



City Council Agenda

Monday, March 2, 2015

6:00 p.m.

City Council Chambers

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, Roe
- 6:02 p.m. **2. Pledge of Allegiance**
- 6:05 p.m. **3. Approve Agenda**
- 6:10 p.m. **4. Public Comment**
- 6:15 p.m. **5. Council Communications, Reports and Announcements**
- 6:20 p.m. **6. Recognitions, Donations and Communications**
a. Proclaim Women's History Month
b. Introduce City Attorney Eric Hoffman
- 6:25 p.m. **7. Approve Minutes**
a. Approve Minutes of February 23 Council Meeting
- 6:35 p.m. **8. Approve Consent Agenda**
a. Approve Payments
b. Approve Business & Other Licenses & Permits
c. Approve General Purchases and Sale of Surplus items in excess of \$5000
d. Approve Facility Management Contract
e. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for Victoria Street Reconstruction
f. Approve Victoria Street Parking Prohibition – from Larpenteur Ave and County Road B
g. Approve Public Works Department Organizational Changes
- 6:40 p.m. **9. Consider Items Removed from Consent**

10. General Ordinances for Adoption

6:45 p.m. a. Consider Updates to the Sanitary Sewer Ordinance

11. Presentations

12. Public Hearings

13. Budget Items

14. Business Items (Action Items)

7:00 p.m. a. Continued Discussion of Civic Engagement Module and Request for Motion to Contract for Module Development and Website Integration

7:20 p.m. b. Request by HR LLC for Approval of a Final Plat at 2750 Cleveland Avenue

7:40 p.m. c. Award Design Services Contract with SRF Consulting Group for the Design of Twin Lakes Parkway Phase III

15. Business Items – Presentations/Discussions

16. City Manager Future Agenda Review

7:55 p.m. **17. Councilmember Initiated Items for Future Meetings**

8:00 p.m. **Closed Session**

Discuss City Manager Performance Evaluation

8:20 p.m. **Reconvene Open Session**

Summary of Discussion on City Manager Performance

8:30 p.m. **18. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Mar 3	6:30 p.m.	Park and Recreation Commission
Wednesday	Mar 4	6:30 p.m.	Planning Commission
Monday	Mar 9	6:00 p.m.	City Council Meeting
Tuesday	Mar 10	6:30 p.m.	Finance Commission
Thursday	Mar 12	6:30 p.m.	Community Engagement Commission
Wednesday	Mar 18	6:00 p.m.	Human Rights Commission
Monday	Mar 23	6:00 p.m.	City Council Meeting
Tuesday	Mar 24	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	Mar 31	6:00 p.m.	Housing and Redevelopment Authority
April			
Wednesday	Apr 1	6:30 p.m.	Planning Commission
Monday	Apr 6	6:00 p.m.	City Council Meeting

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



Women's History Month March 2015

Whereas: The City of Roseville is committed to recognizing and honoring contributions of all members of our community; and

Whereas: In 1980 the Joint Congressional Resolution declared the week of March 8 as National Women's History Week, and in 1987 Congress expanded the celebration of women's contributions to the entire month of March; and

Whereas: The movement recognizes and celebrates contributions that women of every race, class and ethnic background have made to the world; and

Whereas: It was not until 1833 that Oberlin College became the first college in the United States to admit women; and

Whereas: Even as "coeducation" grew, women's courses of study were often different from men's, and women's role models were few, as most faculty members were male; and

Whereas: Against social convention and often legal restraints, women have created a legacy that expands the frontiers of possibility. They have demonstrated character, courage and commitment as mothers, educators, institution builders, business, labor, political and community leaders, relief workers, religious leaders, and CEOs. Their lives and their work inspire girls and women to achieve their full potential and encourage boys and men to respect the diversity and depth of women's experience.

Whereas: The 2015 National Women's History Month, "**Weaving the Stories of Women's Lives**" weaves women's stories – individually and collectively – into the essential fabric of our nation's history.

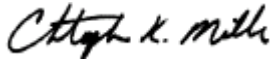
Now, Therefore Be It Resolved that the City Council hereby declare March 2015 to be Women's History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A. **In Witness Whereof**, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this twenty-third day of February 2015.

Mayor Daniel J. Roe

REQUEST FOR COUNCIL ACTION

Date: 03/02/2015
Item No.: 8.a

Department Approval



City Manager Approval



Item Description: Approve 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	\$46,906.28
76635-76653	\$301,221.71
Total	\$348,127.99

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks for Approval

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 2/24/2015 - 10:08 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/18/2015	Building Improvements	Other Improvements	Collins Electrical Construction Co.	Street Light Replacements	2,994.00
Other Improvements Total:						2,994.00
Fund Total:						2,994.00
76652	02/18/2015	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Midway Speedskating Bingo-Dec 201	2,075.22
76652	02/18/2015	Charitable Gambling	Professional Services - Bingo	Shidell & Mair	Youth Hockey Bingo-Dec 2014	2,211.30
Professional Services - Bingo Total:						4,286.52
Fund Total:						4,286.52
0	02/18/2015	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	2,000.00
211402 - Flex Spending Health Total:						2,000.00
76643	02/18/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	296.48
76643	02/18/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	722.02
76643	02/18/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	228.13
76643	02/18/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	120.22
76643	02/18/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Vehicle Repair/Updating	143.80
Contract Maint - Vehicles Total:						1,510.65
0	02/18/2015	General Fund	Contract Maint. - City Garage	Collins Electrical Construction Co.	Fuel Shut Off Switch Installation, Lar	870.00
Contract Maint. - City Garage Total:						870.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/18/2015	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Fall Maintenace	1,407.25
					Contract Maint. H.V.A.C. Total:	1,407.25
0	02/18/2015	General Fund	Contract Maint.- Old City Hall	Yale Mechanical, LLC	Boiler Repair-Dec 2014	408.25
					Contract Maint.- Old City Hall Total:	408.25
76644	02/18/2015	General Fund	Operating Supplies	Interstate All Battery Center	Batteries	205.48
76651	02/18/2015	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Software-Dec 2014	229.24
					Operating Supplies Total:	434.72
76640	02/18/2015	General Fund	Professional Services	Brighton Veterinary Hospital	Animal Control Monthly Billing- Sep	2,600.00
76645	02/18/2015	General Fund	Professional Services	League of MN Human Rights Com	Renewal Fee-2015	100.00
					Professional Services Total:	2,700.00
76639	02/18/2015	General Fund	Training	BCA-Criminal Apprehension	DMT Online Recertification Training	75.00
					Training Total:	75.00
0	02/18/2015	General Fund	Vehicle Supplies	Emergency Automotive Tech Inc	Brake Light	252.85
0	02/18/2015	General Fund	Vehicle Supplies	Larson Companies	Oil Filters, Roto Disc	441.00
					Vehicle Supplies Total:	693.85
					Fund Total:	10,099.72
0	02/18/2015	Golf Course	League Expenses	Target- CC	Gift Cards	120.00
					League Expenses Total:	120.00
0	02/18/2015	Golf Course	Merchandise For Sale	Target- CC	Concession Supplies	27.16
					Merchandise For Sale Total:	27.16
0	02/18/2015	Golf Course	Miscellaneous	Michaels-CC	PC Receipt Turned In	-67.94
0	02/18/2015	Golf Course	Miscellaneous	Target- CC	PC Receipt Turned In	-120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Miscellaneous Total:						-187.94
0	02/18/2015	Golf Course	Operating Supplies	Michaels-CC	Womens League Decorations	67.94
Operating Supplies Total:						67.94
Fund Total:						27.16
0	02/18/2015	Information Technology	Operating Supplies	SHI International Corp	Office License-Evenson	332.00
Operating Supplies Total:						332.00
0	02/18/2015	Information Technology	Transportation	Peter Bauer	Mileage Reimbursement	48.16
0	02/18/2015	Information Technology	Transportation	Steve Chung	Mileage Reimbursement	131.04
0	02/18/2015	Information Technology	Transportation	Jesse Richardson	Mileage Reimbursement	17.36
Transportation Total:						196.56
Fund Total:						528.56
0	02/18/2015	P & R Contract Maintenance	Clothing	Red Wing Shoes-CC	Steel Toe Safety Shoes	93.49
Clothing Total:						93.49
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Dalco Enterprises-CC	PC Receipt Turned In	-74.22
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Home Depot- CC	PC Receipt Turned In	-3,961.96
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Home Depot- CC	PC Receipt Turned In	-26.10
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Menards-CC	PC Receipt Turned In	-54.72
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Menards-CC	PC Receipt Turned In	-35.09
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Red Wing Shoes-CC	PC Receipts Turned In	-93.49
0	02/18/2015	P & R Contract Maintenance	Miscellaneous	Suburban Ace Hardware-CC	PC Receipt Turned In	-16.88
Miscellaneous Total:						-4,262.46
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Certified Laboratories, Inc.	Cleaning Supplies	475.28
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Certified Laboratories, Inc.	Shop Supplies	128.48
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Dalco Enterprises-CC	Soap	74.22
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Eselling4U-CC	Athletic Field Marker	296.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Whitewood Stud	26.10
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Menards-CC	Park Shelter Supplies	54.72
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Menards-CC	PC Receipt Turned In	-117.07
0	02/18/2015	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Restroom Supplies	16.88
Operating Supplies Total:						955.48
0	02/18/2015	P & R Contract Maintenance	Professional Services	Prowire, Inc.	Security System Service	153.00
Professional Services Total:						153.00
Fund Total:						-3,060.49
76648	02/18/2015	Park Renewal 2011	Capital Outlay	Musco Sports Lighting LLC	Rosebrook Park Soccer Control Link	8,950.00
76648	02/18/2015	Park Renewal 2011	Capital Outlay	Musco Sports Lighting LLC	B-Dale Softball Control Link Retrofi	8,950.00
Capital Outlay Total:						17,900.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	2,370.25
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	25,650.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	3,762.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	2,113.75
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	3,348.75
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	5,836.80
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	1,420.25
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	1,986.45
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	3,762.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	1,900.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	5,814.95
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	4,377.60
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	9,001.25
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	662.14
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	58,900.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	12,801.25
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	961.88
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	27,684.90
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	26,277.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	331.07
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	2,365.50
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	700.63
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	7,296.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	28,405.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	7,125.00
0	02/18/2015	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	PRRP Consulting	7,923.95
Contractor Payments Total:						252,778.37
76636	02/18/2015	Park Renewal 2011	Professional Services	Angstrom Analytical, Inc.	Asbestos Demolition Survey	425.00
0	02/18/2015	Park Renewal 2011	Professional Services	LHB Inc	Park Renewal Program Management	3,467.00
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Villa Park	738.00
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Sandcastle Park	181.00
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Lexington Park	739.25
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Villa Park	381.00
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Sandcastle Park	832.25
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Lexington Park	909.00
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Autumn Grove	893.75
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Rosebrook Park	678.00
76649	02/18/2015	Park Renewal 2011	Professional Services	Northern Technologies, Inc.	Oasis Park	1,015.25
0	02/18/2015	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	PRRP Consulting	1,235.00
0	02/18/2015	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	PRRP Consulting	475.00
0	02/18/2015	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	PRRP Consulting	475.00
Professional Services Total:						12,444.50
Fund Total:						283,122.87
76646	02/18/2015	Parks & Recreation Vehicle Rev	Capital Outlay	Master Technology Group	Patchpanel Wall Bracket	1,243.56
76646	02/18/2015	Parks & Recreation Vehicle Rev	Capital Outlay	Master Technology Group	Patchpanel Wall Bracket	1,079.39
76646	02/18/2015	Parks & Recreation Vehicle Rev	Capital Outlay	Master Technology Group	Patchpanel Wall Bracket	1,085.44
Capital Outlay Total:						3,408.39
Fund Total:						3,408.39
0	02/18/2015	Recreation Donations	Operating Supplies	All Seasons Rental- CC	Mixing Trailer	166.72
Operating Supplies Total:						166.72
76641	02/18/2015	Recreation Donations	Other Improvements	Flagship Recreation	Steel Bench	1,715.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Other Improvements Total:						1,715.00
Fund Total:						1,881.72
76650	02/18/2015	Recreation Fund	Advertising	Pioneer Press	Oval Advertising	535.50
Advertising Total:						535.50
76638	02/18/2015	Recreation Fund	Figure Skate School	Deb Bastyr	Ice Show Costume Fee Refund	90.00
Figure Skate School Total:						90.00
0	02/18/2015	Recreation Fund	Miscellaneous	All Seasons Rental- CC	PC Receipt Turned In	-166.72
0	02/18/2015	Recreation Fund	Miscellaneous	Eselling4U-CC	PC Receipt Turned In	-296.87
0	02/18/2015	Recreation Fund	Miscellaneous	Hejny Rental Inc-CC	PC Receipt Turned In	-150.41
0	02/18/2015	Recreation Fund	Miscellaneous	Michaels-CC	PC Receipt Turned In	-53.68
0	02/18/2015	Recreation Fund	Miscellaneous	Target- CC	PC Receipt Turned In	-27.16
0	02/18/2015	Recreation Fund	Miscellaneous	Twin Cities Reptile-CC	PC Receipt Turned In	-3.00
Miscellaneous Total:						-697.84
0	02/18/2015	Recreation Fund	Operating Supplies	Becker Arena Products, Inc.	Black Rubber Flooring	4,882.50
0	02/18/2015	Recreation Fund	Operating Supplies	Becker Arena Products, Inc.	Black Rubber Flooring	1,762.50
0	02/18/2015	Recreation Fund	Operating Supplies	Hejny Rental Inc-CC	Canopy	150.41
0	02/18/2015	Recreation Fund	Operating Supplies	Michaels-CC	HANC Supplies	53.68
76653	02/18/2015	Recreation Fund	Operating Supplies	Team Sideline	Use of Team Sideline Site	599.00
0	02/18/2015	Recreation Fund	Operating Supplies	Twin Cities Reptile-CC	Animal Food	3.00
Operating Supplies Total:						7,451.09
76637	02/18/2015	Recreation Fund	Professional Services	Art Spark	Princess Art Camp	192.00
0	02/18/2015	Recreation Fund	Professional Services	Deborah Cash	Performer Payment Reimbursement	500.00
Professional Services Total:						692.00
0	02/18/2015	Recreation Fund	Transportation	Matthew Johnson	Mileage Reimbursement	454.71
Transportation Total:						454.71

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						8,525.46
76642	02/18/2015	Recreation Improvements	Tom Curley Play Area Replace	Gary Carlson Equipment, Corp.	Auger Rental	42.00
0	02/18/2015	Recreation Improvements	Tom Curley Play Area Replace	Home Depot- CC	Wood	3,961.96
0	02/18/2015	Recreation Improvements	Tom Curley Play Area Replace	Menards-CC	Villa Rink Supplies	35.09
0	02/18/2015	Recreation Improvements	Tom Curley Play Area Replace	Menards-CC	Ice Rink Supplies	117.07
Tom Curley Play Area Replace Total:						4,156.12
Fund Total:						4,156.12
76635	02/18/2015	Sanitary Sewer	Other Improvements	Advanced Engineering & Environm	2014 SCADA Upgrades	1,500.00
Other Improvements Total:						1,500.00
Fund Total:						1,500.00
76647	02/18/2015	Storm Drainage	Evergreen Park Drainage Improv	MLC Irrigation Consultants, Inc.	Irrigation System Design	2,125.00
0	02/18/2015	Storm Drainage	Evergreen Park Drainage Improv	SRF Consulting Group, Inc.	Evergreen Park Underground Storage	13,876.96
Evergreen Park Drainage Improv Total:						16,001.96
76635	02/18/2015	Storm Drainage	Other Improvements	Advanced Engineering & Environm	2014 SCADA Upgrades	1,500.00
Other Improvements Total:						1,500.00
Fund Total:						17,501.96
0	02/18/2015	Street Light Replacement	Capital Outlay	Collins Electrical Construction Co.	Street Light Replacements	11,656.00
Capital Outlay Total:						11,656.00
Fund Total:						11,656.00
76635	02/18/2015	Water Fund	Other Improvements	Advanced Engineering & Environm	2014 SCADA Upgrades	1,500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
						Other Improvements Total: 1,500.00
						Fund Total: 1,500.00
						Report Total: 348,127.99

REQUEST FOR COUNCIL ACTION

Date: 03/02/2015
Item No.: 8.b

Department Approval



City Manager Approval



Item Description: Approve 2015 Business and Other Licenses and Permits

BACKGROUND

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

Massage Therapy Establishment License

Mighty Fit Chick
2353 Rice Street #130
Roseville, MN 55113

Massage Therapist License

Lisa Thompson
Mighty Fit Chick
2353 Rice Street #130
Roseville, MN 55113

Panou Xiong
Massage Xcape
1767 Lexington Ave N
Roseville, MN 55113

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) pending successful background checks.

REQUESTED COUNCIL ACTION

Motion to approve the business and other license application(s) pending successful background checks.

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



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

Massage Therapy Establishment License Application

☒ New License ☐ Renewal For License Year Ending June 30, 2015

Business Name Mighty Fit Chick

Business Address 2353 Rice St. #130, Roseville, MN 55113

Business Phone 619-993-6957

Email Address prmassage@gmail.com

Person to Contact in Regard to Business License:

Full Legal Name (Please Print) Thompson Lisa Anne
(Last) (First) (Middle)

Home Address _____
(Street) (City) (State) (Zip)

Telephone (☒ Cell ☐ Home ☐ Work

Date of Birth (mm/dd/yyyy) _____

Driver's License Number _____ State of Issuance _____

Ethnicity:

Sex:

Have you ever used or been known by any name other than the legal name given above?

☐ Yes ☒ No

If Yes, List each full name along with dates and places where used.

Has the business held any previous massage therapy establishment licenses? If yes, in which city was it licensed?

☒ Yes San Diego, CA, Coronado, CA, ☐ No
Woodbury, MN (current)

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all 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.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature Lisa Thompson Date 2/24/15

License Fee is \$300.00
Additional \$150 background check fee for all first-time applicants
Make checks payable to: City of Roseville



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

Massage Therapist License

☒ New License ☐ Renewal

For the License Year Ending June 30, 2015

1. Full Legal Name (Please Print) Thompson Lisa Anne
(Last) (First) (Middle)

2. Home Address _____
(Street) (City) (State) (Zip)

3. Telephone () _____ ☒ Cell ☐ Home ☐ Work

4. Date of Birth (mm/dd/yyyy) _____

5. Email Address _____

6. Driver's License Number _____ State of Issuance _____

7. Ethnicity:

8. Sex:

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

☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
Mighty Fit Chick, 2353 Rice St #130, Roseville, MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?

☒ Yes San Diego, CA; Coronado CA; Woodbury, MN (current) ☐ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.

☐ Yes ☒ No ☐ N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature Lisa Thompson Date 2/24/15

Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville



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

Massage Therapist License

- ☒ New License ☐ Renewal For the License Year Ending June 30, 2015
1. Full Legal Name (Please Print) Xiong Panou
(Last) (First) (Middle)
2. Home Address _____
(Street) (City) (State) (Zip)
3. Telephone _____ ☒ Cell ☐ Home ☐ Work
4. Date of Birth (mm/dd/yyyy) _____
5. Email Address _____
6. Driver's License Number _____ State of Issuance _____
7. Ethnicity: _____
8. Sex: _____
9. Have you ever used or been known by any name other than the legal name given in number 1 above?
☐ Yes ☒ No If Yes, List each full name along with dates and places where used.
10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
Massage Xscape 1767 Lexington AVE N, Roseville, MN 55113
11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
☐ Yes ☒ No
12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or not renewed? If yes, explain in detail on the back of this page.
☐ Yes ☐ No ☐ N/A

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data, with the exception of driver's license numbers, will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

By signing below you certify that the above information is correct and authorize the City of Roseville Police Department to run your information for the required background checks. (Note: Background checks may take up to 30 days to complete.)

Signature Panou Xiong Date 2/19/15

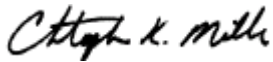
Please print this form and mail or hand-deliver along with a certified copy of a diploma or certificate of graduation from a school of massage therapy including proof of a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville

REQUEST FOR COUNCIL ACTION

Date: 3/02/2015
Item No.: 8.c

Department Approval



City Manager Approval



Item Description: Approve 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	Budget / CIP
Sewer	MacQueen Equipment	2015 Vactor Sewer Cleaner (a)	276,170.00	CIP
Street/Storm	Arnolds Inc.	2015 Kubota Tractor (b)	60,300.00	CIP
Storm	Titan Machinery Inc.	2015 Flail Mower (b)	14,440.52	CIP
Streets	Truck Utilities	2015 Wing Snowplow	20,720.00	CIP
Streets	Towmaster	Truck dump box, hydraulics (b)	90,898.00	CIP
Storm	Ess Brothers & Sons	Storm sewer lining (c)	49,814.44	Budget
Streets	Keller Fence	Fence for wall @ 1810 Oakcrest	9,179.00	Budget
Streets	Myers Tire Supply	Tire Changer & Lift	8,831.15	CIP

Comments/Description:

- a) Purchased off the State Bid Contract. Replaces the current machine and includes trade-in of old vehicle for \$95,000
- b) Purchased off the State Bid Contract.
- c) Includes sealing the ring area and joint sections of manholes and catch basins. Per lowest quote.
- d) Fencing for retaining wall at 1810 Oakcrest Avenue.

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
Sewer	2005 Vactor Sewer Cleaner - \$95,000

23 **POLICY OBJECTIVE**
24 Required under City Code 103.05.

25 **FINANCIAL IMPACTS**
26 Funding for all items is provided for in the current operating or capital budget.

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

30 **REQUESTED COUNCIL ACTION**
31 Motion to approve the attached list of general purchases and contracts for services and where
32 applicable; the trade-in/sale of surplus equipment.

33
34 Prepared by: Chris Miller, Finance Director
Attachments: A: 2015 CIP Purchase Summary
35

City of Roseville

2015 Capital Improvement Plan Summary

Attachment A

Updated January 31, 2015

<u>Asset Type</u>	<u>Department / Function</u>	<u>Item / Description</u>	<u>Budget Amount</u>	<u>Council Approval Date</u>	<u>YTD Actual Amount</u>	<u>Difference</u>
Vehicles	Police	Marked squad replacement (5)	\$ 165,000		\$ -	\$ -
Vehicles	Police	Unmarked vehicles (1)	24,000		-	-
Vehicles	Fire	Staffed engine replacement	525,000		-	-
Vehicles	Fire	Medic unit	55,000		-	-
Vehicles	Engineering	Vehicle #303 Survey Crew	30,000		-	-
Vehicles	Streets	Vehicle #104: 1-ton pickup	33,000		-	-
Vehicles	Streets	Vehicle #155 Sterling 3-ton w/ plow	180,000	3/2/2015	-	-
Vehicles	Streets	Vehicle #159 Crafcro router	10,000		-	-
Vehicles	Engineering Services	Vehicle for ROW Specialist	20,000	1/26/2015	-	-
Vehicles	Sanitary Sewer	Vehicle #201 Jetter/Vactor	350,000	3/2/2015	-	-
Total Vehicles			\$ 1,392,000		\$ -	\$ -
Equipment	Central Services	Postage Machine/Copier Rental	\$ 77,840		\$ -	\$ -
Equipment	Police	Computer equipment	7,400		-	-
Equipment	Police	Office furniture	2,100		-	-
Equipment	Police	Patrol area cubicles	7,400		-	-
Equipment	Police	Laptop replacement for squads	126,075		-	-
Equipment	Police	Printer replacement for squads	7,210		-	-
Equipment	Police	Non-lethal weapons	1,600		-	-
Equipment	Police	Long-gun parts	3,090		-	-
Equipment	Police	Sidearm parts	2,060		-	-
Equipment	Police	Tactical gear	5,150		-	-
Equipment	Police	SWAT vests	6,180		-	-
Equipment	Police	Cell phone extraction device	6,000		-	-
Equipment	Police	Crime scene equipment	1,000		-	-
Equipment	Police	Bite suit	1,545		-	-
Equipment	Police	Defibrillators	1,575		-	-
Equipment	Police	Radar units	4,120		-	-
Equipment	Police	Stop sticks	1,030		-	-
Equipment	Police	Rear transport seats	2,705		-	-
Equipment	Police	Control boxes	4,000		-	-
Equipment	Police	Visabars	8,250		-	-
Equipment	Police	Radio equipment	15,500		-	-
Equipment	Fire	Weather and traffic protection	21,000		-	-
Equipment	Streets	Street signs	50,000		-	-
Equipment	Streets	Mower/ Snow blower combo	35,000	3/2/2015	-	-
Equipment	Maintenance Garage	Vehicle analyzer	1,000		-	-
Equipment	Maintenance Garage	Brake lathe	8,300		-	-
Equipment	Maintenance Garage	Column lifts rehab/replace	2,500		-	-
Equipment	Maintenance Garage	Tire Changer/Lift	-	3/2/2015	-	-
Equipment	Park Maintenance	Belos & blower	145,000	2/9/2015	-	-
Equipment	Park Maintenance	Park security systems	150,000		-	-
Equipment	Park Maintenance	Unit #536 Jacobsen 16' mower	95,000		-	-
Equipment	Park Maintenance	Push mowers	1,000		-	-
Equipment	Park Maintenance	Unit #565 Smithco sweeper	8,000		-	-
Equipment	Skating Center	Compressors - OVAL	50,000		-	-
Equipment	Skating Center	Rental skates - OVAL	5,000		-	-
Equipment	Skating Center	Perimeter fence pads - OVAL	35,000		-	-
Equipment	Communications	Council Chambers camera replacement	80,000		-	-
Equipment	Information Technology	Computers, monitors printers	116,315	Various	-	-
Equipment	Information Technology	Network: servers, routers, etc.	215,325		-	-
Equipment	Water	Water meters, AMR system	600,000		-	-
Equipment	Storm Drainage	Replace Flail Mower (2014 CIP)	-	3/2/2015	-	-
Equipment	Storm Drainage	Replace Unit #164 Turf gator	10,000		-	-
Equipment	Storm Drainage	Portable generator	100,000		-	-
Equipment	Storm Drainage	Tractor/snowblower	35,000	3/2/2015	-	-
Equipment	Golf Course	Gas pump and tank replacement	10,000		-	-
Equipment	Golf Course	Course netting/deck/shelter	8,000		-	-
Equipment	Golf Course	Cushman #1 and #2	28,000		-	-
Total Equipment			\$ 2,101,270		\$ -	\$ -

City of Roseville

2015 Capital Improvement Plan Summary

Updated January 31, 2015

<u>Asset Type</u>	<u>Department / Function</u>	<u>Item / Description</u>	<u>Budget Amount</u>	<u>Council Approval Date</u>	<u>YTD Actual Amount</u>	<u>Difference</u>
Bldgs & Infrastructure	General Facilities	VAV's heat/cool	\$ 15,000		\$ -	\$ -
Bldgs & Infrastructure	General Facilities	VAV's cool	10,000		-	-
Bldgs & Infrastructure	General Facilities	Update flooring: City Hall & PD	25,000		-	-
Bldgs & Infrastructure	General Facilities	Update restrooms: City Hall	30,000		-	-
Bldgs & Infrastructure	General Facilities	LED conversion: City Hall	50,000		-	-
Bldgs & Infrastructure	General Facilities	Brimhall gymnasium improvements	80,800		-	-
Bldgs & Infrastructure	General Facilities	Central Park gymnasium improvements	5,000		-	-
Bldgs & Infrastructure	General Facilities	Gymnastics center improvements	10,000		-	-
Bldgs & Infrastructure	Street Lighting	General replacement - streetlight fixtures	25,000		-	-
Bldgs & Infrastructure	Skating Center	Rubber flooring in locker room - Arena	8,000		-	-
Bldgs & Infrastructure	Skating Center	Dehumidification system - Arena	87,500		-	-
Bldgs & Infrastructure	Skating Center	Scoreboard (large) - Arena	30,000		-	-
Bldgs & Infrastructure	Skating Center	Garage doors - OVAL	12,000		-	-
Bldgs & Infrastructure	Pathways	Pathway Maintenance	180,000		-	-
Bldgs & Infrastructure	Information Technology	Office furniture	25,000		-	-
Bldgs & Infrastructure	License Center	Electrical improvements	4,500		-	-
Bldgs & Infrastructure	License Center	Kitchen improvements	5,500		-	-
Bldgs & Infrastructure	Comm Development	Office furniture	500		-	-
Bldgs & Infrastructure	Pavement Mangement	Mill & Overlay	1,000,000		-	-
Bldgs & Infrastructure	Pavement Mangement	MSA Street Construction / Overlay	1,000,000		-	-
Bldgs & Infrastructure	Park Improvements	Park Renewal Program	4,743,750		-	-
Bldgs & Infrastructure	Park Improvements	Park Improvement Program	40,000		-	-
Bldgs & Infrastructure	Water	Water system improvements	800,000		-	-
Bldgs & Infrastructure	Water	Booster station improvements	354,000		-	-
Bldgs & Infrastructure	Sanitary Sewer	Sanitary Sewer improvements	1,000,000		-	-
Bldgs & Infrastructure	Sanitary Sewer	I & I reduction, Lift station repairs	665,000		-	-
Bldgs & Infrastructure	Storm Drainage	Pond Improvements, sewer replacement	650,000		-	-
Bldgs & Infrastructure	Golf Course	Course improvements	5,000		-	-
Bldgs & Infrastructure	Golf Course	Parking lot improvements	8,000		-	-
Bldgs & Infrastructure	Golf Course	Clubhouse: general upkeep and repairs	8,000		-	-
Bldgs & Infrastructure	Golf Course	Clubhouse roof replacement	33,000		-	-
Total Buildings & Infrastructure			\$10,910,550		\$ -	\$ -
Total - All 2015 <u>Funded</u> CIP Items			\$14,403,820		\$ -	\$ -

REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 8.d

Department Approval



City Manager Approval



Item Description: Approve Contract for Facility Management

BACKGROUND

On January 26, 2015, Public Works staff discussed with the Council proposed organizational changes to the department that had been anticipated in the department strategic plan. Due to a recent retirement, an opportunity to revisit our staffing and service delivery needs presented itself.

Public Works staff recommended contracting facility management to the private sector and creating a customer service position along with shifting of a number of duties within the Department.

The PW Department Strategic Plan has indicated a need to relook at facility management services delivery to gain more expertise and professional experience in facility management service delivery. We have had conversations with private sector facility management firms going back several years to understand what they could provide in this area. We have recently renewed those conversations in light of the recent retirement.

Facility management duties are approximately 50 percent of the job description duties of the Fleet and Facilities Supervisor position. Fleet management, NPDES Stormwater compliance, pavement management database and ratings, and special projects making up the other 50 percent of job description duties. We discussed utilizing approximately \$45,000 of the funding for the current position to contract for professional facility management services to a private firm.

After talking to several firms that provide management services, staff requested a proposal from McGough Facility Management, a local Roseville firm located on Fairview Avenue. They can provide web based service request response in a timely fashion. They will monitor existing energy management systems and receive 24 hour round the clock alarms for the HVAC systems. The following is a summary list of the management duties under the proposed contract:

- Assist with any special project management that may occur to the buildings from time to time.
- Meet and coordinate any additional subcontractor work that may be required to maintain buildings.
- Review all monthly invoices for correctness.
- Perform regular and routine general building assessments, noting items that require repair.
- From time to time, meet with service technicians to review equipment operations.

- On a monthly basis, or as required, meet with an assigned representative to review building operations.
- On a yearly basis, meet with an assigned representative to review annual “Facility Management Report.”
- Provide “best value” in pricing out required subcontracting work.
- Use of Internet based work order system and will provide work order updates via email. Any Corrective Maintenance to be completed by one of Manager’s qualified Service Technicians or one of subcontractor partners on a “Time and Materials” basis.
- Perform Preventive Maintenance (PM) and maintain PM database using Internet based PM work order system. Preventive Maintenance to be completed in a timely fashion by qualified Service Technicians or subcontractor partners on a “Time and Materials” basis.
- Provide 24/7 on-call support services. After-hour service to be charged on a “Time and Materials” basis.
- Upon termination of this Agreement, “Manager” shall provide “Owner” with all maintenance, service and accounting records pertaining to the facilities.
- “Manager” will honor and abide by all City of Roseville’s existing service contracts and work in conjunction with existing service providers.

The City’s Utility Superintendent will provide oversight of this contract. Requests for repair or service will flow through the new Office Assistant position into the online service request system. All facility work will be recorded to specific assets in the Manager’s asset management program. Staff will copy that data into the city’s program for ongoing historical data on those assets.

Attached is a copy of the proposed one year contract with McGough Facility Management (Attachment A). Staff received proposals for City Hall and the Maintenance Facility, the License Center, the New Fire Station, and Parks Facilities. Staff is requesting approval for City Hall and the Maintenance Facility and the License Center at this time. The other facilities could be added at a future date or rebid upon the one year renewal date.

POLICY OBJECTIVE

The City and the Public Works Department strives to provide efficient and effective services utilizing skilled staff or professional services from the private sector. Service delivery needs can change over time due to technology changes or available skilled resources.

BUDGET IMPLICATIONS

The proposed one year contract for facility management services with McGough Facility Management for the City Hall, Maintenance Facility, and the License Center is \$43,140. The current budgeted amount for the Fleet and Facility Supervisor position will be reallocated to fund the management contract and proposed organizational changes including the Office Assistant position and classification changes of the Department Assistant position to Database Specialist. These changes can be accommodated within the current budgeted amount.

STAFF RECOMMENDATION

Staff recommends approval of the one year contract for facility management services with McGough Facility Management in the amount of \$43,140 for the City Hall, Maintenance Facility, and the License Center.

75 **REQUESTED COUNCIL ACTION**

76 Motion to approve a one year contract for facility management services with McGough Facility
77 Management in the amount of \$43,140 for the City Hall, Maintenance Facility, and the License
78 Center.

79

Prepared by: Duane Schwartz, Public Works Director
Attachments: A. Contract

**FACILITY MANAGEMENT AGREEMENT
(Limited Services)**

This Agreement is entered into this 9th day of March, 2015 (the "Effective Date") by and between City of Roseville ("Owner") and McGough Facility Management, LLC, a Minnesota limited liability company ("Manager").

The parties agree as follows:

1. Term. This Agreement is effective as of the Effective Date and shall terminate one year, from the Effective Date.
2. Insurance.
 - A. Owner's Insurance: Owner will maintain (a) commercial general liability insurance in the minimum amount of Three Million and No/100 Dollars (\$3,000,000) for any single occurrence of bodily injury or property damage and naming Manager as an additional insured) and (b) property insurance for the full replacement cost of the Premises. Owner shall provide to Manager evidence of such insurance upon request from Manager. The commercial general liability and property insurance policies shall carry a waiver of subrogation in favor of Manager.
 - B. Manager's Insurance:
 - a. General Liability. During the full term of this Agreement, Manager shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Manager or by any subcontractor of the Manager, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverage's and limits of liability specified herein or such greater coverage's and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the duties provided under this Agreement.
 - b. The Manager shall procure and maintain the following minimum insurance coverage's and limits of liability with respect to the duties provided under this Agreement:

i. Worker's Compensation:	Statutory Limits
ii. Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles).
iii. Commercial General Liability:	\$1,000,000 per occurrence \$1,500,000 general aggregate \$1,000,000 products-completed ops aggregate \$5,000 medical expense
 - c. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
 - i. Personal injury with Employment Exclusion (if any) deleted;

- ii. Broad Form Contractual Liability coverage; and
 - iii. Broad Form Property Damage coverage, including Completed Operations.
- d. During the entire term of this Agreement, Manager shall procure, maintain and pay for professional liability insurance which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Manager, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00. Said policy shall not name the City as an insured.
- e. The Manager shall maintain in effect all insurance coverage's required under this Agreement at Manager's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
 - i. All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - ii. All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
 - iii. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville."
 - iv. All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Manager under this Agreement; and
 - v. All policies shall contain a provision that coverage's afforded thereunder shall not be canceled or non-renewed without thirty (30) days prior written notice to the City.
- f. A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Manager's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this provision, must be filed with the City prior to the start of Manager's duties under this Agreement. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Manager has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Manager of any deficiencies in such documents, and receipt thereof shall not relieve the Manager from, nor be deemed a waiver of, the City's right to enforce the terms of the Manager's obligations hereunder. The City reserves the right to examine any policy provided for under this provision.

3. Manager's Authority. This Agreement is not one of employment by the Manager for Owner but one with the Manager engaged independently in the business of managing properties on its own behalf as an independent contractor. Nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of owner and manager, or as requiring Manager to bear any portion of losses arising out of or connected with the Premises.
4. Manager's Duties. Manager, acting on behalf of Owner, will perform the duties set forth on Schedule A (attached hereto) in a diligent and efficient manner. Notwithstanding anything to the contrary set forth herein, Manager's duties and responsibilities shall be limited to the duties and responsibilities specifically described herein and no additional duties shall be implied.
5. Hold Harmless; Waiver of Subrogation. To the fullest extent permitted by law, Manager agrees to defend and indemnify City, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Manager, Manager's subcontractor(s), or anyone directly or indirectly employed or hired by Manager, or anyone for whose acts Manager may be liable. Likewise, to the fullest extent permitted by law, City agrees to defend and indemnify Manager, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the ownership, management, operation or maintenance of the Premises or the performance of work under this Agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of the City. These indemnity obligations shall survive the completion or termination of this Agreement. Notwithstanding the foregoing, Owner and Manager each waives, releases and discharges the other, but only to the extent of available insurance proceeds, from all claims or demands which each may have or acquire against the other, or against each other's subsidiaries, affiliates, directors, officers, agents, employees, independent contractors or partners, with respect to any claims for any losses, damages, liabilities or expenses (including attorneys' fees) incurred or sustained by either of them on account of injury to persons or damage to property or business arising out of the ownership, management, operation and maintenance of the Premises, regardless whether any such claim or demand may arise because of the fault or negligence of the other party or its subsidiaries, affiliates, officers, employees, directors, agents or independent contractors. Each policy of insurance maintained in accordance with this Agreement shall contain a specific waiver of subrogation reflecting the above. Notwithstanding any of the foregoing, nothing in this Agreement constitutes a waiver by the Owner of any statutory or common law liability immunity or limitation including, but not limited to, those governed by Minnesota Statutes Chapter 466.
6. Restriction on Manager's Duties. Manager's duties are subject to the following restrictions:

- a. Except as stated in this Agreement, the Manager has no right to incur any liability on Owner's behalf or to bind Owner by any contract or obligation.
 - b. Manager will not contract for any repairs or other work without first obtaining Owner's consent, except for repairs or other work of an emergency nature, in which case no such consent shall be required.
 - c. All condemnation and casualty loss matters are exclusively within the control and direction of Owner.
7. Termination. This Agreement may be terminated by either party upon twenty-four (24) hours' written notice in the event Manager or Owner defaults under the provisions of this Agreement, unless the defaulting party begins and completes a cure within that period. In addition, this Agreement may be terminated by either Owner or Manager for any reason upon thirty (30) days' written notice to the other.
8. Termination on Sale. If there is a sale of the Premises, this Agreement will terminate upon the earlier of (i) the effective date of the closing of any such sale or (ii) thirty (30) days' written notice from one party to the other. Owner shall provide to Manager no less than thirty (30) days' prior written notice of the anticipated closing date of a sale of the Premises.
9. Management Compensation. As consideration for the services to be provided by Manager, Owner will compensate Manager as set forth in Schedule B attached hereto. All payments, reimbursements, fees or other amounts owed to Manager from Owner, including, without limitation, any amounts which become owed pursuant to Section 10 below, shall be paid promptly to Manager within thirty (30) days of invoice, and such payment shall be without off-set, counter claim or reduction of any nature whatsoever. Notwithstanding the foregoing, if Manager deposits or otherwise accepts payment in amount less than an invoice, such acceptance shall be construed only as acceptance of partial payment and shall not be deemed an accord and satisfaction in the amount received. Any unpaid balance not paid within the time provided for in this Section 10 shall accrue interest at a rate of eight percent (8%) per annum.
10. Expense Reimbursement. In addition to the fees payable to Manager for its services in connection with the management of the Premises as set forth in Schedule B, Owner shall reimburse Manager within thirty (30) days after receipt of an invoice for the following costs and expenses:
 - a. Manager's costs and expenses relating to the performance of the duties described in Schedule A.
 - b. Utility, maintenance, legal, and other expenses relating to the performance of the duties described in Schedule A if approved in advance by the Owner.

- c. Any license fees relating to the performance of the duties described in Schedule A, provided, however, that such fees shall not include any license fees Manager is required to pay to any governmental entity to engage as a facility or property manager.
 - d. Manager's costs and expenses relating to any repairs or improvements to the Premises performed in accordance with this Agreement.
11. Fidelity Bond. Manager's employees who handle Owner's funds shall be covered by a fidelity bond to the extent required by applicable law in form and amount reasonably approved by Owner.
12. Purchasing Agent. The parties agree to execute the letter attached as Schedule C, which is hereby made a part of this Agreement.
13. Assignment. This Agreement or any rights hereunder shall not be assigned by Manager without Owner's prior written consent. If Manager seeks Owner's consent for assignment, Owner shall have the option to either consent or to immediately terminate this Agreement with immediate effect. This shall not, however, limit the right granted to Manager to employ contractors, subcontractors, employees, and agents to perform the services described in the Agreement. Upon prior written notice to Manager, Owner may assign its rights and obligations to any successor in title to the Premises, and upon such assignment, shall be relieved of all liability hereunder accruing after the effective date of such assignment.
14. Notice. Any notice required by this Agreement shall be delivered in person or by certified or regular mail to the parties at and addressed as follows:
- Owner City of Roseville
 2660 Civic Center Dr.
 Roseville, MN 55113
 Attn.: Duane Schwartz
- Manager McGough Facility Management, LLC
 2711 Fairview Avenue North
 Saint Paul, MN 55113
 Attn.: Todd Erager
15. Successors and Assigns. This Agreement shall be binding upon the successors and assigns of the undersigned, subject to the restrictions and conditions set forth in this Agreement.

16. Entire Agreement. This Agreement constitutes the entire Agreement between the parties, and no modification thereof will be effective unless made by supplemental agreement in writing and executed by the parties.
17. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota.
18. Schedules. The following Schedule(s) is/are a part of this Agreement:
 - Schedule A - Managers Duties.
 - Schedule B1- Management Fees
 - Schedule B2 – Annual Management Fees
 - Schedule B3 – Monthly Management Fees
 - Schedule C—Purchasing Agent Agreement
19. Audit. Owner reserves the right for Owner's employees, or others appointed by Owner, to conduct examinations, with reasonable advance notice, of the books and records maintained for Owner by Manager no matter where books and records are located. Any and all such audits conducted either by Owner's employees or appointees will be at the sole expense of the Owner.
20. Final Accounting. Upon termination of this Agreement for any reason, Manager shall deliver to Owner the following with respect to the Premises:
 - a. A final accounting of Manager's services for the Premises as of the date of termination, which final accounting shall be delivered within sixty (60) days after such termination.
 - b. Any balance or monies of Owner or tenant security deposits, or both, held by Manager with respect to the Premises, which shall be delivered within a reasonable period of time upon such termination.
 - c. Upon request from Owner, a copy of all records, contracts, receipts for deposits, unpaid bills and other papers or documents which pertain to the Premises, which shall be delivered within a reasonable period of time after Manager's receipt of such request. Upon such termination, Manager shall have no further obligations hereunder, except as set forth in this Section 20, and Owner will assume all responsibilities of Manager hereunder, including, without limitation, payment of all unpaid bills.
 - d. Notwithstanding the foregoing, Manager agrees to comply with the minimum audit requirements mandated by Minnesota Statutes section 16C.05, subd. 5.

Owner and Manager have executed and delivered this Agreement as of the Effective Date.

OWNER:
City of Roseville

By: _____
Its: _____

MANAGER:
McGough Facility Management, LLC

By: _____
Its: _____

MAYOR:
Daniel J. Roe

CITY MANAGER:
Patrick J. Trudgeon

SCHEDULE "A"

Schedule of Manager Duties

Manager shall provide the following services:

- Assist with any special project management that may occur to the buildings from time to time.
- Meet and coordinate any additional subcontractor work that may be required to maintain buildings.
- Review all monthly invoices for correctness.
- Perform regular and routine general building assessments, noting items that require repair.
- From time to time, meet with McGough Service Technicians to review equipment operations.
- On a monthly basis, or as required, meet with an assigned representative to review building operations.
- On a yearly basis, meet with an assigned representative to review annual "Facility Management Report."
- Provide "best value" in pricing out required subcontracting work.
- McGough to provide use of its Internet based work order system and will provide work order updates via email. Any Corrective Maintenance to be completed by one of McGough's qualified Service Technicians or one of McGough's subcontractor partners on a "Time and Materials" basis.
- McGough to perform Preventive Maintenance (PM) and maintain PM database using its Internet based PM work order system. Preventive Maintenance to be completed in a timely fashion by one of McGough's qualified Service Technicians or one of McGough's subcontractor partners on a "Time and Materials" basis.
- Provide 24/7 on-call support services. After-hour service to be charged on a "Time and Materials" basis.
- Upon termination of this Agreement, "Manager" shall provide "Owner" with all maintenance, service and accounting records pertaining to the facilities.
- "Manager" will honor and abide by all City of Roseville's existing service contracts and work in conjunction with existing service providers.

SCHEDULE "B1"

Schedule of Management Fees

Management Compensation shall be paid as follows:

1. _____ (Payment of the full fee shall commence on_____).

The Fixed Fee includes the following:

- a. Account Manager time for all regular contract requirements (special projects not covered)
 - b. Manager's Liability insurance
 - c. Accounting services required by this agreement
 - d. Use of internet based work order system
 - e. All Manager's I.T. costs including personal computer, servers, I.T. support, software, and phone service to support Owner
 - f. Purchasing support of Premise related to purchases and services such as belts, filters, rental rugs, janitorial services, etc.
 - g. Account Manager's mileage
 - h. Manager's profit and other overhead related costs
2. Hourly Services for Preventive Maintenance, Repairs and all other services:
 - a. Service Technicians - \$75.00 per hour, 7 a.m. to 3:30 p.m. Monday through Friday. Overtime (time and a half \$112.50) all other times. Standard hourly rate subject to change each calendar year.
 - b. On-call support (after hours) – Shall be billed at double time \$150 charge per hour (2 hour minimum)
 3. Materials:
 - a. All supplies and materials required to perform Manager's duties as outlined in Schedule "A" and in providing preventive maintenance work, purchased by Manager will be charged at a pass-through rate with no mark-up.

4. TIMING OF PAYMENT AND INTEREST CHARGE FOR LATE PAYMENTS.

Payment terms are Net Thirty-days. 8% interest to be charge on any outstanding balance after thirty-days (30).

SCHEDULE "B2"

Schedule of ANNUAL Management Fees

1. Roseville City Hall & Public Works Building	\$41,940
1a. License and Passport Center	\$ 1,200
2. Fire Station Lexington	\$ 8,400
3. Roseville Skating Center	\$ 8,400
4. Park Buildings	\$10,560
Acorn	
Autumn Grove	
Lexington	
Sandcastle	
Villa Park	
Nature Center	

SCHEDULE "B3"

Schedule of MONTHLY Management Fees

Management Compensation shall be paid as follows:

1. Roseville City Hall & Public Works Building

A fixed monthly fee in the amount of \$3,495.00.

ACCEPTED _____ DATE _____

1a. License and Passport Center

A fixed monthly fee in the amount of \$100.00.

ACCEPTED _____ DATE _____

2. Fire Station Lexington

A fixed monthly fee in the amount of \$700.00.

ACCEPTED _____ DATE _____

3. Roseville Skating Center

A fixed monthly fee in the amount of \$700.00.

ACCEPTED _____ DATE _____

4. Park Buildings

A fixed monthly fee in the amount of \$880.00.

ACCEPTED _____ DATE _____

REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 8.e

Department Approval



City Manager Approval



Item Description: Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for Victoria Street Reconstruction

BACKGROUND

On Monday February 23, 2015, a public improvement hearing was held for City Project No. P-ST-SW-15-02, the reconstruction of Victoria Street, between Larpenteur Avenue and County Road B. Following the hearing, the City Council ordered the improvement and preparation of plans and specifications of the proposed project. The next step in the process is for the City Council to approve plans and specifications and authorize the advertisement for bids.

The final plans are currently being reviewed by the Minnesota Department of Transportation for final approval which is required prior to the advertisements being placed. This will be the second review by Mn/DOT and we are only addressing minor items at this time. Staff is asking the Council to approve the plans and specifications and authorize the advertisement for bids contingent on receiving final State Aid approval. This will allow us to advertise the project as soon as possible.

The plans for this project are available in the office of the City Engineer and on the project website:

www.cityofroseville.com/VictoriaStreet

POLICY OBJECTIVE

State statute requires a Council resolution approving plans and specifications and ordering the advertisement for bids for all public improvements to be assessed. Since a portion of the costs for this project will be assessed to benefiting properties, the adoption of this resolution is required.

FINANCIAL IMPACTS

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

	Estimated cost	MSA	Assessments	Utility Funds	Parks Renewal Fund
Street Construction	\$1,290,805	\$1,139,690	\$151,115	\$0	\$0
Sidewalk Construction	\$290,440	\$170,440	\$0	\$0	\$120,000
Storm Sewer	\$215,000	\$0	\$0	\$215,000	\$0
Water and Sewer Repairs	\$37,000	\$0	\$0	\$37,000	\$0
Total	\$1,833,245	\$1,310,130	\$151,115	\$252,000	\$120,000

23 **STAFF RECOMMENDATION**

24 It is recommended that the Council approve the plans and specifications and order the advertisement for bids
 25 contingent upon final approval by the Minnesota Department of Transportation.

26 **REQUESTED COUNCIL ACTION**

27 Approve resolution approving plans and specifications and ordering the advertisement for bids for P-ST-SW-
 28 15-02, Victoria Street Reconstruction Project.

Prepared by: Marc Culver, City Engineer;

Attachments: A. Resolution

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on 2nd day of March, 2015, 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.

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR
VICTORIA STREET BETWEEN LARPENTEUR AVE AND COUNTY ROAD B**

WHEREAS, pursuant to resolution passed by the City Council, the City Engineer has prepared plans and specifications for City Project No. P-ST-SW-15-02, Victoria Street Reconstruction Project from Larpenteur Ave to County Road B;

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

1. Such plans and specifications, copies of which are attached hereto, and made a part hereof, are hereby approved.
2. The City Manager shall prepare and cause to be inserted in the *Roseville Review*, the official newspaper, and on the City's website and on an industry website, an advertisement for bids upon the making of such approved plans and specifications. The advertisement for bids for City Project P-ST-SW-15-02 Victoria Street Reconstruction, shall be published as required by law, shall specify the work to be done, shall call the bids on the basis of cash payment for such work, shall state the date and time that the bids will be received by the City Engineer at which time they will be publicly opened and subsequently be considered by the Council; and that no bids will be considered unless sealed and filed and accompanied by a cash deposit, certified check or bid bond payable to the City of Roseville for ten percent of the amount of such bid.

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

WHEREUPON said resolution was declared duly passed and adopted.

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 2nd day of March, 2015, with the original thereof on file in my office.

Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 8.f

Department Approval



City Manager Approval



Item Description: Victoria Street Parking Prohibition – from Larpenteur Ave and County Road B

BACKGROUND

The City Council has approved reconstructing Victoria Street between Larpenteur Ave and County Road B, which is part of the City's Municipal State Aid (MSA) system.

State Aid standards do not allow parking on both sides of 2 lane roads narrower than 38 feet. Victoria Street will be reconstructed to a 32 foot width from Larpenteur Ave to County Road B. Parking will be permitted on the east side and "no parking" signs will be posted on the west side of the street. The proposed parking restrictions have been discussed with residents throughout the project development.

Additionally, staff is recommending that parking be prohibited on both the east and west side of Victoria Street approaching the existing horizontal curves in the roadway. This is to increase safety in an area where visibility of parked vehicles would be difficult. Staff is recommending that parking prohibition be extended 100 feet beyond the start of the curvature of each curve.

The State requires a Council resolution prohibiting parking where street width does not meet State Aid standards for parking on both sides.

POLICY OBJECTIVE

In order to utilize available MSA funds, the City must post parking in accordance with adopted State Aid standards.

STAFF RECOMMENDATION

Approve the attached resolution prohibiting parking on the west side of Victoria Street between Larpenteur Ave and County Road B as well as prohibiting parking on the east side of Victoria Street entering the horizontal curves on Victoria Street.

REQUESTED COUNCIL ACTION

Approve the attached resolution prohibiting parking Victoria Street between Larpenteur Ave and County Road B.

Prepared by: Marc Culver, City Engineer;
Attachments: Resolution

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on 2nd day of March, 2015, 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.

**RESOLUTION PROHIBITING PARKING ON
VICTORIA STREET BETWEEN LARPENTUER AVE AND COUNTY ROAD B**

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

WHEREAS, Victoria Street between Larpenteur Ave and County Road B is a Municipal State Aid roadway;

AND WHEREAS, such roadways are proposed to be reconstructed using Municipal State Aid funds and the reconstruction of such roadways must conform to established State Aid standards;

AND WHEREAS, State Aid standards do not allow parking on both sides of 2 lane roads narrower than 38 feet;

AND WHEREAS, Victoria Street will be reconstructed to a 32 foot width from Larpenteur Ave to County Road B, parking will be permitted on the east side and “no parking” signs will be posted on the west side of the street.

AND WHEREAS, Victoria Street has two vertical curves that do not safely accommodate parking on either side of the street through and approaching the curves.

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

1. Parking is hereby prohibited along the west side of Victoria Street from Larpenteur Avenue to County Road B;
2. Parking is hereby prohibited within 100 feet on either side of the end of the horizontal curves on Victoria Street.

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

43 WHEREUPON said resolution was declared duly passed and adopted.

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 8.g

Department Approval



City Manager Approval



Item Description: Approve Public Works Department Organizational Changes

BACKGROUND

Public Works staff discussed with the Council on January 26, 2015, proposed organizational changes to the department that had been anticipated in the department strategic plan. Due to a retirement, an opportunity to revisit our staffing and service delivery needs presented itself.

Public Works staff recommended contracting facility management to the private sector and creating a customer service position along with shifting of a number of duties within the Department. The redistribution of duties and responsibilities will require a reclassification of the Department Assistant to Database Specialist to match the level of responsibility to the city compensation system.

The 2015 Public Works budget request contained an additional entry level customer service position for the department to fill a need for additional staff time to allow for current more skilled staff to focus on higher level duties. This requires shifting of a number of duties and responsibilities for a number of existing positions and necessitates a reclassification of the Department Assistant position to Database Specialist. The job summaries and pay ranges for these positions are as follows:

Job Summary: Office Assistant

The Office Assistant is the front line support for the Public Works Department. This position provides entry level customer service and office support that assists staff in achieving their goals and objectives of providing for transportation, utility, and facility infrastructure and maintenance for the City of Roseville.

Pay Grade 4 \$18.20-\$21.92 hourly

Job Summary: Database Specialist

The Database Specialist provides the database management and administrative support for the Public Works Department in achieving their goals and objectives of providing for the construction and maintenance of transportation, utility, and facility infrastructure for the City of Roseville.

Pay Grade 9 \$26.25-\$31.63 hourly

POLICY OBJECTIVE

The City and the Public Works Department strives to provide efficient and effective services utilizing skilled staff matched to the needs of the service area. Service delivery needs can

31 change over time due to implementation of new technology and services available from the
32 private sector.

33 **BUDGET IMPLICATIONS**

34 The current budget for the Fleet and Facility Supervisor position will be reallocated to fund the
35 proposed staffing changes along with the contracting of facility management. The proposed
36 changes including the staff positions and the facility management services contract base cost is
37 estimated at \$96,000. This is well within the 2015 budgeted amount for the Fleet and Facility
38 Supervisor position and allows some funding for capital improvement implementation in the
39 facilities area.

40 **STAFF RECOMMENDATION**

41 Staff recommends approval of the organizational changes outlined above creating the position of
42 Office Assistant and reclassifying the Department Assistant position to Database Specialist.

43 **REQUESTED COUNCIL ACTION**

44 Motion to approve addition of Office Assistant position and reclassify the Department Assistant
45 position to Database Specialist in the organizational structure of the Public Works Department.

46

Prepared by: Duane Schwartz, Public Works Director

REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 10.a

Department Approval



City Manager Approval



Item Description: Consider Updates to the Sanitary Sewer Ordinance

BACKGROUND

On January 26, 2015, the City Council awarded the 2015 Meter Replacement Project to Ferguson Waterworks, including an alternate for the inspection of sump pump connections.

Inflow and infiltration (I/I) reduction and elimination continues to be a priority for the City. The Metropolitan Council Environmental Services (MCES) requires communities with excess I/I to invest in local reduction remedies such as disconnecting sump pumps and foundation drains from sanitary sewers and repairing leaky sanitary sewer pipes. To urge compliance, MCES incorporated surcharges for communities with excess I/I. Roseville, along with 74 other cities, was identified as a contributor of excess I/I.

Completing sump pump inspections in residential homes will provide staff preliminary information on how many illegal connections there are, and whether this is a major contributing factor to the City's I/I problem. Staff will use the collected data to develop further I/I reduction plans in the City for recommendation to the City Council.

As a part of this process, the Sanitary Sewer Ordinance needs to be updated to carry out the additional inspection due to some access issues other cities encountered during similar inspection programs. This ordinance was most recently amended in 1995.

The following updates to the ordinance are proposed:

- Throughout Chapter 802: Metropolitan Council Environmental Services (MCES) replaces Metropolitan Waste Control Commission and Metropolitan Sewer Board
- 802.06 Construction Requirements- There currently is no list of construction requirements for the installation of sump pumps. Requirements have been added.
- 802.08 Prohibited Discharges- This definition references the MCES Waste Discharge Rules. A non-limiting definition is added in addition to the reference.
- 802.11 Entry Upon Private Property- This addition is proposed to provide an alternate option for residents regarding the inspections. If a resident does not wish to have City staff complete the inspection, they may hire a licensed plumber to provide an acceptable certification of inspection. If a property owner is non-compliant with the inspection, a surcharge will be added to their sewer bill, at a rate to be set by the City Council and included in the Fee Schedule.

The Public Works Environment and Transportation Commission discussed the proposed amendments and recommended at their February 24, 2015 meeting the City Council consider adopting the revisions.

33 **POLICY OBJECTIVE**

34 The City is required to limit inflow and infiltration into its sanitary sewers under Met Council
35 regulation. Reducing I/I lowers costs for treatment and reduces sewer rates.

36 **FINANCIAL IMPACTS**

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

38 **STAFF RECOMMENDATION**

39 Staff recommends the Council consider adopting an Ordinance amending Title 8, Chapter 802.

40 Staff recommends the Council consider approving the ordinance summary.

41 **REQUESTED COUNCIL ACTION**

42 Motion to adopt an Ordinance amending Title 8, Chapter 802.

43 Motion to approve the attached ordinance summary.

Prepared by: Kristine Giga, Civil Engineer
Attachment: A: Draft Ordinance
B. Ordinance Summary

**City of Roseville
ORDINANCE NO.**

AN ORDINANCE AMENDING

**TITLE 8, CHAPTER 802 TO PROVIDE FOR UPDATED REFERENCES
TO OTHER AGENCIES, ESTABLISH CONSTRUCTION
REQUIREMENTS FOR SUMP PUMP INSTALLATION, AND
ESTABLISH PROCEDURES FOR SUMP PUMP INSPECTIONS.**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 8, Chapter 802 of the Roseville City Code is amended to read as follows:

- 802.01: General Operation
- 802.02: Supervision
- 802.03: Connection Required
- 802.04: Application for Sewer Connection
- 802.05: Revocation of Contractor License
- 802.06: Construction Requirements
- 802.07: Use of Certain Buildings Restricted
- 802.08: Prohibited Discharges
- 802.09: Tampering Prohibited
- 802.10: Certain Connections Prohibited
- 802.11: Entry upon Private Property
- 802.12: Rates and Charges
- 802.13: Industrial User Strength Charges
- 802.14: Transport and Dumping of Sewage

802.01: GENERAL OPERATION:

The entire Municipal sanitary sewer system shall be operated as a public utility and convenience from which revenues will be derived, subject to the provisions of this Chapter. (Ord. 218, 9-4-56)

802.02: SUPERVISION:

The Chief Code Enforcement Officer shall supervise all house sewer connections made to the Municipal sanitary sewer system and excavations for the purpose of installing or repairing the same. (Ord. 219, 9-4-56; amd. 1995 Code)

802.03: CONNECTION REQUIRED:

- A. Existing Buildings: Any building used for human habitation and located on property adjacent to a sewer main, or in a block through which the system extends, shall be connected to the Municipal sanitary sewer system within two years from the time a connection is available to any such property.
- B. New Construction: All buildings constructed on property adjacent to a sewer main or in a block through which the system extends shall be provided with a connection to the Municipal sanitary sewer system for the disposal of all human wastes.
- C. Senior Citizen Deferral: In cases where the owner of an existing building is receiving a senior citizens deferral of special assessments for the cost of the sewer main and no health hazard exists, the City Council may defer the requirement for a connection to the sanitary sewer system until such time as the senior citizen deferral expires or a health hazard exists. (Ord. 901, 3-10-82)

802.04: APPLICATION FOR SEWER CONNECTION:

- A. Permit; Fees: Any person desiring a connection to the Municipal sanitary sewer system for property not previously connected with the system shall make application for a permit to the Chief Code Enforcement Officer, accompanied by such information as required by the Chief Code Enforcement Officer, together with a permit and inspection fee as set by City Council resolution; provided, however, that a separate permit may be issued for that portion of the sewer connection extending from the property line to the main sewer or other outlet for which permit the fee shall be as set by City Council resolution and a separate permit may also be issued for that portion of the sewer extending from the house or building to the property line for which the permit fee shall be as set by City Council resolution. Inspection of the sewer service from the main to the building shall be performed by the Chief Code Enforcement Officer to ensure compliance to all applicable codes. (Ord. 1009, 3-23-87; amd. 1995 Code)
- B. Additional Building Permit Fees: In addition to the building permit fees established in Section 901.06 and in addition to any other fees established in this Code there is hereby established a fee to pay and reimburse the City for all sums which the City shall be required to pay to the [Metropolitan Council Environmental Services](#) ~~Metropolitan Waste Control Commission~~ because of all construction.
- C. Additional Fees to Pay for Unassessed Property and to reimburse the City for ~~Metropolitan Council Environmental Services~~ ~~Metropolitan Sewer Board~~ Charges: The permit fee for connection to the City sanitary sewer system shall be paid for each connection in the amount specified in subsections A and B of this Section. In addition thereto, before any permit shall be issued, the following conditions shall be complied with:
 - 1. No permit shall be issued to connect with any sanitary sewer system of the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:
 - a. That such lot or tract of land has been assessed for the cost of construction of the sanitary sewer main 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 sanitary sewer main which would be assessable against said lot or tract has been paid to the City; or

d. That all charges and fees as required by subsection B, which are fees to reimburse the City for all sums paid to the [Metropolitan Council Environmental Services](#) ~~Metropolitan Sewer Board~~ required by the construction of new buildings are paid. (Ord. 688, 12-18-72)

2. If no such certificate can be issued by the Public Works Director, no permit to connect to any sanitary 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 sanitary sewer main which would be assessable against said lot or tract to be served by such connection for the 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. 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 main. 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 connection with said main, determined on the basis of the total assessable cost of said main, allocated on a frontage basis, acreage basis or both. (Ord. 745, 12-30-74)

D. Licenses Required: Permits shall be issued only to such persons who are duly licensed by the City to engage in the business of plumbing who have filed with the City the insurance certificates required under subsection F of this Section; provided, however, that permit may be issued to any person who is duly licensed by the City as a sewer contractor and who has filed with the City the insurance certificates required under subsection F for building and repairing that portion of the house or building sewer extending from the property line to the main sewer or other outlet. (Ord. 234, 8-6-57; amd. 1995 Code)

E. License Fees: The annual license fee shall be as set by City Council resolution.

F. Insurance:

1. Before any required permit is issued, the licensee applying for the permit shall file with the City Manager a certificate of insurance covering the licensee for the period covered by the license in the minimum liability amount of six hundred thousand dollars (\$600,000.00).

2. The certificate shall state that the policies covering the licensee shall not be canceled without ten days' written notice to the City. (Ord. 531, 3-20-67; amd. 1995 Code)

802.05: REVOCATION OF CONTRACTOR LICENSE:

A. Violation: The City Council shall have power to revoke any license upon satisfactory proof that the holder of said license has willfully violated any of the provisions of

this Chapter.

- B. Reinstatement: A revoked license shall not be reinstated in any manner for a period of six months.
- C. Claim by City: The failure to pay, within sixty (60) days, any legitimate claim the City may have against a contractor shall constitute cause for revocation of license. (Ord. 233, 7-23-57; amd. 1995 Code)

802.06: CONSTRUCTION REQUIREMENTS:

- A. Materials: All pipes shall be constructed of materials approved by the Public Works Director.
- B. Joints and Connections: All joints and connections shall be constructed of materials approved by the Public Works Director.
- C. Grades:
 - 1. Unless otherwise, all house sewers shall have a grade of not less than one-eighth inch per foot. A grade of one-quarter inch per foot should be used wherever practical. The contractor shall check grades before construction proceeds. Wherever possible, the connecting sewer shall join the building at an elevation which is below the basement floor of such building. (Ord. 219, 9-4-56)
 - 2. In the event that a sewer service exists from the main sewer to a point outside of the street, the contractor shall excavate and expose the upper end of the service pipe. The elevation of the pipe leaving the structure shall be determined, and the difference between the two pipes shall be sufficient so that a minimum grade of one-eighth inch per foot is maintained. (1990 Code)
- D. Alignment: No connecting sewer shall contain bends or a combination of bends which at any point shall be greater than 45 degrees, and no more than two bends, regardless of angle, shall be permitted in any single house connection except where manholes or, in case of slab home, cleanouts are constructed at such points and in manner as directed by the Public Works Director. No connecting sewer shall be laid parallel to any bearing wall or footing unless further distant than three feet from any such bearing wall or footing. No connecting sewer shall be laid within 20 feet of any existing well. (Ord. 234, 8-6-57)
- E. Trenching and Backfilling:
 - 1. All excavations shall be open trench work unless otherwise authorized by the City Engineer. The foundation in the trench shall be formed to prevent any subsequent settlement of the pipes. If the foundation is good and firm earth, the earth shall be pared or molded to give a full support to the lower third of each pipe. Bell holes shall be dug to provide ample space for pouring of joints. Care must be exercised in backfilling below the center line of the pipe in order to give it proper support.
 - 2. Backfilling shall be placed in layers and solidly tamped or packed up to two feet above the pipe. Backfilling shall not be done until the section to be backfilled has been inspected and approved by the Public Works Director.
- F. Use of Existing Sewer Services: Existing sewer services or portions of such sewers may be approved for use by the Public Works Director. The Public Works Director may request that the old sewer be excavated for the purpose of facilitating inspection. No cesspool or septic tank shall be connected to any portion of a house sewer that is also laid across or over any existing cesspool or septic tank, the existing

cesspool or septic tank shall first be pumped clean and filled with earth to the surrounding ground level. Where a sewer is laid across or over any existing cesspool or septic tank, only material approved by the Public Works Director shall be used for that portion of the connecting sewer which is laid across or over the existing cesspool or septic tank.

- G. Connections at "Y" Only: Every connecting sewer shall be connected to the Municipal sewer system at the "Y" designated for the property served by the connection, except where otherwise expressly authorized by the Public Works Director. Where expressly authorized by the Public Works Director, all connections made at points other than the designated "Y" shall be made only under the direct supervision of the Public Works Director in such manner as the Public Works Director may direct.
- H. Sump pumps: All new structures with sumps for which a building permit is issued shall be plumbed to the outside of the dwelling and inspected by City personnel before a certificate of occupancy is issued. A sump pump discharge system shall not be connected directly or indirectly to the City's sanitary sewer system. A sump pump shall have a permanently installed discharge line, which provides for year-round discharge to the outside of a building or structure.
- HJ. Tunneling: Tunneling for distances of not more than six feet is permissible in yards, courts or driveways of any building site. When pipes are driven, the drive pipe shall be at least one size larger than the pipe to be laid.
- IJ. Independent Systems Required:
 - 1. The drainage and plumbing system of each new building and of new work installed in an existing building shall be separate from and independent of that of any other building except where provided in this subsection and every building shall have an independent connection with a public sewer when such is available. (Ord. 219, 9-4-56; amd. 1995 Code)
 - 2. A separate connection shall be required for each dwelling unit constructed on or after September 19, 1979, in R-1, R-2, R-4, R-5 and R-6 Districts as defined in Title 10 of this Code. A separate connection shall not be required for apartment-type buildings as determined by the Public Works Director. (Ord. 855, 9-10-79; amd. 1995 Code)
- JK. Exception to Independent Sewer System Requirement: Under the following limited circumstances, the requirement for an independent sewer system provided in subsection I of this Section need not be met:
 - 1. Where one building stands to the rear of another building on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building drain from the front building may be extended to the rear building and the whole will be considered as one building drain. Where such a building drain is extended, a cleanout shall be provided immediately inside the rear wall of the front building.
 - 2. A new structure on one parcel may be permitted to connect to an existing sewer line serving an adjacent parcel when the following conditions are met:
 - a. The alternative construction of a new sewer service to serve the parcel would create a hardship due to the necessity of crossing a railroad or roadway by method other than open cut or as determined by the Public Works Director.

b. The owners of the property will sign and record an instrument, in perpetuity, for joint use and maintenance of the shared service, which instrument specifically holds the City harmless and releases the City from any and all claims relating to the shared service. A copy of said instrument will be filed with the City for approval by the City Attorney.

c. The Public Works Director determines that the shared sewer has adequate capacity for anticipated flows.

d. A cleanout is provided at the junction point of the two (2) services. (Ord. 926, 5-22-83; amd. 1995 Code)

| KL. Repair of Public Right of Way: No connection to the City sanitary sewer system shall be finally approved until all streets, pavements, curbs and boulevards or other public improvements have been restored to their former condition to the satisfaction of the Public Works Director. (219, 9-4-56; amd. 1995 Code)

| LM. Costs and Maintenance:

1. Installation and Connection: All costs and expenses incidental to the installation and connection to the Municipal sewer system shall be borne by the owner and the owner shall indemnify the City for any loss or damage that may, directly or indirectly, be occasioned by the installation of the sewer connection, including restoring streets and street surface.

2. Maintenance: It shall be the responsibility of the owner or occupant to maintain the sewer service from the main sewer into the house or building. (Ord. 532, 3-20-67)

802.07: USE OF CERTAIN BUILDINGS RESTRICTED:

No person shall use any building or allow any other person to use any building which is not connected to the Municipal sanitary sewer system as required by Section 802.03 of the City Code. (Ord. 414, 4-6-64)

802.08: PROHIBITED DISCHARGES:

All discharge into the City's sanitary sewer system shall be in conformance with the Waste Discharge Rules adopted by the Metropolitan Council Environmental Services Metropolitan Waste Control Commission. (1995 Code) Prohibited discharges include, but are not limited to, any unpolluted water, such as noncontact cooling water, rain water, storm water, groundwater, or water collected from foundation drains or sumps, or roof drainage; water insoluble oils, including but not limited to, fuel oil, nonbiodegradable cutting oil, lubricating oil, hydraulic oil, mineral oil and motor oil.

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802.09: TAMPERING PROHIBITED:

No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the Municipal sewer system. (Ord. 218, 9-4-56)

802.10: CERTAIN CONNECTIONS PROHIBITED:

No building located on property lying outside the limits of the City shall be connected to the Municipal sanitary sewer system unless authorization is obtained from the City Council. (Ord. 218, 9-4-56; amd. 1995 Code)

802.11: ENTRY UPON PRIVATE PROPERTY:

- A. The Public Works Director and other duly authorized employees of the City, bearing proper credentials and identification, shall at reasonable times be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in connection with the operation of the Municipal sanitary sewer system. (Ord. 218, 9-4-56; amd. 1995 Code)
- B. Every person, owner, lessee or occupant of any parcel of land, building or premises that discharges into the City's sanitary sewer system shall allow an employee of the city or a designated representative of the City to inspect the building or premises to confirm that the building or premises conforms to the requirements of 802.06 of this Chapter. The City may periodically re-inspect any building or premises to determine continued compliance with the requirements of 802.06 of this Chapter.
- C. In lieu of the City inspection, the owner, lessee or occupant may furnish a certificate from a City registered State licensed plumber certifying that the building or premises are in compliance with the requirements of 802.06 of this Chapter.
- D. Surcharges for buildings or premises that do not comply with this section will be determined by the City Council and listed in the Fee Schedule.

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802.12: RATES AND CHARGES:

- A. Charges for Use: A charge is hereby imposed upon every person whose premises are served, either directly or indirectly, by the sanitary sewer system within the City, for the use of the facilities of said sewer system and for connection to the system. Such charges shall be in an amount set by the Council and shall be kept on file in the City Manager's office in the form of a rate schedule. (Ord. 592, 2-17-69; amd. 1990 Code)
- B. Supplemental Charges for Industrial Sewage Wastes: In respect to property which shall be connected to the City sewer for the disposal of industrial sewage wastes, which shall by virtue of its strength and volume be subject to supplementary charges by the Metropolitan Council Environmental Services~~Metropolitan Waste Control Commission~~, the City may impose a supplemental charge based generally upon and at least equal to the amount of the Metropolitan Council Environmental Services~~Metropolitan Waste Control Commission~~ supplemental charge.
- C. Payment of Charges: Any prepayment or overpayment of charges may be retained by the City and applied on subsequent quarterly statements.
- D. Penalty for Late Payment: Each quarterly billing for sewer charges not paid when due shall incur a penalty charge of ten percent of the amount past due. (Ord. 592, 2-17-69; amd. 1995 Code)
- E. Action to Collect Charges: Any amount due for sewer charges, including Metropolitan Council Environmental Services~~Metropolitan Waste Control Commission~~ sewer charges, in excess of ninety 90 days past due shall be certified to the County Auditor for collection with real estate taxes. This certification shall take place regardless of who applied for sewer services, whether it was the owner, tenant

or other person. The City shall also have the right to bring a civil action or other remedies to collect unpaid charges. (Ord. 661, 3-13-72; amd. 1995 Code) (Ord. 1383, 6-08-2009)

802.13: INDUSTRIAL USER STRENGTH CHARGES:

The [Metropolitan Council Environmental Services](#)~~Metropolitan Waste Control Commission~~, a metropolitan commission organized and existing under the laws of the State of Minnesota, in order to receive and retain grants in compliance with the Federal Water Pollution Control Act is required to impose industrial user strength charges to recover operation and maintenance cost of treatment works attributable to the strength of discharge of industrial waste. The City shall collect industrial strength charges as dictated by the [Metropolitan Council Environmental Services](#)~~Metropolitan Waste Control Commission~~ rules and Minnesota State Statutes and adopts the same by reference. (1995 Code)

802.14: TRANSPORT AND DUMPING OF SEWAGE:

The cleaning and/or emptying of the contents of any privy vault, septic tank, cesspool, sink or private drain located in the City shall be done in an inoffensive manner and the contents shall be placed in and be removed from the premises in closed, tight covered barrels, receptacles or tank trucks so as to prevent the scattering, dropping or leaking while being transported and shall be discharged or destroyed so as not to be offensive to surrounding property owners. (Ord. 168, 9-15-53; amd. 1995 Code)

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 2nd day of March, 2015.

Ordinance – Amending Title 8, Chapter 802

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

**CITY OF ROSEVILLE
OFFICIAL SUMMARY OF ORDINANCE NO.**

AN ORDINANCE AMENDING TITLE 8, CHAPTER 802

The City Council of the City of Roseville adopted Ordinance No. on , which is summarized as follows:

The Roseville City Code is amended by updating Title 8, Chapter 802. This ordinance is created to update references to other agencies, establish construction requirements for sump pump installation, and establish procedures for sump pump inspections. The ordinance takes effect upon this 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 is also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, MN. 55113, and on the internet website of the City of Roseville (www.cityofroseville.com).

Attest:

Patrick J. Trudgeon
City Manager

REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 14.a

Department Approval

City Manager Approval



Item Description: Continued Discussion of Civic Engagement Module and Request for Motion to Contract for Module Development and Website Integration

BACKGROUND

On February 9, Communications Manager Garry Bowman and Community Engagement Commission Vice-Chair Scot Becker brought to the City Council a discussion regarding the unanimous recommendation by the Community Engagement Commission to consider the integration of a civic engagement module into the City's website. Mr. Bowman and Mr. Becker's presentation during the discussion included introductory information about the module, the 2-way communication benefits of such a module, and the evaluation process for selecting a recommended module vendor.

Following the presentation and discussion, City Council members asked Mr. Bowman and Mr. Becker to research additional questions and return for further discussion at a future meeting.

QUESTIONS FROM CITY COUNCIL MEMBERS

Responses to questions from City Council Members are included in Attachment A.

BUDGET IMPLICATIONS

The expected three-year cost for integrating the Granicus civic engagement module is approximately \$14,400, or \$4,800 per year. Granicus does offer shorter-term agreement options of one or two years.

It is recommended that funds for the civic engagement module come wholly from the Communications Fund. The Communications Fund is an enterprise fund, for which the primary source of funding is cable television franchise fees.

COMMISSION RECOMMENDATIONS

After receiving the website subcommittee civic engagement module report, the Community Engagement Commission approved a motion recommending that Granicus be selected to integrate with the City of Roseville's website in order to help facilitate community engagement. The motion passed the Commission by a unanimous 7-0 margin.

STAFF RECOMMENDATIONS

Staff agrees with the Commission's recommendation to contract with Granicus to develop a civic engagement module for integration with the City of Roseville website. Staff recommends that it be approved to contract with Granicus to develop a civic engagement module for integration with the City of Roseville website at a cost not to exceed \$14,400. Information about the selection

30 process used by the Community Engagement Commission subcommittee as well as the proposal
31 made by Granicus was included as part of the February 9 RCA. Staff has not included the
32 previous attachments in order to save paper. However, if City Council Members would like to
33 receive them again, please let staff know and they will be sent electronically.

34 **REQUESTED COUNCIL ACTION**

35 A motion to authorize staff to negotiate a contract with Granicus to develop a civic engagement
36 module for integration with the City of Roseville website at a cost not to exceed \$14,400. Staff
37 will bring forward the final contract to the City Council for approval at an upcoming meeting.

Prepared by: Garry Bowman, Communications Manager (651) 792-2707

Attachments: A: Responses to City Councilmember questions regarding Civic Engagement Module

Responses to Questions from City Council Regarding Civic Engagement Module

1. What will the impact on staff time be following the incorporation of a civic engagement module into the City of Roseville website?

According to Granicus and other communities, the impact on staff time is moderate at best and heavily dependent on the amount of community interest in a discussion topic. The City of Edina likened it to the time they spend on social media (facebook and twitter), which for the City of Roseville accounts for a small portion of each day. Other Cities reported similar low-to-moderate impacts on staff time. Most find that checking the module once a day to be sufficient to stay on top of the comments. Can be used to contact city staff in place of email.

2. Will resident's comments be moderated and if so how will this be accomplished?

The Granicus module operates in real time for both discussion topics generated by the city and in the ideation feature, which provides residents with the opportunity to share their own ideas. Resident's feedback is not moderated before being posted. The module incorporates a profanity filter that keeps improper language off the site. To combat other inappropriate uses of the module, staff and account members can both flag comments as inappropriate and remove them from the site for additional review.

City staff discussed the issue with other cities who said that they incorporate the same rules used on social media sites, that non-compliance was very rare, and that with very few exceptions discourse was serious, professional and respectful.

One city did provide an example of a resident who made up 20 accounts and commented under a variety of names. However, it was just one person and they were quickly found out and banned from the site.

Another community reported that the only personal conflict they saw arose between residents. It was quickly diffused. They have not experienced personal attacks toward City Council or staff.

In addition to the profanity filter, Granicus requires individuals to create an account with a valid email address, provides for questionable content to be flagged by multiple sources, provides the ability to ban habitual offenders, and pick and choose which "SpeakUp" tools are activated.

3. Does the module have the ability to ensure that surveys allow only one vote per resident?

Voting is conducted by account. Once an account has voted in a survey voting is closed for that account. Residents do have the ability to manufacture additional accounts with different email

ATTACHMENT A

addresses, but Granicus has found that this is so cumbersome that they have not seen this as a notable strategy used to influence debate.

4. Please gather and provide feedback from other communities currently using the module.

Cities are pleased with the module, but are quick to point out that it does require effort on the part of staff. It is not an if-you-build-it-they-will-come proposition. Cities must engage with relevant discussion topics, respond within reasonable time frames, and show that residents' opinions are being heard and that actual 2-way communications are taking place. It is important to have a plan and that structure is provided in order for residents to engage. The real value was seen in the feedback received from discussions or surveys begun by the city.

REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **03/02/2015**

Agenda Item: 14.b

Department Approval



City Manager Approval



Item Description: Request by HR LLC for Approval of a Final Plat at 2750 Cleveland Avenue

The action deadline for this request, mandated by Minn. Stat. §462.358, April 6, 2015.

GENERAL SITE INFORMATION

Applicant: Cities Edge Architects

Location: 2750 Cleveland Avenue

Property Owner: HR LLC, a subsidiary of TPI Hospitality

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	Vacant developable	CMU	CMU
North	Office Warehousing	CMU	CMU
West	Cleveland Avenue and I-35 W with industrial and regional business beyond	BP/RB	O/BP/RB
East	Vacant developable	CMU	CMU
South	Vacant developable	CMU	CMU

Natural Characteristics: Located within the Twin Lakes Redevelopment Area, the development must complete the Roseville Environmental Review Worksheet and achieve the requirements of §1005.07.E (Regulating Plan) and §1005.02 (Design Standards). The site was previously home to the Old Dominion trucking company and used as a motor freight terminal up until 2007.

Planning File History: None

City Council action of Preliminary Plat:

On January 12, 2015, the City Council unanimously approval the proposed preliminary plat with 9 conditions.

PROPOSAL

HR LLC (TPI Hospitality) proposes to develop 2 hotels (a 5-story, 100-unit Hampton Inn and a 5-story, 105-unit Home2 Suites) and replat the existing Outlot A of the Twin Lakes Addition, lying in the southeast corner of the intersection of Iona Lane and Cleveland Avenue, as Lot 1, Twin Lakes Hospitality Place.

On January 12, 2015, the Roseville City Council approved the Preliminary Plat subject to 9 conditions. Since the meeting, the City staff has worked with the developer and his team on addressing the relevant conditions necessary for Final Plat approval. Condition 2 was removed because the applicant paid the fee and the study has been completed, and Condition 4 was removed because on February 23, 2015, the Ramsey County Traffic Engineer provided the applicant and City Engineer an email indicating that the County was denying the requested access to Cleveland Avenue “due to the limited distance between the Iona and Twin Lakes Parkway intersections and the fact the site is bound by 3 local streets where additional access could be achieved.”

The applicant has submitted the required storm water management plan to the Rice Creek Watershed for review, comment, and processing, which was necessary prior to final plat approval. Rice Creek has provided comments on the proposed plan that required some revisions to the proposal. The resubmittal with modifications and information clarifying the plan occurred on February 16, 2015.

All other remaining conditions are still applicable therefore the City staff recommends approval of the Final Plat of Twin Lakes Hospitality Place, subject to the following conditions:

- 1. The developer/applicant is responsible for coordinating grading, drainage, and storm water management plans with the adjacent (south) proposed development site to potentially eliminate unnecessary grade changes, portions of a retaining wall, and a steeper-than-preferred joint access grade;*
- 2. The developer/applicant is responsible for construction of a pathway (trail) along the east side of Cleveland Avenue from Iona Lane to the south limits of the development (currently there is a sidewalk along the south side of Iona Lane along the east side of Mount Ridge Road);*
- 3. The developer/applicant has worked with the Public Works Department to address easements and water and sewer infrastructure requirements that are acceptable to the City Engineer and provided on the Final Plat. Through the permit review process however, additional comments and requirements may be necessary based upon the final plan design;*
- 4. The developer shall dedicate and maintain access easements across its lot in a form acceptable to the City Attorney to ensure permanent access to Mount Ridge Road and from Twin Lakes Parkway for the adjacent parcel.*
- 5. The developer shall enter into shared parking agreements in a form acceptable to the City Attorney to ensure parking needs are met during extraordinary events. The shared parking agreement between the lots within this subdivision shall be permanent. The shared parking agreement with the property to the south will have an exit clause to protect each owner's rights in case of parking abuse by the adjacent property. This property is proposed to be parked at the maximum number of surface parking spaces. Any parking expansion would need to be contained in a parking structure per Code.*

44 **6.** *Pursuant to City Code §1103.07, the City Council will accept park dedication of cash in lieu*
45 *of land in the amount of \$136,486 or 7% of the Fair Market Value of the property. The park*
46 *dedication shall be made by the applicant before the signed final plat is released for*
47 *recording at Ramsey County.*

48 **OUTSIDE AGENCY REVIEW**

49 The Ramsey County Surveyor is reviewing the final plat and the Ramsey County Engineer has
50 denied the proposed Cleveland Avenue access. No other agencies were asked/required to review
51 the proposed Preliminary/Final Plat.

52 **RECOMMENDED ACTION**

53 **Adopt a resolution approving the proposed Twin Lakes Hospitality Place final plat** of the
54 property at 2750 Cleveland Avenue, based on the finding that the proposed final plat is
55 consistent with the preliminary plat and reflects the applicable conditions of the preliminary plat
56 approval.

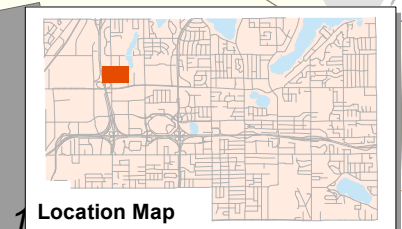
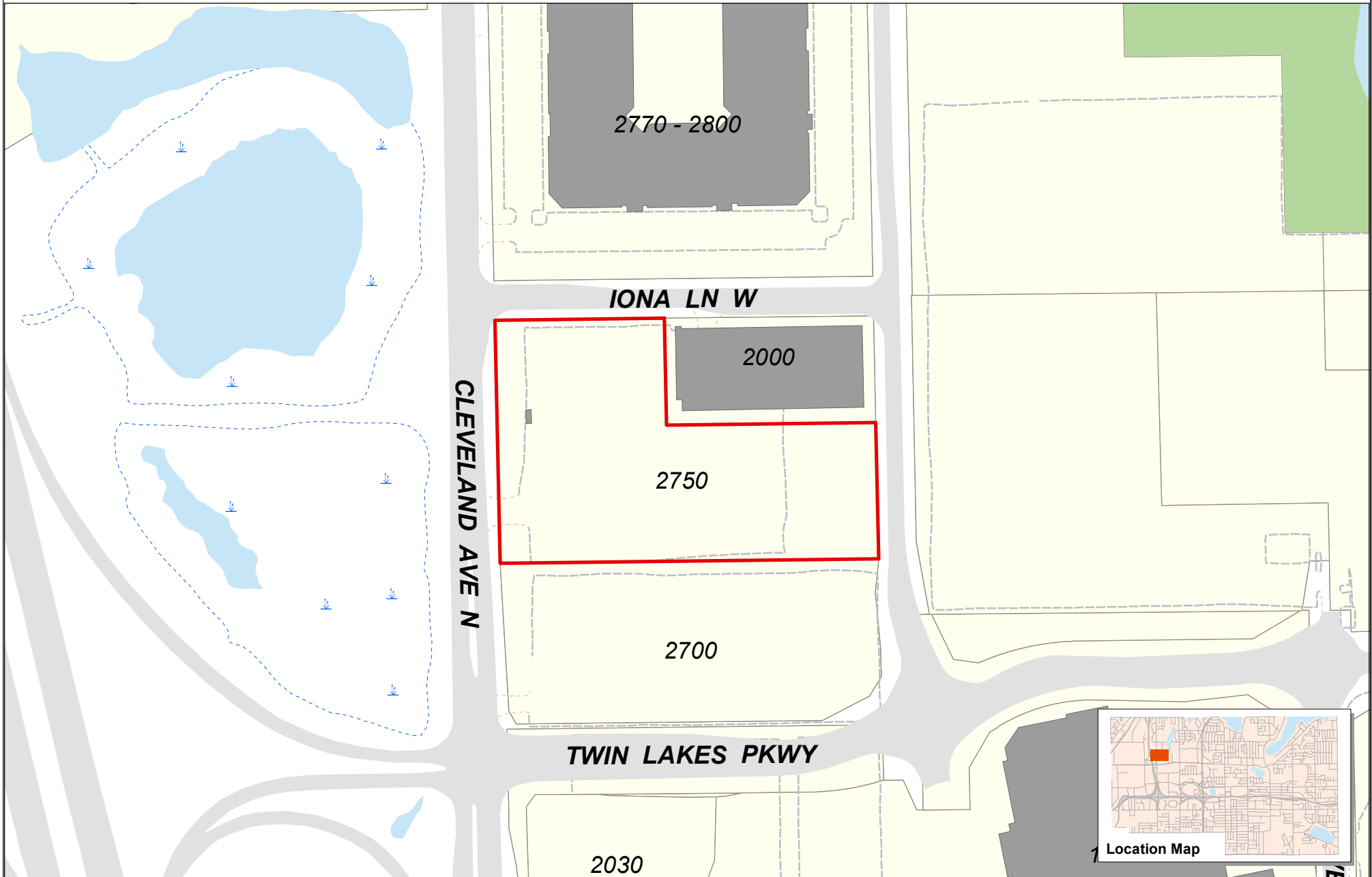
57 **ALTERNATIVE ACTIONS**

58 **Pass a motion to table the item for future action.** Tabling beyond April 6, 2015 will require an
59 extension of the action deadline established in Minn. Stat. §462.358

60 **By motion, recommend denial of the proposed final plat.** A recommendation to deny should
61 be supported by specific findings of fact based on the City Council's review of the application,
62 applicable zoning or subdivision regulations, and the public record.

Prepared by: City Planner Thomas Paschke - 651-792-7074 | thomas.paschke@cityofroseville.com
RCA Exhibits: A: Location map B: Aerial photo map
C: Final plat documents D: Draft resolution

Attachment A for Planning File 14-029



Prepared by:
Community Development Department
Printed: November 25, 2014



Site Location

LR / LDR-1 Comp Plan / Zoning Designations

Data Sources

* Ramsey County GIS Base Map (11/1/2014)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

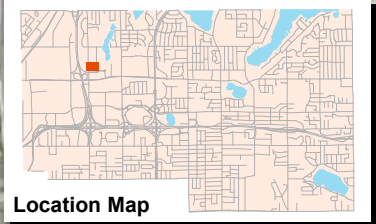
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.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

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Attachment B for Planning File 14-029



Location Map



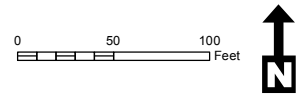
Prepared by:
Community Development Department
Printed: November 25, 2014



Site Location

Data Sources
* Ramsey County GIS Base Map (11/1/2014)
* Aerial Data: MnGeo (4/2012)
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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GRADING AND STORM DRAINAGE NOTES

1. ALL ELEVATIONS SHOWN ARE TO FINISHED GRADE.
2. CLEAR ALL TREES, BRUSH, STUMPS AND OTHER ORGANIC MATERIAL FROM AREAS TO BE FILLED.
3. REMOVE ALL UNSUITABLE MATERIAL (MUCK OR NON-COMPACTABLE MATERIAL) FROM AREAS TO BE FILLED.
4. CONTRACTOR SHALL, WHEN GRADING BETWEEN CONTOURS AND BETWEEN POINTS OF SPOT ELEVATIONS, GRADE ON A UNIFORM SLOPE.
5. CONTRACTOR SHALL, FOR ALL GRADABLE AREAS, BE RESPONSIBLE FOR REPLACING ERODED SOIL, GRASS SEED AND/OR MULCH UNTIL AN APPROVED STAND OF GRASS IS ESTABLISHED.
6. CONTRACTOR SHALL, BEFORE BEGINNING GRADING WORK ON SITE, INSTALL SILT FENCE AS SHOWN ON THE PLANS. AS SEDIMENT BUILD UP AROUND SILT FENCE, REMOVE SEDIMENT AND REPLACE WHERE EROSION HAS TAKEN PLACE.
7. EACH SECTION OF PIPE SHALL BE LAID TO SPECIFIED LINE AND LAID UPGRADE.
8. CONTRACTOR SHALL REMOVE ALL DEBRIS AND OTHER MATERIALS RESULTING FROM DEMOLITION AND DISPOSE OFF SITE UNLESS OTHERWISE ADVISED BY OWNER.
9. CONTRACTOR SHALL KEEP ALL ROADS ADJACENT TO THE SITE CLEAN DURING CONSTRUCTION.
10. CONTRACTOR SHALL BE AWARE OF EXISTING UTILITY LINES DURING PIPE LINE INSTALLATION. CALL ALL UTILITY COMPANIES FOR LOCATIONS ON SITE.
11. ALL ROADWAY AND DRAINAGE CONSTRUCTION ARE TO CONFORM TO LOCAL AGENCY STANDARD SPECIFICATIONS, (LATEST REVISION AT THE BEGINNING OF CONSTRUCTION).
12. ALL NEWLY CONSTRUCTED SLOPED WHICH ARE STEEPER THAN 3 TO 1 MUST BE STABILIZED BY INSTALLATION OF EROSION CONTROL MATTING AND NEEDED AS SOON AS PRACTICABLE.

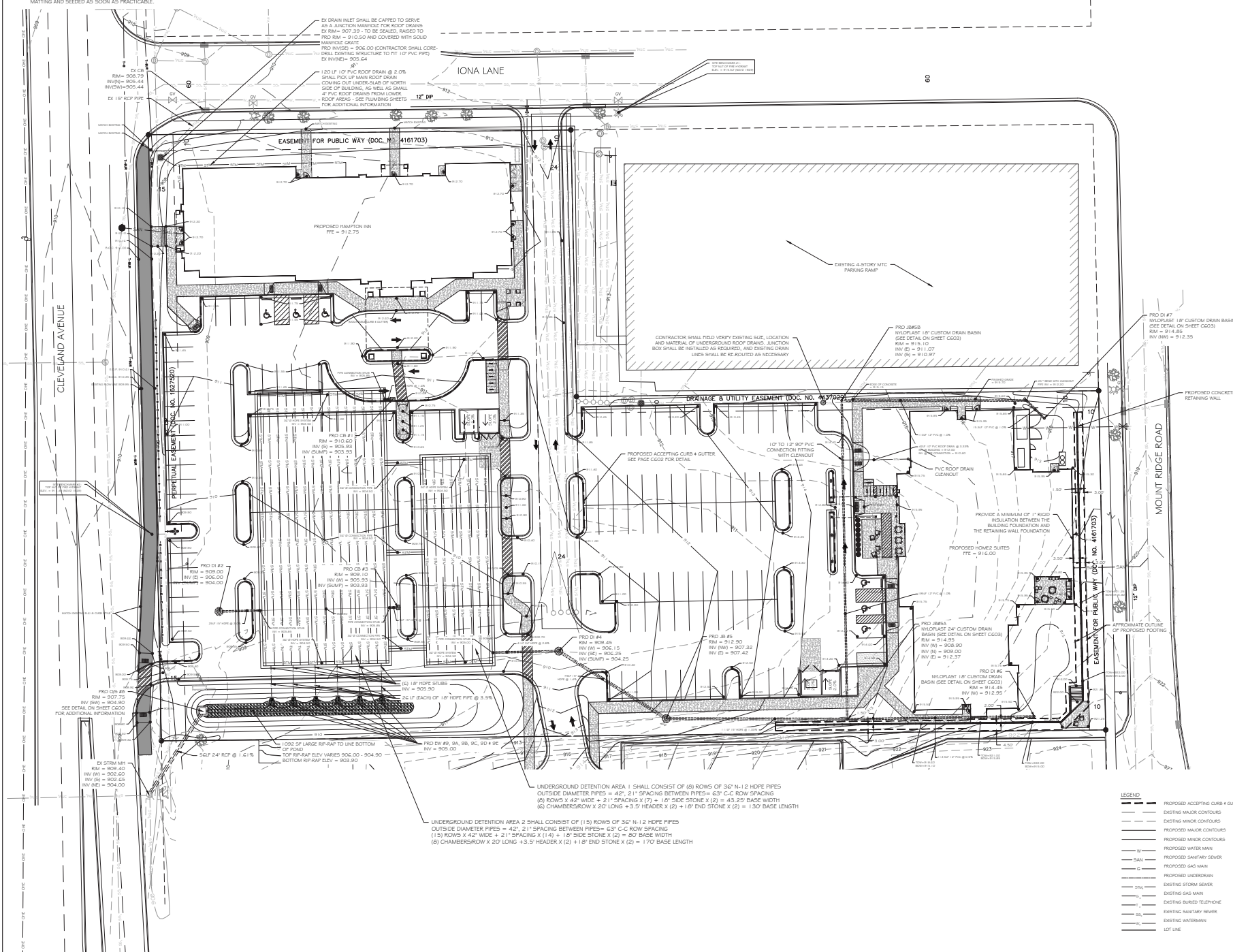
AREAS OF SITE

1. TOTAL AREA OF SITE = 3.72 ACRES
2. TOTAL AREA OF DISTURBANCE = ± 3.72 ACRES

Attachment C



CITIES EDGE ARCHITECTS
133 Phoenix Ave NW, Willmar, MN 56201
Phone: 320.238.7770 Fax: 320.238.8873
www.CitiesEdgeArchitects.com



Continuation # 2 of

This drawing is a continuation of the information shown on the preceding drawing and is not to be read or used in isolation. It is to be read in conjunction with the preceding drawing and the information shown thereon.

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No. 000000015

WATER DISTRIBUTION NOTES

1. ALL ELEVATIONS ARE BASED ON MEAN SEA LEVEL DATUM. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND ELEVATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION. IF CONDITIONS ARE SIGNIFICANTLY DIFFERENT FROM THAT SHOWN ON THE PLANS, STOP WORK AND NOTIFY THE ENGINEER.
2. CONTRACTOR SHALL FIELD ADJUST FIRE HYDRANTS, VALVES AND APPURTENANCES TO MATCH FINISHED GROUND ELEVATION.
3. 8" MIN. POLYWRAP ON ALL D.I.P.'S IS REQUIRED. TAPS OF LIVE WATER MAINS TO BE DONE BY CITY FORCES, BUT COORDINATED AND PAID FOR BY CONTRACTOR.

SANITARY SEWER NOTES

1. ALL ELEVATIONS ARE BASED ON MEAN SEA LEVEL DATUM.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND ELEVATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION. IF CONDITIONS ARE SIGNIFICANTLY DIFFERENT FROM THAT SHOWN ON THE PLANS, STOP WORK AND NOTIFY THE ENGINEER.
3. CONTRACTOR SHALL FIELD ADJUST MANHOLE RIMS, CLEANOUTS, AND APPURTENANCES TO MATCH FINISHED GROUND ELEVATION.

GENERAL NOTES

1. ALL WATER AND SEWER LINES MUST HAVE A MINIMUM OF 10 FEET HORIZONTAL SEPARATION AND 18 INCHES VERTICAL SEPARATION.
2. ALL SEWER SERVICES SHALL BE 6 INCHES IN DIAMETER UNLESS OTHERWISE NOTED.
3. CONTRACTOR TO COORDINATE CONNECTION TO EXISTING SANITARY SEWER SYSTEM.
4. UTILITY AND MECHANICAL CONTRACTORS SHALL COORDINATE INSTALLATION OF SEWER SERVICES ALL THE WAY INTO THE BUILDING TO ACCOMMODATE CITY INSPECTION AND TESTING.

GENERAL NOTES

1. ALL ELEVATIONS ARE BASED ON MEAN SEA LEVEL DATUM.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION AND ELEVATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION. IF CONDITIONS ARE SIGNIFICANTLY DIFFERENT FROM THAT SHOWN ON THE PLANS, STOP WORK AND NOTIFY THE ENGINEER.
3. CONTRACTOR SHALL FIELD ADJUST MANHOLE RIMS, CLEANOUTS, AND APPURTENANCES TO MATCH FINISHED GROUND ELEVATION.

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GENERAL NOTES

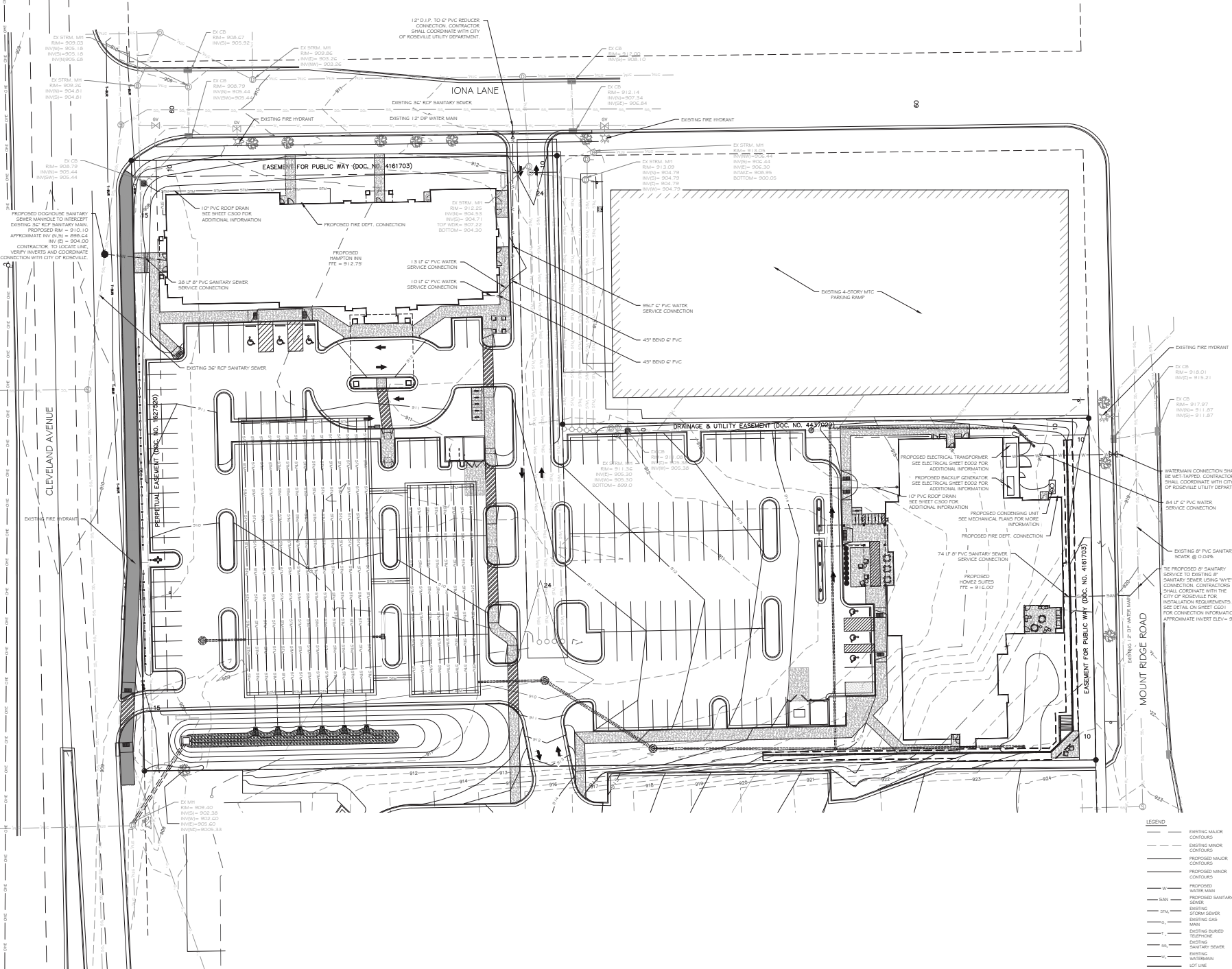
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3. CONTRACTOR SHALL FIELD ADJUST MANHOLE RIMS, CLEANOUTS, AND APPURTENANCES TO MATCH FINISHED GROUND ELEVATION.



NORTH



CITIES EDGE ARCHITECTS
133 Research Ave. Ste. 100
Roseville, MN 55127
Phone: 303.235.7770 Fax: 303.235.8873
www.CitiesEdgeArchitects.com



Confirmation & Seal

02/03/2015

02/03/2015

02/03/2015

MARK	DATE	DESCRIPTION
02/03/2015	02/03/2015	CONSTRUCTION DOCUMENTS

HOME2 # HAMPTON INN

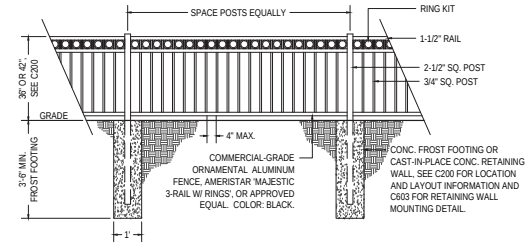
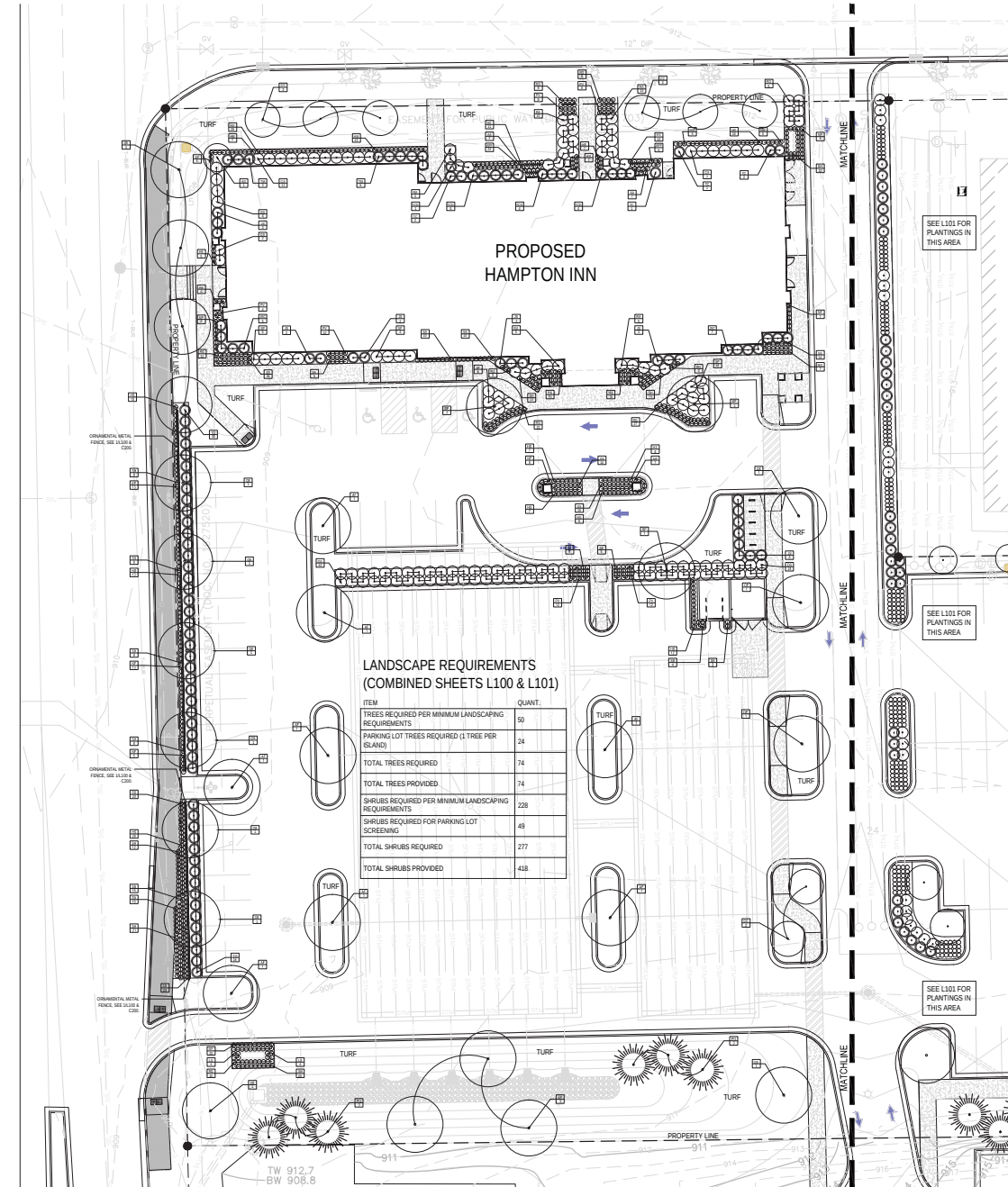
PROJECT OWNER: HR, LLC

PROJECT LOCATION: ROSEVILLE, MN

SHEET TITLE: UTILITY PLAN

PROJECT NUMBER: 24277

SHEET NUMBER: C400



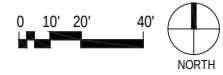
1 ORNAMENTAL ALUMINUM FENCE

L100 PLANTING SCHEDULE

TAG	QTY	COMMON NAME	BOTANICAL NAME	SIZE	NOTES
TREES					
AF	8	AUTUMN BLAZE MAPLE	ACER X FREMANII 'JEFFERSRED'	3" B+B	STRAIGHT LEADER
AG	1	AUTUMN BRILLIANCE SERVICEBERRY	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE'	6" B+B	CLUMP FORM
BP	6	PAPER BIRCH 'RENAISSANCE REFLECTION'	BETULA PAPPYRIFERA 'RENCY'	3" B+B	SINGLE STEM FROM SINGLE STEM STOCK
CC	8	THORNLESS HAWTHORN	CRATAEGUS CRUS-GALLI VAR. INERMIS	2" B+B	STRAIGHT LEADER
PG	6	BLACK HILLS SPRUCE	PICEA GLAUCA DENSATA	6" B+B	--
QE	7	NORTHERN PIN OAK	QUERCUS ELLIPSOIDALIS	3" B+B	STRAIGHT LEADER
SHRUBS					
CA	18	HUMMINGBIRD SUMMERSWEET	CLETHRA ALNIFOLIA 'HUMMINGBIRD'	5 GAL	--
DS	72	BUTTERFLY BUSH HONEYSUCKLE	DIERVILLA SESSILIFOLIA 'BUTTERFLY'	5 GAL	--
JS	21	JUNIPER 'ARCADIA'	JUNIPERUS SABINA 'ARCADIA'	5 GAL	--
JSC	12	JUNIPER 'MEDORA'	JUNIPERUS SCOPULORUM 'MEDORA'	10 GAL	--
RA	34	GRO-LOW SUMAC	RHUS AROMATICA 'GRO-LOW'	5 GAL	--
RO	6	SNOW PAVEMENT ROSE	ROSA 'SNOW PAVEMENT'	5 GAL	--
SP	25	ARCTIC BLUE LEAF WILLOW	SALIX PURPUREA 'NANA'	5 GAL	--
TC	6	JAPANESE UPRIGHT YEW	TAXUS CUSPIDATA 'CAPITATA'	5" BB	--
TCD	13	DWARF BRIGHT GOLD YEW	TAXUS CUSPIDATA 'DWARF BRIGHT GOLD'	5 GAL	--
TM	9	YEW, TAUNTON	TAXUS X MEDIA 'TAUNTON'	5 GAL	--
TO	49	LITTLE GIANT ARBORVITAE	THUJA OCCIDENTALIS 'LITTLE GIANT'	5 GAL	--
PERENNIALS					
AA	14	WHITE GLORIA ASTILBE	ASTILBE ARENDsii 'WHITE GLORIA'	1 GAL	--
AFF	27	LADY FERN	ATHYRIUM FELIX-FEMINA 'LADY-IN-RED'	1 GAL	--
EP	13	PURPLE CONEFLOWER	ECHINACEA PURPUREA 'POWOW' WILD BERRY	1 GAL	--
HX	113	CARAMEL HEUCHERA	HEUCHERA X VILLOSA 'CARAMEL'	1 GAL	--
HM	30	GOLDEN JAPANESE FOREST GRASS	HAKONECHLOA MACRA 'AUROREOLA'	1 GAL	--
HS	60	STELLA SUPREME DAYLILY	HEMEROCALLIS 'STELLA SUPREME'	1 GAL	--
LS	31	LIATRIS, FLORISTAN VIOLETT	LIATRIS SPICATA 'FLORISTAN VIOLETT'	1 GAL	--
NF	76	WALKER'S LOW CATMINT	NEPETA X FAASENI 'WALKER'S LOW'	1 GAL	--
PV	50	PRAIRIE FIRE SWITCHGRASS	PANICUM VIRGATUM 'PRAIRIE FIRE'	1 GAL	--
RG	108	GOLDSTURM RUDBECKIA	RUDBECKIA 'GOLDSTURM'	1 GAL	--
SA	47	AUTUMN FIRE SEDUM	SEDUM X 'AUTUMN FIRE'	1 GAL	--
SS	120	LITTLE BLUESTEM 'BLUE HEAVEN'	SCHYZACHYRIUM SCOPARIUM 'MINNBLUE A'	1 GAL	--
SH	119	PRAIRIE DROPSIDE	SPOROBOLUS HETEROLEPIS	1 GAL	--

NOTES

- SEE L101 FOR PLANTING NOTES & DETAILS.
- ALL LANDSCAPE AREAS TO BE IRRIGATED PER CITY CODE.



colberg | tews
landscape architecture
200 East Franklin Avenue | Minneapolis, MN 55405
www.colbergtews.com

Hampton Inn/Home2 Suites
Roseville, MN

stamp
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly registered landscape architect in the State of Minnesota.
Garrett A. Tews
2/20/2015
description
FINAL PLAT SUBMITTAL
date
2-5-2015
CONSTRUCTION DOCUMENTS
2-20-2015

title
LANDSCAPE PLAN - WEST

sheet number
L 100

TAG	QTY	COMMON NAME	BOTANICAL NAME	SIZE	NOTES
TREES					
AF	5	AUTUMN BLAZE MAPLE	ACER X FREMANII 'JEFFERSRED'	3" B+B	STRAIGHT LEADER
BP	3	PAPER BIRCH RENAISSANCE REFLECTION	BETULA PAPPYRIFERA 'RENC'	3" B+B	SINGLE STEM FROM SINGLE STEM STOCK
CC	8	THORNLESS HAWTHORN	CRATAEGUS CRUS-GALLI VAR. INERMIS	2" B+B	STRAIGHT LEADER
PG	6	BLACK HILLS SPRUCE	PICEA GLAUCA DENSATA	6" B+B	--
QE	9	NORTHERN PIN OAK	QUERCUS ELIPSOIDALIS	3" B+B	STRAIGHT LEADER
SHRUBS					
CS	8	ARCTIC FIRE DOGWOOD	CORNUS STOLONIFERA 'FARROW'	5 GAL	--
DS	21	BUTTERFLY BUSH HONEYSUCKLE	DIERILLA SESSILIFOLIA 'BUTTERFLY'	5 GAL	--
JC	24	SEA GREEN JUNIPER	JUNIPERUS CHINENSIS 'MONPE'	5 GAL	--
JS	20	JUNIPER 'ARCADIA'	JUNIPERUS SABINA 'ARCADIA'	5 GAL	--
JSC	23	JUNIPER 'MEDORA'	JUNIPERUS SCOPULORUM 'MEDORA'	10 GAL	--
RA	22	GRO-LOW SUMAC	RHUS AROMATICA 'GRO-LOW'	5 GAL	--
RO	19	SNOW PAVEMENT ROSE	ROSA 'SNOW PAVEMENT'	5 GAL	--
TCD	3	DWARF BRIGHT GOLD YEW	TAXUS CUSPIDATA 'DWARF BRIGHT GOLD'	5 GAL	--
TM	9	YEW, TAUNTON	TAXUS X MEDIA 'TAUNTON'	5 GAL	--
PERENNIALS					
HG	11	GUACAMOLE HOSTA	HOSTA 'GUACAMOLE'	1 GAL	--
HS	49	STELLA SUPREME DAYLILY	HEMEROCALLIS 'STELLA SUPREME'	1 GAL	--
LS	38	LIATRIS, FLORISTAN VIOLET	LIATRIS SPICATA 'FLORISTAN VIOLET'	1 GAL	--
NF	63	WALKERS' LOW CATMINT	NEPETA X FASSENII 'WALKER'S LOW'	1 GAL	--
PV	93	PRAIRIE FIRE SWITCHGRASS	PANICUM VIRGATUM 'PRAIRIE FIRE'	1 GAL	--
RG	56	GOLDSTURM RUDBECKIA	RUBRICKIA 'GOLDSTURM'	1 GAL	--
SA	51	AUTUMN FIRE SEDUM	SEDUM X 'AUTUMN FIRE'	1 GAL	--
SS	93	LITTLE BLUESTEM 'BLUE HEAVEN'	SCIRPACHYRIUM SCOPARIUM 'MINIBLUE X'	1 GAL	--
SH	38	PRAIRIE DROPSIDE	SPOROBOLUS HETEROLEPIS	1 GAL	--

PERENNIAL PLANTING

ITEM	QUANT.
TREES REQUIRED PER MINIMUM LANDSCAPING REQUIREMENTS	50
PARKING LOT TREES REQUIRED (1 TREE PER ISLAND)	24
TOTAL TREES REQUIRED	74
TOTAL TREES PROVIDED	74
SHRUBS REQUIRED PER MINIMUM LANDSCAPING REQUIREMENTS	228
SHRUBS REQUIRED FOR PARKING LOT SCREENING	49
TOTAL SHRUBS REQUIRED	277
TOTAL SHRUBS PROVIDED	438

[illegible]

<u>STAKING</u> 1/1" GUY SYSTEM: 1" POLYPROPYLENE OR POLYETHYLENE (HD ML) 1-10' WIDE STRIP (TYP) DOUBLE STRAND 1/4 GA WIRE & 3 STEEL STAKES OR SIGN POSTS @ 120 DEG. E.C. SEE STAKING DIAGRAM. GUY ASSEMBLY OPTIONALLY, BUT CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR MAINTAINING TREE IN A PLUMB POSITION FOR THE DURATION OF THE GUARANTEED PERIOD. COORDINATE STAKING TO INSURE UNIFORM ORIENTATION OF GUY LINES AND STAKES.	TREE STAKE OR SIGN POST
--	---

3.	ALL LANDSCAPE AREAS TO BE IRRIGATED PER CITY CODE.	5.	BELOW THE SURFACE ELEVATION OF THE PAVED SURFACE.
2.	ALL PROPOSED PLANTS SHALL BE STAKED AS SHOWN ON THE DRAWINGS AND/OR AS DIRECTED IN THE FIELD BY THE LANDSCAPE ARCHITECT. THE LANDSCAPE ARCHITECT MUST APPROVE ALL STAKING LOCATIONS OF PLANT MATERIALS PRIOR TO ANY DIGGING. LANDSCAPE ARCHITECT SHALL BE NOTIFIED AT LEAST 48 HOURS IN ADVANCE OF THE DELIVERY DATE FOR ALL PLANT MATERIALS.	11.	SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS.
3.	EXISTING TREES INDICATED ON PLAN TO REMAIN. PROTECT FROM DAMAGE DURING CONSTRUCTION. ALL TREE DISCLOSURE OF WORK LIMIT TO REMAIN UNLESS DAMAGED OR NOTICED. NOTIFY LANDSCAPE ARCHITECT OF ANY ADDITIONAL TREES REQUIRING REMOVAL. SEE ARCH. FOR LANDSCAPE DEMO AND TREE REMOVAL.	12.	ADJUSTMENT IN LOCATION OF PROPOSED PLANT MATERIAL MAY BE NEEDED IN THE FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED FOR APPROVAL PRIOR TO ADJUSTMENT.
4.	ALL DISTURBED AREAS SHALL BE RESTORED TO TURF UNLESS OTHERWISE SPECIFIED.	13.	ALL PLANT MATERIAL SHALL BE CLEARLY IDENTIFIED (COMMON OR LATIN NOMENCLATURE) WITH PLASTIC TAG IDENTIFIED BY THE USER OR PLANT SOURCE WHICH SHALL NOT BE REMOVED PRIOR TO THE LANDSCAPE ARCHITECT'S APPROVAL.
5.	ALL PLANT MATERIAL SHALL BE WARRANTED BY THE CONTRACTOR FOR A PERIOD OF ONE YEAR AFTER THE OWNER'S WRITTEN ACCEPTANCE. ANY ACTS OF VANDALISM OR DAMAGE WHICH MAY OCCUR PRIOR TO THE OWNER'S WRITTEN ACCEPTANCE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.	14.	ALL PLANT MATERIAL SHALL BE FERTILIZED UPON INSTALLATION WITH DRIED BONE MEAL OR OTHER FERTILIZER AS INDICATED MIXED IN WITH THE PLANTING SOIL PER MANUFACTURER'S INSTRUCTIONS.
6.	LANDSCAPE ARCHITECT MUST APPROVE THE DECOMPACTED SUBGRADE AFTER DECOMPACTION WORK IS COMPLETE AND PRIOR TO TOPSOIL PLACEMENT.	15.	ALL PLANT MATERIALS ARE TO BE INSTALLED PER PLANTING DETAILS.
7.	PROVIDE 4 INCHES OF TOPSOIL FOR ALL PLANT AREAS AND 6 INCHES OF TOPSOIL FOR ALL SEEDED AREAS. PROVIDE A MINIMUM OF 12 INCHES OF PLANTING SOIL MIX CONSISTING OF 10 TOPSOIL, 10 SAND, AND 80% COMPOST IN ALL SHRUB AND PERENNIAL BEDS. WHERE SHRUBS OR PERENNIALS ARE GROUPED, CREATE ONE CONTINUOUS PLANTING BED. LANDSCAPE ARCHITECT MUST APPROVE SOIL MIXTURE PRIOR TO SPREADING. CONTRACTOR MUST SUBMIT TESTING RESULTS AND FERTILIZER RECOMMENDATIONS FOR REVIEW PRIOR TO APPROVAL.	16.	WRAP ALL DECIDUOUS TREES FROM THE GROUND TO THE FIRST BRANCH FOR WINTER. WRAPPING MATERIAL SHALL BE QUALITY, HEAVY WATERPROOF CREPE PAPER MANUFACTURED EXPRESSLY FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANTED IN THE FALL PRIOR TO DECEMBER 1ST, AND REMOVE ALL WRAPPING BETWEEN MAY 1ST AND JUNE 1ST, OR AS INSTRUCTED BY THE LANDSCAPE ARCHITECT.
8.	ALL EGEDD SHRUB PLANTING BEDS TO RECEIVE UNFOLDED 3 INCH DEPTH OF SHREDDED HARDWOOD BARK MULCH. LANDSCAPE ARCHITECT TO APPROVE MULCH PRIOR TO INSTALLATION.	17.	IF THE LANDSCAPE CONTRACTOR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS, OR ANY OTHER SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT MATERIAL ESTABLISHMENT, SURVIVAL, OR GUARANTEE, THE LANDSCAPE CONTRACTOR SHALL BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT.
9.	ALL PLANTING BEDS NOT CONTAINED BY STRUCTURES, CURB, OR PAVING MUST BE EDGED WITH METAL LANDSCAPE EDGING. PERMALOK CLEANELINE 4" X 3/8" BLACK ANODIZED FINISH, OR APPROVED EQUIV.	18.	ALL SINGLE STEM TREES SHALL BE STOCK THAT WAS GROWN EXPRESSLY AS SUCH. MULTIPLE STEM STOCK WITH STEMS REMOVED WILL NOT BE ACCEPTED.
10.	WHERE SOD ABUTS PAVED SURFACES, FINISHED GRADE OF SOD MUST BE HELD 1 INCH	19.	NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR PRIOR TO SUBMISSION OF A BID AND/OR QUOTATION.
		20.	CONTRACTOR SHALL PROVIDE A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION UPON COMPLETION OF ALL PLANTING WORK.

BELOW THE SURFACE ELEVATION OF THE PAVED SURFACE.

11. SOD SHALL BE LAID PARALLEL TO THE CONTOURS AND SHALL HAVE STAGGERED JOINTS.

12. ADJUSTMENT IN LOCATION OF PROPOSED PLANT MATERIAL MAY BE NEEDED IN THE FIELD. SHOULD AN ADJUSTMENT BE ADVISED, THE LANDSCAPE ARCHITECT MUST BE NOTIFIED FOR APPROVAL PRIOR TO ADJUSTMENT.

13. ALL PLANT MATERIAL SHALL BE CLEARLY IDENTIFIED (COMMON OR LATIN NOMENCLATURE) WITH A PLASTIC TAG PROVIDED BY NURSERY OR PLANT SOURCE WHICH SHALL NOT BE REMOVED PRIOR TO THE LANDSCAPE ARCHITECT'S APPROVAL.

14. ALL PLANT MATERIAL SHALL BE FERTILIZED UPON INSTALLATION WITH DRIED BONE MEAL OR OTHER FERTILIZER AS INDICATED MIXED IN WITH THE PLANTING SOIL PER MANUFACTURER'S INSTRUCTIONS.

15. ALL PLANT MATERIALS ARE TO BE INSTALLED PER PLANTING DETAILS

16. WRAP ALL DECIDUOUS TREES FROM THE GROUND TO THE FIRST BRANCH FOR WINTER. WRAPPING MATERIAL SHALL BE QUALITY, HEAVY WATERPROOF CREPE PAPER MANUFACTURED EXPRESSLY FOR THIS PURPOSE. WRAP ALL DECIDUOUS TREES PLANT IN THE FALL PRIOR TO DECEMBER 1ST, AND REMOVE ALL WRAPPING BETWEEN MAY 1ST AND JUNE 1ST, OR AS INSTRUCTED BY THE LANDSCAPE ARCHITECT.

17. IF THE LANDSCAPE CONTRACTOR PERCEIVES ANY DEFICIENCIES IN THE PLANT SELECTIONS, SOIL CONDITIONS, OR ANY OTHER SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT MATERIAL ESTABLISHMENT, SURVIVAL, OR GUARANTEE, THE LANDSCAPE CONTRACTOR SHALL BRING THESE DEFICIENCIES TO THE ATTENTION OF THE LANDSCAPE ARCHITECT.

18. ALL SINGLE STEM TREES SHALL BE STOCK THAT WAS GROWN EXPRESSLY AS SUCH. MULTIPLE STEM STOCK WITH STEMS REMOVED WILL NOT BE ACCEPTED.

19. NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS REQUESTED OF THE LANDSCAPE ARCHITECT BY THE LANDSCAPE CONTRACTOR SUBMISSION OF A BID AND/OR QUOTATION.

20. CONTRACTOR SHALL PROVIDE A WRITTEN REQUEST FOR THE OWNER ACCEPTANCE INSPECTION UPON COMPLETION OF ALL PLANTING WORK.

PROPOSED
HOME2 SUITES

3101 East Franklin Avenue | Minneapolis, MN 55406
www.colbergteas.com

Hampton Inn/Home2 Suites
Roseville, MN

stamp

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly registered landscape architect in the State of Minnesota.

signature _____ date 7/20/2015
GARRETT A. TEWS 48408

description	date
FINAL PLAT SUBMITTAL	2-6-2015
CONSTRUCTION DOCUMENTS	2-20-2015

LANDSCAPE PLAN - EAST

sheet number

L 101

**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 2nd day of March 2015 at 6:00 p.m.

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

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

RESOLUTION NO. ____

**A RESOLUTION APPROVING THE FINAL PLAT OF
TWIN LAKES HOSPITALITY PLACE
(PF14-029)**

WHEREAS, HR, LLC (subsidiary of TPI Hospitality) has applied for approval of the proposed plat on property addresses at 2750 Cleveland Avenue, which parcels are legally described as:

Outlot A of the Twin Lakes Addition

And WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed preliminary plat on December 3, 2014, 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 pertinent staff report and the input from the public; and

WHEREAS, the Roseville City Council, at its regular meeting on January 12, 2015 received the Planning Commission's recommendation and voted to approve the preliminary plat; and

WHEREAS, the final plat materials have been prepared and submitted which are consistent with the approved preliminary plat and reflect applicable conditions of 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 Twin Lakes Hospitality Place is hereby approved.

AND BE IT FURTHER RESOLVED, by the Roseville City Council that Twin Lakes Hospitality Place shall be subject to the following conditions:

1. The developer/applicant is responsible for coordinating grading, drainage, and storm water management plans with the adjacent (south) proposed development site to potentially eliminate unnecessary grade changes, portions of a retaining wall, and a steeper-than-preferred joint access grade;

2. The developer/applicant is responsible for construction of a pathway (trail) along the east side of Cleveland Avenue from Iona Lane to the south limits of the development (currently there is a sidewalk along the south side of Iona Lane along the east side of Mount Ridge Road);
3. The developer/applicant shall continue working with the Public Works Department to address easements and water and sewer infrastructure requirements as necessary. These plans must be approved by the City Engineer prior to the approval of the final plat;
4. The developer/applicant shall apply for proper storm water management permits from Rice Creek Watershed prior to the approval of the final plat; and
5. The developer shall dedicate and maintain access easements across its lot in a form acceptable to the City Attorney to ensure permanent access to Mount Ridge Road and from Twin Lakes Parkway for the adjacent parcel.
6. The developer shall enter into shared parking agreements in a form acceptable to the City Attorney to ensure parking needs are met during extraordinary events. The shared parking agreement between the lots within this subdivision shall be permanent. The shared parking agreement with the property to the south will have an exit clause to protect each owner's rights in case of parking abuse by the adjacent property. This property is proposed to be parked at the maximum number of surface parking spaces. Any parking expansion would need to be contained in a parking structure per Code
7. Based on the November 6, 2014 recommendation of the Roseville Parks and Recreation Commission and pursuant to City Code §1103.07, the City Council will accept park dedication of cash in lieu of land in the amount of \$136,486 or 7% of the Fair Market Value of the property. The park dedication shall be made by the applicant before the signed final plat is released for recording at Ramsey County.

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 2nd day of March 2015.

(SEAL)

REQUEST FOR COUNCIL ACTION

Date: March 2, 2015
Item No.: 14.c

Department Approval



City Manager Approval



Item Description: Twin Lakes Parkway Phase Three Design Services Contract

BACKGROUND

In 2001, the Roseville City Council approved the Twin Lakes Business Park Alternative Urban Areawide Review (AUAR) and further updated the AUAR in 2007 as required by law. Since that time, the City has allowed the AUAR to expire, but the overall infrastructure plan that was approved in the AUAR has been implemented in phases. As an example, Phase I of the Twin Lakes Parkway project was installed in 2009 with Phase II following in 2010. Additional improvements were made as part of the Walmart development in 2013. To date, the improvements have followed the alignment of the roadway as recommended in the Twin Lakes Business Park AUAR.

The City has also invested significant resources into securing right-of-way for the future extension of Twin Lakes Parkway. At this point, with the possible exception of some temporary easements that may be needed for actual construction, the City now controls the right-of-way for the final extension of Twin Lakes Parkway to Fairview Avenue.

At this time, there is at least one development being considered along the Twin Lakes Parkway corridor that would utilize a portion of the remaining extension of the major collector roadway to Fairview Avenue. It is very likely that in 2015 more development proposals will be brought forth that will need this roadway connected in order to develop. Given this possibility and in order to be ready to respond to these development needs, staff is recommending that the final plans and specifications for the final phase of Twin Lakes Parkway be authorized and a contract for design services be awarded.

Staff has asked SRF Consulting Group to provide a proposal for the design services which would include preparing final plans and specifications as well as providing support and coordination during bidding and contract award. Staff would seek a separate proposal for Construction Administration services once we know when the project was going to bid.

SRF Consulting Group is currently under contract to produce a Feasibility Study for this improvement as well as other required improvements within the Twin Lakes Area. They were also awarded a design services contract for the I-35W at Cleveland Avenue Interchange Reconstruction Project after a competitive best value Request for Proposals process.

SRF has responded with a proposal of \$117,014 for the design services as requested. Given the estimated project construction cost of \$1.5 million, this fee represents 7.8% of the project construction costs. Staff estimated a design cost of about 10% of the construction amount, which would have yielded a \$150,000 estimated fee, however, given SRF's current work on the feasibility study for this area as well as its current contract on the interchange project, staff feels the City is realizing about \$30,000 in savings by using SRF Consulting Group.

This item was brought before the City Council on December 8th, 2014 for approval. After Council discussion and input from residents in the Twin Lakes Area, the Council determined that the 2007 Traffic Study for the Twin Lakes Area (done in conjunction with the AUAR Update at that time) should be updated to ensure that current background traffic and updates in area development were appropriately represented before approving the design contract. The study was expanded to include an analysis of three scenarios:

- 1: No expansion of Twin Lakes Pkwy and only background traffic growth except for currently approved or proposed development in the Twin Lakes Area
- 2: No expansion of Twin Lakes Pkwy and, background traffic growth and full build land use scenario for Twin Lakes Area
- 3: Expansion of Twin Lakes Pkwy to Fairview Ave, background traffic growth and full build land use scenario for Twin Lakes Area

On February 23, 2015, staff along with SRF Consulting Group and Ramsey County, presented the results of the traffic study. Attachment B shows the estimated Average Daily Traffic (ADT) volumes for year 2030 for each scenario. Based on this traffic report the following observations were made regarding the effects of the Twin Lakes Parkway connection to Fairview Ave:

- Provides an alternative route choice for the Twin Lakes area. With its extension, trips generated within the Twin Lakes area have more travel choice to access the area.
- Improves operations along the County Road C and County Road D corridors. Vehicles currently traveling along County Road C and/or County Road D have an alternative choice depending on their origin/destination.
 - County Road C/Fairview Avenue intersection:
 - Under Scenario 2 this intersection is expected to operate at an unacceptable LOS E. Due to right-of-way constraints at the intersection, geometric improvements, such as installation of additional turn lanes, are likely not feasible.
 - Under Scenario 3 (Twin Lakes Parkway extension) this intersection is expected to operate at an acceptable LOS D.
 - In case of an incident or poor weather conditions, when the regional system is congested, Twin Lakes Parkway could serve as an alternative route, providing relief to County Road C and County Road D.
- Direct access for developments along Twin Lakes Parkway reduces unnecessary circulation and improves travel time in the study area.
- The regional travel demand model suggests that few regional trips are expected to use Twin Lakes Parkway. The majority of trips have an origin/destination near the study area.
 - Due to future regional improvements to the surrounding transportation system, such as the managed lane along I-35W, more vehicles are expected to stay on the regional system rather than use Twin Lakes Parkway as previously expected.

There continues to be concern from residents over the connection of Twin Lakes Parkway to Fairview and the impact that it will have on the local neighborhood and traffic volumes particularly on Fairview. Staff feels that the updated traffic study has addressed many of these concerns and shows benefit to the local and regional transportation system as development and redevelopment in the area continues.

Staff has confirmed with SRF Consulting Group that the proposal presented in December is still valid and they will honor the cost proposal, at \$117,014.00, for the services identified in the proposal.

As a final note, beyond this approval for the design services contract, the following additional City Council action will be required for the actual construction of the final phase of Twin Lakes Parkway, some of these items may be combined into one action item:

- Approval of funding for the construction of Twin Lakes Parkway
- Approval of plans and specifications
- Authorization for advertisement of bids
- Awarding contract to responsible bidder

POLICY OBJECTIVE

The Twin Lakes project has long been identified as a priority for the City. This project would complete the extension of Twin Lakes Parkway and is consistent with the original Master Plan for the Twin Lakes area, the Twin Lakes Business Park AUAR as originally adopted in 2001 and the City's Comprehensive Plan.

FINANCIAL IMPACTS

Staff recommends using funds from the existing TIF funds in the Twin Lakes area to fund this design services contract. Funding for the actual construction of the roadway will require further discussion at the Council level on whether to use special assessments, either on a benefiting area in the Twin Lakes area or only assessing fronting properties, use additional TIF funds if the TIF account balances are sufficient, or use general fund dollars or a mixture of the above. This discussion will need to occur before authorizing this project to be advertised for bid.

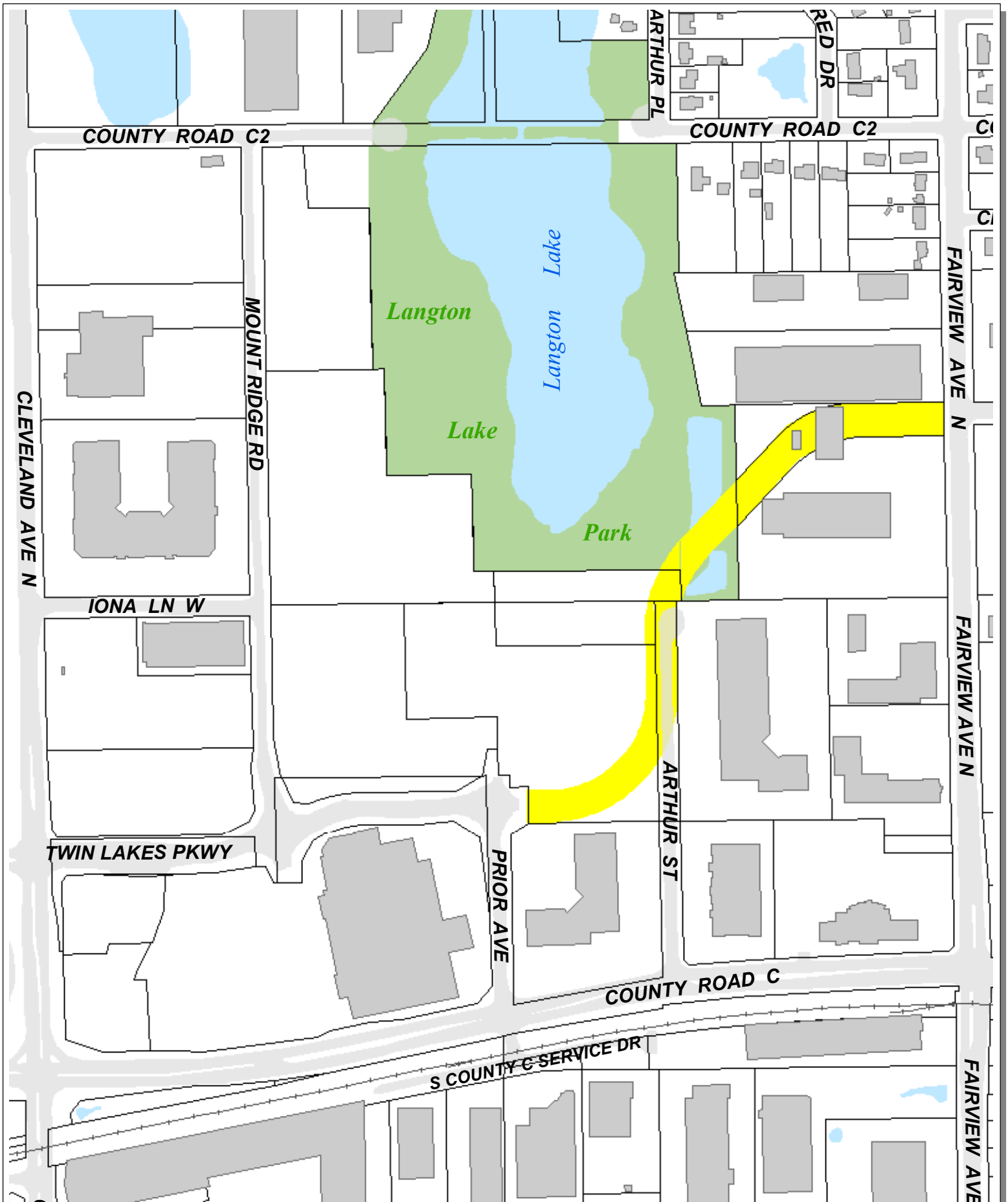
STAFF RECOMMENDATION

Staff recommends the Council award a design services contract with SRF Consulting Group for the design of Twin Lakes Parkway Phase III in the amount of \$117,014.

REQUESTED COUNCIL ACTION

Award a design services contract with SRF Consulting Group for the design of Twin Lakes Parkway Phase III in the amount of \$117,014.

Prepared by: Marc Culver, City Engineer
Attachments: A: Figure
B: Year 2030 Estimated Daily Traffic Volumes
C: Design Services Proposal



Twin Lakes Phase 3 Extension



Prepared by:
Engineering Department
December 02, 2014

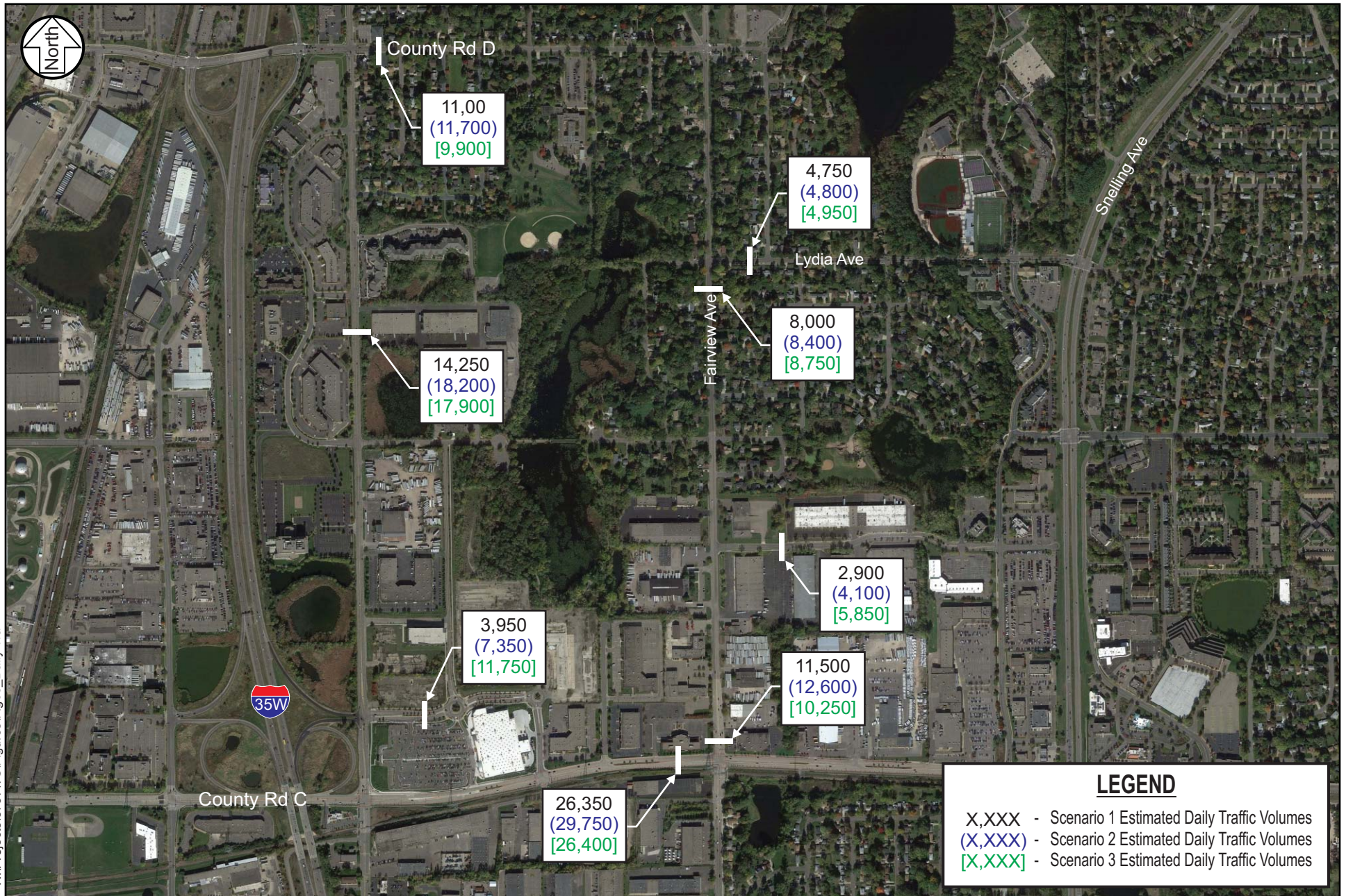
Data Sources and Credits
 * Roseville County GIS Base Map (2014)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department
 2800 Civic Center Drive, Roseville, MN

Twin Lakes Parkway Extension

Parcels
 Buildings

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 publicly
 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, County, State and Federal offices are not responsible for the accuracy of the information
 this map and any errors that may appear. The City does not warrant that the City Data can be used for navigation, banking 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 951.792.7075. The provided disclaimer is provided pursuant to Minnesota Statute §466.03, Subd. 21 (2005),
 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 50 100 150 200 Feet
 mapdoc: TwinLakesPhase3Extension.mxd
 map: TwinLakesPhase3Extension.pdf





February 25, 2015

Mr. Marc Culver, PE
Assistant Public Works Director/City Engineer
CITY OF ROSEVILLE
2660 Civic Center Drive
PO Box 510
Roseville, MN 55113-1899

SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR THE EXTENSION OF
TWIN LAKES PARKWAY
ROSEVILLE, MINNESOTA

Dear Mr. Culver:

SRF Consulting Group is pleased to submit this proposal to the City of Roseville to provide professional engineering services to provide design services for the completion of Twin Lakes Parkway from Prior Avenue to Fairview Avenue.

The City is seeking design services to prepare the final plans, specifications and cost estimates for the project. The project limits end at the connection to Fairview Avenue and does not include the east leg of the intersection nor any work on Fairview Avenue including turn lanes. The City has a development proposal under consideration for the southwest quadrant of Fairview and Twin Lakes; therefore, the City likely desires to construct the project in 2015, however, the project may be constructed in 2016 depending on the timing of the development project.

SCOPE OF SERVICES

We propose to carry out the work as described in the attached Scope of Services. Our scope consists of taking the project up through the bid letting and contract award process. We understand that this project does not include any federal funding and that the project will be funded by a combination of special assessments, TIF proceeds (general fund) or Municipal State Aid funds. David Hutton, PE, will serve as our Project Manager, and he will be supported by Steve Miller, as the lead Project Design Engineer.

In addition to the City of Roseville, we will provide project coordination with Ramsey County, MnDOT State Aid, Rice Creek Watershed Management Commission (RCWD), Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDH), local businesses and property owners, and private utility companies to ensure that this project is completed on time and within budget.

www.srfconsulting.com

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

An Equal Opportunity Employer

ASSUMPTIONS

- All right of way and easements (both permanent and temporary construction) have been obtained by the City already and will be provided to the City as part of the development project.
- Since the full intersection at Fairview will not be constructed with this project, SRF will design the signal poles for the ultimate location, therefore they will not need to be moved and the heads will simply be located where the current traveled lanes are today. Conduits and appurtenances will be designed and installed for a future interconnect system to the existing signal on CR C and Fairview Avenue.
- A Signal Justification Report (SJR) will be developed, as opposed to an ICE report.
- Sanitary sewer and water mains will be designed in accordance with the City's Comprehensive utility plans. Sizes of the mains will be provided to SRF by the City, and no capacity analysis will be needed.
- The stormwater management plan will use the 2008 design as the basis, but SRF will update the design to meet current regulatory standards. Stormwater quality and quantity requirements will need to be addressed to meet the permitting requirements of the RCWD and the NPDES permit. It is our understanding that a parcel to the north of Twin Lakes Parkway, in the vicinity of Arthur Street, may likely be available for the construction of a stormwater management pond.
- Street lighting will be designed to match the styles and levels of lighting on the existing Twin Lakes Parkway, west of Prior Avenue, for both vehicular lighting and pedestrian lighting on the trails.
- The Project Memorandum has already been completed; therefore, no environmental documentation will be done as part of our scope.
- Both a Phase 1 and Phase 2 ESA have been completed already, therefore, these will not be included in our scope. SRF will incorporate the recommendations from these reports for contaminated soil mitigation steps/plan into the project specifications.
- There is an existing wetland delineation report but it has expired. Therefore, our scope includes verifying the wetland delineation of WSB's Wetland #1 and the mapped stormwater pond along with obtaining all regulatory wetland permits. (See the detailed scope of services attached to this proposal for the specific assumptions used in our fee calculation.)
- SRF is already under separate contract to complete a feasibility report for this project as part of a more comprehensive study of this area, which will meet the requirements of Chapter 429, Special Assessments; therefore, no additional feasibility report will be required.
- The City will provide all geotechnical services for the project design.
- City staff will present all project related items to the City Council for approval. SRF will be required to conduct and attend one (1) neighborhood meeting. The meeting will be attended by two staff from SRF.
- This scope is solely for final design services and does not include in-construction services. Our scope will take the project through the bidding and award process.

- Our proposed fee, in the attached scope of services, assumes a project construction cost estimate of approximately \$1.5 million.

SCHEDULE

We will complete this work within a mutually agreed-upon time schedule. It is our understanding that our proposal will be considered at the March 2, 2015 City Council meeting. We are available to start on this project immediately upon receipt of a Notice to Proceed from the City.

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the allowable IRS rate for business miles at the time those miles are incurred. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$117,014.00, which includes both time and expenses. Attached is a detailed Task-Hour breakdown of our specific scope and time estimated to complete each task.

CHANGES IN THE SCOPE OF SERVICES

It is understood that if the scope or extent of work changes, our fees will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget amendment request for the new work and will not begin work until we receive authorization from you.

STANDARD TERMS AND CONDITIONS

The attached Standard Terms and Conditions (Attachment A), together with this proposal for professional services, constitute the entire agreement between the Client and SRF Consulting Group, Inc. and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

ACCEPTANCE/NOTICE TO PROCEED

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is dhutton@srfconsulting.com.

Mr. Marc Culver, PE
City of Roseville

- 4 -

February 25, 2015

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



David E. Hutton, PE (MN WI)
Senior Associate



Michael R. Turner, PE (MN SD TX)
Principal

DEH/MRT/gjd

Attachments: Attachment A: Standard Terms and Conditions
Work Tasks and Person-Hour Estimate

APPROVED:

(signature)

Name _____

Title _____

Date _____

This fee proposal is valid for a period of 90 days. SRF reserves the right to adjust its fee estimate after 90 days from the date of this proposal.

SRF P14851

ATTACHMENT A
STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty (30) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

- a. To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.
- b. To the fullest extent permitted by law, the CLIENT agrees to indemnify and hold harmless SRF, their officers, directors and employees against all damages, liabilities or costs to the extent caused by the CLIENT's negligent acts under this Agreement and anyone for whom the CLIENT is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

If negotiation in good faith fails to resolve a dispute within the thirty (30) days of notice of the dispute, or time period specified by applicable law, then the parties agree that each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

16. CONTROLLING LAW

This Agreement is to be governed by the law of the principal place of business of SRF.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

WORK TASKS AND PERSON-HOUR ESTIMATE
CONSULTANT: SRF CONSULTING GROUP, INC.
EXHIBIT A

CLIENT: CITY ROSEVILLE

P14851

PROJECT: TWIN LAKES PARKWAY PROJECT
PRELIMINARY AND FINAL DESIGN

***** ESTIMATED PERSON-HOURS *****

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
1.0	PROJECT MANAGEMENT								
1.1	Provide general administration of the project including invoices, cost and schedule updates, billing preparation, other non technical work, communication with the necessary project personnel and all other work to ensure all the project tasks are completed on time, within budget and in accordance with applicable laws, rules and regulations.	5	0	0	0	0	0	5	
1.2	Provide general coordination of the project including scheduling project team meetings, agency coordination meetings (State Aid), utility company coordination meetings and other meetings as needed.	0	10	0	0	0		10	
1.3	Provide ongoing Quality Assurance and Quality Control (QA/QC) throughout the project duration. Includes an independent review of all submittals.	0	5	0	0	0	0	5	
	SUBTOTAL - TASK 1	5	15	0	0	0	0	20	\$2,945
2.0	PROJECT MEETINGS AND PUBLIC INVOLVEMENT								
2.1	Arrange and conduct project coordination meetings to discuss issues related to design decisions, permitting, schedule, plan review timelines and final plan approval. This task includes preparation and distribution of meeting minutes within one week of the actual meeting. Assumes 1 meeting and 2 staff	0	10	0	0	0	0	10	
2.2	Identify, arrange for and conduct coordination meetings with affected utility companies at the 50% and 95% plan complete milestone to incorporate identified utility displacement into the plans. This task includes preparation of materials and preparation and distribution of meeting minutes within one week of the actual meeting date. Assume 2 meetings and 2 staff	0	16	0	0	0	0	16	
2.3	Provide support services to the City for, and attend, 1 neighborhood meeting.	0	8	0	0	1	0	9	
	SUBTOTAL - TASK 2	0	34	0	0	1	0	35	\$4,700
3.0	TOPOGRAPHICAL SURVEY AND STRUCTURE INVENTORY								
3.1	Topographical survey including preliminary survey, structure inventory, measurements, and other field observations necessary to complete the design plans and specifications. Depths of all structures, including top nuts of valves, shall be obtained to evaluate potential conflicts. Includes time for control setting and processing of survey data into design files.	0	4	0	0	40	0	44	
	SUBTOTAL - TASK 3	0	4	0	40	0	0	44	\$3,980

CLIENT: CITY ROSEVILLE

CONSULTANT: SRF CONSULTING GROUP, INC.
EXHIBIT A

P14851

PROJECT: TWIN LAKES PARKWAY PROJECT
PRELIMINARY AND FINAL DESIGN

***** ESTIMATED PERSON-HOURS *****

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
4.0	IDENTIFY AND PREPARE PERMIT APPLICATIONS								
4.1	Coordinate with permitting agencies to acquire approval of all permit applications. This task includes preparation of materials/drawings pertinent to the project to satisfy the requirements of the permitting agencies. Coordination meetings with pertinent agencies are included elsewhere, but it is assumed that attendance at the RCWD Board meeting is not required.	0	0	0	10	0	0	10	
	Agencies requiring a permit for this project are anticipated to be:								
	- Rice Creek Watershed	0	4	0	20	3	1	28	
	- NPDES Phase II (MPCA)			2					
	- SWPPP			2		2			
	- Mn Department of Health			2					
	- MPCA - Sanitary Sewer			2					
	- Wetlands are covered in a separate task below.								
	SUBTOTAL - TASK 4	0	4	8	30	5	1	38	\$4,486

5.0 COST ESTIMATES

Final engineering construction cost estimates, based on project design quantities and typical unit prices will be provided at the 50%, 95%, and 100% plan

5.1 Prepare cost estimates to accompany the 50%, 95%, and 100% plan submittal.

SUBTOTAL - TASK 5

\$3,440

6.0 UTILITY IDENTIFICATION AND RELOCATION

Utility information and mapping will correspond to Utility Quality Level C as defined in CI/ASCE 38-02 "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data"

6.1 Coordinate with Gopher State One Call to locate all utilities in the project area.

6.2 Prepare final utility plans and tabulations showing identified in-place public and private utilities located within the proposed construction limits. The final utility plans and tabulations shall include the following:

- List of Utility owners within the project
- Plan view of identified in-place utilities showing location, size, and type of facility.
- Distinction between overhead and buried utility lines.
- Tabulation of identified in-place utilities showing the location (indicated by station and offset from the roadway alignment used in the final construction plan), the utility facility owner, and the size and type of facility in the project area. Indicate the effect in the tabulation for each utility identified (leave as is, adjust, relocate, or remove).
- Utility locations and existing and proposed right-of-way lines on the cross section sheets.

CLIENT: CITY ROSEVILLE

CONSULTANT: SRF CONSULTING GROUP, INC.

P14851

PROJECT: TWIN LAKES PARKWAY PROJECT
PRELIMINARY AND FINAL DESIGN

TASK NO.	WORK TASK DESCRIPTION	***** ESTIMATED PERSON-HOURS *****							ESTIMATED FEE
		PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	
6.3	Submit a Utility Verification and Information Letter to each identified utility owner, no later than 90 days prior to the submission of final plans for approval. Included will be title sheet, construction plan sheets, profiles, construction staging, utility tabulations, in-place utility plan sheets and cross sections.	0	0	0	0	4	0	0	4
6.4	The final locations of all private utilities will be determined by the utility owners and such information shall be furnished to the Consultant who shall show new locations in the final construction plans provided the information is furnished prior to substantial completion of the plans.	0	0	0	0	2	0	0	2
6.5	Review proposed utility relocations for constructability and conflict with other utilities.	0	0	0	0	0	0	0	0
SUBTOTAL - TASK 6		0	0	0	0	22	0	0	22
									\$1,892
7.0	DRAFT PLAN PREPARATION								
50% Plans									
7.1	Incorporate the design elements into a draft plan set for City review. Perform preliminary drainage investigation and recommend appropriate BMP's. Plan set to include:	0	10	40	50	40	0	0	140
- Title sheet and general layout - Statement of Estimated Quantities - Typical sections - Horizontal and vertical alignments and geometrics - Utility plan and tabulations - Cross sections (with in-place right of way shown) - Construction limits (shown on both the in-place topography and construction plans) - Removal plans - Utility relocation plans - Preliminary Drainage Investigation; determination of BMP's such as Grit Chambers and Rain Gardens									
95% Plans									
7.2	Incorporate City review comments and input and subsequent design work of the 50% plans into the 95% construction plans. The plans will include all elements of the 50% plans plus further developed items. 95% plans to include all the plan sheets of the plan set. See 100% plan task for a list of the plan sheets to be included.	0	10	20	40	40	0	0	110
SUBTOTAL - TASK 7		0	20	60	90	80	0	0	250
									\$24,940
8.0	TRAFFIC SIGNAL & INTERCONNECT DESIGN								
8.1	Signal Justification Report (SJR) - Fairview Ave at Twin Lakes Pkwy - Assumes a SJR (not an ICE) will be prepared for the Fairview Ave/Twin Lakes Pkwy intersection, consistent with current MnDOT State Aid requirements.	1	4	0	16	4	1	1	26

SRF CONSULTING GROUP, INC.

ENGINEERS AND PLANNERS

S:\Marketing\Proposals\2014 Letter Proposals\P14851_TLP-scope_022515.pdf

CLIENT: CITY ROSEVILLE

CONSULTANT: SRF CONSULTING GROUP, INC.
EXHIBIT A

P14851

PROJECT: TWIN LAKES PARKWAY PROJECT
PRELIMINARY AND FINAL DESIGN

***** ESTIMATED PERSON-HOURS *****

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
8.2	- AM and PM Peak turning movement forecast data and existing approach volume data will be available from previous traffic study work in the project area and will not need to be developed or collected specifically for the creation of the SJR. - Assumes one round of review comments by agencies. - Assumes SRF Basic QMP processes and documentation will be required. - Prepare draft SJR, submit for agency review, address review comments, submit for signatures	2	18	0	30	86	2	138	
	- Permanent Traffic Signal Design, PS&E - Fairview Ave at Twin Lakes Pkwy - Assumes one permanent signal will be designed at the intersection of Fairview Ave at Twin Lakes Pkwy. Assumes Accessible Pedestrian Systems (APS) will be included in the design of the permanent signals. - Deliverables include permanent signal plans with details, Division SS special provisions and engineer's estimate, to be incorporated into overall project construction documents submittals and final package. - Mast arm signal poles shall be placed during design to accommodate the proposed ultimate intersection so they will not need to be moved in the future. - Assumes SRF Basic QMP processes and documentation will be required. - Assumes no temporary signal system will be required at the intersection to facilitate staging and construction of the project. - Includes design of conduits and handholes or vaults for future interconnect along Fairview Ave between Twin Lakes Pkwy and County Road C within the project limits. Will not include fiber schematics or the inclusion of interconnect wire or fiber. - Does not include time for services during bidding or construction.	3	22	0	46	90	3	164	\$17,546
	SUBTOTAL - TASK 8								
9.0	LIGHTING								
	Assumptions - Project tasks include: - SRF to provide lighting design based on existing sidewalk/trail lighting leading into the project - Lighting from roundabout leading into the project will be fed from system at existing roundabout. - Intersection lighting design to be incorporated into the signals at Fairview. This will also serve as feedpoint for lighting in this half of the project. - Provide telecom empty conduit - City will provide as-builts of existing street lighting - No site visit required specific to lighting - Utilize SRF basic QMP methods - Utilize 60%, 95% and final plan set methods								
9.1	Meet with City staff to understand telecom conduit and any sidewalk/trail issues.	0	1	0	0	0	0	1	
9.2	Provide lighting 60% design for Twin Lakes Parkway between Prior Ave and Fairview Ave. - project management - gather as-built and utility information	0	4	0	0	4	12	20	

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CLIENT: CITY ROSEVILLE

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PRELIMINARY AND FINAL DESIGNCONSULTANT: SRF CONSULTING GROUP, INC.
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TASK NO.	WORK TASK DESCRIPTION	***** ESTIMATED PERSON-HOURS *****					ESTIMATED FEE		
		PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL CLERICAL	TOTALS		
9.3	- create 60% plan drawings outlining proposed light unit locations, feedpoint locations and basic wire routing Provide lighting 95% design for Twin Lakes Parkway between Prior Ave and Fairview Ave. Provide preliminary plans, specifications and engineers estimate. - project management - respond to comments on 60% drawings - create 95% drawings including cover sheet tab/legend (1), site plan sheets (2), installation detail sheets (2), wiring detail sheet (1) and as-built detail FYI sheets (2) - develop quantities and estimate - develop specifications	0	3	0	4	4	0	11	
9.4	Provide street lighting final design for Twin Lakes Parkway between Prior Ave and Fairview Ave. Finalize plans, specifications and engineers estimate. - project management - respond to comments on 95% drawings - final PS&E documents	0	2	0	4	4	0	10	
SUBTOTAL - TASK 9		0	10	0	8	12	12	42	\$4,030
10.0	WATER RESOURCES DESIGN Assumptions: - Storm sewer/stormwater pond layout from 2008 provides the basis for the design - Stormwater BMP design will need to be updated to provide for current Rice Creek Watershed District standards if it can fit within the available right-of-way - Modeling required for the BMP will be performed using HydroCAD - Storm sewer design shall meet the City's Minimum Engineering Standards for Stormwater Conveyance and State Aid guidelines/standards where more restrictive.								
10.1	Collect and review all available data for the corridor, including the RCWD rules, available soils data, contaminated soils information, drainage area information for the surrounding land uses that may impact the design, and any other pertinent data	0	2	0	8	0	0	10	
10.2	Identify potential BMP strategies for the project that meets the RCWD regulations within the right-of-way provided for the project. This will likely include some type of filtration/ponding area (rather than infiltration) given the potential for contaminated soils.	0	4	0	12	1	0	17	
10.3	Meet with RCWD and City staff to review BMP strategies and discuss alternatives to meeting the rules (assumes 1 meeting)	0	3	0	4	0	0	7	
10.4	Prepare draft storm sewer and BMP plans that meet current State Aid standards.	1	4	7	38	28	0	78	

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WORK TASKS AND PERSON-HOUR ESTIMATE

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		PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	
10.5	Prepare final plans, including storm sewer plans and profiles, BMP grading plans, and erosion control plans incorporating comments on the draft plans.	0	5	7	22	20	0	54	
10.6	Prepare H&H models of existing and proposed conditions to confirm BMP and outlet structure design. Assumes HydroCAD models will be prepared.	0	1	3	6	0	0	10	
10.7	Prepare water resource specifications as required.	0	2	0	8	0	1	11	
10.8	Prepare quantities and cost estimates for the water resource items at the 3 scheduled turn-ins.	0	1	0	8	0	0	9	
10.9	Prepare a drainage area layout map, spread calculations, and storm sewer sizing design documentation package for submittal to State Aid Office.	0	1	3	8	2	1	15	
10.10	Perform QC on the final products	1	4	0	0	0	0	5	
SUBTOTAL - TASK 10		2	27	20	114	51	2	216	
								\$21,439	

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TASK NO.	WORK TASK DESCRIPTION	***** ESTIMATED PERSON-HOURS *****					TOTALS
		PRINCIPAL	SR. ASSOC.	SR. PROF.	PROF.	TECHNICAL CLERICAL	
	ALIGNMENT PLANS AND TABULATIONS: Alignment plans at 1" = 200' scale showing all proposed roadway stationing and identifying all alignment points with point Tabulation sheets showing all alignment and curve data (PC, PI, PT, POT, POC, PCC) for the alignment points shown on the alignment plan. Tabulated data will include CONSTRUCTION PLAN SHEETS: 1" = 100' scale plans of the project providing detailed information on the location of items such as: roadways, shoulders, radii, turn CONSTRUCTION PLAN DETAILS: Detail drawings of major intersections showing all horizontal geometry, edge of pavement profiles and details (such as radii, tapers, MISCELLANEOUS DETAILS: Horizontal geometry and details necessary for the construction of unique or non-standard items such as concrete joint details (including PROFILE SHEETS: Profiles of the proposed principal streets and cross roads. Information shown on the profiles will include: vertical control, vertical curve data, top of Where curb and gutter are used in project, profiles will be shown along gutter flow lines at selected locations as required to ensure proper drainage. SUPER ELEVATIONS: 1" = 100' plans with the station, location, and cross slope at the beginning, zero cross slope point, and end of the super elevation transition being WATER RESOURCE NOTES: Notes explaining drainage design and permitting information will be included. Provide complete detailed drawings of all special structures DRAINAGE PLANS: 1" = 100' scale plans. Urban (curb and gutter) section roadways will have catch basins and a closed drainage system. Plans will show any special EROSION CONTROL: Location and type of temporary erosion control devices, (bio filter checks, silt fences, etc.) and sedimentation basins that will be used to control INPLACE DRAINAGE TABULATIONS: List type, size and location of all in-place drainage structures within the project limits shown on the existing topography and utility PROPOSED DRAINAGE TABULATIONS: List the location, type, size, length, inlet and outlet elevations, top of casting elevation, grade, class, alternative pipe types, STORM SEWER PROFILES: A profile of the centerline of all proposed culverts and storm sewers, along with the culvert or pipe's size, length, grade, hydraulic grade TURF ESTABLISHMENT PLANS AND PERMANENT EROSION/SEDIMENT CONTROL: 1" = 100' scale plans showing areas requiring permanent turf establishment TRAFFIC CONTROL PLANS AND TABULATIONS: Traffic control plans and tabulations will be included as necessary. SIGNING, STRIPING AND PAVEMENT MARKING PLANS: Signing, striping and pavement marking plans and tabulations will be included as previously described. TRAFFIC SIGNAL PLANS AND SPECIAL PROVISIONS: Emergency Vehicle Pre-emption device will be included. CROSS-SECTION MATCH LINE LAYOUT: A 1" = 200' match line layout will be included in the plans indicating the cross-section locations and centerline alignments. CROSS-SECTION SHEETS: cross sections at a minimum of 50 foot intervals, with intermediate sections at plus stations of unique physical features. Existing ground, 11.2 Submit 100%-complete plan for review and approval. Submittal will include 5 copies of 11" x 17" plans, all CADD files. Special provisions data will also be submitted. 11.3 Obtain any comments and perform revisions as necessary. Re-submit final plans for approval.						30
							0

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TASK NO.	WORK TASK DESCRIPTION	***** ESTIMATED PERSON-HOURS *****						TOTALS	ESTIMATED FEE
		PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL		
11.4	Upon approval of the final plan, submit one draft set of signed original 100% complete plans on 11" x 17" bond paper, with the cover sheet on vellum or mylar. Also submit one complete set of draft final special provisions and final cost estimate, final drainage area map and hydraulics report, and advertisement for bid.	0	0	4	0	0	2	6	
	SUBTOTAL - TASK 11	0	0	48	10	42	34	126	\$13,294

12.0 WETLAND DELINEATION and PERMITTING

Assumptions:

- Assumes City of Roseville will secure all property access permission prior to fieldwork.
 - Assumes delineation of two (2) wetlands along the proposed segment of Twin Lakes Parkway from Prior Avenue North to Fairview Avenue North.
 - Assumes wetland delineation will be limited to 150' on each side of the proposed Twin Lakes Parkway.
 - Assumes one site visit to complete wetland delineations.
 - Assumes delineations will be completed and submitted for approval during the 2015 growing season as defined by the U.S. Army Corps of Engineers (USACE) wetland delineation manual.
 - City of Roseville will provide review and approval of the draft and final wetland delineation report prior to submittal to the Technical Evaluation Panel (TEP).
 - Assumes SRF will distribute the delineation report to the Wetland Conservation Act (WCA) Local Government Unit (LGU) and USACE for official noticing.
 - Assumes one (1) MnDNR Public Waters within the project limits - requires MnDNR Public Waters Work Permit.
 - Assumes un-avoidable wetland impacts associated with the project are not eligible for the Board of Water and Soil Resources Safety Credits and will be mitigated through the purchase of wetland credits. Actual purchase of the wetland credits will be the responsibility of the City of Roseville.
 - Preparation of a Wetland Mitigation Plan has not been included as any necessary mitigation could occur through wetland banking credits.
 - Assumes City of Roseville will sign the wetland delineation and permit applications, and pay any associated fees.
 - Assumes one revision to the WCA/USACE joint permit application in response to agency comments (if necessary).
 - Assumes Section 404 permit from the USACE will be a General Permit (GP) requiring 3-4 months to acquire after submittal.
- Client Deliverables:
- Review & comments on the draft wetland delineation report.
 - Provide approval of wetland delineation report prior to submittal to the TEP.
 - Signatures on the wetland delineation and WCA/USACE Joint permit application.
- SRF Deliverables:
- Draft wetland delineation report for review.
 - WCA/USACE wetland boundary and type application.
 - Five (5) hardcopies of the final wetland delineation report.

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TASK NO. WORK TASK DESCRIPTION

***** ESTIMATED PERSON-HOURS *****

PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
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- Electronic PDF copy of the final wetland delineation report.
- Wetland boundary file in CAD or GIS format.
- Completed WCA/USACE joint permit application for submittal.

12.1	Wetland Type Identification and Delineation (Field Work)	0	0	0	10	0	0	0	10
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- Delineate wetlands within 100 feet of centerline of proposed Twin Lakes Parkway, in accordance with the U.S. Army Corps of Engineers 1987 Delineation Manual; appropriate Supplement, regulatory guidance, and Wetland Conservation Act Standards (WCA).
- A minimum of one sampling transect per delineated wetland providing at least one wetland plot and one upland plot. Data collected to include vegetation, soils, and hydrologic indicators.
- A minimum of one photo will be taken at each sampling transect to include in the wetland delineation report.
- Record the locations of each wetland boundary flag and sampling pit flag with a sub-foot accurate Trimble GeoXH GPS.
- Upload and post-process GPS data. Convert and export shapefiles to CAD as necessary.

12.2	Complete Wetland Delineation Report	0	0	0	24	0	0	0	24
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- Complete a wetland delineation report per U.S. Army Corps of Engineers and WCA standards. Delineation report to include the following sections:
 - Cover/Title Page
 - Background/Introduction
 - Methods of Determination
 - Wetland Results/Findings
 - Conclusions/Recommendations
 - Additional Information (References Cited)
 - Wetland Determination Data Forms
 - Maps Depicting Surveyed Wetland Boundaries
 - Photographs from each sampling transect.
 - Historical wetland review.
- Prepare draft wetland delineation report for the City's review.
- Revise wetland delineation report as per City's comments.

12.3	Complete historical wetland review of delineated wetlands to determine if they are out side of the scope of WCA/USACE Jurisdiction. Assumes non-jurisdictional wetlands will not have to be mitigated for.	0	0	0	8	0	0	0	8
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12.4	Complete WCA/USACE wetland delineation submittal application.	0	0	0	2	0	0	0	2
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12.5	Attendance of up to one (1) Technical Evaluation Panel (TEP) meeting. The purpose of the TEP meeting will be to: - Attend TEP meeting in support of boundary/type application approval. - Chart a path forward for permitting - Determine critical permitting dates - Meeting minutes from the TEP will be prepared and distributed to the group.	0	0	0	8	0	0	0	8
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12.6	Complete the WCA / USACE Joint Permit Application.	0	0	0	40	0	8	0	48
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***** ESTIMATED PERSON-HOURS *****

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR. ASSOC	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
12.7	- Prepare discussion of sequencing, i.e. avoidance and minimization measures. Identify potential opportunities for mitigation. Preparation of a Wetland Mitigation Plan has not been included as any necessary mitigation could occur through private wetland banking credits. - Supplemental to the wetland permit application will be plan sheets at an appropriate scale showing delineated wetland boundaries, engineering line work, construction limits, wetland impacts, wetland types, and one cross section at each impacted wetland. Locate suitable private banked mitigation credits for impacts resulting from the road improvement projects. All negotiations and monetary transactions for purchased bank credits will be the responsibility of the County. Potential mitigation concepts will be summarized in the sequencing section of the WCA / USACE Joint permit application.	0	0	4	0	0	0	4	
12.8	In addition to the TEP Pre-permit application meeting, coordinate via informal communications with appropriate resource agencies as necessary throughout the permitting process.	0	0	8	0	0	0	8	
12.9	Complete and submit MnDNR Public Waters Work Permit for impacts to MnDNR Public Water Wetland 49W. - Prepare and submit MnDNR Public Waters Work Permit through the online MnDNR MPARS System. - Permit fees will be direct billed to the City of Roseville.	0	0	24	0	0	0	24	
12.10	Perform internal reviews and checks of deliverables. SUBTOTAL - TASK 12	0	0	134	0	8	0	142	\$13,610
TOTAL ESTIMATED PERSON-HOURS		10	146	270	400	289	52	1139	
AVERAGE HOURLY BILLING RATES		\$184	\$135	\$95	\$86	\$110	\$56		
ESTIMATED LABOR AND OVERHEAD		\$1,840	\$19,710	\$25,650	\$34,400	\$31,790	\$2,912		\$116,302
ESTIMATED DIRECT NON-SALARY EXPENSES									\$712
TOTAL ESTIMATED FEE									<u>\$117,014</u>

ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:

200 Miles @

\$0.56

\$112

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TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR ASSOC	SR PROF	PROF	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
	REPRODUCTION:								\$500
	COMMUNICATIONS:								\$100
									\$0
									\$0
									\$712
									=====

ESTIMATED DIRECT NON-SALARY EXPENSES

