractors to repair the soffits and window trim, and paint the entire structure.

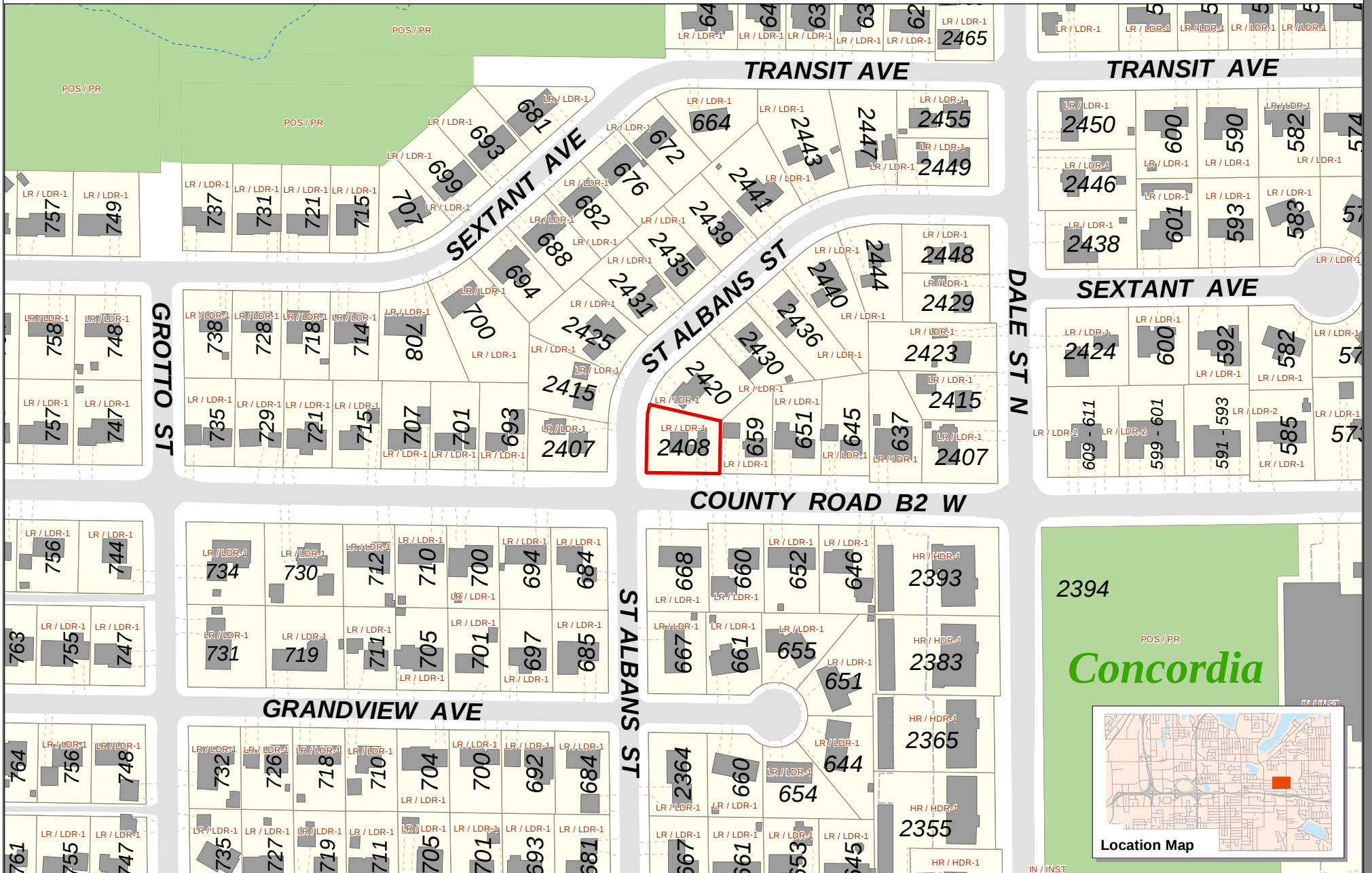
37 The property owner will then be billed for actual and administrative costs. If charges are not paid, staff
38 is to recover costs as specified in Section 407.07B.

39

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 2408 St. Albans.

2408 St. Albans St



Prepared by:
Community Development Department
Printed: February 23, 2011



Site Location

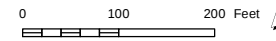
Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (2/1/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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mapdoc: planning_commission_location.mxd

REQUEST FOR COUNCIL ACTION

Date: 09-26-2011
Item No.: 12.f

Department Approval

City Manager Approval

PT/DM



Item Description: **Community Development Department Request to Issue a Ramsey County Court Citation for an Unresolved Violation of Roseville's City Code at 1756 Chatsworth Street.**

BACKGROUND

- The property is a single family home owned by Mr. David Battisto who lives at the property.
- The City continues to receive complaints from a neighbor about an unfinished driveway that does not have an approved hard surface installed (as required by City Code).
- Due to financial hardships, the property owner states he cannot complete a hard surfaced driveway that was required as part of a 2008 garage addition. The garage was finished, but the driveway was not. Currently the driveway just has a gravel base.
- The current violation is:
 - A driveway installed without an approved hard surface material. This is a violation of Roseville's City Code, Section 703.04.B.7 which specifically requires residential driveways to be hard surfaced with asphalt, concrete or pavers.
- This case came before Council on August 8th, 2011. At the public hearing staff recommended that in-order to resolve the issue before winter, Council approve a voluntary abatement of the violation whereby the City would contract to complete an asphalt overlay and assign the costs to the property for collection with taxes. Council did not approve the recommendation, discussed possible options and then tabled the matter.
- Staff reviewed various options for bringing the property into compliance, including:
 1. Issue a Ramsey County Court Citation for a City Code violation:
 - a) Advantages:
 - 1) This process follows existing City Code enforcement process.
 - 2) Less staff time is devoted to a resolution.
 - b) Disadvantages:
 - 1) Could take a long time to resolve (a year or more).
 2. Change Roseville's City Code to have gravel surfaced driveways included in Section 407 as public nuisances, whereby the City could then perform an abatement (contract to complete the work) under existing process in City Code Section 407.06.
 - a) Advantages:
 - 1) Would allow for abatement of the violation to be performed under existing City Code enforcement process in Section 407.06.
 - b) Disadvantages:

- 1) Public Nuisances are defined in part as: ‘Any act, substance, matter emission or thing which creates a dangerous or unhealthy condition or which threatens the public peace, health, safety or sanitary condition of the city or which is offensive or has a blighting influence on the community...’. A gravel driveway does not fit very well within the definition of a public nuisance.
 - 2) Would create a conflict in the City Code whereby an existing non-conforming use (which is allowed) would be declared a public nuisance (and therefore not allowed).
 - 3) Would turn many existing non-conforming properties into public nuisances and require these residents to spend large amounts to upgrade driveway surfaces.
3. Perform a voluntary abatement whereby the City would contract to complete the hard-surfaced driveway (with the property owner’s permission) and assign the costs for collection with property taxes (similar to the abatement process in Section 407.06):
- a) Advantages:
 - 1) Would remove a City Code violation that continues to negatively impact the surrounding neighborhood.
 - 2) Would resolve an outstanding City Code violation much more quickly than the citation process.
 - b) Disadvantages:
 - 1) Because this is a violation of Section 703 of the City Code and not a public nuisance, the abatement process for public nuisances in Section 407 is not applicable in this case.
 - 2) Could be viewed as the City providing short term funding for some residents but not for others.
 - 3) Could cause other property owners with violations to attempt to negotiate versus comply.
4. Take no action:
- a) Advantages:
 - 1) Allows the property owner more time to recover financially and eventually finish the driveway and come into compliance.
 - b) Disadvantages:
 - 1) Allows a City Code violation to continue and negatively impact surrounding properties.

POLICY OBJECTIVE

- Property maintenance through City abatement activities is a key tool to preserving high-quality residential neighborhoods. Both Imagine Roseville 2025 and the City’s 2030 Comprehensive Plan support property maintenance as a means by which to achieve neighborhood stability. The Housing section of Imagine Roseville suggests that the City “implement programs to ensure safe and well-maintained properties.” In addition, the Land Use chapter (Chapter 3) and the Housing and Neighborhoods chapter (Chapter 6) of the Comprehensive Plan support the City’s efforts to maintain livability of the City’s residential neighborhoods with specific policies related to property maintenance and code compliance. Policy 6.1 of Chapter 3 states that the City should promote maintenance and reinvestment in housing and Policy 2.6 of Chapter 6 guides the City to use code-compliance activities as one method to prevent neighborhood decline.

78 **FINANCIAL IMPACTS**

- 79 • The City Code violation at 1756 Chatsworth Street could negatively impact the property values
80 of surrounding properties.
- 81 • The issuance of a Ramsey County Court Citation would involve no monetary outlays by the
82 City as the prosecuting attorney handles these cases as part of their contract.
- 83 • A voluntary abatement would result in the expenditure of approximately \$4,500.00 (with full
84 reimbursement occurring at 8%).

85 **STAFF RECOMMENDATION**

- 86 • Staff recommends that the Council direct Community Development staff to issue a Ramsey
87 County Court Citation to Mr. David Battisto for violation of Roseville’s City Code at 1756
88 Chatsworth Street.

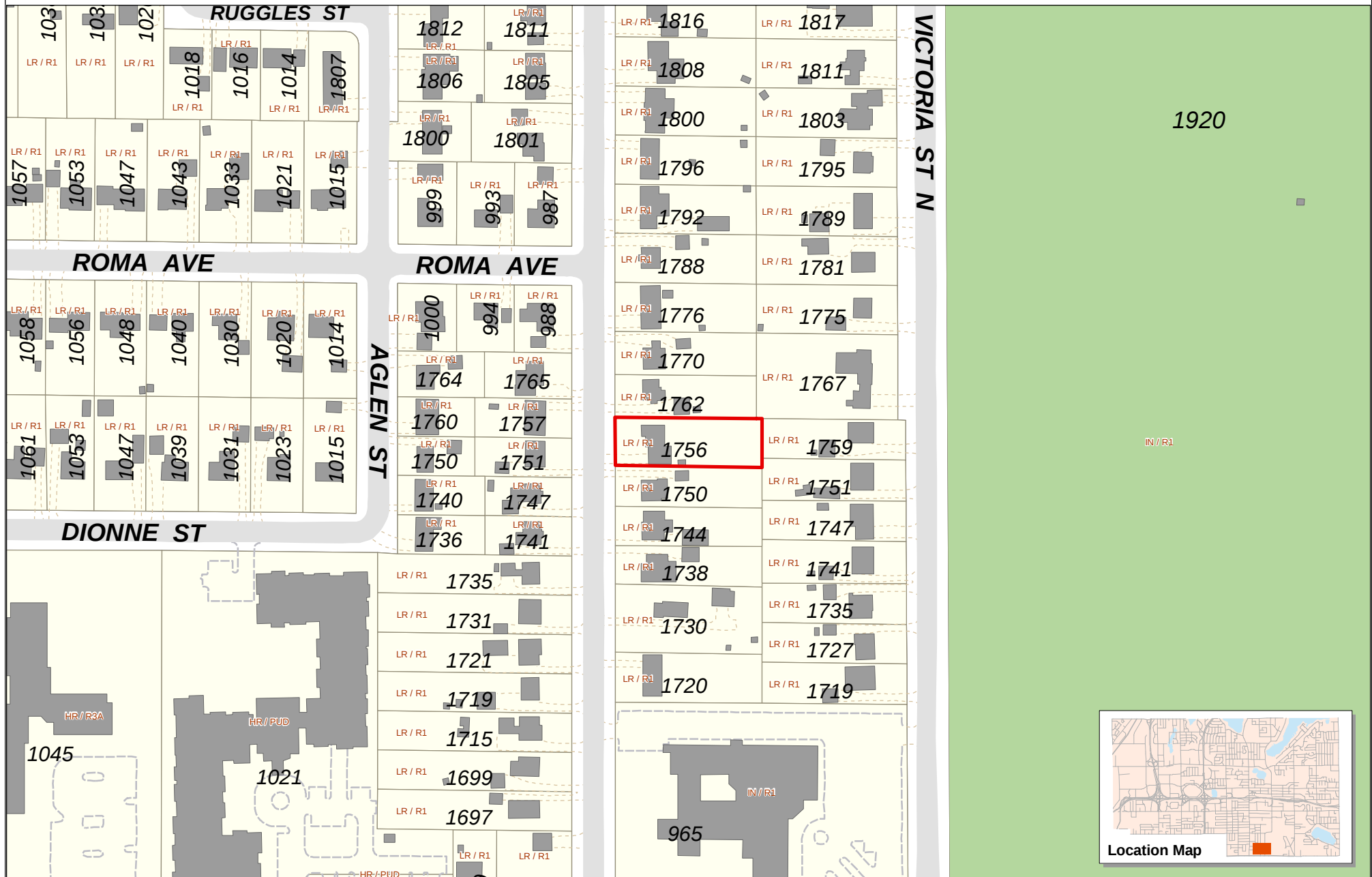
89 **REQUESTED COUNCIL ACTION**

- 90 • Direct Community Development staff to issue a Ramsey County Court Citation to Mr. David
91 Battisto for violation of Roseville’s City Code Section 703.04.B.7 at 1756 Chatsworth Street.
- 92
- 93
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Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1756 Chatsworth Street

1756 Chatsworth St N



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

Site Location

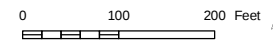
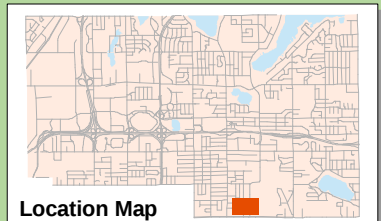
Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (7/1/2010)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 9/26/2011

ITEM NO: 12.g

Division Approval



City Manager Approval



Item Description: Request by Meritex Enterprises, Inc. for approval of a **final plat** of Outlot A created in the recently-approved Highcrest Park Addition plat (**PF11-020**).

1.0 REQUESTED ACTION

Meritex Enterprises proposes to plat the portion of Outlot A, at 2285 Walnut Street, lying immediately north of the triangle platted under the Highcrest Park Addition plat, leaving the remainder of the parcel as an outlot until future development plans necessitate platting more of the property.

Project Review History

- Application submitted and determined complete: July 1, 2011
- Preliminary plat approval (6-0 to approve): September 12, 2011
- Review deadline: October 29, 2011
- Project report prepared: September 22, 2011
- Anticipated City Council action: September 26, 2011

2.0 SUMMARY OF RECOMMENDATION

Community Development and Public Works Department staff recommend approval of the proposed FINAL PLAT; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed Highcrest Park 3rd Addition plat, pursuant to Title 11 (Subdivisions) of the City Code; see Section 8 of this report for the detailed action.

19 **4.0 BACKGROUND**

20 4.1 The property at 2285 Walnut Street has a Comprehensive Plan designation of Industrial
21 (I) and a corresponding zoning classification of Industrial (I) District. The preliminary
22 PLAT PROPOSAL has been prompted by plans to develop a 130,000-square-foot FedEx
23 office/warehouse facility in the southern portion of the existing Outlot A, created by the
24 first Highcrest Park Addition plat approved by the City Council on July 11, 2011.

25 4.2 For the sake of clarification, the nature of an “outlot” is such that it may not be developed
26 until it is re-platted. In this case, the intent is to plat the proposed Outlot A when future
27 development scenarios are solidified enough to determine where lot lines will be most
28 appropriate. A large pile of rubble, the subject of a recent interim use approval, stands on
29 the northern portion of the proposed outlot.

30 **5.0 PUBLIC COMMENT**

31 The duly-noticed public hearing for the PRELIMINARY PLAT application was held by the
32 Planning Commission on August 3, 2011. At the time this report was prepared, Planning
33 Division staff has received no questions or comments about the proposed plat from
34 nearby property owners or other members of the public.

35 **6.0 FINAL PLAT AND PUBLIC IMPROVEMENT CONTRACT**

36 6.1 Plat proposals are reviewed primarily for the purpose of ensuring that all proposed lots
37 meet the minimum size requirements of the zoning code, that adequate streets and other
38 public infrastructure are in place or identified and constructed, and that storm water is
39 addressed to prevent problems either on nearby property or within the storm water
40 system. As PLAT of an industrial property, the proposal leaves no zoning issues to be
41 addressed since the Zoning Code does not establish minimum lot dimensions or area.
42 Any development plans will need to comply with all applicable City Code requirements,
43 the requirements of the Rice Creek Watershed District, and any other regulating body.

44 6.2 Roseville’s Development Review Committee, a body comprising staff from various City
45 departments, met on July 14, 2011 to discuss the application. As the City’s authority
46 storm water- and infrastructure issues, Public Works Department had the biggest portion
47 of information to review and has worked through these issues with the applicant in
48 preparation for the FINAL PLAT approval.

49 6.3 On August 2, 2011, the Roseville Parks and Recreation Commission reviewed the
50 proposed PRELIMINARY PLAT against the park dedication requirements of §1103.07 of the
51 City Code. According to the draft meeting minutes provided to Planning Division staff,
52 the commissioners discussed their previous decisions for earlier developments in the
53 area, and inquired whether or not revenues collected from park dedication can be used for
54 public art; Parks and Recreation Department staff explained that the state statute directs
55 park dedication funds to be used for capital projects and not for maintenance. The Parks
56 and Recreation Commission unanimously voted to recommend accepting cash in lieu of
57 land for park development.

58 6.4 A Public Improvement Contract (PIC) was approved in connection with the Highcrest
59 Park Addition 1st addition plat; with the exception of needing a public sidewalk
60 constructed in the Walnut Street right-of-way, the present plat application does not
61 require the public improvements of the 1st Addition plat. For this reason, the PIC for the
62 proposed 3rd Addition plat will be an amended version of the approved PIC which

obligates Meritex to construct the sidewalk as required. The details of the amended PIC are yet to be worked out but, in the interest of facilitating the sale of the platted lot and the commencement of construction on the property in 2011, Public Works and Community Development staff recommend approving the plat contingent upon recording an approved PIC before (or concurrent with) recording the plat itself.

7.0 RECOMMENDATION

Based on the comments and findings outlined in Sections 4-6 of this report, Community Development and Public Works Departments find that the proposed FINAL PLAT is consistent with the PRELIMINARY PLAT reviewed by the Planning Commission and, consequently, recommend that it be approved, pursuant to Title 11 of the Roseville City Code, with the condition that an amended Public Improvement Contract be approved by the City Council and recorded at Ramsey County before or at the same time as the plat is recorded.

8.0 SUGGESTED ACTION

Adopt a resolution approving the Highcrest Park Addition Plat and Public Improvement Contract amendment at 2285 Walnut Street, based on the comments and findings of Sections 4-6 and the recommendation of Section 7 of this staff report, with the following conditions:

- a** Meritex Enterprises, Inc. shall provide acceptable title evidence to the City showing satisfactory fee simple title solely in the name of Meritex Enterprises, Inc., without any encumbrances, liens or other interests against the property; and
- b** Meritex Enterprises, Inc. shall receive City Council approval of an amended Public Improvement Contract and record it at Ramsey County before or at the same time as the Highcrest Park 3rd Addition plat is recorded.

Prepared by: Associate Planner Bryan Lloyd

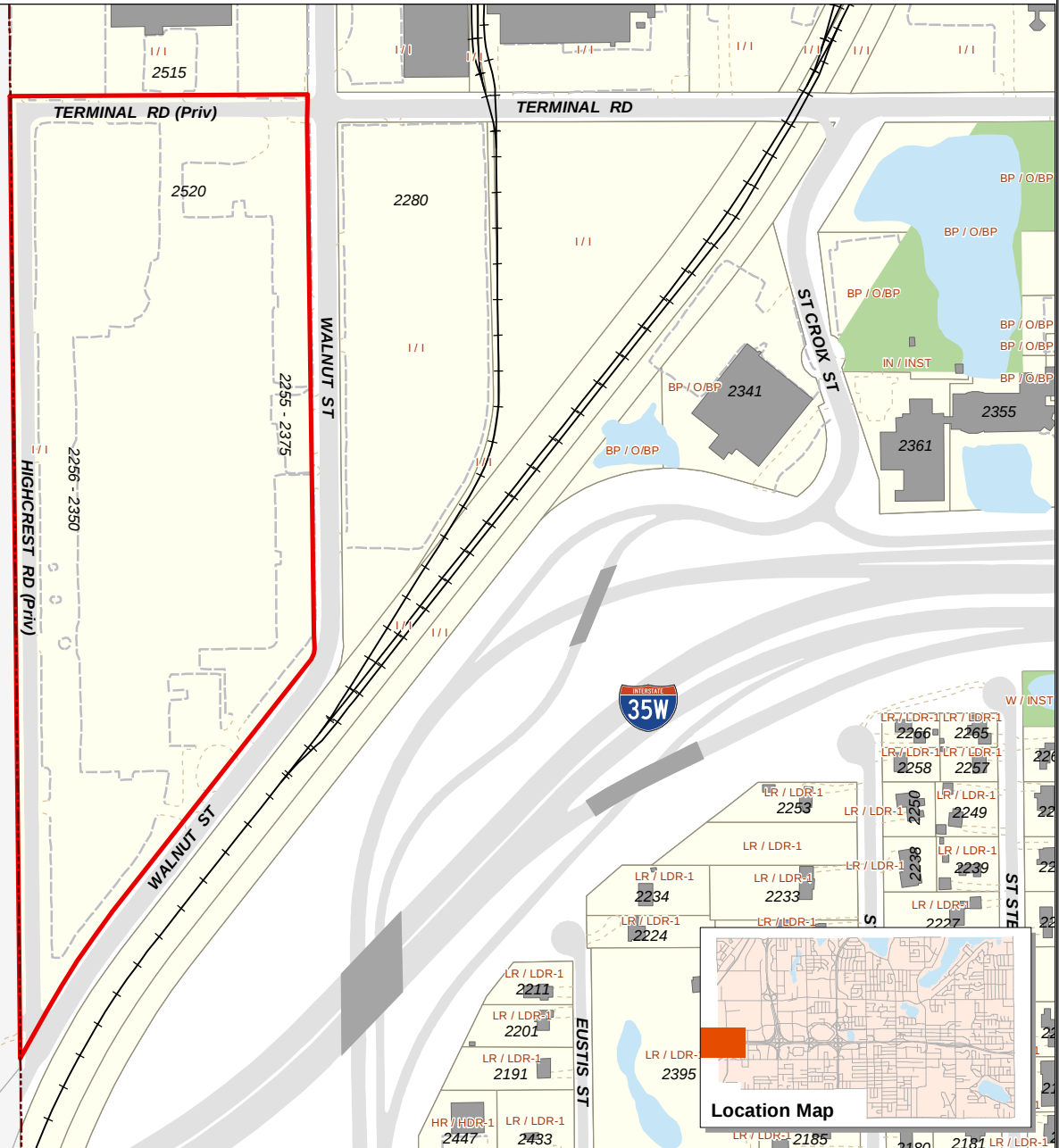
Attachments: A: Area map
B: Aerial photo

C: Final plat information
D: Draft resolution

Attachment A: Location Map for Planning File 11-002

City of St. Anthony

Hennepin County



Prepared by:
Community Development Department
Printed: February 14, 2011



Site Location

LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (2/1/2011)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

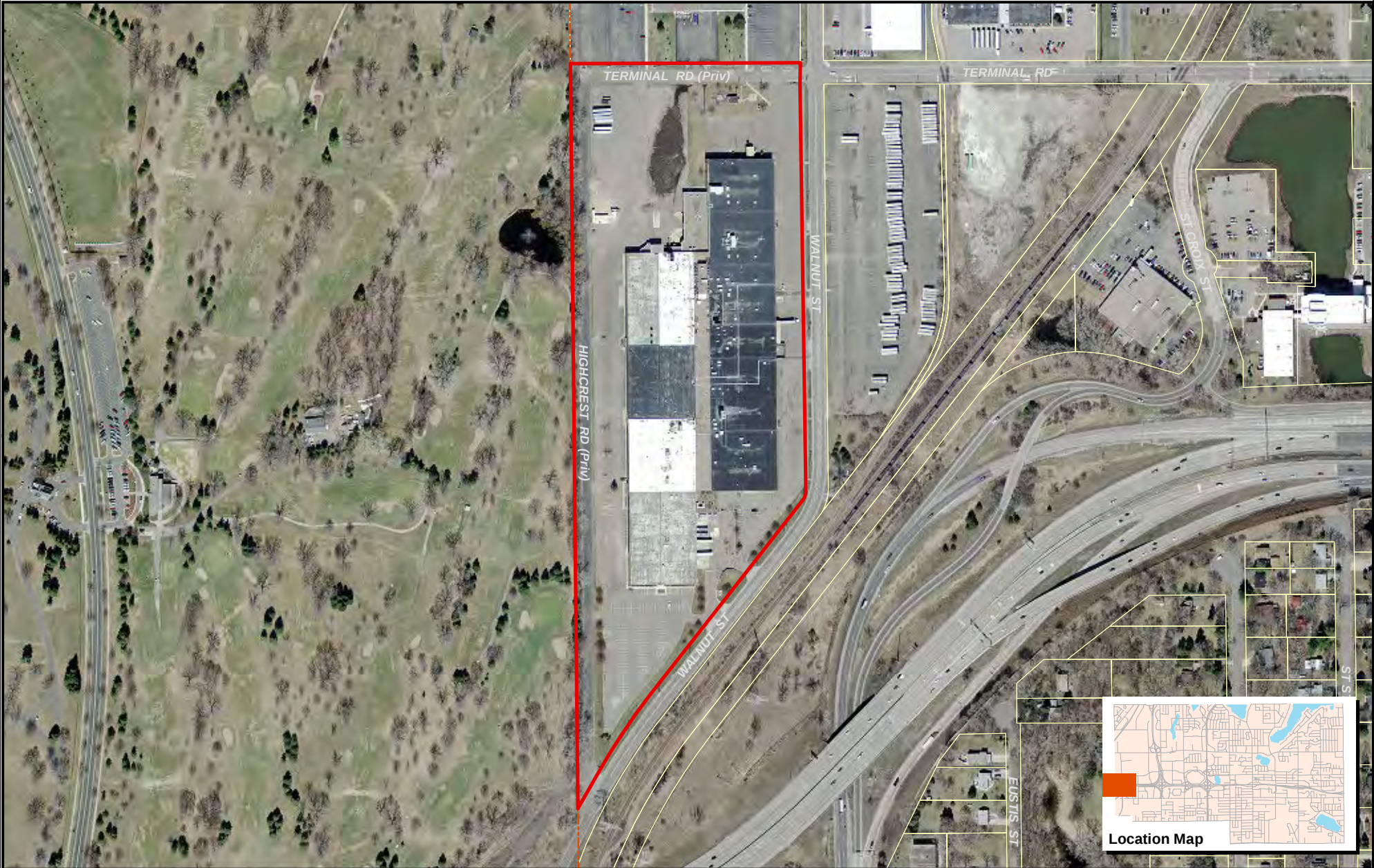
Disclaimer

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

0 100 200 300 400 Feet

mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 11-002



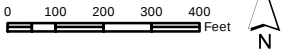
Prepared by:
Community Development Department
Printed: February 14, 2011



Site Location

Data Sources
* Ramsey County GIS Base Map (2/1/2011)
* Aerial Data: Kucera (4/2009)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

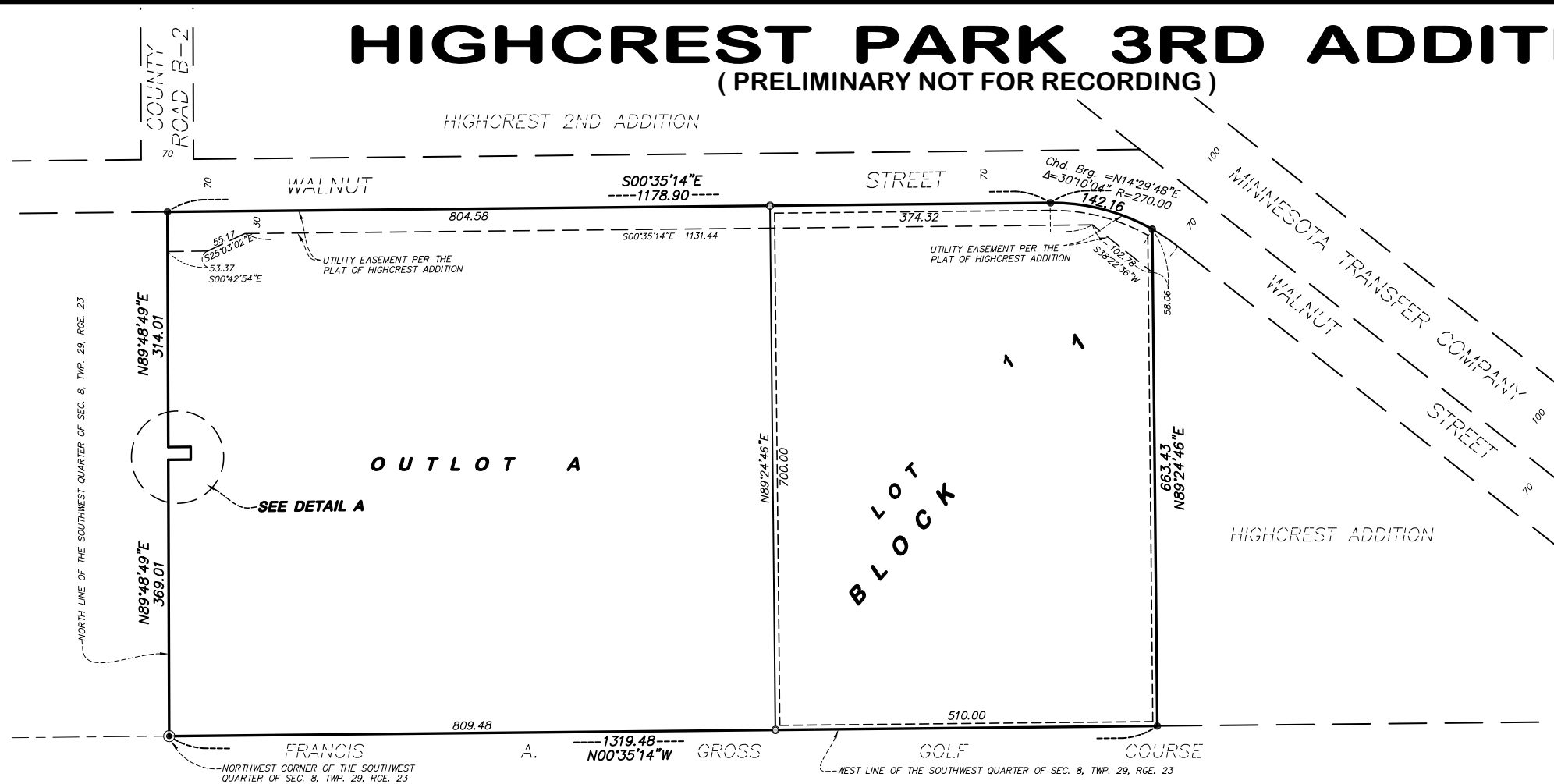
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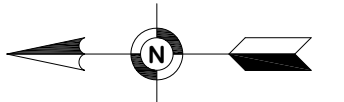
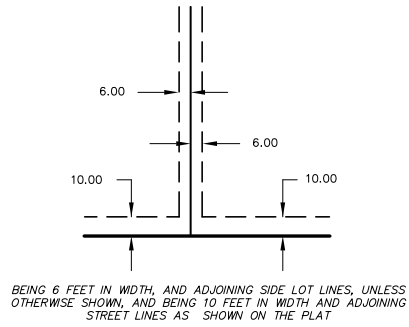
HIGHCREST PARK 3RD ADDITION

(PRELIMINARY NOT FOR RECORDING)

Attachment C

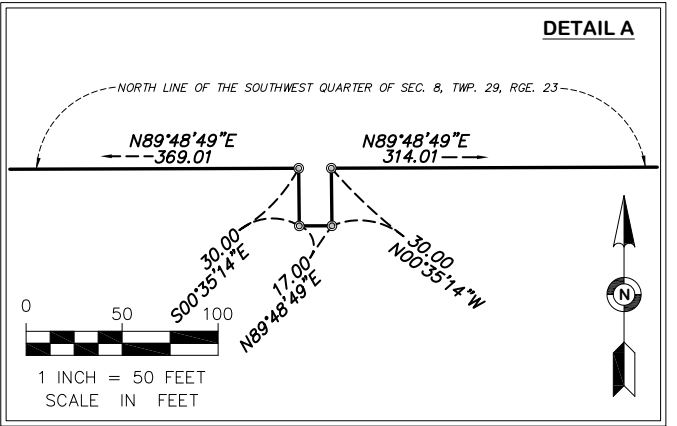


DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



The orientation of this bearing system is based on the Ramsey County Coordinate Grid (NAD 83-96 Adj.).

- DENOTES FOUND CAST IRON MONUMENT
- DENOTES 1/2 INCH BY 14 INCH FOUND IRON MONUMENT MARKED BY LICENSE NO. 44123
- DENOTES 1/2 INCH BY 14 INCH IRON MONUMENT SET & MARKED BY LICENSE NO. 44123



KNOW ALL MEN BY THESE PRESENTS: That Meritex Enterprises, Inc., a Minnesota corporation, fee owner, and U.S. Bank National Association, a national banking association, mortgagee, of the following described property situated in the City of Roseville, County of Ramsey, State of Minnesota:

OUTLOT A, HIGHCREST ADDITION, WASHINGTON COUNTY, MINNESOTA

Has caused the same to be surveyed and platted as HIGHCREST PARK 3RD ADDITION.

In witness whereof said Meritex Enterprises, Inc., a Minnesota corporation has caused these presents to be signed by it's proper officer this _____ day of _____, 201____

Signed: Meritex Enterprises, Inc.

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201____, by _____, _____, of Meritex Enterprises, Inc., a Minnesota corporation, on behalf of the corporation.

Notary Public _____ County, _____
My commission expires _____

In witness whereof said U.S. Bank National Association, a national banking association, has caused these presents to be signed by its proper officer this _____ day of _____, 201____.

Signed: U.S. Bank National Association, a national banking association

_____, its _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 201____, by _____ the _____ of U.S. Bank National Association, a national banking association, on behalf of the association.

Notary Public _____ County, _____
My commission expires _____

I, Brent R. Peters do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this day of _____ day of _____, 201____.

Brent R. Peters, Licensed Land Surveyor
Minnesota License No. 44123

STATE OF _____
COUNTY OF _____

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 201____, by Brent R. Peters, Licensed Land Surveyor.

Notary Public _____ County, _____
My commission expires _____

CITY OF ROSEVILLE

We do hereby certify that on the _____ day of _____, 201____, the City Council of the City Roseville, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

_____, Mayor _____, Clerk

DEPARTMENT OF PROPERTY RECORDS AND REVENUE

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year _____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfers entered this _____ day of _____, 201____.

_____, Director _____, Deputy
Property Records and Revenue

COUNTY SURVEYOR

I hereby certify that this plat complies with the requirements of Minnesota Statutes, Section 505.021, and is approved pursuant to Minnesota Statutes, Section 383A.42, this _____ day of _____, 201____.

Michael Fiebiger, P.L.S.
Ramsey County Surveyor

COUNTY RECORDER
County of Ramsey, State of Minnesota

I hereby certify that this plat of HIGHCREST PARK ADDITION 3RD ADDITION was filed in the office of the County Recorder for public record this _____ day of _____, 201____, at _____ O'clock ____ M., and was duly filed in Book _____ of Plats, Pages _____ and _____ as Document Number _____.

Deputy County Recorder



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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26th day of September 2011 at 6:00 p.m.

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

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE FINAL PLAT OF THE HIGHCREST PARK 3RD
ADDITION (PF11-020)**

WHEREAS, Meritex Enterprises Inc., applicant for approval of the proposed plat, owns the property at 2285 Walnut Street, which is legally described as; and

Highcrest Park Addition Outlot A

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed PRELIMINARY PLAT on August 3, 2011, and after said public hearing the Roseville Planning Commission voted to recommend approval of the proposed PRELIMINARY PLAT based on the comments and findings of the staff report and the input from the public; and

WHEREAS, the Roseville City Council, at its regular meeting on September 12, 2011, received the Planning Commission's recommendation and voted unanimously to approve the PRELIMINARY PLAT; and

WHEREAS, the final plat materials and a Public Improvement Contract have been prepared and submitted, pursuant to the PRELIMINARY PLAT approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the FINAL PLAT of the subject property creating Lot 1 Block 1 and Outlot A of the Highcrest Park 3rd Addition is hereby approved, subject to the following conditions:

- a. Meritex Enterprises, Inc. shall provide acceptable title evidence to the City showing satisfactory fee simple title solely in the name of Meritex Enterprises, Inc., without any encumbrances, liens or other interests against the property; and
- b. Meritex Enterprises, Inc. shall receive City Council approval of an amended Public Improvement Contract and record it at Ramsey County before or at the same time as the Highcrest Park 3rd Addition plat is recorded.

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

34 WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 26th day of September 2011.

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: September 26, 2011
Item No.: 12.h

Department Approval



City Manager Approval



Item Description: Request For Contract Approval for Architectural Services

BACKGROUND

On March 21, 2011 the Fire Department Building Facility Needs Committee presented the following recommendations to the City Council regarding direction for future fire stations.

After an extensive evaluation of fire department operations, services offered, current building conditions and shortcomings, station locations, and future shared services the committee made a recommendation that the fire department move to a single new fire station on the grounds of the current Fire Station #1 at 2701 Lexington Ave. This recommendation would consolidate the department's current three station out-dated model into a centrally located station that would better serve the community both today and into the future.

At the March 21, 2011 City Council meeting, approval was given to the Fire Department to request proposals for architectural services using the overall best value selection process. Request for Proposals (RFP's) were issued on August 4, 2011 and closed August 25, 2011. Ten proposals were received and evaluated using the overall best value process. The process evaluated potential architectural firms using the following five criteria areas. Past performance, fees, background and qualifications, risk assessment and value added, and firm interviews. The evaluation team reviewed both Phase I and Phase II proposal data in determining the overall best firm to provide architectural services. Due to the large number of proposals received a finalist list was established prior to the interview stage. The finalist list was based on the scoring of all categories other than interview.

Evaluation criteria were weighed according to the following categories:

CATEGORY	WEIGHT	CRITERIA
Fees	20 %	Proposal
Past Performance	20 %	Surveys of Past Performance
Interview	20 %	
Background and Qualifications	20 %	Background/Qualifications
Risk Assessment -Value Added	20%	Risk Assessment and Value added plan

The five finalist firms results are included in the below table.

Proposal Firms	Best Value Score
Buetow & Associates	223
CNH Architects	249
CDG- Collaborative Design Group	216.5
Five Bugles Design	240.5
DLR/KKE Group	236

The best value evaluation team consisted of Fire Chief Tim O'Neill, Fire Marshal John Loftus, Shift Commander David Brosnahan, Police Chief Rick Mathwig, resident Hugh Thibodeau, and Construction Managers Tom Ginter and Steve Kilmer.

Through this process, the evaluation team determined the apparent best value submittal.

The Fire Department requests approval to award a contract to CNH Architects of Apple Valley Minnesota, for Phase I scope of services as described in the request for proposals.

Phase I of the process would include the following:

Project Phase I

Scope of services

The listed services are not intended to exclude other services that the firm believes necessary and is able to provide. Required services include:

- **Sustainable design coordination:**
Architectural firm must be able to transition from Phase I of the project into Phase II of the project which will include final design and construction. Lead Architect must be capable of assuring a consistent design management team through the full length of both Phase I and II of the project.
- **Program development:**
Develop preliminary program. Because of the interest of various groups in the planning for this facility, focus groups for specific components have been structured. The architect will need to translate the desires and intentions of each of the focus groups into a complete plan, resolving conflicts in design. The architect, based on past experiences, will also be called upon to suggest/explore additional enhancements to the facility.
- **Preliminary architectural drawings & design development:**
The architect shall prepare conceptual design and design development drawings and perspectives to illustrate the building's design. Alternatives to the design shall also be considered. A preliminary palette of material will be identified and a cost projection will be required. The building location, approaches, parking and relationship to other exterior elements shall be defined. Workings with the Project Planning Team identify all needed space needs.
- **Geotechnical engineering:**
Ability and experience in geotechnical design and planning. Develop a geotechnical report analysis for proposed site, including practicality of use, cost/ benefit analysis, and return on investment.

➤ **Risk Analysis**

- Perform risk analysis or design/planning issues associated with site layouts, including environmental evaluation.

➤ **Preliminary planning process:**

Regular attendance at Project Planning Team meetings is expected. The Fire Department has developed a PPT for the purpose of assisting design professional in the design development to assure departmental and community focus.

➤ **Project cost estimates:**

Based upon the preliminary architectural drawings, design development, and using all building equipment and components as provided by the Project Planning Team, a project cost estimate will be required through a coordinated effort of the architectural and construction management firms.

➤ **Site review:**

Review the site of the proposed building assuring that all site issues have been addressed.

➤ **Project time line**

- Develop a Phase II master project schedule that identifies all major project design and construction milestones.

➤ **LEED/Green Globes planning**

Ability to assure for the design, operation, and building management utilizing an environmentally friendly commercial design.

➤ **Regular attendance at Planning Project Team**

Regular attendance at Planning Project Team (PPT) meetings and City Council meetings/presentations is expected. The Fire Department has developed a PPT for the purpose of assisting design professional(s) in the design development to assure departmental and community focus.

FINANCIAL IMPACTS

The new fire station project incorporates two phases. Phase I will include the preliminary design phase and Phase II will be the final design, planning, and construction elements.

Phase I architectural services costs for CNH Architects is in the amount of \$50,800.

These costs are within our projected estimates and funding will be used from the future sale of capital improvement bonds.

STAFF RECOMMENDATION

Staff recommends Council authorize the fire department award of a contract for Architectural Services for Phase I of the new Fire Station Project with CNH Architects in the amount of \$50,800.

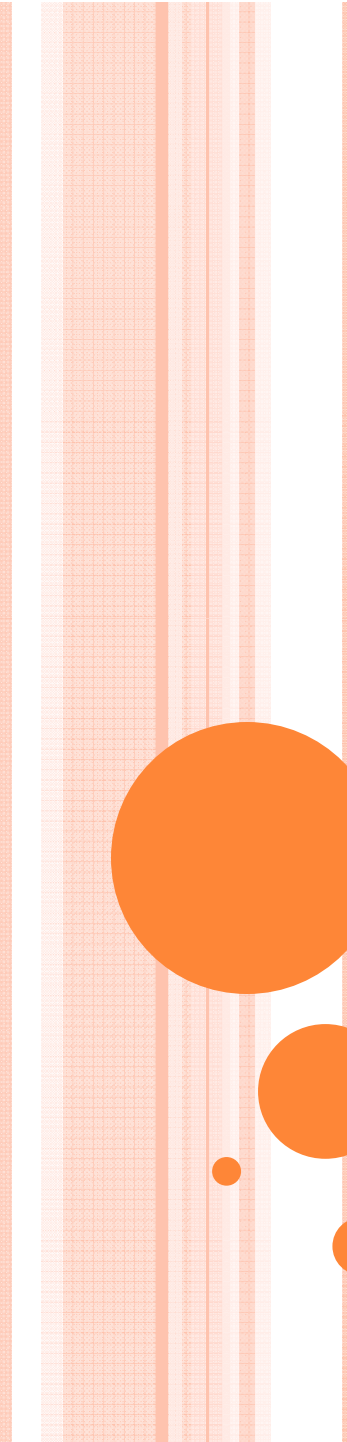
REQUESTED COUNCIL ACTION

Motion to authorize the fire department to award the contract for Architectural Services for Phase I of the new Fire Station Project to CNH Architects in the amount of \$50,800.

Prepared by: Timothy O'Neill, Fire Chief

Date: 9/26/11

Item: 13.a



FIRE DEPARTMENT REORGANIZATION

REORGANIZATION OBJECTIVES

- Succession planning
- Focused distribution of responsibilities
 - Operations
 - Prevention
 - Emergency Medical Services
- Being prepared for the future.
- Daytime shift supervision
- Emergency management



2007-2010 FIRE DEPARTMENT STRUCTURE

- Full-time staff
- Fire Chief
- Assistant Fire Chief
- Fire Marshal
- Fire Inspector
- Shift Supervisor
- Administrative Assistant/firefighter
- Firefighter
- Firefighter
 - Part-time staff
 - 65 Firefighters various positions



REORGANIZATION STRUCTURE

Full-time staff

- Full-Time Staff

- Fire Chief
 - Administrative Assistant
- Battalion Chief of Operations
- Battalion Chief of EMS
- Battalion Chief of Prevention

- Part-Time Staff

- 65 Firefighters of various positions and rank.



FINANCIAL IMPACTS

- Reduction of the following positions
 - Assistant Fire Chief
 - Full-time Firefighter (two positions)

Addition of the following position

- Battalion Chief of EMS

Restructure of the following positions

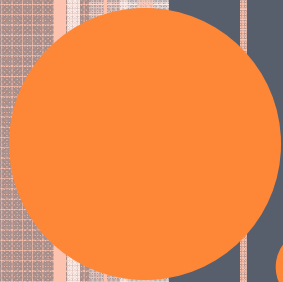
- Fire Marshal
- Shift Supervisor



FINANCIAL IMPACTS

- Overall reduction results in a savings of over \$108,700
- Reduction of 2 full-time firefighters are equally offset by the reorganization.





QUESTIONS

Council Review of City Manager

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a several statements describing a behavior standard in that category. For each statement, use the following scale to rank the city manager's performance.

- | | |
|--------------------------|--|
| 5 = Excellent | (almost always exceeds the performance standard) |
| 4 = Above Average | (generally exceeds the performance standard) |
| 3 = Average | (generally meets the performance standard) |
| 2 = Below Average | (usually does not meet the performance standard) |
| 1 = Poor | (rarely meets the performance standard) |

Any item left blank will be interpreted as a score of "3 = Average"

Please leave all pages of this evaluation form attached and initial each page.
All the results will be summarized into a performance evaluation to be presented to the City Manager as part of his annual review.

INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, a "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and willingness to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for the position
- _____ Is available and in town for important meetings and civic events

PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by Council, staff, or citizens
- _____ Sets a professional example in handling affairs of the office in a fair and impartial manner

RELATIONS WITH ELECTED MEMBERS OF THE CITY COUNCIL

- _____ Carries out directives of the Council as a whole rather than those of any one individual or minority group
- _____ Sets meeting agendas that reflect the wishes of the Council
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists the Council by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

POLICY EXECUTION

- _____ Implements Council's actions in accordance with the intent of the Council
- _____ Supports the actions of the Council after a decision has been reached
- _____ Understands and enforces local government's laws, policies, and ordinances

- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the Council for changes in law or policy when an existing policy or ordinance is no longer appropriate

REPORTING

- _____ Provides regular information and reports to the Council concerning matters of importance to the local government
- _____ Responds in a timely manner to requests from the Council for special reports
- _____ Takes the initiative to provide information and recommendations to the Council on matters that are not routine
- _____ Reports produced by the manager are accurate, comprehensive, and concise
- _____ Produces and handles reports conveying the message that affairs of the organization are open to public scrutiny

CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

COMMUNITY

- _____ Keeps community well informed of all issues facing the city
- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Establishes methods for civic engagement
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

LEADERSHIP

- _____ Leads by example
- _____ Encourages staff to bring ideas to the Council
- _____ Facilitates good working relationship among Council members
- _____ Brings creative and innovative ideas to the Council

Staff Evaluation of City Manager

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a several statements describing a behavior standard in that category. For each statement, use the following scale to rank the city manager's performance.

- | | |
|-------------------|--|
| 5 = Excellent | (almost always exceeds the performance standard) |
| 4 = Above Average | (generally exceeds the performance standard) |
| 3 = Average | (generally meets the performance standard) |
| 2 = Below Average | (usually does not meet the performance standard) |
| 1 = Poor | (rarely meets the performance standard) |

Any item left blank will be interpreted as a score of "3 = Average"

All the results will be summarized as part of a performance evaluation and presented to the City Manager as part of his annual review. **All responses will be anonymous.**

INDIVIDUAL CHARACTERISTICS

- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and willingness to adapt
- _____ Exhibits composure, appearance and attitude appropriate for the position
- _____ Is available and in town for important meetings and civic events
- _____ Provides guidance and innovation for challenging issues

PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solutions
- _____ Willing to try new ideas proposed by Council, staff, or citizens
- _____ Sets a professional example in handling affairs of the office in an impartial manner
- _____ Demonstrates thorough knowledge issues and duties of all departments

POLICY EXECUTION

- _____ Supports the actions of the Department after a decision has been reached
- _____ Understands and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives for changes in law or policy when an existing policy or ordinance is no longer appropriate

REPORTING

- _____ Provides regular information and reports concerning departmental and city matters
- _____ Responds in a timely manner to requests
- _____ Takes initiative to provide information and recommendations on matters brought forward by staff
- _____ Reports produced by the manager are accurate, comprehensive, and concise
- _____ Encourages transparency in all dealings with Council, staff and citizens

CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Is committed to maintaining citizen satisfaction with city services

STAFFING

- _____ Understands department staffing needs
- _____ Transmits funding and staffing issues effectively to Council

- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls
- _____ Develops and maintains a friendly and informal relationship with the staff and work force
- _____ Provides appropriate direction to staff through annual performance reviews, setting goals and objectives, assessing progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services requested by staff
- _____ Consults all departments concerning budget cuts
- _____ Applies cuts equitably among departments, in accordance with a sustainable plan
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

_____ Budgetary matters are presented fully and understandably

COMMUNITY

_____ Keeps community well informed of all issues facing the city

_____ Shares responsibility for addressing the difficult issues facing the city

_____ Establishes methods for civic engagement

_____ Cooperates with neighboring communities and the county

_____ Cooperates with other regional, state and federal government agencies

LEADERSHIP

_____ Leads by example

_____ Encourages staff to bring ideas to the Council

_____ Facilitates good working relationship among departments

_____ Generates and offers creative and innovative ideas

GENERAL ASSESSMENT

_____ Is competent

_____ Is a good leader

_____ Encourages innovation and creativity

_____ Creates a pleasant and safe working environment

_____ Is supportive of staff

_____ Is respectful of staff

_____ Handles issues in a competent and timely manner

City Manager Self-Assessment

As part of your performance review, we would like to provide an opportunity for you to give us input regarding your own evaluation your job and the supervision we provide.

1. Please list 3-5 major problems facing the city at this time.
2. Please list 3-5 strengths you feel you bring to this position.
3. Please list 3-5 weaknesses you have in your current position.
4. Please list 3-5 ways in which the Council could assist you in your position.
5. Please list 3-5 failings in the supervisory oversight provided by the Council.
6. Please list 3-5 ideas you would like to implement during the next year.