



City Council Agenda

Monday, May 11, 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: Willmus, Etten, McGehee,
Laliberte, Roe
- 6:02 p.m. **2. Pledge of Allegiance**
- 6:04 p.m. **3. Approve Agenda**
- 6:06 p.m. **4. Public Comment**
- 6:11 p.m. **5. Council Communications, Reports and Announcements**
- 6:16 p.m. **6. Recognitions, Donations and Communications**
 - a. Proclaim Public Works Week
- 6:20 p.m. **7. Approve Minutes**
- 6:25 p.m. **8. Approve Consent Agenda**
 - a. Approve Payments
 - b. Approve Business and Other Licenses
 - c. Approve General Purchases and Sale of Surplus Items in Excess of \$5000
 - d. Approve St. Christopher Property Assessment Request
 - e. Request by the Community Development to Hire Sambatek as the Consultant to Draft Amendments to the Existing Tree Preservation and Replacement Regulations and New Planned Unit Development Regulations
- 6:30 p.m. **9. Consider Items Removed from Consent**
- 10. General Ordinances for Adoption**
- 11. Presentations**
- 6:35 p.m. a. Receive the 2014 Audit Report and Financial Statements
- 12. Public Hearings**
- 13. Budget Items**

14. Business Items (Action Items)

- 6:55 p.m. a. Request to Purchase Parcel PID 142923240029 for Stormwater and Wetland Mitigation Purposes
- 7:05 p.m. b. Request by the Community Development Department for an Approval of a Predevelopment Agreement with the Greater Metropolitan Housing Corporation (GMHC) for the Dale Street Fire Station Site
- 7:25 p.m. c. Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2241 Oxford Street
- 7:35 p.m. d. Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 959 Brenner Avenue
- 7:45 p.m. e. Request by the Community Development Department to approve the Roseville Environmental Review Worksheet related to the HR LLC (TPI Hospitality) Project at 2750 Cleveland Avenue

15. Business Items – Presentations/Discussions

- 8:00 p.m. a. Review Draft Policy Priority Planning Document

16. City Manager Future Agenda Review

17. Councilmember Initiated Items for Future Meetings

18. Adjourn

Some Upcoming Public Meetings.....

Tuesday	May 12	6:30 p.m.	Finance Commission
Wednesday	May 13	6:30 p.m.	Ethics Commission
Thursday	May 14	6:30 p.m.	Community Engagement Commission
Tuesday	May 19	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	May 20	6:30 p.m.	Human Rights Commission
Monday	May 25	-	<i>City Offices Closed - Observation of Memorial Day</i>
Tuesday	May 26	6:30 p.m.	Public Works, Environment & Transportation Commission
June			
Tuesday	Jun 2	6:30 p.m.	Parks & Recreation Commission
Wednesday	Jun 3	6:30 p.m.	Planning Commission
Monday	Jun 8	6:00 p.m.	City Council Meeting
Tuesday	Jun 9	6:30 p.m.	Finance Commission
Thursday	Jun 11	6:30 p.m.	Community Engagement Commission

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



National Public Works Week May 17-23, 2015

Whereas: Public Works services provided to residents and visitors of the City of Roseville are an integral part of citizens' everyday lives; and

Whereas: Community support and understanding of all that Public Works workers provide including efficient operation of public works systems and programs for clean water, storm and sanitary sewer systems, safe streets and properly maintained public buildings; and

Whereas: The health, safety and comfort of the Roseville community greatly depends upon these infrastructures, facilities and services; and

Whereas: The City of Roseville celebrates the outstanding contributions and recognizes the hard work, dedication and importance of all City, County and State Public Works employees; and

Whereas: The efficiency of the dedicated personnel who staff public works departments is influenced by people's attitudes and understanding of the importance of the work they perform.

Now, Therefore Be It Resolved, that the City Council hereby declare May 17-23, 2015 to be National Public Works Week in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

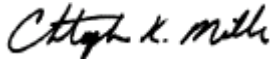
In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this eleventh day of May 2015.

Mayor Daniel J. Roe

REQUEST FOR COUNCIL ACTION

Date: 05/11/2015
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	\$483,712.49
77333-77399	\$142,889.88
Total	\$626,602.37

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: 5/6/2015 - 8:07 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77345	04/30/2015	Boulevard Landscaping	Operating Supplies	Central Wood Products	Premium Hardwood	1,895.00
					Operating Supplies Total:	1,895.00
					Fund Total:	1,895.00
0	04/29/2015	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Inco	6.94
					Federal Income Tax Total:	6.94
0	04/29/2015	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	6.75
0	04/29/2015	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	1.58
					FICA Employee Ded. Total:	8.33
0	04/29/2015	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	6.75
0	04/29/2015	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	1.58
					FICA Employers Share Total:	8.33
0	04/29/2015	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	1.00
					MN State Retirement Total:	1.00
0	04/29/2015	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	6.53
					PERA Employee Ded Total:	6.53
0	04/29/2015	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	6.53
0	04/29/2015	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	1.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employer Share Total:	7.53
0	04/29/2015	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Income	3.71
					State Income Tax Total:	3.71
					Fund Total:	42.37
0	04/30/2015	Community Development	Clothing	North Image Apparel, Inc.	Polo Shirts	202.06
					Clothing Total:	202.06
77363	04/30/2015	Community Development	Computer Equipment	Hewlett-Packard Company	Computer Supplies	1,169.01
					Computer Equipment Total:	1,169.01
0	04/30/2015	Community Development	Conferences	APA-CC	Annual Planning Conference-Bilotta	966.00
0	04/30/2015	Community Development	Conferences	PayPal-CC	Planning Conference	30.00
0	04/30/2015	Community Development	Conferences	Sun Country -CC	Planning Conference Transportation	328.20
					Conferences Total:	1,324.20
0	04/29/2015	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Inco	4,072.26
					Federal Income Tax Total:	4,072.26
0	04/29/2015	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,999.41
0	04/29/2015	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	467.59
					FICA Employee Ded. Total:	2,467.00
0	04/29/2015	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,999.41
0	04/29/2015	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	467.59
					FICA Employers Share Total:	2,467.00
77382	04/30/2015	Community Development	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	153.84

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	153.84
0	04/30/2015	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.04.2015 ICMA Defe	587.50
					ICMA Def Comp Total:	587.50
0	04/30/2015	Community Development	Memberships & Subscriptions	APA-CC	Annual Planning Conference-Paschke	430.00
					Memberships & Subscriptions Total:	430.00
0	04/29/2015	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo;	297.11
					MN State Retirement Total:	297.11
0	04/29/2015	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	720.00
					MNDCP Def Comp Total:	720.00
0	04/30/2015	Community Development	Operating Supplies	Don Munson	Supplies Reimbursement	283.95
					Operating Supplies Total:	283.95
0	04/29/2015	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	2,046.59
					PERA Employee Ded Total:	2,046.59
0	04/29/2015	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	2,046.59
0	04/29/2015	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	314.87
					PERA Employer Share Total:	2,361.46
0	04/30/2015	Community Development	Professional Services	BKBM Engineers, Corp.	Home 2 Plan Review	900.00
0	04/30/2015	Community Development	Professional Services	BKBM Engineers, Corp.	Hampton Inn Plan Review	900.00
					Professional Services Total:	1,800.00
0	04/29/2015	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	1,574.37
					State Income Tax Total:	1,574.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						21,956.35
0	04/29/2015	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	519.13
Federal Income Tax Total:						519.13
0	04/29/2015	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	206.78
0	04/29/2015	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	48.36
FICA Employee Ded. Total:						255.14
0	04/29/2015	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	48.36
0	04/29/2015	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	206.78
FICA Employers Share Total:						255.14
77382	04/30/2015	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	20.00
HSA Employee Total:						20.00
0	04/29/2015	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	33.14
MN State Retirement Total:						33.14
0	04/29/2015	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	215.38
PERA Employee Ded Total:						215.38
0	04/29/2015	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	215.38
0	04/29/2015	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	33.14
PERA Employer Share Total:						248.52
0	04/29/2015	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	175.62
State Income Tax Total:						175.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77379	04/30/2015	East Metro SWAT	Operating Supplies	National Tactical Officers Assn.	Annual Conference-Jorgensen, Quast	450.00
77398	04/30/2015	East Metro SWAT	Operating Supplies	Worldview Travel	NTOA Conference Hotel Accomodati	899.28
					Fund Total:	1,722.07
					Operating Supplies Total:	1,349.28
0	04/30/2015	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	260.00
0	04/30/2015	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	120.00
0	04/30/2015	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	203.25
					211402 - Flex Spending Health Total:	583.25
0	04/30/2015	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	526.32
0	04/30/2015	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	192.31
					211403 - Flex Spend Day Care Total:	718.63
77348	04/30/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	36.12
77348	04/30/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	36.12
77348	04/30/2015	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	36.12
77367	04/30/2015	General Fund	Clothing	Keepers Inc	Holster, Magazine Pouch	149.99
0	04/30/2015	General Fund	Clothing	North Image Apparel, Inc.	T-Shirts	34.30
					Clothing Total:	292.65
0	04/30/2015	General Fund	Conferences	PayPal-CC	Forensic Conference	50.00
					Conferences Total:	50.00
77380	04/30/2015	General Fund	Const. Operating Supplies	Northwest Lasers, Inc.	Stake Trackers, Lufkin Tape	204.49
					Const. Operating Supplies Total:	204.49
77335	04/30/2015	General Fund	Contract Maint - Vehicles	Abra Auto Body	Bumper Repair	916.10
77335	04/30/2015	General Fund	Contract Maint - Vehicles	Abra Auto Body	Fender Adjustment	112.00
77361	04/30/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Power Supply Replacement	439.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77361	04/30/2015	General Fund	Contract Maint - Vehicles	HealthEast Vehicle Services	Auto Eject Replacement	371.18
0	04/30/2015	General Fund	Contract Maint - Vehicles	MacQueen Equipment	Vehicle Repair	5,360.54
0	04/30/2015	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	121.96
					Contract Maint - Vehicles Total:	7,320.86
0	04/30/2015	General Fund	Contract Maint. - City Garage	Nitti Sanitation-CC	Regular Service	339.66
					Contract Maint. - City Garage Total:	339.66
0	04/30/2015	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance	65.00
77364	04/30/2015	General Fund	Contract Maintenance	Hotsy of Minnesota	Restroom Supplies	118.63
0	04/30/2015	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	5.61
0	04/30/2015	General Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	100.98
77385	04/30/2015	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-April	43.68
77385	04/30/2015	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-April	215.28
77385	04/30/2015	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee-April	371.28
					Contract Maintenance Total:	920.46
77357	04/30/2015	General Fund	Contract Maintenance	Embedded Systems, Inc.	Tornado Siren Repair	255.00
0	04/30/2015	General Fund	Contract Maintenance	Ready Watt Electric-Inc.	Siren Repair	910.00
					Contract Maintenance Total:	1,165.00
77385	04/30/2015	General Fund	Dispatching Services	Ramsey County	CAD Service-April	5,556.54
77385	04/30/2015	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	30,004.48
					Dispatching Services Total:	35,561.02
0	04/29/2015	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	33,043.23
					Federal Income Tax Total:	33,043.23
0	04/29/2015	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	7,046.70
0	04/29/2015	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	4,145.75
					FICA Employee Ded. Total:	11,192.45
0	04/29/2015	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	7,046.70
0	04/29/2015	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	4,145.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77382	04/30/2015	General Fund	HSA Employee	Premier Bank	FICA Employers Share Total: PR Batch 00002.04.2015 HSA Empl	11,192.45 2,014.47
0	04/30/2015	General Fund	ICMA Def Comp		HSA Employee Total: ICMA Retirement Trust 457-30022' PR Batch 00002.04.2015 ICMA Defe	2,014.47 3,050.50
0	04/30/2015	General Fund	Memberships & Subscriptions	PayPal-CC	ICMA Def Comp Total: Fire Marshals Association Membershi	3,050.50 40.00
0	04/30/2015	General Fund	Minnesota Benefit Ded	MN Benefit Association	Memberships & Subscriptions Total: PR Batch 00002.04.2015 Minnesota F	40.00 700.08
0	04/30/2015	General Fund	Miscellaneous	Arthurs Coffee-CC	Minnesota Benefit Ded Total: Lunch Meeting w/Act on Alzheimers	700.08 6.89
0	04/30/2015	General Fund	Miscellaneous	Old Chicago-CC	Lunch Meeting w/Mayor Roe-Trudge	14.09
0	04/29/2015	General Fund	MN State Retirement	MSRS-Non Bank	Miscellaneous Total: PR Batch 00002.04.2015 Post Emplo	20.98 2,884.31
0	04/29/2015	General Fund	MNDCP Def Comp	Great West- Non Bank	MN State Retirement Total: PR Batch 00002.04.2015 MNDCP De	2,884.31 7,085.57
0	04/30/2015	General Fund	Motor Fuel	Mansfield Oil Company	MNDCP Def Comp Total: 2015 Blanket PO for Fuel 20154 Sta	7,085.57 7,134.52
77351	04/30/2015	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Motor Fuel Total: Pawn Transaction Fees	7,134.52 1,503.00
77365	04/30/2015	General Fund	Office Supplies	Impressive Print	Non Business Licenses - Pawn Total:	1,503.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77365	04/30/2015	General Fund	Office Supplies	Impressive Print	Business Cards	35.00
0	04/30/2015	General Fund	Office Supplies	Intereum, Inc.	Chairs	961.92
0	04/30/2015	General Fund	Office Supplies	Office Max-CC	Office Supplies	73.71
0	04/30/2015	General Fund	Office Supplies	S & T Office Products-CC	Office Supplies	65.98
0	04/30/2015	General Fund	Office Supplies	Zerbee-CC	Office Supplies	96.27
0	04/30/2015	General Fund	Office Supplies	Zerbee-CC	Office Supplies	8.22
Office Supplies Total:						1,311.10
0	04/30/2015	General Fund	Op Supplies - City Hall	Amazon.com- CC	Plunger	67.19
Op Supplies - City Hall Total:						67.19
0	04/30/2015	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	403.77
0	04/30/2015	General Fund	Operating Supplies	AutoZone-CC	Vehicle Supplies	26.77
0	04/30/2015	General Fund	Operating Supplies	Best Buy- CC	TV	685.57
77344	04/30/2015	General Fund	Operating Supplies	CDW Government, Inc.	Toner	157.16
77347	04/30/2015	General Fund	Operating Supplies	CES Imaging	Ink	9.97
0	04/30/2015	General Fund	Operating Supplies	Evident Inc-CC	Drug Tests, Security Bags	343.00
0	04/30/2015	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Shipping Charges	31.24
0	04/30/2015	General Fund	Operating Supplies	Grainger Inc	Wall Switch	33.60
0	04/30/2015	General Fund	Operating Supplies	Home Depot- CC	Window Blind	18.29
0	04/30/2015	General Fund	Operating Supplies	Home Depot- CC	Plastic Tote	20.98
77365	04/30/2015	General Fund	Operating Supplies	Impressive Print	Victim Info. Cards	342.00
77365	04/30/2015	General Fund	Operating Supplies	Impressive Print	Business Cards	35.00
77365	04/30/2015	General Fund	Operating Supplies	Impressive Print	Invoice Paper	365.00
0	04/30/2015	General Fund	Operating Supplies	Jimmy John's Sandwiches- CC	Sandwiches DuringCritical Incident I	123.73
77333	04/29/2015	General Fund	Operating Supplies	MN Board Peace Ofc Sids & Trng	Peace Officer License-Haivy Vang	90.00
77378	04/30/2015	General Fund	Operating Supplies	MN State University-Mankato	Transcript	5.00
0	04/30/2015	General Fund	Operating Supplies	Monoprice Com-CC	USB Charger/Sync Cable	146.85
0	04/30/2015	General Fund	Operating Supplies	North Image Apparel, Inc.	T-Shirts	34.30
77383	04/30/2015	General Fund	Operating Supplies	Promotional Capital, LLC	Jr. Police Badges	428.05
77386	04/30/2015	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	744.51
0	04/30/2015	General Fund	Operating Supplies	Jane Reilly	Supplies Reimbursement	7.49
0	04/30/2015	General Fund	Operating Supplies	Sirchie Finger Print-CC	Fingerprinting Supplies	126.89
0	04/30/2015	General Fund	Operating Supplies	Taser International- CC	Cable	17.57
0	04/30/2015	General Fund	Operating Supplies	Walgreens-CC	Cleaning Supplies	18.99
0	04/30/2015	General Fund	Operating Supplies	Walmart-CC	Outreach Supplies	55.58
0	04/30/2015	General Fund	Operating Supplies	Zerbee-CC	Coffee Supplies	26.88
0	04/30/2015	General Fund	Operating Supplies	Zerbee-CC	Coffee Supplies	117.24
Operating Supplies Total:						4,415.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	General Fund	Operating Supplies City Garage	Sherwin Williams - CC	Paint Supplies	45.71
					Operating Supplies City Garage Total:	45.71
0	04/29/2015	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	25,772.98
					PERA Employee Ded Total:	25,772.98
0	04/29/2015	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	35,442.30
0	04/29/2015	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	979.43
					PERA Employer Share Total:	36,421.73
0	04/30/2015	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#7258500	PR Batch 00002.04.2015 PERA Life	32.00
					PERA Life Ins. Ded. Total:	32.00
77337	04/30/2015	General Fund	Professional Services	BCA-Criminal Apprehension	7 CJDN Units	840.00
77340	04/30/2015	General Fund	Professional Services	Brighton Veterinary Hospital	Animal Control Service-Jan Through	2,550.00
77358	04/30/2015	General Fund	Professional Services	Ergometrics & Applied Personnel R	Front Line National Law Enforcement	1,190.00
77373	04/30/2015	General Fund	Professional Services	Language Line Services	Interpreter Services	21.93
77376	04/30/2015	General Fund	Professional Services	Martin McAllister, Inc.	Public Safety Assessment	450.00
77393	04/30/2015	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	150.00
77393	04/30/2015	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	5.00
0	04/30/2015	General Fund	Professional Services	Survey Monkey.com-CC	Subscription Renewal	26.00
					Professional Services Total:	5,232.93
0	04/29/2015	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	12,956.53
					State Income Tax Total:	12,956.53
0	04/30/2015	General Fund	Telephone	Sprint- CC	Cell Phones	37.05
0	04/30/2015	General Fund	Telephone	Sprint- CC	Cell Phones	53.84
77394	04/30/2015	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	76.89
					Telephone Total:	167.78
0	04/30/2015	General Fund	Training	Aurelio's Pizza-CC	Training Supplies	138.73
77338	04/30/2015	General Fund	Training	BCA/Criminal Justice Training & E	DMT-G Certification Course-Toran	285.00
0	04/30/2015	General Fund	Training	Cabela's Inc-CC	Use of Force Supplies	37.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	General Fund	Training	Caribou Coffee- CC	Training Supplies	130.00
0	04/30/2015	General Fund	Training	Century College	EMS Training	1,800.00
77350	04/30/2015	General Fund	Training	City of Columbia Heights	Gun Range Rental	500.00
0	04/30/2015	General Fund	Training	Cub Foods- CC	Training Supplies	81.92
0	04/30/2015	General Fund	Training	Thomas Gray	Training Supplies Reimbursement	29.60
0	04/30/2015	General Fund	Training	Brooke Jennings	K9 Narcotics Trials Supplies Reimbu	29.80
0	04/30/2015	General Fund	Training	Jimmy John's Sandwiches- CC	Use of Force Training Meal	57.84
0	04/30/2015	General Fund	Training	Jesse Lowther	Training Expenses Reimbursement	33.21
77385	04/30/2015	General Fund	Training	Ramsey County	Range Use	360.00
77385	04/30/2015	General Fund	Training	Ramsey County	Range Use	1,680.00
0	04/30/2015	General Fund	Training	Stouts-CC	Use of Force Training Meal	135.00
0	04/30/2015	General Fund	Training	Streicher's	Ammunition	740.00
0	04/30/2015	General Fund	Training	Super America-CC	Use of Force Training Supplies	25.19
Training Total:						6,063.78
77392	04/30/2015	General Fund	Tuition Reimbursement	St. Cloud State Univ-Ctr. for Cont. : Law Enforcement Seminar-Kim		1,083.18
Tuition Reimbursement Total:						1,083.18
77336	04/30/2015	General Fund	Vehicle Supplies	Astleford International Trucks	2015 Blanket PO for Vehicle Repair F	151.24
0	04/30/2015	General Fund	Vehicle Supplies	Emergency Automotive Tech Inc	2015 Blanket PO for Vehicle Repair F	115.75
0	04/30/2015	General Fund	Vehicle Supplies	Fastenal-CC	Collar	11.95
0	04/30/2015	General Fund	Vehicle Supplies	Grainger Inc	2015 Blanket PO for Vehicle Repair F	32.00
0	04/30/2015	General Fund	Vehicle Supplies	Napa Auto Parts	2015 Blanket PO for Vehicle Repairs	14.85
0	04/30/2015	General Fund	Vehicle Supplies	Palmer Johnson Power-CC	Vehicle Supplies	86.78
0	04/30/2015	General Fund	Vehicle Supplies	PTS Tool Supply-CC	Tools	168.00
Vehicle Supplies Total:						580.57
Fund Total:						221,168.49
0	04/30/2015	General Fund Donations	Supplies - Target Corp Grant	Erin Reski	Supplies Reimbursement	47.00
Supplies - Target Corp Grant Total:						47.00
Fund Total:						47.00
0	04/30/2015	Golf Course	Contract Maintenance	Nitti Sanitation-CC	Regular Service	79.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						79.56
0	04/29/2015	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	563.82
Federal Income Tax Total:						563.82
0	04/29/2015	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	401.96
0	04/29/2015	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	94.01
FICA Employee Ded. Total:						495.97
0	04/29/2015	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	401.96
0	04/29/2015	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	94.01
FICA Employers Share Total:						495.97
77382	04/30/2015	Golf Course	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	38.46
HSA Employee Total:						38.46
0	04/30/2015	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.04.2015 ICMA Defe	50.00
ICMA Def Comp Total:						50.00
77352	04/30/2015	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale-Credit	352.70
77352	04/30/2015	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale-Credit	-44.54
77352	04/30/2015	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale	222.80
0	04/30/2015	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Consession Items for Resale	311.40
77395	04/30/2015	Golf Course	Merchandise For Sale	US Bank	Petty Cash Reimbursement-Cedarholi	108.93
77397	04/30/2015	Golf Course	Merchandise For Sale	Wilson Sporting Goods	Gloves for Resale	44.96
77397	04/30/2015	Golf Course	Merchandise For Sale	Wilson Sporting Goods	Golf Balls for Resale	147.53
77397	04/30/2015	Golf Course	Merchandise For Sale	Wilson Sporting Goods	Gloves for Resale	40.93
Merchandise For Sale Total:						1,184.71
0	04/29/2015	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo;	57.24
MN State Retirement Total:						57.24
77356	04/30/2015	Golf Course	Operating Supplies	ECR Software Corp.	Point of Sale System	1,368.28

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Golf Course	Operating Supplies	Henjy Rental-CC	Flooring Project Supplies	18.54
0	04/30/2015	Golf Course	Operating Supplies	Home Depot- CC	Flooring Project Supplies	89.92
0	04/30/2015	Golf Course	Operating Supplies	Menards-CC	Flooring Project Supplies	132.88
0	04/30/2015	Golf Course	Operating Supplies	Menards-CC	Flooring Project Supplies	27.71
0	04/30/2015	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Paint	61.86
0	04/30/2015	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Plumbing Supplies	8.97
77395	04/30/2015	Golf Course	Operating Supplies	US Bank	League Prize Money	1,000.00
0	04/30/2015	Golf Course	Operating Supplies	Walmart-CC	Concession Supplies	9.94
Operating Supplies Total:						2,718.10
0	04/29/2015	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	417.10
PERA Employee Ded Total:						417.10
0	04/29/2015	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	64.17
0	04/29/2015	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	417.10
PERA Employer Share Total:						481.27
0	04/29/2015	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	270.81
State Income Tax Total:						270.81
0	04/30/2015	Golf Course	Vehicle Supplies	MTI Distributing, Inc.	Bearing	153.27
Vehicle Supplies Total:						153.27
Fund Total:						7,006.28
0	04/30/2015	Housing & Redevelopment Agency	Professional Services	GMHC	Housing Resouce Center Services-20	12,000.00
77393	04/30/2015	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes	118.75
77393	04/30/2015	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	5.00
Professional Services Total:						12,123.75
Fund Total:						12,123.75
77363	04/30/2015	Information Technology	Computer Equipment	Hewlett-Packard Company	Computer Supplies	529.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Computer Equipment Total:	529.00
77349	04/30/2015	Information Technology	Contract Maintenance	Cities Digital Inc	Qty 5: Laserfiche Rio Named User Ai	684.70
77349	04/30/2015	Information Technology	Contract Maintenance	Cities Digital Inc	Qty 5: Laserfiche Rio Forms Annual ;	53.19
0	04/30/2015	Information Technology	Contract Maintenance	McAfee, Inc-CC	Threat Management/Spam Filtering S	880.00
0	04/30/2015	Information Technology	Contract Maintenance	PayPal-CC	Splashtop Remote Access Annual Sut	1,688.00
					Contract Maintenance Total:	3,305.89
0	04/29/2015	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	3,811.22
					Federal Income Tax Total:	3,811.22
77399	04/30/2015	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Late Payment Charge of Feb. Invoice	350.87
					Fiber Maintenance & Locates Total:	350.87
0	04/29/2015	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	2,146.32
0	04/29/2015	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	501.95
					FICA Employee Ded. Total:	2,648.27
0	04/29/2015	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	501.95
0	04/29/2015	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	2,146.32
					FICA Employers Share Total:	2,648.27
77382	04/30/2015	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	183.17
					HSA Employee Total:	183.17
0	04/30/2015	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.04.2015 ICMA Defe	225.00
					ICMA Def Comp Total:	225.00
0	04/29/2015	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	352.03
					MN State Retirement Total:	352.03
77344	04/30/2015	Information Technology	Operating Supplies	CDW Government, Inc.	Adapter	161.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77344	04/30/2015	Information Technology	Operating Supplies	CDW Government, Inc.	Phone Cable	57.45
77344	04/30/2015	Information Technology	Operating Supplies	CDW Government, Inc.	Cisco Dual Band	224.96
77344	04/30/2015	Information Technology	Operating Supplies	CDW Government, Inc.	Computer Supplies	111.32
77349	04/30/2015	Information Technology	Operating Supplies	Cities Digital Inc	Qty 5: Laserfiche Rio Named User Li	3,500.00
77349	04/30/2015	Information Technology	Operating Supplies	Cities Digital Inc	Qty 5: Laserfiche Rio Forms	350.00
77363	04/30/2015	Information Technology	Operating Supplies	Hewlett-Packard Company	Wireless Keyboard	49.00
0	04/30/2015	Information Technology	Operating Supplies	Newegg Business, Inc.	Wireless Antenna	149.95
0	04/30/2015	Information Technology	Operating Supplies	Newegg Business, Inc.	Wireless Antennas	1,579.95
0	04/30/2015	Information Technology	Operating Supplies	SHI International Corp	Office Licenses	664.00
0	04/30/2015	Information Technology	Operating Supplies	SHI International Corp	Office Licenses	243.00
Operating Supplies Total:						7,090.63
0	04/29/2015	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	2,288.14
PERA Employee Ded Total:						2,288.14
0	04/29/2015	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	2,288.14
0	04/29/2015	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	352.03
PERA Employer Share Total:						2,640.17
0	04/29/2015	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Income	1,396.05
State Income Tax Total:						1,396.05
0	04/30/2015	Information Technology	Transportation	Steve Chung	Mileage Reimbursement	206.43
Transportation Total:						206.43
Fund Total:						27,675.14
0	04/29/2015	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	3,056.50
Federal Income Tax Total:						3,056.50
0	04/29/2015	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,904.02
0	04/29/2015	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	445.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	2,349.32
0	04/29/2015	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,904.02
0	04/29/2015	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	445.30
					FICA Employers Share Total:	2,349.32
77382	04/30/2015	License Center	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	76.92
					HSA Employee Total:	76.92
0	04/30/2015	License Center	Merchandise for Sale	Mydriversmanuals-CC	Driver Manuals	137.50
					Merchandise for Sale Total:	137.50
0	04/30/2015	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.04.2015 Minnesota F	123.84
					Minnesota Benefit Ded Total:	123.84
0	04/29/2015	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	306.11
					MN State Retirement Total:	306.11
0	04/29/2015	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	254.62
0	04/29/2015	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	200.00
					MNDCP Def Comp Total:	454.62
0	04/30/2015	License Center	Office Supplies	Pakor-CC	Passport Supplies	428.89
					Office Supplies Total:	428.89
0	04/29/2015	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	1,928.70
					PERA Employee Ded Total:	1,928.70
0	04/29/2015	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	1,928.70
0	04/29/2015	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	296.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	License Center	Postage	USPS-CC	PERA Employer Share Total: Postage Postage Total:	2,225.43 186.85 186.85
0	04/29/2015	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Income State Income Tax Total:	1,303.40 1,303.40
77370	04/30/2015	Multi-Family&Housing Program	2335 Dale St Attorney Fees	Kennedy & Graven, Chartered	Dale Fire Station Redevelopment 2335 Dale St Attorney Fees Total: Fund Total:	962.00 962.00 14,927.40
0	04/30/2015	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-April Professional Services Total: Fund Total:	250.00 250.00 250.00
0	04/30/2015	P & R Contract Maintenance	Contract Maintenance	Nitti Sanitation-CC	Regular Service	602.14
0	04/30/2015	P & R Contract Maintenance	Contract Maintenance	Prowire, Inc.	Annual Security Monitoring Contract Maintenance Total:	444.00 1,046.14
0	04/29/2015	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc Federal Income Tax Total:	2,501.31 2,501.31
0	04/29/2015	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,304.77
0	04/29/2015	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	305.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	1,609.94
0	04/29/2015	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,304.77
0	04/29/2015	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	305.17
					FICA Employers Share Total:	1,609.94
77382	04/30/2015	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA WI En	34.62
77382	04/30/2015	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	238.46
					HSA Employee Total:	273.08
0	04/29/2015	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	213.35
					MN State Retirement Total:	213.35
0	04/29/2015	P & R Contract Maintenance	MNDP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDP De	280.00
					MNDP Def Comp Total:	280.00
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Certified Laboratories, Inc.	Industrial Gloves, Cleaning Supplies	570.73
77348	04/30/2015	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
77348	04/30/2015	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
77348	04/30/2015	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Cleaning	2.36
77355	04/30/2015	P & R Contract Maintenance	Operating Supplies	Dalco	Buffing Pad	26.67
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.	Eyewear	43.68
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.	Cable Tie	1.41
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	No Receipt-P. Sullivan	452.51
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Boxes for Shop	26.68
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	M/A Associates	Can Liners	306.00
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Shop Supplies	105.21
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Lawn Mower Parts	31.98
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Power Equipment Parts	34.95
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Missing Receipt-Schlusser	20.98
0	04/30/2015	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Clay	360.00
					Operating Supplies Total:	1,987.88
0	04/29/2015	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	1,408.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	1,408.80
0	04/29/2015	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	1,408.80
0	04/29/2015	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	216.73
					PERA Employer Share Total:	1,625.53
0	04/30/2015	P & R Contract Maintenance	Rental	Jimmys Johnmys, Inc	Toilet Rental	7.94
0	04/30/2015	P & R Contract Maintenance	Rental	Jimmys Johnmys, Inc	Toilet Rental	54.50
0	04/30/2015	P & R Contract Maintenance	Rental	Jimmys Johnmys, Inc	Toilet Rental	54.50
0	04/30/2015	P & R Contract Maintenance	Rental	Jimmys Johnmys, Inc	Toilet Rental	54.50
0	04/30/2015	P & R Contract Maintenance	Rental	Jimmys Johnmys, Inc	Toilet Rental	42.83
0	04/30/2015	P & R Contract Maintenance	Rental	Jimmys Johnmys, Inc	Toilet Rental	54.50
					Rental Total:	268.77
0	04/29/2015	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	1,034.87
					State Income Tax Total:	1,034.87
0	04/30/2015	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	12.35
					Telephone Total:	12.35
					Fund Total:	13,871.96
77372	04/30/2015	Park Renewal 2011	Professional Services	Land Title, Inc.	Document Recording	71.00
					Professional Services Total:	71.00
					Fund Total:	71.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 1: Holder 2.70 Municipal Tractor	97,500.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 1: 2734-35 Dump Body, 1/3 Cu. *	3,750.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 1: WT474, Rear Counter Weight,	1,220.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 1: ZS72E-70-130, Snow Blower :	21,095.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 3: 4160-FVP, V-Blade 60" (Foldi	21,105.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 1: 154397, Engine Block Heater,	650.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Qty 12: Set-Up/Prep of Equipment (f	1,020.00
0	04/30/2015	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Cushman Motor Co Inc	Less: Demo Discount	-3,200.00
					Parks & Recreation Vehicles Total:	143,140.00
					Fund Total:	143,140.00
77368	04/30/2015	Pathway Maintenance Fund	Operating Supplies	Keller Fence Company, Inc.	Fence for wall at 1810 Oakcrest	9,179.00
77384	04/30/2015	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Barrell, Signs Rental	234.55
0	04/30/2015	Pathway Maintenance Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Modified Asphalt	346.56
					Operating Supplies Total:	9,760.11
					Fund Total:	9,760.11
0	04/30/2015	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture Service	840.00
0	04/30/2015	Police - DWI Enforcement	Professional Services	Intoximeters, Inc.	Intoximeters Repair	334.35
					Professional Services Total:	1,174.35
					Fund Total:	1,174.35
0	04/29/2015	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	382.42
					Federal Income Tax Total:	382.42
0	04/29/2015	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	38.14
					FICA Employee Ded. Total:	38.14
0	04/29/2015	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	38.14
					FICA Employers Share Total:	38.14
77382	04/30/2015	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	25.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	25.08
0	04/29/2015	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo;	26.88
					MN State Retirement Total:	26.88
0	04/29/2015	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	49.67
					MNDCP Def Comp Total:	49.67
0	04/29/2015	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo;	290.44
					PERA Employee Ded Total:	290.44
0	04/29/2015	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo;	435.67
					PERA Employer Share Total:	435.67
0	04/29/2015	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	132.04
					State Income Tax Total:	132.04
					Fund Total:	1,418.48
0	04/30/2015	Police Forfeiture Fund	Professional Services	Home Depot- CC	Chain	50.75
					Professional Services Total:	50.75
					Fund Total:	50.75
77361	04/30/2015	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Police Equipment Removal	722.02
					Vehicles & Equipment Total:	722.02
					Fund Total:	722.02

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Public Works Vehicle Revolving	Public Works Vehicles	Midway Ford Co	2015 Ford F150 4WD SuperCab pick	24,301.00
					Public Works Vehicles Total:	24,301.00
					Fund Total:	24,301.00
77375	04/30/2015	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	Arts @ The Oval-Acct: 5464	513.00
0	04/30/2015	Recreation Fund	Advertising	Star Tribune	Arts @ the Oval Advertising-Acct: 11	200.00
0	04/30/2015	Recreation Fund	Advertising	WhoFish Media-CC	Arts @ The Oval Advertising	25.00
					Advertising Total:	738.00
0	04/30/2015	Recreation Fund	Contract Maintenance	Nitti Sanitation-CC	Regular Service	247.86
77381	04/30/2015	Recreation Fund	Contract Maintenance	Overhead Door Co of the Northlanc	Garage Door Repair	1,496.62
0	04/30/2015	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	114.00
					Contract Maintenance Total:	1,858.48
0	04/29/2015	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Inco	4,416.66
					Federal Income Tax Total:	4,416.66
0	04/29/2015	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	3,161.53
0	04/29/2015	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	739.44
					FICA Employee Ded. Total:	3,900.97
0	04/29/2015	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	3,161.53
0	04/29/2015	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	739.44
					FICA Employers Share Total:	3,900.97
77382	04/30/2015	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	334.04
					HSA Employee Total:	334.04
0	04/30/2015	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.04.2015 ICMA Defe	525.00
					ICMA Def Comp Total:	525.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Recreation Fund	Memberships & Subscriptions	MRPA	Volleyball State Registration	180.00
					Memberships & Subscriptions Total:	180.00
77362	04/30/2015	Recreation Fund	Merchandise for Sale	Hermel Food Service	Items for Resale	925.51
					Merchandise for Sale Total:	925.51
0	04/30/2015	Recreation Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.04.2015 Minnesota F	446.05
					Minnesota Benefit Ded Total:	446.05
0	04/29/2015	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	414.58
					MN State Retirement Total:	414.58
0	04/29/2015	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	1,308.41
					MNDCP Def Comp Total:	1,308.41
0	04/30/2015	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	100.18
					Office Supplies Total:	100.18
77339	04/30/2015	Recreation Fund	Operating Supplies	Bearings & P. T. Components	Bearings	131.44
0	04/30/2015	Recreation Fund	Operating Supplies	Blaine Sportswear-CC	Supplies	17.00
0	04/30/2015	Recreation Fund	Operating Supplies	Buffalo Wild Wings-CC	Volunteer Dinner Supplies	30.00
0	04/30/2015	Recreation Fund	Operating Supplies	Cheetah Auto Supply-CC	Axle Washer	11.84
0	04/30/2015	Recreation Fund	Operating Supplies	Cub Foods- CC	Tapping Time Supplies	10.76
0	04/30/2015	Recreation Fund	Operating Supplies	Cub Foods- CC	Camp Supplies	83.66
0	04/30/2015	Recreation Fund	Operating Supplies	Cub Foods- CC	Kitchen Supplies	33.45
0	04/30/2015	Recreation Fund	Operating Supplies	Dansco-CC	Ice Show Costumes	30.99
0	04/30/2015	Recreation Fund	Operating Supplies	Grainger Inc	Light Bulbs	38.94
0	04/30/2015	Recreation Fund	Operating Supplies	Grainger Inc	Duct Tape	12.44
0	04/30/2015	Recreation Fund	Operating Supplies	Grainger Inc	Construction Adhesive	11.67
0	04/30/2015	Recreation Fund	Operating Supplies	Home Depot- CC	Credit	-26.93
0	04/30/2015	Recreation Fund	Operating Supplies	Home Depot- CC	Cleaning Supplies	46.37
0	04/30/2015	Recreation Fund	Operating Supplies	Home Depot- CC	Oval Supplies	89.27
0	04/30/2015	Recreation Fund	Operating Supplies	Home Depot- CC	General Supplies	51.00
0	04/30/2015	Recreation Fund	Operating Supplies	Jo-Ann Fabrics-CC	Camp Supplies	33.95
77369	04/30/2015	Recreation Fund	Operating Supplies	Kendell Doors & Hardware Inc	Sleeve & Driver	40.23
77369	04/30/2015	Recreation Fund	Operating Supplies	Kendell Doors & Hardware Inc	Keys	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Recreation Fund	Operating Supplies	Liberts-CC	Ice Show Costumes	17.93
0	04/30/2015	Recreation Fund	Operating Supplies	Lowes-CC	Spring Break Camp Art Supplies	17.48
0	04/30/2015	Recreation Fund	Operating Supplies	Marshall's-CC	Organizers	14.98
77377	04/30/2015	Recreation Fund	Operating Supplies	MIDC Enterprises	Ball Valve	12.69
0	04/30/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Arts @ The Oval Postcards	40.00
0	04/30/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies-Credit	-15.40
0	04/30/2015	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	233.78
0	04/30/2015	Recreation Fund	Operating Supplies	Olive Garden-CC	Volunteer Dinner Supplies	50.00
0	04/30/2015	Recreation Fund	Operating Supplies	O'Reilly Automotive- CC	Heater Hose	4.26
0	04/30/2015	Recreation Fund	Operating Supplies	Outback Steakhouse-CC	Volunteer Dinner Supplies	20.00
0	04/30/2015	Recreation Fund	Operating Supplies	PetSmart-CC	Animal Supplies	31.76
0	04/30/2015	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Tapping Time Supplies	167.21
0	04/30/2015	Recreation Fund	Operating Supplies	School Outfitters-CC	White Board	328.77
0	04/30/2015	Recreation Fund	Operating Supplies	Shoreview Park & Rec-CC	Community Pool Reservation	142.88
0	04/30/2015	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Crevice Tool, Bleach	26.74
0	04/30/2015	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Art Supplies	16.04
0	04/30/2015	Recreation Fund	Operating Supplies	Target- CC	Spring Break Camp Supplies	6.43
0	04/30/2015	Recreation Fund	Operating Supplies	Target- CC	Cleaning Supplies	11.47
0	04/30/2015	Recreation Fund	Operating Supplies	Target- CC	Kitchen Supplies	32.44
0	04/30/2015	Recreation Fund	Operating Supplies	Target- CC	Program Supplies	23.24
0	04/30/2015	Recreation Fund	Operating Supplies	UPS Store- CC	Camp Supplies	30.72
0	04/30/2015	Recreation Fund	Operating Supplies	Vasco, Inc-CC	Edger Handle	40.47
0	04/30/2015	Recreation Fund	Operating Supplies	Walmart-CC	Water, Silicone, Funnel	23.96
0	04/30/2015	Recreation Fund	Operating Supplies	Walmart-CC	Spring Break Supplies	29.30
0	04/30/2015	Recreation Fund	Operating Supplies	Walmart-CC	Cleaning Supplies, Extension Cords	191.42
Operating Supplies Total:						2,184.65
0	04/29/2015	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo:	2,868.64
PERA Employee Ded Total:						2,868.64
0	04/29/2015	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo:	2,868.64
0	04/29/2015	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	441.34
PERA Employer Share Total:						3,309.98
0	04/30/2015	Recreation Fund	Professional Services	3rd Lair Skate Park-CC	June Camp Deposit	300.00
77334	04/30/2015	Recreation Fund	Professional Services	AARP	AARP Driving Class	335.00
77342	04/30/2015	Recreation Fund	Professional Services	Karen Carrier	Tai Chi Instruction	210.00
77343	04/30/2015	Recreation Fund	Professional Services	Erin Carter	Novice Speedskating Coach	40.00
0	04/30/2015	Recreation Fund	Professional Services	Flaherty's Bowl-CC	Spring Break Camp Field Trip	111.80
77360	04/30/2015	Recreation Fund	Professional Services	Will Hale	Earth Day Entertainment	300.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Recreation Fund	Professional Services	Laundry Room-CC	Volunteer Appreciation Tablecloth Clt	65.00
77374	04/30/2015	Recreation Fund	Professional Services	Jessica Lee	Music Classes	1,780.00
0	04/30/2015	Recreation Fund	Professional Services	Willie McCray	Umpire Service	971.00
0	04/30/2015	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating Service	85.50
					Professional Services Total:	4,198.30
77387	04/30/2015	Recreation Fund	Spectator Admissions	Roseville Area High School	RAHS Boys & Girls Hockey Ticket S	6,172.00
					Spectator Admissions Total:	6,172.00
0	04/29/2015	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	1,800.93
					State Income Tax Total:	1,800.93
77391	04/30/2015	Recreation Fund	Transportation	Speco Charter LLC	Motor Coach to Wabasha Caves	575.00
					Transportation Total:	575.00
77353	04/30/2015	Recreation Fund	Utilities	Comcast	High Speed Internet	238.28
0	04/30/2015	Recreation Fund	Utilities	Xcel Energy	1700 County Road C2W	13.87
					Utilities Total:	252.15
0	04/30/2015	Recreation Fund	Vehicle Supplies	R & R Specialties of Wisconsin, Inc	Cylinder, Grease Pin	762.80
					Vehicle Supplies Total:	762.80
					Fund Total:	41,173.30
77366	04/30/2015	Sanitary Sewer	2014 Sanitary Sewer Lining	Insituform Technologies USA, Inc	Sewer Lining Project	43,458.70
					2014 Sanitary Sewer Lining Total:	43,458.70
0	04/30/2015	Sanitary Sewer	Clothing	North Image Apparel, Inc.	T-Shirts	34.30
					Clothing Total:	34.30
0	04/29/2015	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	1,495.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Federal Income Tax Total:	1,495.35
0	04/29/2015	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	836.63
0	04/29/2015	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	195.66
					FICA Employee Ded. Total:	1,032.29
0	04/29/2015	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	836.63
0	04/29/2015	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	195.66
					FICA Employers Share Total:	1,032.29
77382	04/30/2015	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	47.11
					HSA Employee Total:	47.11
0	04/30/2015	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.04.2015 ICMA Defe	35.00
					ICMA Def Comp Total:	35.00
0	04/30/2015	Sanitary Sewer	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.04.2015 Minnesota I	24.47
					Minnesota Benefit Ded Total:	24.47
0	04/29/2015	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emp H	132.78
0	04/29/2015	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	139.76
					MN State Retirement Total:	272.54
0	04/29/2015	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	86.25
					MNDCP Def Comp Total:	86.25
0	04/30/2015	Sanitary Sewer	Operating Supplies	Menards-CC	Seals	27.63
0	04/30/2015	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Pipe, Bushings	19.81
0	04/30/2015	Sanitary Sewer	Operating Supplies	Walmart-CC	Pipe Cement	6.36
					Operating Supplies Total:	53.80
0	04/29/2015	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	908.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	908.50
0	04/29/2015	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	139.76
0	04/29/2015	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	908.50
					PERA Employer Share Total:	1,048.26
0	04/29/2015	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	612.51
					State Income Tax Total:	612.51
0	04/30/2015	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	22.70
77394	04/30/2015	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	79.98
					Telephone Total:	102.68
					Fund Total:	50,244.05
0	04/29/2015	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	95.45
					Federal Income Tax Total:	95.45
0	04/29/2015	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	53.44
0	04/29/2015	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	12.50
					FICA Employee Ded. Total:	65.94
0	04/29/2015	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	53.44
0	04/29/2015	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	12.50
					FICA Employers Share Total:	65.94
0	04/29/2015	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	8.54
					MN State Retirement Total:	8.54
0	04/29/2015	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	55.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					PERA Employee Ded Total:	55.49
0	04/29/2015	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	55.49
0	04/29/2015	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	8.54
					PERA Employer Share Total:	64.03
0	04/29/2015	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Income	42.68
					State Income Tax Total:	42.68
					Fund Total:	398.07
77354	04/30/2015	Storm Drainage	15-02 Victoria Street Recon	Dahlen, Dwyer & Foley Inc.	Before & After Appraisal Report	2,500.00
					15-02 Victoria Street Recon Total:	2,500.00
0	04/30/2015	Storm Drainage	Clothing	North Image Apparel, Inc.	T-Shirts	34.30
					Clothing Total:	34.30
0	04/30/2015	Storm Drainage	Evergreen Park Drainage Improv	SRF Consulting Group, Inc.	Evergreen Park Underground Storage	4,003.60
					Evergreen Park Drainage Improv Total:	4,003.60
0	04/29/2015	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	1,260.61
					Federal Income Tax Total:	1,260.61
0	04/29/2015	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	790.34
0	04/29/2015	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	184.83
					FICA Employee Ded. Total:	975.17
0	04/29/2015	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	790.34
0	04/29/2015	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	184.83

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/29/2015	Storm Drainage	MN State Retirement	MSRS-Non Bank	FICA Employers Share Total: PR Batch 00002.04.2015 Post Emplo;	975.17 123.55
0	04/29/2015	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	MN State Retirement Total: PR Batch 00002.04.2015 MNDCP De	123.55 10.00
77365	04/30/2015	Storm Drainage	Office Supplies	Impressive Print	MNDCP Def Comp Total: Business Cards	10.00 35.00
77390	04/30/2015	Storm Drainage	Operating Supplies	Office Supplies Total:	Office Supplies Total:	35.00
77390	04/30/2015	Storm Drainage	Operating Supplies	Sherwin Williams Co.	Paint Supplies	95.79
				Sherwin Williams Co.	Removal of Sales Tax on Invoice 559	-6.37
					Operating Supplies Total:	89.42
0	04/29/2015	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	803.08
					PERA Employee Ded Total:	803.08
0	04/29/2015	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	123.55
0	04/29/2015	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo	803.08
					PERA Employer Share Total:	926.63
0	04/29/2015	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	557.00
					State Income Tax Total:	557.00
0	04/30/2015	Storm Drainage	Telephone	Sprint- CC	Cell Phones	26.93
					Telephone Total:	26.93
					Fund Total:	12,320.46

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/29/2015	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	494.25
					Federal Income Tax Total:	494.25
0	04/29/2015	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	413.04
0	04/29/2015	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	96.60
					FICA Employee Ded. Total:	509.64
0	04/29/2015	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare Ei	96.60
0	04/29/2015	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	413.04
					FICA Employers Share Total:	509.64
77382	04/30/2015	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.04.2015 HSA Empl	9.14
					HSA Employee Total:	9.14
0	04/29/2015	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo;	66.91
					MN State Retirement Total:	66.91
0	04/29/2015	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.04.2015 MNDCP De	358.76
					MNDCP Def Comp Total:	358.76
0	04/29/2015	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo;	434.92
					PERA Employee Ded Total:	434.92
0	04/29/2015	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera Emplo;	434.92
0	04/29/2015	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.04.2015 Pera additio	66.91
					PERA Employer Share Total:	501.83
0	04/29/2015	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.04.2015 State Incom	225.81
					State Income Tax Total:	225.81

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/30/2015	Telephone	CAP - Capital Equip Recovery	Approved Optics-CC	Optics for CDWM Switches	3,110.90
					Fund Total:	
						3,110.90
77346	04/30/2015	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	55.43
77346	04/30/2015	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	198.30
77346	04/30/2015	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	97.89
77346	04/30/2015	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	90.86
0	04/30/2015	Telephone	PSTN-PRI Access/DID Allocation	Data Q-CC	Cisco Telephone for IT	523.27
					PSTN-PRI Access/DID Allocation Total:	965.75
					Fund Total:	1,584.70
77341	04/30/2015	Water Fund	Accounts Payable	MARK CARNEY	Refund Check	23.36
77371	04/30/2015	Water Fund	Accounts Payable	PREM KURUP	Refund Check	104.87
77388	04/30/2015	Water Fund	Accounts Payable	CARRIE RUSSELL	Refund Check	44.18
77389	04/30/2015	Water Fund	Accounts Payable	MARK SACKETT	Refund Check	254.12
77396	04/30/2015	Water Fund	Accounts Payable	DENNIS VANNORMAN	Refund Check	314.20
					Accounts Payable Total:	740.73
77359	04/30/2015	Water Fund	Contract Maintenance	Forest Lake Contracting Inc.	Fiber Installation	2,437.50
					Contract Maintenance Total:	2,437.50
0	04/29/2015	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Federal Incc	2,016.50
					Federal Income Tax Total:	2,016.50
0	04/29/2015	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,124.25
0	04/29/2015	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	262.95
					FICA Employee Ded. Total:	1,387.20
0	04/29/2015	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 FICA Empl	1,124.25
0	04/29/2015	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.04.2015 Medicare E	262.95

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
77382	04/30/2015	Water Fund	HSA Employee	Premier Bank	FICA Employers Share Total: PR Batch 00002.04.2015 HSA Empl	1,387.20 74.53
0	04/30/2015	Water Fund	ICMA Def Comp		HSA Employee Total: ICMA Retirement Trust 457-30022 PR Batch 00002.04.2015 ICMA Defe	74.53 65.00
0	04/29/2015	Water Fund	MN State Retirement	MSRS-Non Bank	ICMA Def Comp Total: PR Batch 00002.04.2015 Post Emp H	65.00 246.57
0	04/29/2015	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.04.2015 Post Emplo	178.48
0	04/29/2015	Water Fund	MNDCP Def Comp	Great West- Non Bank	MN State Retirement Total: PR Batch 00002.04.2015 MNDCP De	425.05 113.75
0	04/30/2015	Water Fund	Operating Supplies	Viking Industrial Center-CC	MNDCP Def Comp Total: Hard Hats	113.75 103.50
0	04/29/2015	Water Fund	PERA Employee Ded	PERA-Non Bank	Operating Supplies Total: PR Batch 00002.04.2015 Pera Emplo	103.50 1,160.17
0	04/29/2015	Water Fund	PERA Employer Share	PERA-Non Bank	PERA Employee Ded Total: PR Batch 00002.04.2015 Pera additio	1,160.17 1,160.17
0	04/29/2015	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PERA Employer Share Total: PR Batch 00002.04.2015 State Incom	1,338.65 809.51
0	04/30/2015	Water Fund	Telephone	Vesta AT&T-CC	State Income Tax Total: Credit	809.51 -5.44
0	04/30/2015	Water Fund	Telephone	Vesta AT&T-CC	AT&T Pay As You Go	54.43

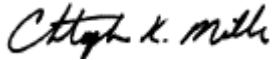
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Telephone Total:	48.99
0	04/30/2015	Water Fund	Water Meters	Batteries Plus-CC	Meter Supplies	12.83
0	04/30/2015	Water Fund	Water Meters	Suburban Ace Hardware-CC	Meter Supplies	14.98
					Water Meters Total:	27.81
					Fund Total:	12,136.09
					Report Total:	626,602.37

REQUEST FOR COUNCIL ACTION

Date: 05/11/2015

Item No.: 8.b

Department Approval



City Manager Approval



Item Description: Approve 2015 Business and Other Licenses

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:

Temporary On-Sale Liquor License

Rotary Club of Roseville
2233 Hamline Avenue North, Suite 620
Roseville, MN 55113

The Rotary Club of Roseville wishes to sell alcohol at the Taste of Rosefest event held on June 25, 2015 at the Roseville Central Park Arboretum.

Gambling Exempt Permit

Huskies Diamond Club
7108 Riverwood Drive NE
Fridley, MN 55432

The Huskies Diamond Club plans to conduct a raffle during their Carl Nowlin Benefit event held on June 20, 2015 at the Rose Vine Hall located at 2801 Snelling Avenue.

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

REQUESTED COUNCIL ACTION

Motion to approve the business and other license application(s).

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division

445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Rotary Club of Roseville		Date organized May 7, 1970	Tax exempt number 23-7068538
Address 233 Hamline Avenue North, Suite 620	City Roseville	State Minnesota	Zip Code 55113
Name of person making application David Kray	Business phone 763-792-3621	Home phone 651-489-1734	
Date(s) of event June 25, 2015	Type of organization ☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name X Jan Vanderwall		City Roseville	State Minnesota
			Zip 55113
Add New Officer			

Location where permit will be used. If an outdoor area, describe.
Roseville Central Park Arboretum

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Celler's Wine, 2701 Lincoln Drive, Roseville, MN 55113

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Attached

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

ROSEVILLE City/County	Date Approved
\$50.00 City Fee Amount	Permit Date
5/5/2015 Date Fee Paid	City/County E-mail Address

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

LG220 Application for Exempt Permit

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

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

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

Application fee (nonrefundable)

If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.

Organization Information

Organization Name:

Huskie Diamond Club

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any:

80-0250569

Federal Employer ID Number (FEIN), if any:

Type of Nonprofit Organization (check one):☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

Mailing Address:

City:

State and Zip:

County:

7108 Riverwood Dr NE Fridley MN 55432

Name of Chief Executive Officer (CEO):

Mike Larson

Daytime Phone:

612-991-4014

Email:

phatpasant@comcast.net

Nonprofit Status**Attach a copy of ONE of the following for proof of nonprofit status:**☒**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

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

Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803

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

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

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

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

Gambling Premises Information

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

Rose Vine Hall - Grumpy's

Address (do not use PO box):

City or Township:

Zip Code:

County:

2801 Snelling Ave Roseville 55113 Ramsey

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

June 20, 2015

Check each type of gambling activity that your organization will conduct:

☐

Bingo*

☐

Paddlewheels*

☐

Pull-Tabs*

☐

Tipboards*

☒

Raffle (total value of raffle prizes awarded for the year: \$1,000)

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

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

Local unit of government must sign.**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 5/4/15Print Name: MICHAEL L. LARSON**Requirements****Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- ☐ a copy of your proof of nonprofit status, and
- ☒ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required.

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

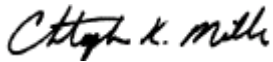
application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5/11/2015
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:

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
TIF	Braun Intertec	Twin Lakes Parkway Environmental	a	n/a	\$ 44,100.00	n/a
Stormwater	Sandstrom Land Mgmt.	Stormwater Basin Maintenance	b	\$ 1,210,000	\$108,387.00	Budget

Comments/Description:

- a) Required environmental services related to the construction of Twin Lakes Parkway as part of a broader Response Action Plan/Construction Contingency Plan
- b) To meet watershed permit requirements, relieve local flooding issues, and to improve and protect local water resources. The funds will be taken out of the Storm water improvement budget

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:

<u>Department</u>	<u>Item / Description</u>

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

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

29 **REQUESTED COUNCIL ACTION**

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

32

33

Prepared by: Chris Miller, Finance Director

Attachments: A: 2015 CIP Purchase Summary

34

City of Roseville

2015 Capital Improvement Plan Summary

<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		237,226	287,774
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	24,301	(4,301)
Vehicles	Sanitary Sewer	Vehicle #201 Jetter/Vactor	350,000	3/2/2015	-	-
Total Vehicles			\$ 1,392,000		\$ 261,527	\$ 283,473
Equipment	Central Services	Postage Machine/Copier Rental	\$ 77,840		\$ 19,350	\$ 58,490
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		530	2,560
Equipment	Police	Sidearm parts	2,060		-	-
Equipment	Police	Tactical gear	5,150		3,173	1,977
Equipment	Police	SWAT vests	6,180		1,682	4,498
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		722	7,528
Equipment	Police	Radio equipment	15,500		11,516	3,984
Equipment	Fire	Weather and traffic protection	21,000		640	20,360
Equipment	Streets	Street signs	50,000	Various	-	-
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	8,728	(8,728)
Equipment	Park Maintenance	Belos & blower	145,000	2/9/2015	143,140	1,860
Equipment	Park Maintenance	Park security systems	150,000		6,070	143,930
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	3/9/2015	-	-
Equipment	Information Technology	Computers, monitors printers	116,315	Various	29,191	87,124
Equipment	Information Technology	Network: servers, routers, etc.	215,325	Various	78,616	136,709
Equipment	Water	Water meters, AMR system	600,000		-	84
Equipment	Storm Drainage	Replace Flail Mower (2014 CIP)	-	3/2/2015	14,441	(14,441)
Equipment	Storm Drainage	Replace Unit #164 Turf gator	10,000	4/20/2015	-	-
Equipment	Storm Drainage	Portable generator	100,000		-	-
Equipment	Storm Drainage	Tractor/snowblower	35,000	3/2/2015	25,255	9,745
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		\$ 343,054	\$ 455,680

City of Roseville

2015 Capital Improvement Plan Summary

Updated April 30, 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		10,712	169,288
Bldgs & Infrastructure	Information Technology	Office furniture	25,000		-	-
Bldgs & Infrastructure	License Center	Electrical improvements	4,500		670	3,830
Bldgs & Infrastructure	License Center	Kitchen improvements	5,500		-	-
Bldgs & Infrastructure	Comm Development	Office furniture	500		-	-
Bldgs & Infrastructure	Pavement Mangement	Mill & Overlay	1,000,000		459	999,541
Bldgs & Infrastructure	Pavement Mangement	MSA Street Construction / Overlay	1,000,000		53,550	946,450
Bldgs & Infrastructure	Park Improvements	Park Renewal Program	4,743,750		1,914,248	2,829,502
Bldgs & Infrastructure	Park Improvements	Park Improvement Program	40,000		979	39,021
Bldgs & Infrastructure	Water	Water system improvements	800,000		21,590	778,410
Bldgs & Infrastructure	Water	Booster station improvements	354,000		-	-
Bldgs & Infrastructure	Sanitary Sewer	Sanitary Sewer improvements	1,000,000		48,475	951,525
Bldgs & Infrastructure	Sanitary Sewer	I & I reduction, Lift station repairs	665,000		-	-
Bldgs & Infrastructure	Storm Drainage	Pond Improvements, sewer replacement	650,000		32,947	617,053
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		\$ 2,083,629	\$ 7,334,621
Total - All 2015 <u>Funded</u> CIP Items			\$14,403,820		\$ 2,688,211	\$ 8,073,773

REQUEST FOR COUNCIL ACTION

Date: May 11, 2015
Item No.: 8.d

Department Approval



City Manager Approval



Item Description: St. Christopher Property Assessment Request

BACKGROUND

Earlier this year, the City Council entered into a joint powers agreement (JPA) with the St. Paul Port Authority (SPPA) to allow Roseville business and nonprofit entities access to the SPPA's Property Assessed Clean Energy Program (PACE).

The PACE program is a financing tool allowing for up-front, private capital to pay for building upgrades that facilitate clean energy improvements. Clean energy improvements can include building-related energy systems, mechanical systems, and renewable energy systems such as solar thermal and photovoltaic systems. The amount borrowed is repaid using a special assessment on the property over a period of years. The special assessment is requested and agreed to by the property owner.

The Saint Paul Port Authority (SPPA) has created a program to administer PACE financing in the state of Minnesota, called PACEMN. The SPPA has authorized the issuance of up to \$10 million in taxable revenue bonds to jumpstart the PACEMN program to provide capital for up-front financing for energy investments to be repaid by PACE special assessments. The PACE program is designed as a pass through program where the SPPA handles most of the paperwork, underwrites the loan, supplies the funding, and bears any default financial risk. The SPPA currently has similar relationships with a large number of other cities.

Normally, a property assessment requires a public hearing. However, since this is a property assessment initiated by the applicant, they have waived the public hearing process.

The applicant is St. Christopher's Episcopal Church, located at 2300 Hamline Avenue. Our understanding is that this particular application is notable because it will be the first religious institution funded by PACE in the State of Minnesota.

The cost of the proposed solar system is \$211,324. The property assessment will be covering \$119,000 of the installation cost. The remainder will be financed through the capitalized Federal tax credits and depreciation expense. The term of the assessment is ten years.

POLICY OBJECTIVE

The City of Roseville has a history of implementing policies and procedures related to the promotion of sustainability. The proposed action will promote increased energy sustainability.

BUDGET IMPLICATIONS

The cost of financing and financial risk is borne by the SPPA. A relatively small amount of City staff time is necessary to process the assessment.

32 **STAFF RECOMMENDATION**

33 Staff recommends approval of the attached resolution placing a special assessment against St.
34 Christopher's Church, located at 2300 Hamline Avenue.

35 **REQUESTED COUNCIL ACTION**

36 Offer a motion to approve the attached resolution placing a special assessment against St.
37 Christopher's Church, located at 2300 Hamline Avenue.

Prepared by: Paul Bilotta, Community Development Director

Attachments: A: Resolution

B: PACE Application and Petition for Special Assessments

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the Fourth day of May, 2015, at 6:00 p.m.

The following members were present: , , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

Resolution of the City of Roseville adopting the assessments, levying the assessments and adopting the assessment roll for Property Assessed Clean Energy (PACE) charges for St. Christopher's Church, located at 2300 Hamline Avenue

WHEREAS, St. Christopher's Church contacted the St. Paul Port Authority about financing a solar panel installation through the PAC program; and

WHEREAS, the St. Paul Port Authority performed due diligence and underwriting regarding the request and determined that it would be able to finance the improvement; and

WHEREAS, St. Christopher's Church has waived its right to a public hearing for this assessment process; and

WHEREAS, the City of Roseville entered into a Joint Powers Agreement with the St. Paul Port Authority to provide access to the PACE program for Roseville businesses and institutions.

NOW, THEREFORE, BE IT RESOLVED, that the proposed assessment against the property generally described as 2300 Hamline Avenue, Roseville, MN 55113, set forth in Levy No. _____ in the total amount of \$119,000.00 as shown on the proposed assessment roll on file in the Office of the City Clerk is hereby adopted and levied.

BE IT FURTHER RESOLVED, that the assessment roll be hereby adopted and that the City Clerk is hereby directed to transmit certified copies of said assessment roll to the Ramsey County Auditor.

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

and the following voted against the same: .

WHEREUPON said resolution was declared duly passed and adopted.

Attachments:

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick Trudgeon, City Manager



**Port Authority of the City of Saint
Paul
Property Assessed Clean Energy
Program (PACE OF MN)
APPLICATION AND PETITION
FOR SPECIAL ASSESSMENTS**

Saint Paul Port Authority
850 Lawson Commons
380 St. Peter Street
Saint Paul, MN 55102
(651) 224-5686
(651) 223-5198 (fax)
www.sppa.com

REV 10/21/13

File No. _____.

The Property Assessed Clean Energy Program ("PACE OF MN") administered by the Saint Paul Port Authority (the "Port Authority") provides a financing mechanism for the installation of energy efficiency and conservation improvements that are permanently fixed to eligible properties ("Improvements"). The undersigned applicant(s) hereby submits the following application for financing and petition for special assessments in accordance with Minnesota Statutes Sections 216C.435 and 216C.436, Chapter 429 and the PACE OF MN.

SECTION 1. Eligibility Requirements

- Applicant(s) is/are legal owner of the property described in the Application (the "Property").
- Property is developed and located within the City of Roseville, MN ("City").¹
- Property Owner is current on all mortgage(s). All lenders have signed the Lender Acknowledgment form for PACE OF MN Financing.
- Property Owner is not in bankruptcy and the property is not an asset in a bankruptcy proceeding.
- There are no federal or state income tax liens, judgment liens, or similar involuntary liens on the Property.
- Applicant(s) has/have provided all requested financial information to the Port Authority.
- Improvement costs are reasonable for the scope of the proposed Improvements and in relation to Property value.
- Requested Financing Amount does not exceed the lesser of 10 percent of the Property Market Value or the actual cost of installing the Improvements, including the cost of necessary equipment, materials, and labor, the costs of energy audit or renewable energy feasibility study, and the cost of verification of installation, less the value of expected rebates.
- Term of financing requested does not exceed the weighted average of the useful life of the Improvements.
- Applicant(s) has/have obtained an energy audit or renewable energy feasibility study on the Property.

For Further information on eligibility requirements, see the Administrative Guidelines and Financing Summary, or contact the Port Authority at : 651.204.6211 ____.

¹ Revise as needed if special assessments are to be levied by a county or town.

For Office Use Only

Received On: _____ [Date Stamp] File No. _____
 By: _____

SECTION 2. Applicant Information**PROPERTY OWNER(S) LEGAL NAME(S) AS THEY APPEAR ON PROPERTY TAX RECORDS**

OWNER 1 St. Christopher's Episcopal Church	LAST 4 DIGITS OF SSN OR TIN 9110	LIST ALL PARCEL #'s OWNED BY APPLICANT 2300 Hamline Avenue 2323 Dellwood Avenue
OWNER 2 N/A	LAST 4 DIGITS OF SSN OR TIN	LIST ALL PARCEL #'s OWNED BY APPLICANT
OWNER 3 N/A	LAST 4 DIGITS OF SSN OR TIN	LIST ALL PARCEL #'s OWNED BY APPLICANT
OWNER 4 N/A	LAST 4 DIGITS OF SSN OR TIN	LIST ALL PARCEL #'s OWNED BY APPLICANT

PROPERTY OWNER(S) TYPE (Check all that apply)

x

☐ Individual(s) / Joint Tenants/ Common Property (Not in Trust)	☐ Corporation	☐ Limited Liability Company
☐ Trust / Trustees / Living Trust	☐ Partnership	☒ <i>CHURCH</i> Other (Please specify)

PROPERTY OWNER CONTACT INFORMATION

NAME Ruth Thillen – Parish Administrator	E-MAIL ADDRESS office@stchristophers-mn.org	DAYTIME TELEPHONE NUMBER 651-633-4589
--	--	--

PHYSICAL PROPERTY ADDRESS (Site of Improvements)

STREET ADDRESS	CITY	STATE	ZIP
2300 Hamline Ave	Roseville	MN	55113

PHYSICAL PROPERTY ADDRESS (Site of Improvements)

STREET ADDRESS	CITY	STATE	ZIP
2300 Hamline Ave	Roseville	MN	55113

SECTION 3. Property Information**PROPERTY TYPE**

☐ X Commercial/Industrial	☒ <i>CHURCH</i>
☐ Apartments (four units or more)	

File No. _____

SECTION 4. Proposed Improvement Project Information**PROPOSED IMPROVEMENT PROJECT (Attach additional page(s) if necessary.)**

1. DESCRIPTION OF IMPROVEMENT		TRACK FOR PARTICIPATION (CHECK ONE)	
Installation of 39.36 KW of solar arrays		☐ xSolar ☐ Energy ☐ Custom Measure	
		Efficiency	
PROPOSED IMPROVEMENT COST	(-) LESS REBATE	(+) PLUS ESTIMATED PERMIT FEE	(=) NET PROPOSED IMPROVEMENT COST
\$187,747 211,324	\$92,324	\$	\$95,423 \$119,000
2. NAME OF CONTRACTOR		ADDRESS OF CONTRACTOR	
Sundial Solar		4708 York Ave So. Mpls MN 55410	

EVIDENCE OF ENERGY AUDIT OR RENEWABLE ENERGY SYSTEM FEASIBILITY STUDY (attach)**SECTION 5. Request for Financing****REQUESTED FINANCING AMOUNT**

- A. Construction contract(s) (bid Price for cost of materials less any applicable rebates), excluding permit fees (attach copy): \$ ~~95,423~~ 119,000
- B. Costs of energy audit or feasibility study \$ _____
- C. Professional services (Appraisal, drafting, engineering, project management and/or plan preparation costs):
- D. ☐ Permit Fee: _____ ☐ xPermit included in bid \$ _____
- Total \$ ~~95,423~~ 119,000
- Requested Financing Amount: \$ ~~95,423~~ 119,000 *add 4/16/15*

Minimum amount is \$2500

SECTION 6. Petition for Assessment

We hereby acknowledge that we will be obligated to pay the assessments when due. The assessment and the interest and any penalties thereon will constitute a lien against the Property until they are paid, even if I(we) sell the Property to another person. I(we) understand that assessment installments together with the interest on the assessment will be collected on my/our property tax bill in the same manner and at the same time as property taxes and will be subject to the same penalties, remedies, and lien priorities as for property taxes in the event of delinquency, including foreclosure. I(we) waive any and all procedural and substantive objections to the installation of the Improvements and the special assessments, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the Property. I(we) waive any appeal rights otherwise available pursuant to M.S.A. § 429.081.

REQUESTED ASSESSMENT REPAYMENT PERIOD		
☐ 5 Years	☒ 10 Years	The minimum amount for a PACE OF MN Assessment is \$2,500 and can be for a term of 5 or 10 years.

File No. _____

SECTION 7. Current Mortgage Financing (Attach copy of Mortgage Statement)

1.	Name and Address of Mortgage Lender: N/A
2.	Outstanding Principal Balance: N/A

SECTION 8. Declarations

By signing this Application the undersigned hereby declares under penalty of perjury under the laws of the State of Minnesota all of the following:

1. I am/We are the current owner of record of the property described herein (the "Property").
2. The Property is not currently involved in a bankruptcy proceeding.
3. I/We are current on any mortgage or other loan secured by the Property.
4. I/We and the Property meet the eligibility requirements listed in Section 1.
5. That (i) the information provided in, or in connection with, this Application is true and correct as of the date set forth opposite my/our signature(s) on this Application and (ii) that I/we understand that any intentional or negligent misrepresentation(s) of the information contained in this Application, or provided in connection with this Application, may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both and liability for monetary damages to the Port Authority of the City of Saint Paul ("Port Authority"), any lender providing financing for the Improvements described herein, their agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made in this Application.
6. I/We agree that the selection of any product(s), equipment, and measures referenced in this Application (the "Improvements"), the selection of any manufacturer(s), dealer(s) supplier(s), contractor(s) and installer(s), and the decision regarding the purchase, installation and ownership/maintenance of the Improvements is(are) my(our) sole responsibility and that I/We have not relied upon any representations or recommendations of the Port Authority, its agents, representatives, assignees, or employees, in making such selection or decision, and that my manufacturer, dealer, supplier, contractor or installer of the Improvements is not an agent, employee, assignee or representative of the Port Authority.
7. I/We understand that the Port Authority makes no warranty, whether express or implied, with respect to the choice, use or application of the Improvements, including without limitation, the implied warranties of merchantability and fitness for any particular purpose, use or application of the Improvements.

I/We agree that the Port Authority has no liability whatsoever concerning (i) the quality or safety of any Improvements, including their fitness for any purpose, (ii) the estimated energy savings produced by or performance of the Improvements, (iii) the workmanship of any third parties, (iv) the installation or use of the Improvements including, but not limited to, any effect on indoor pollutants, or (iv) any other matter with respect to the PACE OF MN.

Dated: 8/11/14
[Signature]
 Property Owner Signature

 Property Owner Signature

 Property Owner Signature

JOHN F. DWYER, SEXTON
 Printed Name

 Printed Name

 Printed Name

LENDER ACKNOWLEDGMENT FORM

[to be signed by all mortgage holders]

The undersigned, on behalf of the Lender which is the holder of a mortgage lien on the Property described in this Application and Petition for Special Assessments in accordance with the PACE OF MN ("PACE OF MN") administered by the Saint Paul Port Authority, acknowledges that it has been informed of Applicant's application and petition, and confirms that Applicant's receipt of PACE OF MN financing and petition for assessment in connection therewith, will not constitute a default under Lender's mortgage.

Lender:

 Name of Institution

By: _____
 Signature

Name: _____
 Title: _____
 Date: _____



REQUEST FOR CITY COUNCIL DISCUSSION

Agenda Date: 05/11/2015

Agenda Item: 8.e

Department Approval

A handwritten signature in black ink, appearing to read "V. Paul Bette".

City Manager Approval

A handwritten signature in blue ink, appearing to read "Laura J. Tanager".

Item Description: Request by the Community Development to hire Sambatek as the Consultant to Draft Amendments to the Existing Tree Preservation and Replacement Regulations and New Planned Unit Development Regulations.

FORESTER CONSULTANT

Over the past year, the Community Development Department and City Council have been discussing possible Zoning Code updates for tree preservation as well as investigating how to have development reviews performed by a trained and certified forester. The tree preservation updating and development review was initially tied to the hiring of a new City Forester. Since the City Forester hiring process was not successful at this time, Staff is proposing to contract with a forestry consultant to handle the ordinance preparation and development review/monitoring tasks. This approach has been successful in nearby communities.

When Staff was seeking out qualified firms, both multi-disciplinary firms and forestry – specific firms were contacted. That process identified that the forestry only firms were generally not comfortable with ordinance writing and the multi-disciplinary firms were comfortable with ordinance writing, but typically had a forestry firm that they teamed with for the technical expertise.

At the beginning of April 2015, the City Planner narrowed this initial search to 5 consulting firms to discuss assisting the Community Development Department with amending the existing Code. These firms included Westwood Professional Services, SRF Consulting Group, HKGI, Sambatek, and WSB. These firms were selected because they had a background in both ordinance writing and forestry. Westwood declined to interview because they specialize in private sector development work rather than municipal and HKGI declined to interview because the scope of the work was too small for their usual business.

On April 9 and 10, 2015, the Planning Division interviewed 3 of the 5 consulting teams to further determine which firms possessed the knowledge and background necessary to provide an adequate proposal. Upon completion of the interviews, the City Planner, Senior Planner, and Community Development Director determined that SRF Consulting Group and Sambatek were the teams with the best knowledge and background to complete the two projects. WSB was eliminated from further consideration.

On April 14, the City Planner requested proposals from SRF and Sambatek, and on April 20, the City Planner received the two proposals for further analysis.

On April 24, 2015, the City Planner and Community Development Director completed their analysis and discussion regarding each of the proposals and selected Sambatek as the consultant team best suited to complete both desired tasks.

As part of the process, it was also explained that the City would be entering into a separate contract with the winning team's forester (S & S Tree Specialists) for completing the

development review work on an as needed basis. Staff felt it was important to maintain consistency amongst foresters and also believe that the best way for the forester to understand the positives and negatives of the current tree preservation ordinance is to begin using it immediately for the developments currently before the City for review. It should be noted that the hourly rate for the development review, inspection, and enforcement services will be lower than the forester work for the ordinance work. The negotiated rate for the development work is \$65 per hour and the contract is currently in the negotiation stage pending confirmation that the City Council approves of the recommended team for the ordinance work.

PLANNED UNIT DEVELOPMENT CONSULTANT

Simultaneously, the City Planner also issued RFQs for creating a Planned Unit Development Ordinance (PUD). These interviews followed a very similar process. Due to the cost savings and substantially similar expertise, Sambatek was also chosen to complete the PUD work. The total savings is approximately \$6,194.

STAFF RECOMMENDATION

Based on the process and analysis completed, the Community Development Department recommends that Sambatek/S & S Tree Specialists be hired to complete the planned unit development project and the tree preservation updating. The Community Development Department seeks approval to negotiate final contracts for both ordinance writing projects.

It is anticipated that final contract pricing will come in near the current estimates of \$9,401 for PUD and \$7,905 for tree preservation, however, public meetings beyond the 3 incorporated into each proposal will be billed at approximately \$100 per staff member/per hour.

If the City Council approves of the staff recommendation, Staff will also complete negotiations on the contract with S & S Tree Specialists for the Community Development Department's forester development review, inspection and enforcement services.

BUDGET IMPLICATIONS

The Community Development Department included a half-time forester in its 2015 budget, which funds will be used for the S & S Tree Specialist and the Sambatek contract. Similarly, the Community Development Department annually budgets professional services dollars for projects and will utilize those funds for the PUD ordinance contract.

RECOMMENDED CITY COUNCIL ACTION

By motion, approve Sambatek as the consultant to complete the planned unit development and tree preservation Zoning Code processes and authorize the Community Development Department to enter into contracts for each service; not to exceed 9,401 for PUD and \$7,905 for tree preservation unless the scope of services changes after the Consultants meeting with the City Council on June 22, 2015.

By motion, approve S & S Tree Service as the consultant hired to complete all tree preservation plan reviews, approvals, inspections, and enforcements consistent with the existing requirements of Section 1011.04 of the City Code and authorize the Community Development Department to enter into a contract for this service.

Prepared by: City Planner Thomas Paschke - 651-792-7074 | thomas.paschke@cityofroseville.com

Attachments: A: Consultant proposal



April 17, 2015

Mr. Thomas Paschke
City Planner
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Re: Proposals for Tree Preservation and PUD Ordinance Amendments

Dear Thomas,

Thank you for this opportunity to propose our services to the City of Roseville! Our firm has assisted many communities with these types of issue-specific ordinance updates, and we are excited to help you develop tools that are tailored to your city's unique needs.

As requested in your letter of April 13th, we are providing you with separate proposals for authoring a Tree Preservation ordinance and Planned Unit Development ordinance. Should we be selected to fulfill both requests, please know that our estimated costs will be reduced for meetings on 6/22, 8/5 and 8/17 as the budgets currently contain duplicate hours for travel and meeting attendance on each of those dates. Additionally, you will see that we have allocated one hour at the beginning of each process to reassess the budget following the City Council work session on 6/22. Our intent would be to discuss with staff (either via phone or in person) the direction provided by Council to assess whether confirmed expectations are in-line with the estimated budget. We are hopeful that our current numbers are conservatively high, but that can only be confirmed following direction from your elected officials.

If selected, Ben Gozola will be the primary author and project manager for each ordinance. Resumes for Ben and our other team members are enclosed along with our anticipated budgets, project timelines, and requested billing rates. If you have any questions about the provided information, please do not hesitate to call. Looking forward to working with you!

Sincerely,

Ben Gozola, AICP
Client Service Manager – Planning

Our Team & Rates



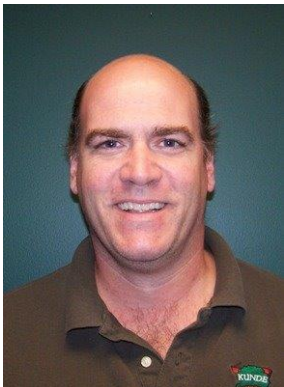
Ben Gozola, AICP (\$119/hour)

Ben Gozola will be the primary author and coordinator for the proposed ordinance updates. Ben has led ordinance rewrite efforts in multiple communities during his 16+ years in the planning profession.



Laura Chamberlain (\$90/hour)

Laura Chamberlain, an associate planner with Sambatek, brings exceptional research and proofreading skills to our team. Ben will utilize her skills for background research as well as quality assurance & control.



Mark Rehder (\$85/hour)

Mark Rehder is a forestry consultant who currently works with the Cities of North Oaks, Edina, Burnsville and Maplewood on their tree management programs. His expertise will be critical to ensure the new ordinance protects the urban forest over the long run.

Should additional members of Sambatek be asked to complete work as part of these tasks, they will be billed per the fee schedule on the following page.

Minnetonka Office Hourly Fee Schedule (Effective 01/01/2015)

Client Service Manager	\$ 170.00/Hour
Senior Project Manager	\$ 150.00/Hour
Project Manager	\$ 140.00/Hour
Engineer V	\$ 170.00/Hour
Engineer IV	\$ 140.00/Hour
Engineer III	\$ 130.00/Hour
Engineer II	\$ 120.00/Hour
Engineer I	\$ 110.00/Hour
Planner IV	\$ 119.00/Hour (reduced rate)
Planner III	\$ 125.00/Hour
Planner II	\$ 90.00/Hour (reduced rate)
Planner I	\$ 105.00/Hour
Landscape Architect IV	\$ 145.00/Hour
Landscape Architect III	\$ 125.00/Hour
Landscape Architect II	\$ 115.00/Hour
Landscape Architect I	\$ 105.00/Hour
Senior Survey Manager	\$ 145.00/Hour
Survey Manager	\$ 130.00/Hour
Surveyor III	\$ 125.00/Hour
Surveyor II	\$ 115.00/Hour
Surveyor I	\$ 105.00/Hour
Environmental Scientist IV	\$ 125.00/Hour
Environmental Scientist III	\$ 120.00/Hour
Environmental Scientist II	\$ 110.00/Hour
Environmental Scientist I	\$ 100.00/Hour
CAD Tech IV	\$ 125.00/Hour
CAD Tech III	\$ 120.00/Hour
CAD Tech II	\$ 110.00/Hour
CAD Tech I	\$ 100.00/Hour
Field Tech IV	\$ 125.00/Hour
Field Tech III	\$ 120.00/Hour
Field Tech II	\$ 110.00/Hour
Field Tech I	\$ 98.00/Hour
Administration	\$ 70.00/Hour
One-person Survey Crew	\$ 130.00/Hour
Two-person Survey Crew	\$ 210.00/Hour
Special Equipment	Additional @ actual cost plus 10%
Reimbursables	Additional @ actual cost plus 10%
Mileage	Per Federal guideline (IRS)

**Subject to change.



Ben Gozola, AICP
Senior Planner

EDUCATION

BA, Geography, University of Minnesota Duluth

PROFESSIONAL ASSOCIATIONS

- The American Institute of Certified Planners (AICP)
- American Planning Association (APA)
- City of Robbinsdale Charter Commission Member

EXPERIENCE

17 Years

GENERAL BACKGROUND

Mr. Gozola is a Senior Planner at Sambatek with over 17 years of experience in Municipal, Environmental and Transportation planning. He is the City Planner for communities throughout the state and provides as-needed planning services to multiple other communities. His experience in a wide variety of city types and political settings allows him to quickly integrate himself into the flow of City business and to begin addressing your needs from day one. In addition to his city planning work, Mr. Gozola is the company's primary author for environmental review documents such as EAWs and AUARs. He is highly skilled in analyzing local ordinances, writing detailed reports, and presenting difficult information to elected bodies and members of the public. His understanding of ordinances and statutes coupled with his experience in soliciting public input will ensure your planning process is well understood by your commissions, the Council, and most importantly the public.

EXPERIENCE

Mr. Gozola brings to the table a comprehensive knowledge in the planning and development field. The following is a brief overview of what he will bring to your City:

- Extensive experience reviewing and presenting land use applications to city councils and boards
- Excellent communicator who can explain City regulations in an easy to understand way
- Exceptional in preparing analysis of land uses and potential impacts
- Outstanding ability to craft ordinances tailored to specific community goals and desired outcomes
- Understands how to involve the public in the planning process
- Proficient in GIS and cartography for all your mapping needs
- Personable and well suited for interacting with residents as a "face" for the community
- Detail oriented organizational skills to ensure all applications and/or tasks are reviewed and completed by the anticipated deadline
- Skilled in developing new processes and procedures for organizations
- Outstanding in writing and interpreting city codes
- Thorough knowledge of comprehensive planning and the relation to city code requirements
- Provides planning review and analysis for client cities and specific projects as demonstrated by the following recent projects:
 - Monticello Zoning Code Update
 - Lake Elmo Land Use Plan (South of 10th Street)
 - Land use analysis for Robert Street Alternative Analysis (AA)
 - Land use analysis for SWLRT Housing Study
- Permit reviews for multiple MCES Interceptor replacement projects

**Laura Chamberlain**

Associate Planner

EDUCATION

- ➔ Master of City and Regional Planning (MCRP), Rutgers, The State University of New Jersey
- ➔ BA, Geography, Macalester College

PROFESSIONAL ASSOCIATIONS

American Planning Association (APA)

EXPERIENCE

4 Years

GENERAL BACKGROUND

Ms. Chamberlain is an Associate Planner at Sambatek with over four years of experience in Planning, with focuses on Transportation Planning, Municipal and Regional Planning, and Community Development. Her graduate education and local experience in transportation planning and community development has prepared Laura for the wide range of planning needs at Sambatek. Previous experience with transportation research and modelling helps her bring municipal clients innovative perspective and approaches to a variety of planning topics. As a member of the Sambatek Planning Team, she is building deeper connections with the company's municipal clients and expanding the range of planning services. She has extensive experience in analyzing local ordinances, writing reports and presenting items to city officials and the public. With an approachable style, Laura engages city staff, elected and appointed officials, and community members on topics of innovation in the planning field.

In addition to her municipal planning services, Laura also assists our project development through city code and ordinance interpretation and maintains communication between local governments and our clients. She also specializes in writing environmental review documents for clients, including EAW and AUAR review.

EXPERIENCE

- ➔ Extensive methodological background in transportation demand management
- ➔ Proficiency in GIS and transportation Network Analysis in ArcView Software
- ➔ Exceptional at interpreting local ordinances and plans
- ➔ Accomplished at organizing and leading community engagement events
- ➔ Skilled in presenting information to the public, councils & commissions
- ➔ Outstanding in organization, time management, and attention to detail
- ➔ Ability to communicate complicated information effectively, concisely and understandably
- ➔ Adept at providing clients with a personable and professional "face" for the public
- ➔ Experience with writing EAW and AUAR environmental review documents and overseeing report compliance with Minnesota Statutes
- ➔ Skilled in Comprehensive Plan drafting, with an emphasis in public involvement and input

34270 Lanesboro Ct, North Branch, MN, 55056
651-307-1120
mrehder@sstree.com

Mark Rehder

Objective

To become a team member and to establish a productive and positive relationship with co-workers resulting in a safe and high quality urban environment through tree plantings, maintenance, disease/hazard control, and public education.

Experience

2007-2014 Davey Tree/S&S Tree Specialists South St Paul, MN
Forestry Consultant

- Contracted City Forester for the City of North Oaks(2008-Present)
- Attend and speak at North Oaks Planning and Natural Resource Commissions as well as present to the City Council.
- Currently manage shade tree disease programs for Edina, Burnsville, and Maplewood
- Lead a team of experienced tree inspectors in their daily duties
- Consulting arborist for the Cities of Victoria and Medina
- Forestry Project Manager for installation of pipeline through populated area
- GIS Specialist for numerous large and small inventory projects
- Provide tree preservation plans for builders/developers in cites that require them
- Complete multiple tree risk assessments and reported on findings
- Referred by US Forest Service to provide oak wilt control management plan to Toledo, OH

1997-2006 Kunde Consultants Roseville, MN
Consulting Arborist

- Wrote and administered grants for municipalities pertaining to shade tree diseases.
- Established and supervised all aspects of the plant health care division.
- Populated and maintained the new client database
- Provided strategies for oak wilt control and performed the work in the field

1995-1996 City of Andover Andover, MN
Certified Tree Inspector

- Enforced city ordinances
- Administered shade tree disease program.
- Reviewed development plats and implemented tree preservation policies.

- | | | |
|-----------|---------------|-----------|
| 1994-1995 | City of Eagan | Eagan, MN |
|-----------|---------------|-----------|
- Certified Tree Inspector
- Responded to homeowner calls regarding tree questions
 - Administered shade tree disease program.
 - Completed a boulevard tree inventory of the entire city.

Education

- | | | |
|-----------|---------------------|--------------|
| 1985-1989 | Lawrence University | Appleton, WI |
|-----------|---------------------|--------------|
- B.A., English
- | | | |
|-----------|-------------------------|-------------|
| 1990-1992 | University of Minnesota | St Paul, MN |
|-----------|-------------------------|-------------|
- Adult Special; Sciences and Forestry

Certifications

- | | |
|------|--|
| 2014 | ISA Certified Tree Risk Assessor Qualification |
|------|--|
- | | |
|--------------|---------------------------------|
| 2001-Present | Certified ISA Arborist MN-0256A |
|--------------|---------------------------------|
- | | |
|-----------|----------------|
| 1994-2006 | Tree Inspector |
|-----------|----------------|

Interests

Hiking, Camping, Traveling, Reading, & Golf

Proposed Budgets & Timelines

The following pages provide a detailed breakdown of the anticipated costs and timelines for preparing a Tree Preservation ordinance and a Planned Unit Development ordinance. The budgets have been drawn up to assume each are separate projects; however, savings will be realized should Sambatek be selected to complete both projects as duplicate travel and meeting times can be eliminated. As you will see, we are currently estimating the costs for each project to be as follows:

- **Tree Preservation Ordinance..... \$7,905**
- **Planned Unit Development Ordinance..... \$9,401**

Please note that each of the above totals is currently an estimate based on what we know at this time. As you will see, each of our budgets and timelines includes time at the beginning of the process to reassess the budget following the City Council work session on June 22nd. This will ensure that our team and City staff share the same expectations moving forward, and that our budget accurately reflects what is requested by Council.

Not reflected in either budget is the requested cost for additional meetings and/or open houses if ultimately deemed necessary by the City. For all such meetings, we would estimate the following expenditures may be incurred per meeting:

- Meeting prep and organization: 6 to 12 hours depending upon meeting type, requested materials, etc (≈\$1000)
- Meeting attendance + travel: 3 to 4 hours/team member (≈\$400/staff member)

Actual additional meeting costs will be discussed and a final budget agreed upon with the City prior to any such work proceeding.

Tree Preservation Estimated Budget



Task Name	Start	Finish	Hours	Cost
Initial Background research and meeting prep	05/01/15	06/15/15	12	\$1,360
Assemble information for presentation to Council	05/01/15	06/15/15		
<i>Planner</i>	05/01/15	06/12/15	10	\$1,190
<i>Forester</i>	05/01/15	06/12/15	2	\$170
<i>Packet Deadline</i>	06/15/15	06/15/15		
City Council Work Session	06/22/15	06/22/15	6	\$646
Discuss ordinance option types, direction city would like to go, general goals of the ordinance, etc	06/22/15	06/22/15		
<i>Planner</i>	06/22/15	06/22/15	4	\$476
<i>Forester</i>	06/22/15	06/22/15	2	\$170
Budget Assessment and Staff discussion	06/23/15	06/24/15	1	\$119
Do Council expectations match the preliminary budget? Are amendments to the contract needed?	06/23/15	06/24/15		
<i>Planner</i>	06/23/15	06/24/15	1	\$119
Ordinance Drafting	06/25/15	07/27/15	32	\$4,012
Preparing draft regulations based on feedback and direction provided by Council	06/25/15	07/24/15		
<i>Planner</i>	06/25/15	07/24/15	20	\$2,380
<i>Forester</i>	06/25/15	07/24/15	6	\$510
Local Planning Staff Assessment and Feedback	07/06/15	07/10/15		
Edits and Updates	07/13/15	07/27/15		
<i>Planner</i>	07/13/15	07/24/15	8	\$952
<i>Forester</i>	07/13/15	07/24/15	2	\$170
<i>Packet Deadline</i>	07/27/15	07/27/15		
Planning Commission Public Hearing	08/05/15	08/05/15	6	\$646
Present Draft to the Public and Commission for Feedback and Review	08/05/15	08/05/15		
<i>Planner</i>	08/05/15	08/05/15	4	\$476
<i>Forester</i>	08/05/15	08/05/15	2	\$170
PC Edits as may be necessary	08/06/15	08/10/15	4	\$476
Amend all documentation per PC direction; prepare Council Packet Items	08/06/15	08/10/15		
<i>Planner</i>	08/06/15	08/10/15	4	\$476
<i>Packet Deadline</i>	08/10/15	08/10/15		
City Council Consideration of Final Ordinance	08/17/15	08/17/15	6	\$646
Present final ordinance to the City Council for final approval	08/17/15	08/17/15		
<i>Planner</i>	08/17/15	08/17/15	4	\$476
<i>Forester</i>	08/17/15	08/17/15	2	\$170

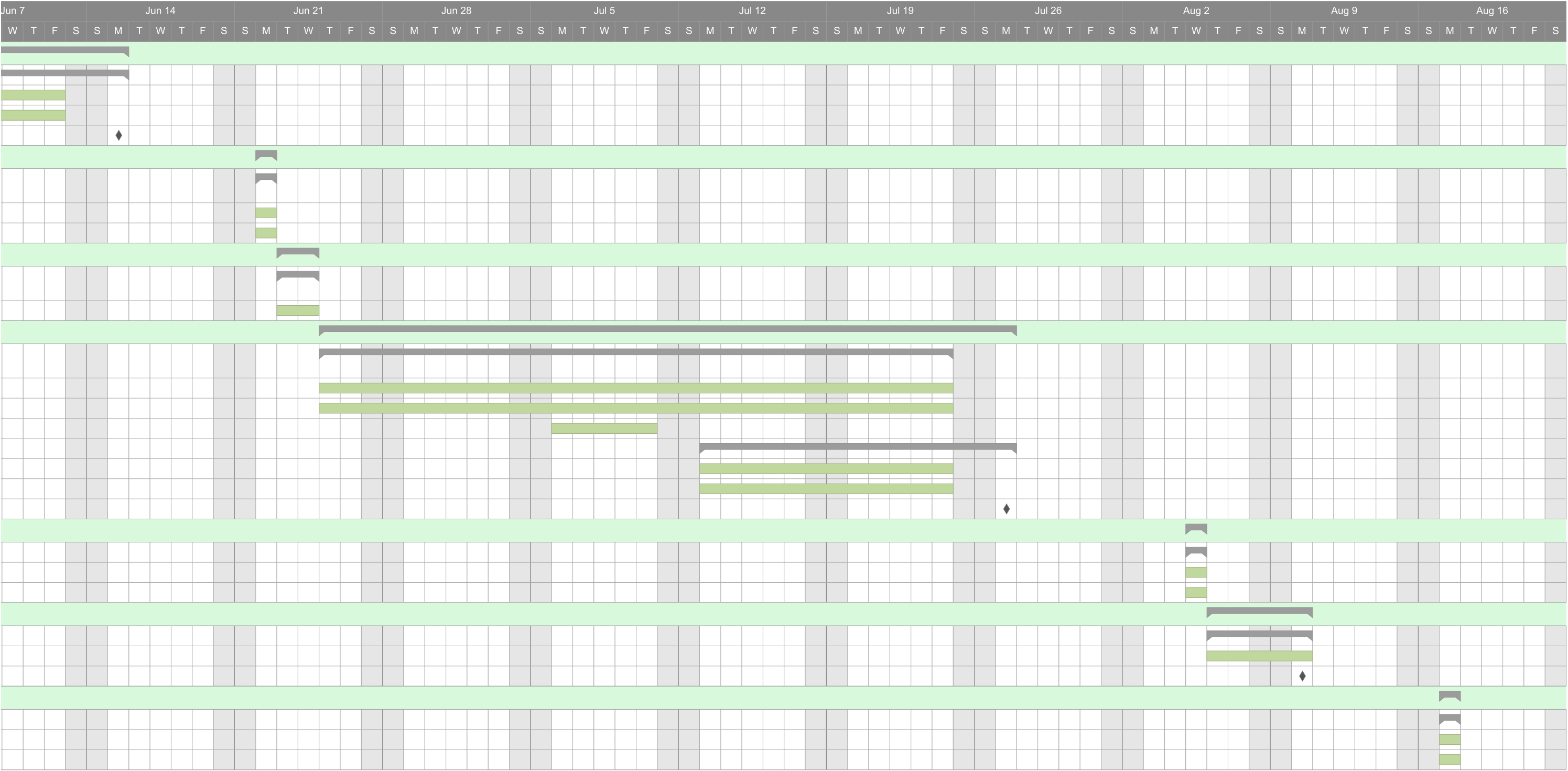
Hourly Rates

Planner	\$119
Forester	\$85

TOTAL: \$7,905

Roseville Tree Preservation Ordinance

[illegible]



Planned Unit Development Estimated Budget



Task Name	Start	Finish	Hours	Cost
Initial Background research and meeting prep	04/16/15	04/27/15	10	\$1,190
Assemble information for presentation to Council	04/16/15	04/27/15		
<i>Planner</i>	<i>04/16/15</i>	<i>04/24/15</i>	<i>10</i>	<i>\$1,190</i>
<i>Packet Deadline</i>	<i>04/27/15</i>	<i>04/27/15</i>		
City Council Meeting #1	05/04/15	05/04/15	4	\$476
Discuss ordinance option types, direction city would like to go, general goals of the ordinance, etc	05/04/15	05/04/15		
<i>Planner</i>	<i>05/04/15</i>	<i>05/04/15</i>	<i>4</i>	<i>\$476</i>
Budget Assessment and Staff discussion	05/05/15	05/06/15	1	\$119
Do Council expectations match anticipated budget? Amendments needed?	05/05/15	05/06/15		
<i>Planner</i>	<i>05/05/15</i>	<i>05/06/15</i>	<i>1</i>	<i>\$119</i>
Ordinance Drafting	05/06/15	06/15/15	32	\$4,522
Preparing draft regulations based on feedback and direction provided by Council	05/06/15	05/22/15		
<i>Planner</i>	<i>05/06/15</i>	<i>05/22/15</i>	<i>24</i>	<i>\$2,856</i>
Local Planning Staff Assessment and Feedback	05/25/15	05/29/15		
Edits and Updates	06/01/15	06/15/15		
<i>Planner</i>	<i>06/01/15</i>	<i>06/01/15</i>	<i>14</i>	<i>\$1,666</i>
<i>Packet Deadline</i>	<i>06/15/15</i>	<i>06/15/15</i>		
City Council Work Session	06/22/15	06/22/15	4	\$476
Present draft ordinance to the City Council for changes and/or authorization to proceed	06/22/15	06/22/15		
<i>Planner</i>	<i>06/22/15</i>	<i>06/22/15</i>	<i>4</i>	<i>\$476</i>
CC Edits as may be necessary	06/23/15	07/27/15	4	\$1,190
Amend all documentation per CC direction; prepare final ordinance and Planning Commission Packet Items	06/23/15	07/27/15		
<i>Planner</i>	<i>06/23/15</i>	<i>06/23/15</i>	<i>10</i>	<i>\$1,190</i>
<i>Packet Deadline</i>	<i>07/27/15</i>	<i>07/27/15</i>		
Planning Commission Public Hearing	08/05/15	08/05/15	4	\$476
Present Draft to the Public and Commission for Feedback and Review	08/05/15	08/05/15		
<i>Planner</i>	<i>08/05/15</i>	<i>08/05/15</i>	<i>4</i>	<i>\$476</i>
PC Edits as may be necessary	08/06/15	08/10/15	4	\$476
Amend all documentation per PC direction; prepare Council Packet Items	08/06/15	08/10/15		
<i>Planner</i>	<i>08/06/15</i>	<i>08/10/15</i>	<i>4</i>	<i>\$476</i>
<i>Packet Deadline</i>	<i>08/10/15</i>	<i>08/10/15</i>		
City Council Consideration of Final Ordinance	08/17/15	08/17/15	4	\$476
Present final ordinance to the City Council for final approval	08/17/15	08/17/15		
<i>Planner</i>	<i>08/17/15</i>	<i>08/17/15</i>	<i>4</i>	<i>\$476</i>

Hourly Rates

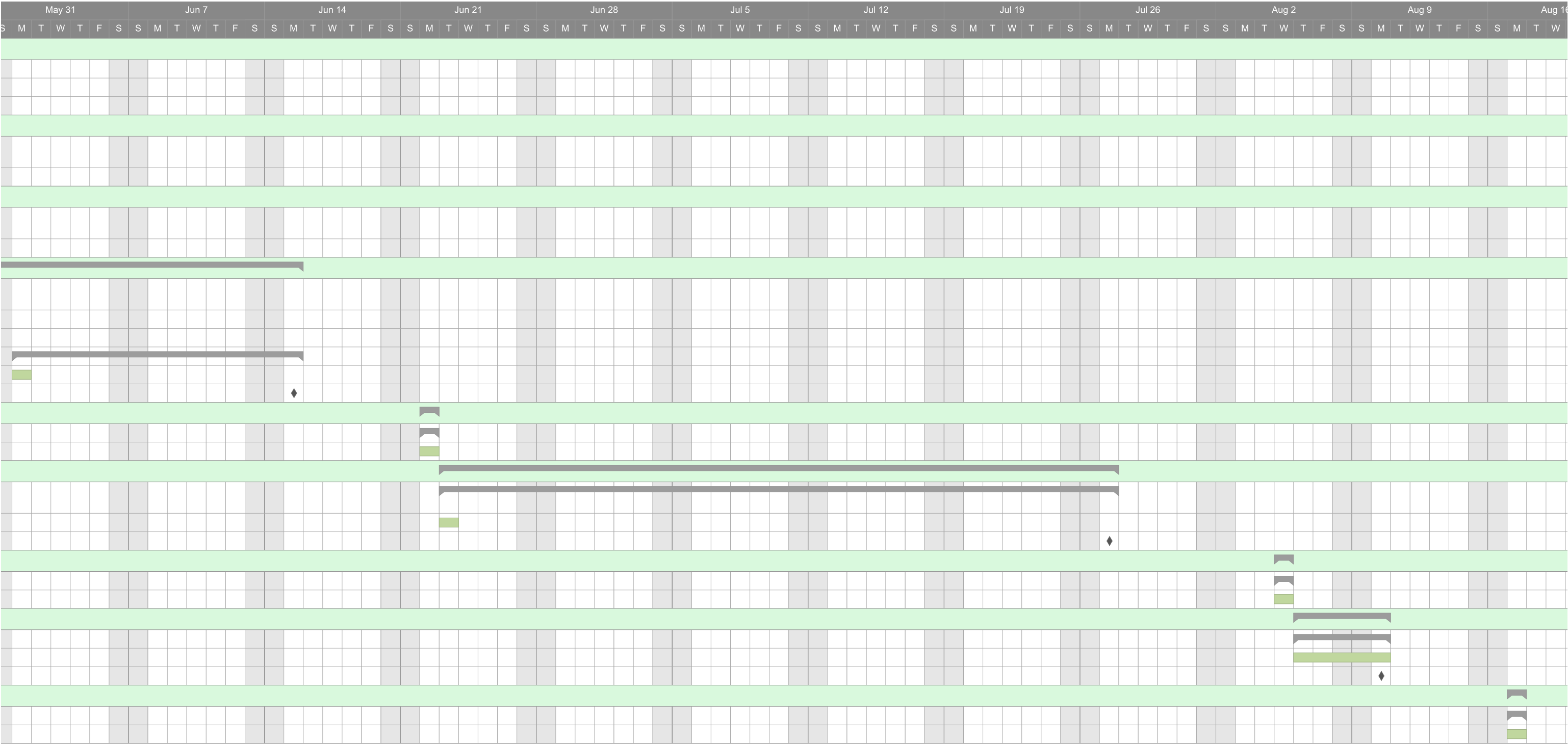
Planner \$119

TOTAL: \$9,401

Roseville Planned Unit Development Ordinance



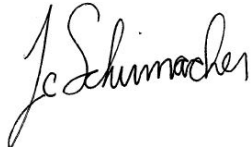
	Task Name	Start	Finish	Hours	Apr 12							Apr 19							Apr 26							May 3							May 10							May 17							May 24																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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REQUEST FOR COUNCIL ACTION

Date: 05/11/15
Item No.: 11.a

Department Approval



City Manager Approval



Item Description: Receive the 2014 Audit Report and Financial Statements

BACKGROUND

State Statute requires an annual presentation of the City's year-end financial report by an independent auditor. The purpose is to provide a forum for which an independent report can be made directly to elected officials with regard to the City's financial operations. A copy of the 2014 Annual Financial Report along with other various reports will be distributed at the meeting.

Matt Mayer, from the firm of Kern, DeWenter, Viere (KDV) will be present to provide an overview of the Annual Report, as well as the audit process and any required disclosures or findings.

Staff will be available for any follow-up questions if necessary.

POLICY OBJECTIVE

The presentation of the annual report is required by State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends the Council formally accept the 2014 Audit Report and Financial Statements.

REQUESTED COUNCIL ACTION

Motion to accept the 2014 Annual Financial Report.

Prepared by: Jason Schirmacher, Assistant Finance Director

Attachments: A: 2014 Annual Financial Report & Auditor Reports will be distributed at the Council meeting.

REQUEST FOR COUNCIL ACTION

Date: May 11, 2015
Item No.: 14.a

Department Approval



City Manager Approval



Item Description: Request to Purchase Parcel PID 142923240029 for Stormwater and Wetland Mitigation Purposes

BACKGROUND

The Victoria Street reconstruction project involves reconstructing approximately one mile of roadway from Larpenteur Avenue to County Road B. The project also involves constructing a new pathway along this same stretch of roadway and also extending a new sidewalk from County Road B to County Road B2 as part of the Park Renewal Program.

Part of this project requires the installation of stormwater infrastructure to accommodate existing drainage concerns both on the roadway and on adjacent private property. The installation of this infrastructure requires the construction of a treatment feature to handle runoff prior to draining into the existing wetland on the west side of Victoria Street.

Additionally, the construction of the proposed sidewalk along the east side of Victoria Street will involve disturbing and filling a small (approximately 2000 square feet) area of wetland along Victoria Street. The City is required to mitigate this wetland fill at a 2:1 ratio.

Staff is proposing to construct a stormwater feature approximately 11,000 square-feet in size that will accommodate both the required stormwater treatment as well as the wetland mitigation. This feature is proposed to be constructed on a private parcel located just north of 1975 Victoria Street, Parcel ID Number 142923240029. Currently, this vacant land has a diverse mix of mature tree species in the upland, and has 0.65 acres of a Freshwater Forested/Shrub Wetland, which is an extremely rare type in Roseville.

City staff had an appraisal completed for the parcel. The total market value of the parcel was deemed to be \$96,500. The cost of the 11,000 square-foot easement needed for mitigation would cost \$57,900 to purchase. Acquiring the 11,000 square-feet of upland would decrease the overall value of the lot; the City would be severing the access from Victoria Street to the remaining developable upland area on the west side of the property. City staff looked at alternative areas for the mitigation, but the proximity to Victoria Street made this the least costly alternative, and also required the least amount of upland damage required to construct the wetland.

If the City were to purchase the entire property, the 1.5 acre parcel has a lot of potential: the City can protect the mitigation area and make long term maintenance more successful; add more trees species to diversify the upland; the City can add a pathway to connect Reservoir Woods open space to Pioneer Park; the City can ensure the protection of the local environmental resources and no net loss of future wetlands in the area. It should be noted that none of these proposals are currently funded but could be reviewed in future Capital Improvement Plans for future implementation.

City staff is currently looking to partner with the Capitol Region Watershed District (CRWD) on the acquisition of the parcel. The added protection to these water resources that ultimately drain to Lake McCarrons would be beneficial to both parties. The Capitol Region Watershed District will be considering our request for participation in the purchase of this parcel at their May 6th Board meeting. Information on the result of the CRWD Board meeting will be presented at the City Council meeting.

Staff has met with the property owners to discuss the purchase price. The property owners are willing to sell this parcel to the City for the intended use.

If acquired, staff is proposing that this parcel be incorporated into the existing Pioneer Park which borders this parcel to the north.

POLICY OBJECTIVE

Section 4.2 of the City's Surface Water Protection Plan, Goal 2, Policy No. 3 states "The City shall enforce the Shoreland, Wetland and Storm Water Management ordinance to regulate alterations of shorelands and wetlands and to maintain existing aquatic, vegetation and wildlife conditions to the maximum extent possible." By acquiring this parcel, the City and watershed will ensure the protection of the wetland buffer within this parcel and protect against potential development on this parcel. The construction of the wetland feature will also help enhance the water quality of the runoff currently entering this area from adjacent Victoria Street.

Also stated in the same plan, Section 4.6 Coordination and Collaboration, Goal 6 (Coordination and Collaboration), Policy No. 4, "The City shall seek opportunities to leverage limited available funding through project partnerships." The City and CRWD potentially can partner in the acquisition of this parcel for the overall benefit of the adjacent wetland features as well as the overall watershed district.

FINANCIAL DISCUSSION

An appraisal of the property determined that the cost of the necessary drainage and utility easement would be approximately \$57,900 while the total value of the parcel is \$96,500.

Staff would use funds from the City's Stormwater Utility Fund for the purchase of either the easement or the full parcel. If we are successful in obtaining a grant from the Capitol Region Watershed District, those funds would offset the use of the Stormwater Utility Fund.

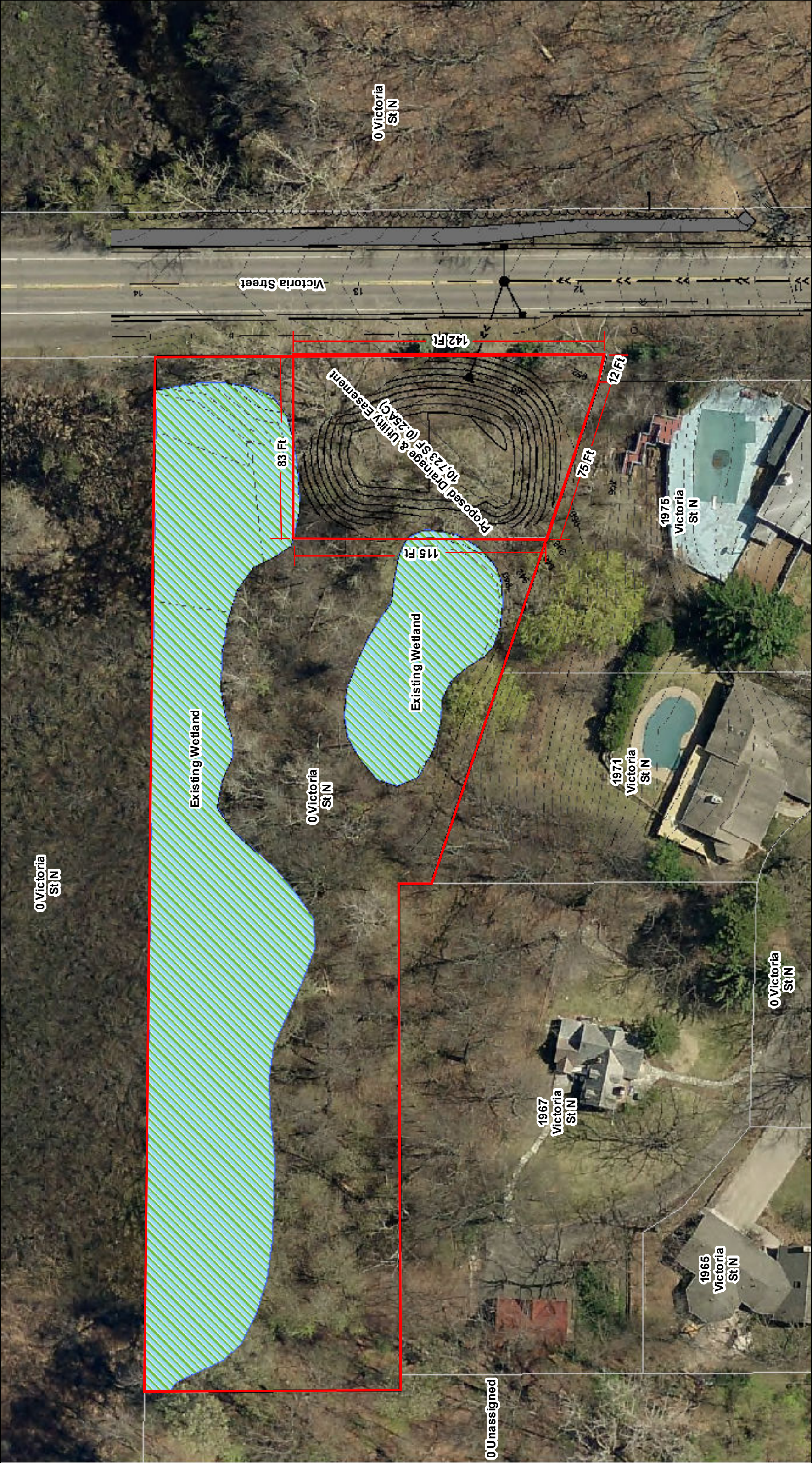
STAFF RECOMMENDATION

Staff recommends Council approve the purchase of the Parcel PID 142923240029 in the amount of \$96,500 with cost participation from the Capitol Region Watershed District.

REQUESTED COUNCIL ACTION

Approve the purchase of the Parcel PID 142923240029 in the amount of \$96,500 with cost participation from the Capitol Region Watershed District.

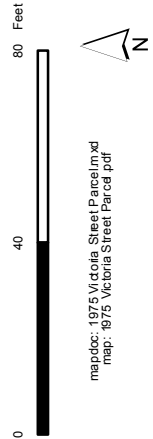
Prepared by: Marc Culver, Public Works Director
Attachments: A: Parcel Figure



DISCLAIMER: The City of Roseville, Minnesota, and its staff, do not warrant the accuracy or completeness of the information and data provided in this map. The City of Roseville, Minnesota, and its staff, do not warrant the accuracy or completeness of the information and data provided in this map. The City of Roseville, Minnesota, and its staff, do not warrant the accuracy or completeness of the information and data provided in this map. The City of Roseville, Minnesota, and its staff, do not warrant the accuracy or completeness of the information and data provided in this map.

Data Sources and Contacts:
* Ramsey County GIS Base Map (1/2021/13)
* City of Roseville, Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2600 Civic Center Drive, Roseville, MN

Type
 Parcel 1.52 AC
 Wetland 0.65 AC



REQUEST FOR COUNCIL ACTION

Date: May 11, 2015
Item No.: 14.b

Department Approval



City Manager Approval



Item Description: Request by the Community Development Department for an approval of a Predevelopment Agreement with the Greater Metropolitan Housing Corporation (GMHC) for the Dale Street Fire Station Site

BACKGROUND

As a result of the recent approval of the Purchase Agreement with the Roseville Housing and Redevelopment Authority (HRA) for acquisition of all of the lots in the redevelopment area, the City Council is now the entity that must enter into the various legal documents with GMHC required to redevelop this property.

The first step in the process is the approval of a Predevelopment Agreement (Attachment B) which allows the developer to undergo the process of due diligence and obtaining the necessary approvals. The approval of the Predevelopment Agreement is the item before the City Council at this time.

The Predevelopment Agreement is similar to the agreement that was entered into by the HRA. However, there are several notable modifications:

1. Simplifying the process to recognize the due diligence items that have already been completed
2. Clarifying language that was found to be confusing in the previous agreement
3. Adding a paragraph recognizing the past efforts of the HRA and legally severing and discharging any claims related to it for either the City or the HRA
4. Providing for an escrow to cover the cost of City consultants and other expenses necessary to implement the Predevelopment Agreement

As part of the City's obligations in the due diligence process, an updated Phase 1 Environmental Site Assessment has been completed on April 30 and delivered to GMHC. The cover letter outlining the conclusions is contained in Attachment C. The investigation results were in line with expectations.

NEXT STEPS

- GMHC has scheduled a meeting with the neighborhood for May 14, 2015.
- City and GMHC will enter into a development agreement, including demonstration of lender approval
- GMHC needs to complete project approvals
- City needs to close on the HRA's property

- GMHC needs to close on the site per the development agreement

POLICY OBJECTIVE

This project supports the City's Comprehensive Plan goal of providing a wide variety of housing options in order to retain and attract a diverse mix of people and family types with varying economic statuses, ages and abilities and the goal of continuing to support of housing and neighborhood programming provided by the HRA that address community needs.

BUDGET IMPLICATIONS

It is anticipated that the funds to purchase the property will be coming out of TIF funds, not the General Fund. Staff time will be necessary to prepare, review and process the documents and take other actions to satisfy the City's obligations in the Predevelopment Agreement.

STAFF RECOMMENDATION

Staff recommends the approval of the attached resolution that will authorize taking all actions necessary to enter into the Predevelopment Agreement with GMHC.

REQUESTED COUNCIL ACTION

Offer a motion to approve the attached Resolution authorizing entering into a Predevelopment Agreement with the Greater Metropolitan Housing Corporation for the Dale Street Fire Station Redevelopment project area and performance of the actions necessary to meet the City's obligations identified in the executed Predevelopment Agreement.

Prepared by: Paul Bilotta, Community Development Director
Attachments: A: Resolution
B: Draft Predevelopment Agreement
C: Letter from Vieau Associates dated April 30, 2015

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 11th day of May, 2015, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION APPROVING A PREDEVELOPMENT AGREEMENT WITH THE
GREATER METROPOLITAN HOUSING CORPORATION BY THE CITY OF
ROSEVILLE**

WHEREAS, the City of Roseville (the “City”) owns or controls certain land that comprises the Dale Street Fire Station Redevelopment Project Area (the “Project”); and

WHEREAS, the Greater Metropolitan Housing Corporation (the “Developer”) has requested that the City enter into a Predevelopment Agreement with it in order to provide the Developer with certain rights and obligations to facilitate the redevelopment of the Project; and

WHEREAS, the City found and determined that entering into a Predevelopment Agreement with the Developer is in the public interest.

NOW, THEREFORE, BE IT RESOLVED, that the City Council (“Council”) of the City of Roseville, Minnesota as follows:

1. The Council approves the Predevelopment Agreement, subject to modifications that do not alter the substance of the transaction and that are approved by the City Attorney, provided that execution of the Purchase Agreement shall be conclusive evidence of approval.
2. City staff and officials are authorized to take all actions necessary to perform the City’s obligations under the Predevelopment Agreement as a whole.

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

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the day of, , 20 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this day of , 20

SEAL

Patrick Trudgeon, City Manager

PRELIMINARY DEVELOPMENT AGREEMENT

(Dale Street Redevelopment)

THIS AGREEMENT is dated May 11, 2015, by and between the City of Roseville, a Minnesota municipal corporation (the “City”), and Greater Metropolitan Housing Corporation, a Minnesota nonprofit corporation (the “Developer”).

RECITALS

WHEREAS, the City, together with the Roseville Housing and Redevelopment Authority (“Authority”), owns a portion of certain property within the City, which property is legally described in Exhibit A attached hereto (“Property”); and

WHEREAS, the City has executed a purchase agreement with the Authority to acquire the property which the Authority owns; and

WHEREAS, the Developer has submitted a preliminary proposal (“Proposal”) for the acquisition and redevelopment of the Property (the “Development”), which is attached hereto as Exhibit B; and

WHEREAS, the Developer requests that the City explore the use of certain public assistance to assist with the Development; and

WHEREAS, the City has determined that it is in the City’s best interest that the Developer be designated sole developer of the Property during the term of this Agreement and that a Preliminary Development Agreement be negotiated between the City and the Developer (the “Agreement”); and

WHEREAS, the parties mutually wish this Agreement to replace and supersede entirely any prior agreements, proposals, and understandings concerning the Property and development thereon; and

WHEREAS, the City and the Developer are willing and desirous to undertake the Development if (i) a satisfactory agreement can be reached regarding the commitment for public costs necessary for the Development; (ii) satisfactory mortgage and equity financing, or adequate cash resources for the Development can be secured by the Developer; and (iii) the economic feasibility and soundness of the Development and other necessary preconditions have been determined to the satisfaction of the parties; and

WHEREAS, the City is willing to evaluate the Development and work toward all necessary agreements with the Developer if the Developer agrees to make the nonrefundable deposit and

undertake all other obligations described herein.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and obligations set forth herein, the parties agree as follows:

1. Negotiations between the parties shall proceed in an attempt to formulate a definitive purchase and redevelopment contract ("Contract") based on the following:

(a) the Developer's Proposal, which shows the scope of the proposed Development in its latest form as of the date of this Agreement, together with any changes or modifications required by the City;

(b) a mutually satisfactory Contract to be negotiated and agreed upon in accordance with negotiations contemplated by this Agreement;

(c) such documentation regarding economic feasibility of the Project as the City may wish to undertake during the term of this Agreement; and

(d) other terms and conditions of this Agreement.

2. It is the intention of the parties that this Agreement: (a) documents the present understanding and commitments of the parties; and (b) will lead to negotiation and execution of a mutually satisfactory Contract for the Development prior to the termination date of this Agreement. The Contract (together with any other agreements entered into between the parties hereto contemporaneously therewith) when executed, will supersede all obligations of the parties hereunder.

3. During the term of this Agreement, the Developer shall:

(a) No later than thirty (30) days after the effective date of this Agreement, submit to the City a design proposal to be approved by the City and Authority showing the location, size, and nature of the proposed Development, including floor layouts, renderings, elevations, and other graphic or written explanations of the Development.

(b) No later than thirty (30) days after the effective date of this Agreement, submit an overall cost estimate for the design and construction of the Development.

(c) No later than thirty (30) days after the effective date of this Agreement, submit a time schedule for all phases of the Development.

(d) Undertake and obtain such other preliminary economic feasibility studies, income and expense projections, and such other economic information as the City may reasonably desire to further confirm the economic feasibility and soundness of the Development.

(e) No later than thirty (30) days after the effective date of this Agreement, submit to the City the Developer's financing plan, which shall at a minimum include all sources and uses of financing setting forth all private and public financial assistance in any form (including reduced land cost, waiver of fees, and tax increment financing), establishing that such assistance is reasonably necessary to make the Development financially feasible.

(f) No later than thirty (30) days after the effective date of this Agreement, furnish satisfactory financial data to the City evidencing the Developer's ability to undertake the Development, including without limitation a written commitment from the provider of any private financing.

(g) No later than sixty (60) days after the effective date of this Agreement, proceed with appropriate land use and zoning applications, including without limitation an updated application for re-platting of the Property and other administrative proceedings necessary to the negotiation and execution of a definitive Contract for the Development.

4. During the term of this Agreement, the City agrees to:

(a) Commence the process necessary to undertake such public assistance as is necessary pursuant to the terms of the Proposal, including without limitation commencement of actions necessary to create a tax increment financing district that includes the Property.

(b) Proceed to seek all necessary information with regard to the anticipated public costs associated with the Development.

(c) Estimate the City's level and method of financial participation, if any, in the Development and develop a financial plan for the City's participation.

(d) Grant to the Developer a right of access to the Property for purposes of environmental and soil testing, as well as lawful marketing signage. Developer agrees to indemnify, save harmless, and defend the City and the Authority, their officers, and employees, from and against any and all claims, actions, damages, liability and expense in connection with personal injury and/or damage to the Property arising from or out of any occurrence in, upon or at the Property caused by the act or omission of the Developer in connection with Developer's entry on the Property. Further, Developer shall not permit any mechanics', materialmen's or other liens to stand against the Property or any part thereof for work or materials furnished to Developer in connection with the right of entry granted pursuant to this Agreement and Developer agrees to indemnify, defend and hold harmless the City and Authority from and against the same.

(e) Proceed with appropriate approval processes in response to the Developer's land use, zoning, and re-platting applications regarding the Property, and other administrative proceedings necessary to the negotiation and execution of a

definitive Contract for the Development.

5. It is expressly understood that execution of a definitive Contract for the Development shall be subject to:

(a) A determination by the City in its sole discretion that its undertakings are feasible based on (i) the projected tax increment revenues and any other revenues designated by the City (to the extent requested by Developer); (ii) the purposes and objectives of any tax increment, development, or other plan created or proposed for the purpose of providing financial assistance for the Development, if any, including the determination that such assistance is reasonably necessary in order to make the Development possible; and (iii) the best interests of the City.

(b) A determination by the Developer that the Development is feasible and in the best interests of the Developer.

(c) Successful conveyance of the Authority-owned portion of the Property to the City.

6. This Agreement is effective one-hundred and twenty (120) days after the effective date of this Agreement, unless extended with approval of the city council of the City. After expiration of the term of this Agreement, no party shall have any obligation hereunder except as expressly set forth to the contrary herein.

7. The Developer shall be solely responsible for all costs incurred by the Developer. In addition, the Developer shall reimburse the City for Administrative Costs, as hereafter defined. For the purposes of this Agreement, the term "Administrative Costs" means out of pocket costs incurred by the City together with staff costs of the City, all attributable to or incurred in connection with the negotiation and preparation of this Agreement, a definitive Contract for the Development, and other documents and agreements in connection with the Development, including without limitation all costs in connection with re-platting of the Property, tax increment financing analysis, and the cost of financial advisors, attorneys, and planning and environmental consultants.

In order to secure payment of the Administrative Costs incurred by the City during the term of this Agreement, the Developer shall deliver to the Authority cash or a certified check in the amount of \$15,000.00, such delivery to occur upon execution of this Agreement. The City will utilize the funds delivered by the Developer to pay or reimburse itself for Administrative Costs. If Administrative Costs exceed the initial amount paid by the Developer, the Developer shall pay such additional Administrative Costs within 10 business days of a demand by the City evidencing such additional Administrative Costs. Upon termination of this Agreement, the City will return to the Developer the funds paid by the Developer to the City pursuant to this Section 7, less an amount equal to the Administrative Costs incurred by the City through the date of notice of termination, provided that if the parties proceed to the negotiation of the definitive Contract, any portion of the funds delivered by the Developer under this Agreement may be applied to any Administrative Costs incurred in connection with the negotiation and preparation of the Contract and payable by the

Developer. For the purposes of this paragraph, Administrative Costs are considered to be incurred if they have been paid, relate to services performed, or are payable under a contract entered into, on or before the date of the notice of termination.

This Section 7 shall survive termination of this Agreement and shall be binding on the Developer regardless of the enforceability of any other provision of this Agreement.

8. This Agreement may be terminated upon 5 days written notice by a party to the other party if:

(a) in the respective sole discretion of the City or Developer, an impasse has been reached in the negotiation or implementation of any material term or the completion or execution of any material condition of this Agreement or the Contract; or

(b) a party fails to perform any of its obligations under this Agreement.

If any party terminates the Agreement under this Section 8, the Developer shall remain liable to the City to the extent provided under Section 7 of this Agreement.

9. During the term of this Agreement, the City agrees that it will not negotiate or contract with any other party concerning the sale or development of the Property. The Developer shall not assign or transfer its rights under this Agreement in full or in part, or enter into any subcontracts to perform any of its obligations hereunder, without the prior written consent of the City.

10. In the event that the Developer, its heirs, successors or assigns, fail to comply with any of the provisions of this Agreement, the City may proceed to enforce this Agreement by appropriate legal or equitable proceedings, or other similar proceedings, and if the City is the prevailing party, the Developer, its heirs, successors or assigns, agree to pay all costs of such enforcement, including reasonable attorneys' fees.

11. If any portion of this Agreement is held invalid by a court of competent jurisdiction, such portion shall be deemed stricken from this Agreement, leaving all remaining portions of the Agreement in full force and effect.

12. In the event any covenant contained in this Agreement should be breached by one party and subsequently waived by another party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach.

13. Notice or demand or other communication between or among the parties shall be sufficiently given if sent by mail, postage prepaid, return receipt requested or delivered personally:

(a) As to the City: City of Roseville
2660 Civic Center Drive

Roseville, MN 55113
Attn: City Manager

(b) As to the Developer: Greater Metropolitan Housing Corporation
15 South Fifth Street, Suite 710
Minneapolis, MN 55402
Attn: President

14. This Agreement may be executed simultaneously in any number of counterparts, all of which shall constitute one and the same instrument.

15. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

16. The Developer hereby agrees to protect, defend and hold the Authority, the City and their officers, elected and appointed officials, employees, administrators, commissioners, agents, and representatives harmless from and indemnified against any and all loss, cost, fines, charges, damage and expenses, including, without limitation, reasonable attorneys fees, consultant and expert witness fees, and travel associated therewith, due to claims or demands of any kind whatsoever caused by Developer or arising out of actions of Developer (and excluding those caused by or arising out of the City's own acts or conduct) with regard to (i) the development, marketing, sale or leasing of all or any part of the Property, including, without limitation, any claims for any lien imposed by law for services, labor or materials furnished to or for the benefit of the Property, or (ii) any claim by the state of Minnesota or the Minnesota Pollution Control Agency or any other person pertaining to the violation of any permits, orders, decrees or demands made by said persons or with regard to the presence of any pollutant, contaminant or hazardous waste on the Property deposited or released by Developer; and (iii) or by reason of the execution of this Agreement or the performance of this Agreement. The Developer, and the Developer's successors or assigns, agree to protect, defend and save the City and its officers, agents, and employees, harmless from all such claims, demands, damages, and causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting engineering services, and other technical, administrative or professional assistance incurred by the City as a result of the actions of Developer. This indemnity shall be continuing and shall survive the performance, termination or cancellation of this Agreement. Nothing in this Agreement shall be construed as a limitation of or waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled by law, including but not limited to the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

17. The Developer further agrees that it does not possess, will not pursue and, in any event, forever discharges the City or the Authority from and against any and all liabilities, claims, demands, obligations, actions, causes of action, rights, damages, costs, interest, expenses,

reimbursement, and compensation of any nature whatsoever, whether or not now known or contemplated, under any theory of recovery at law or equity, arising from any previous agreements, understandings, or undertakings between the Developer, the Authority, and/or the City regarding the purchase and/or development of the Property.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in their name and behalf and their seal to be duly affixed hereto and the Developer has caused this Agreement to be duly executed as of the day and year first above written.

CITY OF ROSEVILLE

Dated: _____

By: _____
Its Mayor

Dated: _____

By: _____
Its City Manager

GREATER METROPOLITAN HOUSING CORPORATION

Dated: _____

By: _____
Its _____

EXHIBIT A

Description of Property

Lots 18, 19, 20, 21, and 22, Block 1, O'Neil's Addition, according to the recorded plat thereof, County of Ramsey, State of Minnesota.

And

Copes Subdivision of LOT 1 of Cope's Subdivision of the SE $\frac{1}{4}$ of Section 11, Township Subject to Road; Then 134 FT of E 247 FT & N 131 FT of W 78 FT of E 325 FT of LOT 12

EXHIBIT B
Project Proposal



April 30, 2015

Paul Bilotta
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Phase I Environmental Site Assessment
Roseville Fire Station and Vacant Lots
2325 and 2335 Dale Street North & 657, 661, 667 and 675 Cope Avenue West
Roseville, Minnesota 55113

Dear Mr. Bilotta:

We have completed the Phase I Environmental Site Assessment for the above referenced property in Roseville, Minnesota. An invoice for the Phase I Environmental Site Assessment has been provided along with a web link to an electronic copy of the report.

In summary, this assessment has revealed no evidence of *recognized environmental conditions* in connection with the property, except the following:

- A petroleum release was identified during subsurface investigation activities in 2012. Low concentrations of DRO were encountered in one soil boring, and based on the low concentrations and limited extent, the MPCA issued the release regulatory closure on January 25, 2013, indicating that no further response actions are required for this petroleum release. The identified petroleum impacts to soil qualify as a *recognized environmental condition*. However, based on the file closure issued for the petroleum impacts, they are viewed as a *controlled recognized environmental condition*.

There is a potential for higher concentrations of petroleum contaminated soil in the vicinity of the removed UST which may require proper handling and disposal if encountered during redevelopment. If contaminated soil is encountered during redevelopment, it must be properly managed and may require disposal at a permitted landfill. Prior to beginning redevelopment activities, a Response Action Plan and Construction Contingency Plan should be developed for the property and submitted for review and approval by the MPCA Voluntary Brownfield Program.

The following issues of environmental concern within the scope of assessment were identified in connection with the property:

Polychlorinated biphenyls and asbestos-containing materials

- Based on limited sampling and testing completed in 2012, no polychlorinated biphenyls (PCBs) were detected in any caulking samples collected. Asbestos was detected at greater than one percent in the silver edged flashing material, and materials presumed to contain asbestos included the metal fire door and duct-reported underground transite. Note that since the fire station was in use at the time of the sampling and testing, a non-destructive survey was conducted evaluating exposed materials and not materials that may be located within walls, ceilings, other inaccessible areas, or any materials that affected operations on the property.

Phase I Environmental Site Assessment: Roseville Fire Station and Vacant Lots
2325 and 2335 Dale Street North & 657, 661, 667 and 675 Cope Avenue West, Roseville,
Minnesota 55113
D15-147

April 30, 2015

A more intrusive survey with sampling and testing of previously unobserved or unsampled materials will be required prior to the proposed demolition. Prior to demolition activities, the confirmed and presumed ACM should be removed by a licensed contractor with certified workers and supervisors.

Radon

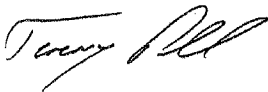
- The subject property is located in Ramsey County, MN which is identified in US EPA Radon Zone 1, with predicted average indoor radon screening concentrations above the EPA Action Level of 4.0 picoCuries per liter (pCi/L) of air. Based on the current vacant and non-residential use of the property, we do not view potential elevated radon gas concentrations as a concern.

Radon resistant design should be considered prior to and during the redevelopment of the property for residential land use.

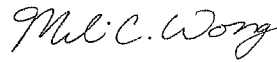
Please review the report in its entirety and contact us with any questions. Thank you.

Sincerely,

Vieau Associates Inc.



Jeremy Pavlish, PG
Senior Project Manager



Melissa Colletti Wong
Environmental Professional

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5-11-15
Item No.: 14.c

Department Approval

City Manager Approval

V. Paul Butts

Samuel J. Trueman

Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2241 Oxford Street**

BACKGROUND

- The subject property is a single-family detached home which is owner-occupied.
- The current owner is Daniel Schreier.
- Current violations include:
 - Outside storage of household items (violation of City Code Section 407.03.H).
 - Inoperable vehicle (violation of City Code Section 407.02.O).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- | | |
|--|-----------------|
| • Removal and storage of household items | \$500.00 |
| • Repair of tire | <u>\$200.00</u> |

<u>Total:</u>	\$700.00
---------------	----------

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

31 **STAFF RECOMMENDATION**

32 Staff recommends that the Council direct Community Development staff to abate the above referenced
33 the public nuisance violations at 2241 Oxford Street.

34 **REQUESTED COUNCIL ACTION**

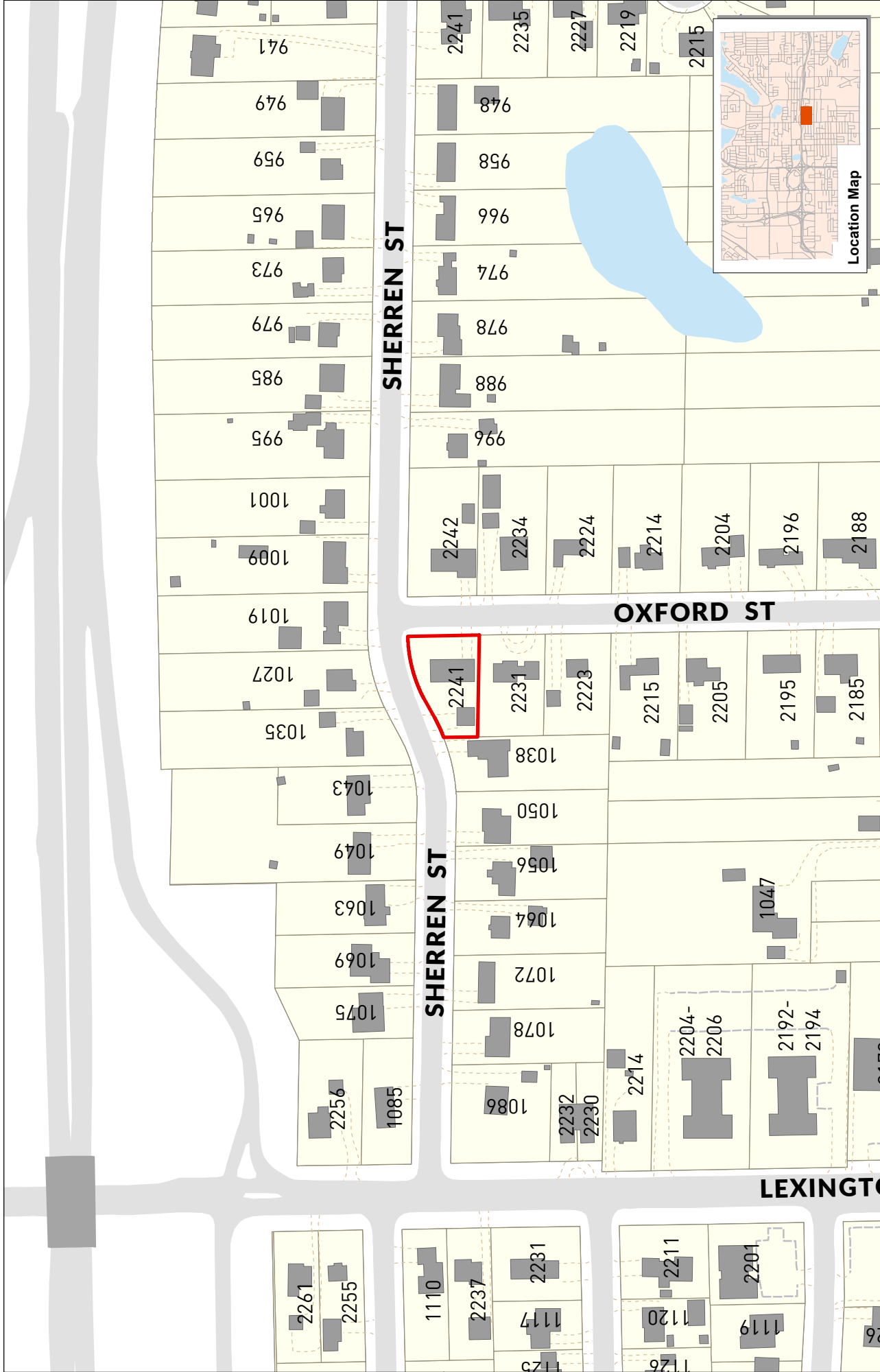
35 Direct Community Development staff to abate the public nuisance violations at 2241 Oxford Street by
36 hiring a general contractor to remove and store household items and repair tire.

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

39

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 2241 Oxford Street
B: Photo





Prepared by:
Community Development Department
Printed: April 29, 2015

Site Location
Comp Plan / Zoning
LR / LDR-1 Designations

Data Sources
• Ramsey County GIS Base Map (4/2/2015)
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 general informational purposes only. The City of Roseville does not warrant the accuracy or completeness of the information shown on this map. The map is provided as a service to the community and is not intended to be used for legal purposes. The City of Roseville is not responsible for any errors or omissions on this map. The user of this map acknowledges that the City and the user shall not be liable for any damages, and expressly waives all claims, and agrees to release the City of Roseville, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 100 200 Feet



mapdoc: planning_commission_location.mxd

ATTACHMENT B



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5-11-15
Item No.: 14.d

Department Approval



City Manager Approval



Item Description: **Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 959 Brenner Avenue**

BACKGROUND

- The subject property is a single-family detached home which is owner-occupied.
- The current owner is Bernard Robichaud.
- Current violations include:
 - Inoperable and unlicensed vehicle in driveway (violation of City Code Section 407.02.O).
 - Junk and debris pile in front yard (violation of City Code Section 407.03.H).
 - Broken garage door, and, dilapidated and collapsed shed in rear yard (violation of City Code Section 407.02.J and 906.05.C).
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- | | |
|------------------------------|-----------------|
| • Remove junk and debris | \$300.00 |
| • Abate the vehicle | \$800.00 |
| • Reposition garage door | \$100.00 |
| • Remove and dispose of shed | <u>\$750.00</u> |

Total: \$1,950.00

31 In the short term, costs of the abatement will be paid out of the HRA budget, which has allocated
32 \$100,000 for abatement activities. The property owner will then be billed for actual and administrative
33 costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B. Costs will be
34 reported to Council following the abatement.

35 **STAFF RECOMMENDATION**

36 Staff recommends that the Council direct Community Development staff to abate the above referenced
37 the public nuisance violations at 959 Brenner Avenue.

38 **REQUESTED COUNCIL ACTION**

39 Direct Community Development staff to abate the public nuisance violations at 959 Brenner Avenue by
40 hiring a general contractor to remove junk and debris, abate the vehicle, reposition garage door, and,
41 remove and dispose of shed (if the shed violation has not been corrected by June 1, 2015).

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

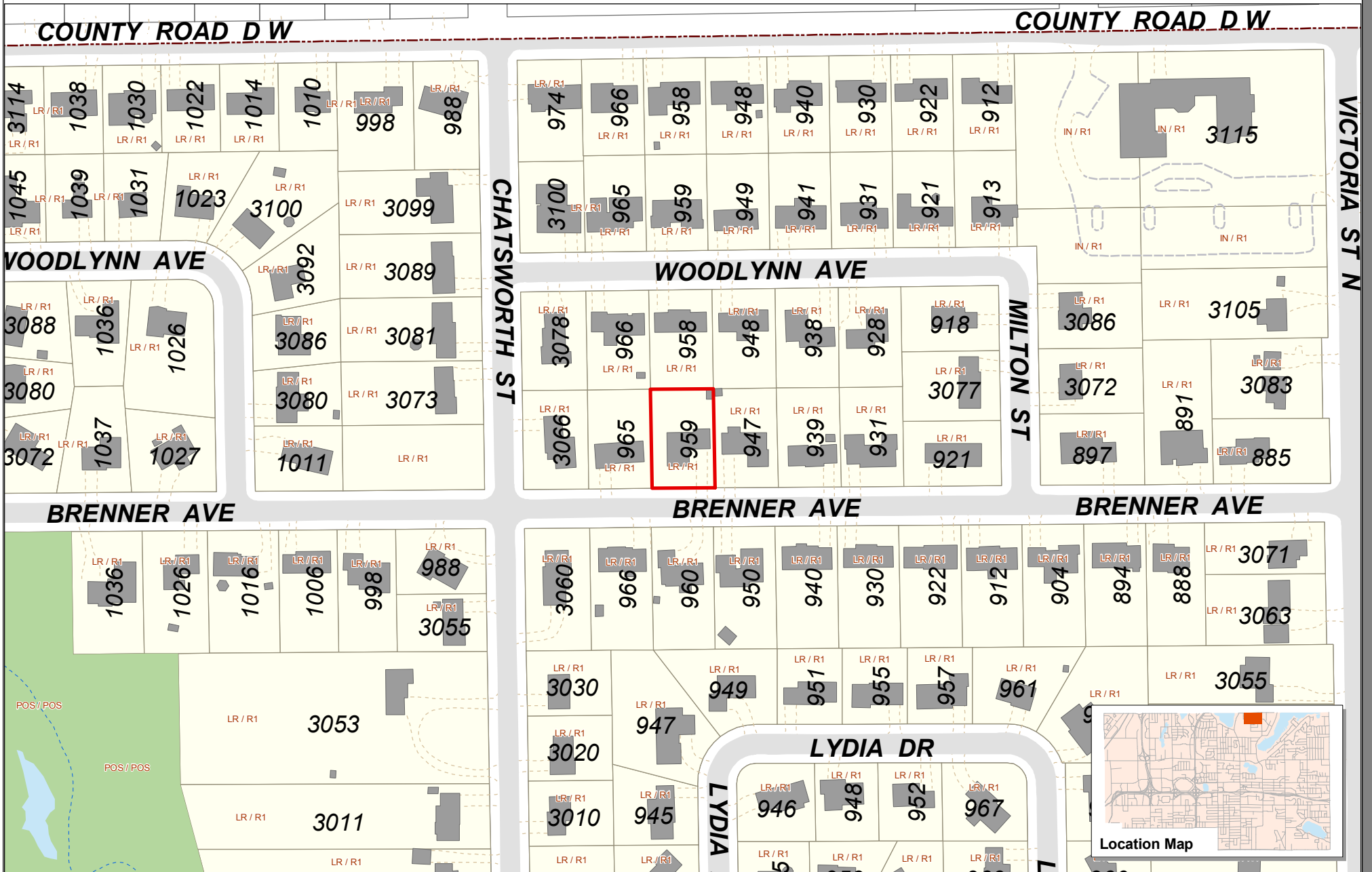
44

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 959 Brenner Ave
B: Photo

959 Brenner Ave W

ATTACHMENT A



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



Site Location

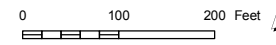
Comp Plan / Zoning
Designations

Data Sources

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

Disclaimer

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mapdoc: planning_commission_location.mxd

ATTACHMENT B



REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **05/11/2015**
Agenda Item: 14.e

Department Approval



City Manager Approval



Item Description: Request by the Community Development Department to approve the Roseville Environmental Review Worksheet related to the HR LLC (TPI Hospitality) project at 2750 Cleveland Avenue

BACKGROUND

1 On December 8, 2014, the City Council approved the Roseville Environmental Review
2 Worksheet (ERW) as the replacement for the voluntary Environmental Assessment Worksheet
3 (EAW) process that was previously required for all projects within the Twin Lakes
4 Redevelopment Area. The ERW is similar to the EAW in its provision of project details and
5 environmental considerations and is administered by the Planning Division.

6 On March 11, 2015, the Planning Division received the HR LLC (TPI Hospitality) ERW related
7 to the hotel developments at 2750 Cleveland Avenue (Attachment A). The ERW was emailed to
8 appropriate staff at the U.S. Fish & Wildlife Service (FWS), Minnesota Pollution Control
9 Agency (MPCA), Minnesota Department of Natural Resources (DNR), and the Ramsey County
10 Traffic Engineer.

11 DNR and FWS replied that they had no comment after their review of the ERW. The Ramsey
12 County Traffic Engineer commented that the County's main concern is the proposed right
13 in/right out access to Cleveland Avenue and that County representatives have met with the
14 developer and have denied access to Cleveland Avenue. Therefore, page 4 of the Environmental
15 Review Document should reflect the access denial. The MPCA provided a review similar in
16 nature to an EAW review (Attachment B) and asked for more general information and/or
17 clarification. The MPCA did not request additional environmental analysis or investigation.
18 The project is still required to proceed through the appropriate MPCA environmental clean-up
19 approval process. Other comments from the MPCA were alerting the applicant to requirements
20 related to storm water treatment and erosion control that will be addressed by the City Engineer
21 and the Rice Creek Watershed through the approval of construction plans.

22 Given the comments from the MPCA, the City Planner requested the applicant respond to a
23 number of the MPCA comments; those responses are attached (Attachment C).

24 **PLANNING DIVISION RECOMMENDATION**

25 Per Resolution 11198 the City Council is required to approve the ERW in order to allow staff to
26 issue permits related to the project. Since none of the agencies contacted have indicated a need
27 for additional environmental review and identified no significant issues, the Planning Division is
28 recommending that the City Council acknowledge the information provided in the HR LLC (TPI
29 Hospitality) ERW and the applicant's response to the MPCA's comments meet this requirement,
30 thus allowing staff to begin the process of issuing permits related to the project.

31

32 **SUGGESTED CITY COUNCIL ACTIONS**

33 By Motion, accept the HR LLC (TPI Hospitality) ERW and the applicant's responses to MPCA
34 comments as satisfying the ERW requirements established in Resolution 11198 and direct staff
35 to approve permits when such necessary information and project details comply with City and
36 State Codes.

Prepared by: City Planner Thomas Paschke - 651-792-7074 | thomas.paschke@ci.roseville.mn.us

Attachments: A: HR LLC (TPI Hospitality) ERW C: HR LLC (TPI Hospitality) response
B: MPCA comments



CITIES **EDGE** ARCHITECTS

103 Fifteenth Ave NW
Willmar, MN 56201-2242

Tel: 320-235-7775
Fax: 320-235-8673
www.CitiesEdgeArchitects.com

Attachment A

ENVIRONMENTAL REVIEW WORKSHEET APPLICATION AND PROCESS

Hampton Inn & Home 2 Roseville, MN

1. **Project Title:** Hampton Inn (29639) and Home2 (24277), Roseville, MN

2. **Proposer:**

Cities Edge Architects
Jesse Messner / Project Manager
103 15th Ave, Suite 300
Willmar, MN 56201
608-644-2280
jmessner@citiesedgearchitects.com

3. **Project Location:** (street address and/or Ramsey County Parcel Identification Number)

Hampton Inn: 2050 Iona Lane

Home2: 2020 Iona Lane

4. **Project Description:**

A. *Provide a brief project summary (approx. 50 words)*

Hampton Inn: The project will consist of the construction of a five (5) story wood frame Hampton Inn with 100 guest units on the NW portion of the site.

Home2: The project will consist of a five (5) story wood frame center loaded Home2 with 102 guest units on the SE corner of the site. A storm water management plan will be developed to accommodate the entire site which will utilize a surface retention pond and underground retention.

B. *Provide a complete description of the proposed project and related new construction, including infrastructure needs. Emphasize: 1) construction, operation methods and features that will cause physical manipulation of the environment or will produce wastes (solid or airborne), 2) modifications to existing equipment or industrial processes, 3) significant demolition, removal or remodeling of existing structures, and 4) timing and duration of construction activities.*

The project will involve the demolition of old, deteriorating concrete and bituminous pavement, an existing chain link fence as well as some existing utility/light poles. After demolition, the remainder of the site will be stripped and all salvageable topsoil will be stockpiled and protected with erosion control measures. Once the site has been stripped of its topsoil, rough grading activities can begin, which will involve balancing out the site and bringing the grades within 12" – 18" of proposed grade. After rough grading has been completed, the utilities and storm drainage system can be installed, and then the Home2 and Hampton Inn building foundations can be started. At the same time, the proposed retaining wall located east and south of the Home2 building can be constructed and then erection of the buildings themselves can take place once the foundation have been completed. During the buildings

construction, final grading activities can take place and the gravel for the drive aisles/parking lot can be installed. Once the Home2 and Hampton Inn buildings are completed, the parking lot/drive aisles can be paved. It is anticipated that the construction activities will begin during May, 2015, and the completion of the buildings approximately 12 months from the construction start.

C. Project Magnitude

Total Project Acreage	3.723 acres
Number and type of residential units	Hampton Inn: 100 Guest Units Home2: 102 Guest Units
Commercial building area (square feet)	Hampton Inn: 58,590 s.f. Home2: 64,773 s.f.
Other uses-specify (square feet)	N/A
Structure height (s)	Hampton Inn: Highest occupied floor is 42'-6" above grade Home2: Highest occupied floor is 42'-6" above grade

D. Are future stages of this development including development on any other property planned or likely to happen? ☐ Yes ☒ No

If yes, briefly describe future stages, relationship to present project, timeline and plans for environmental review.

5. Cover Types: Estimate the acreage of the site with each of the following cover types before and after development.

	Before	After		Before	After
Wetlands	0	0	Lawn/Landscaping	1.620	0.768
Deep Water/streams	0	0	Impervious surface	1.801	2.843
Woods/forest	0	0	Storm Water pond	0	0.112
Brush/grassland	0.302	0	Other (describe)	N/A	N/A

6. Permits & Approvals required: Provide a list all known local, state and federal permits, approvals, certifications anticipated to be required and any modifications of existing permits or governmental review of plans. List any financial assistance for the project being sought or anticipated for the project, include all direct and indirect forms of public financial assistance including bond guarantees, Tax Increment Financing and infrastructure.

There will not be any non-traditional lender financing for the project.

UNIT OF GOVERNMENT	TYPE OF APPLICATION	STATUS
Federal Government		
Army Corps of Engineers	Section 404 Permit	Future
	Letter of No Wetland Jurisdiction	Future
State		
MPCA	NPDES/SDS General Permit	Pending
MN Environmental Quality Board	Environmental Review	Pending
Regional		
Rice Cree Watershed District	Erosion and Sediment Control Permit	Pending
	Stormwater Management Plan Approval	Pending
	Drainage Authority Review and Approval	Pending
Metropolitan Council	Sanitary Sewer Service Connection Approval	Pending
Ramsey County	Final Plan Approval	Pending
	County Road Access Permits	???
Local		
City of Roseville	ERW	Completed
	Stormwater Management Plan Approval	Pending
	Erosion Control Permit	Future
	Traffic Impact Analysis	Completed
	Preliminary & Final Plat	Completed
	Grading Permit	Pending
	Building Permits	Pending

7. Land Use:

A. Describe existing land use of the site as well as areas adjacent to and near the site.

Vacant and undeveloped

B. Discuss the project's compatibility with nearby land uses listed in Item 7.A above, as well as Roseville's comprehensive plan, concentrating on implications for environmental effects.

The property lies within the TWIN Lakes Redevelopment Area currently guided and zoned Community Mixed Use, for which hotels are permitted uses and which use is compatible with the comprehensive plan. The site will be cleaned/remediated to

eliminate any know environmental hazards; the storm water will be collected and released per watershed & City requirements. There was a traffic study completed which indicates minimal traffic impacts to the existing roadway network.

C. Identify measures incorporated into the proposed project to mitigate any potential incompatibility as discussed in Item 7.B above.

There is no known incompatibility.

8. Fish, Wildlife, and Ecological Sensitive Resources

A. Identify fish and wildlife resources and habitats on or near the site and describe how they would be affected by the project. Describe any measures to be taken to minimize or avoid impacts.

Fishery Resources: The development will not adversely impact any near fisheries.

Wildlife Resources: The development will not adversely impact any wildlife.

B. Are any state-listed (endangered, threatened or special concern) species, rare plant communities or other sensitive ecological resources such as native prairie habitat, colonial waterbird nesting colonies or regionally rare plant communities on or near the site? If yes, describe the resource and how it would be affected by the project. Indicate if a site survey of the resources has been conducted and describe the results. Contact and provide a copy of the response from the Minnesota Department of Natural Resources (DNR) Natural Heritage and the Non-Game Wildlife Program, as well as the U.S. Fish and Wildlife Service.

No

9. Water Use. Will the project involve installation or abandonment of any water wells, connection to or changes in any public water supply or appropriation of any ground or surface water (including dewatering)? If yes, as applicable, give location and purpose of any new wells; public supply affected, changes to be made, and water quantities to be used; the source, duration, quantity and purpose of any appropriations; and unique well numbers and DNR appropriation permit numbers, if known. Identify any existing and new wells on the site map. If there are no wells known on site, explain methodology used to determine.

This project will simply involve tapping into the existing 12-inch D.I.P. watermain already installed within the street right-of-way along Iona Lane and Mount Ridge Road.

10. Water-related Land Use Management Districts. Does any part of the project involve a shoreline zoning district, a delineated 100 year floodplain, of a state or federally designated wild or scenic river land use district. If yes, identify the district and discuss project compatibility with district land use regulations.

N/A

11. Geology, soils and topography/land forms

A. Geology: Describe the geology underlying the project area and identify and map any susceptible geologic features such as sinkholes, shallow limestone formations, unconfined/shallow aquifers, or karst conditions. Discuss any limitations of these features for the project and any effects the project could have on these features. Identify any project designs or mitigation measures to address effects to geologic features.

Refer to the completed Subsurface Geotechnical Investigation.

B. Soils and topography: Describe the soils on the site, giving NRCS (SCS) classifications and descriptions, including limitations of soils. Describe topography, any special site conditions relating to erosion potential, soil stability or other soils limitations, such as steep slopes, highly permeable soils. Provide estimated volume and acreage of soil excavation and/or grading. Discuss impacts from project activities (distinguish between construction and operational activities) related to soils and topography. Identify measures during and after project construction to address soil limitations including stabilization, soil corrections or other measures. Erosion/sedimentation control related to storm water runoff should be addressed in response to Item 9.B.ii.

Refer to the completed Subsurface Geotechnical Investigation.

12. Water Resources

A. Describe surface water and groundwater features on or near the site in A.i and A.ii below.

i) Surface water: lakes, streams, wetlands, intermittent channels, and county/judicial ditches. Include any special designations such as public waters, trout stream/lake, wildlife lakes, migratory waterfowl feeding/resting lake, and outstanding resource value water. Include water quality impairments or special designations listed on the current Minnesota Pollution Control Agency (MPCA) 303d Impaired Waters List that are within 1 mile of the project. Include DNR Public Waters Inventory number(s), if any. The Rice Creek Watershed District (RCWR) and the Metropolitan Council Citizen-Assisted Monitoring Program (CAMP) should be contacted to provide information on the lake.

Little Johanna Lake – impaired with TMDL plan – our site is located 0.94 miles southwest of this lake, but will not drain directly to this lake. All other surface water within 1-mile of this site is not considered an impaired body of water.

ii) Groundwater: aquifers, springs, seeps. Include: 1) depth to groundwater; 2) if project is within a Minnesota Department of Health (MDH) wellhead protection area; 3) identification of any onsite and/or nearby wells, including unique numbers and well logs if available. If there are no wells known on site or nearby, explain the methodology used to determine this.

1) groundwater was observed at elevation 901.50' and bottom of underground storage piping is at elevation of 904.50' 2) project is not within MDH wellhead protection area 3) Wells: No wells were observed in connection to the Subject Property – as described in the Phase I ESA for this property.

B. Describe effects from project activities on water resources and measures to minimize or mitigate the effects in Item B.i through Item B.iv below.

i) Storm water: Describe the quantity and quality of storm water runoff at the site prior to post construction. Include the routes and receiving water bodies for runoff from the site (major downstream water bodies as well as the immediate receiving waters). Discuss any environmental effects from storm water discharges. Describe storm water pollution prevention plans including temporary and permanent runoff controls and potential Best management Practice (BMP) site locations to manage or treat storm water runoff. Identify specific erosion control, sedimentation control or stabilization measures to address soil limitations during and after project construction.

Please refer to the full storm water management plan for this project.

ii) Water appropriation: Describe if the project proposes to appropriate surface or groundwater (including dewatering). Describe the source, quantity, duration, use and purpose of the water use and if a DNR water appropriation permit is required. Describe any well abandonment. If connecting to an existing municipal water supply, identify the wells to be used as a water source and any effects on, or required expansion of, municipal water infrastructure. Discuss environmental effects from water appropriation, including an assessment of the water resources available for appropriation. Identify any measures to avoid, minimize, or mitigate environmental effects from the water appropriation.

N/A

iii) Surface Waters

a) Wetlands: Describe any anticipated physical effects or alterations to wetland features such as draining, filling, permanent inundation, dredging and vegetative removal. Discuss direct and indirect environmental effects from physical modification of wetlands, including the anticipated effects that any proposed wetland alterations may have to the host watershed. Identify measures to avoid (e.g., available alternatives that were considered), minimize, or mitigate environmental effects to wetlands. Discuss whether any required compensatory wetland mitigation for unavoidable wetland impacts will occur in the same minor or major watershed, and identify those probable locations.

b) Other surface waters: Describe any anticipated physical effects or alterations to surface water features (lakes, streams, ponds, intermittent channels, county/judicial ditches) such as draining, filling, permanent inundation, dredging, diking, stream diversion, impoundment, aquatic plant removal and riparian alteration. Discuss direct and indirect environmental effects from physical modification of water features. Identify measures to avoid, minimize, or mitigate environmental effects to surface water features, including in-water Best Management Practices that are proposed to avoid or minimize turbidity/sedimentation while physically altering the water features. Discuss how the project will change the number or type of watercraft on any water body, including current and projected watercraft usage.

No surface waters/wetlands will be affected by this project – refer to full storm water management plan for additional information.

13. Contamination/hazardous materials/wastes

A. Pre-project site conditions: Describe existing contamination or potential environmental hazards on or in close proximity to the project site such as soil or ground water contamination, abandoned dumps, closed landfills, existing or abandoned storage tanks, and hazardous liquid or gas pipelines. Discuss any potential environmental effects from pre-project site conditions that would be caused or exacerbated by project construction and operation. Identify measures to avoid, minimize or mitigate adverse effects from existing contamination or potential environmental hazards. Include development of a Contingency Plan or Response Action Plan (RAP).

See the attached Phase 1 Environmental Site Assessment.

B. Project related generation/storage of solid wastes: Describe solid wastes generated/stored during construction and/or operation of the project. Indicate method of disposal. Discuss potential environmental effects from solid waste handling, storage and disposal. Identify measures to avoid, minimize or mitigate adverse effects from the generation/storage of solid waste including source reduction and recycling.

This type of property does not produce or handle significant amounts of hazardous materials.

C. Project related use/storage of hazardous materials. Describe chemicals/hazardous materials used/stored during construction and/or operation of the project including method of storage. Indicate the number, location and size of any above or below ground tanks to store petroleum or other materials. Discuss potential environmental effects from accidental spill or release of hazardous materials. Identify measures to avoid, minimize or mitigate adverse effects from the use/storage of chemicals/hazardous materials including source reduction and recycling. Include development of a spill prevention plan.

This type of property does not produce or handle significant amounts of hazardous materials.

D. Project related generation/storage of hazardous wastes: Describe hazardous wastes generate/stored during construction and/or operation of the project including method of storage. Indicate method of disposal. Discuss potential environmental effects from hazardous waste handling, storage and disposal. Identify measures to avoid, minimize or mitigate adverse effects from the generation/storage of hazardous waste including source reduction and recycling.

This type of property does not produce or handle significant amounts of hazardous materials.

14. Air

A. Stationary source emissions: Describe the type, sources, quantities and compositions of any emissions from stationary sources such as boilers, exhaust stacks, or fugitive dust. Include any hazardous air pollutants, criteria pollutants, and any greenhouse gases. Discuss effects to air quality including any sensitive receptors, human health or applicable regulatory criteria. Include a discussion of any methods used assess the project's effect on air quality and the results of that assessment. Identify pollution control equipment and other measures that will be taken to avoid, minimize, or mitigate adverse effects from stationary source emissions.

The buildings will be heated by natural gas mechanical systems. Projected emissions from such systems will include small amounts of carbon dioxide, nitrous oxides and very small amounts of other byproducts. All emissions are expected to be far below thresholds and the effects on air quality are expected to be negligible.

B. Vehicle emissions: Describe the effect of the project's traffic generation on air emissions. Discuss the project's vehicle-related emissions effect on air quality. Identify measures (e.g. traffic operational improvements, diesel idling minimization plan) that will be taken to minimize or mitigate vehicle-related emissions.

Refer to the traffic study, it is not anticipated that the projects traffic generation will greatly impact the air emissions. Also the analysis performed as part of October 15th AUAR for the year 2030 shows average results below the state standards for all conditions modeled; therefore, no mitigation is recommended.

C. Dust and odors: Describe sources, characteristics, duration, quantities, and intensity of dust and odors generated during project construction and operation. (Fugitive dust may be discussed under Item 11.A. Discuss the effect of dust and odors in the vicinity of the project including nearby sensitive receptors and quality of life. Identify measures that will be taken to minimize or mitigate the effects of dust and odors.

The vicinity of the project will not be impacted by an unusual amount of dust during project construction.

15. Noise

Describe sources, characteristics, duration, quantities, and intensity of noise generated during project construction and operation. Discuss the effect of noise in the vicinity of the project including 1) existing noise levels/sources in the area, 2) nearby sensitive receptors, 3) conformance to state noise standards, and 4) quality of life. Identify measures that will be taken to minimize or mitigate the effects of noise.

The area will not include or adjoin to any major noise sources. There are no anticipated noise levels in excess of standard levels.

16. Transportation

A. Describe traffic-related aspects of project construction and operation. Include: 1) existing and proposed additional parking spaces, 2) estimated total average daily traffic generated, 3) estimated maximum peak hour traffic generated and time of occurrence, 4)

indicate source of trip generation rates used in the estimates, and 5) availability of transit and/or alternative transportation modes.

- 1) **The existing parking spaces were 0, the additional parking spaces are 190.**
- 2) **See completed traffic study**
- 3) **See completed traffic study**
- 4) **See completed traffic study**
- 5) **See completed traffic study**

B. Discuss the effect on traffic congestion on affected roads and describe any traffic improvements necessary. The analysis must discuss the project's impact on the regional transportation system. If the peak hour traffic generated exceeds 250 vehicles or the total daily trip exceeds 2,500, a traffic impact study must be prepared even if an EAW is not required. Use the format and procedures described in the Minnesota Department of Transportation's (MnDOT) Access Management Manual, Chapter 5 (available at: <http://www.dot.state.mn.us/accessmanagement/resources.html> or a similar local guidance,

Refer to the traffic study.

C. Identify measures that will be taken to minimize or mitigate project related transportation effects.

Refer to the traffic study.

NOTE: The City may require a traffic study to satisfy compliance with this section. Please contact the Roseville City Engineer for further guidance.

17. Visual Impacts

Will the project create adverse visual impacts during construction or operation (such as a glare from intensive lights, lights visible from wilderness areas or city park(s), and large visible plumes of cooling towers or exhaust stacks) explain here.

No non-routine visual impacts are anticipated.

18. Cumulative potential effects

A. Describe the geographic scales and timeframes of the project related environmental effects that could combine with other environmental effects resulting in cumulative potential effects.

There are no other known adverse environmental impacts.

B. Describe any reasonably foreseeable future projects (for which a basis of expectation has been laid) that may interact with environmental effects of the proposed project within the geographic scales and timeframes identified above.

There are no known future projects.

C. Discuss the nature of the cumulative potential effects and summarize any other available information relevant to determining whether there is potential for significant environmental effects due to these cumulative effects.

There are no known adverse cumulative environmental effects.

19. Other Potential environmental effects

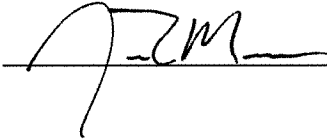
If the project may cause any additional environmental effects not addressed by items 1 to 18, describe the effects here, discuss how the environment will be affected, and identify measures that will be taken to minimize and mitigate these effects.

There are no other known adverse environmental impacts.

20. Signature(s): By signing below, you attest that the information above and attached:

- Is accurate and complete to the best of your knowledge.
- Describes the complete project; there are no other projects, stages or components other than those described in this document, which are related to the project as connected actions or phased actions, as defined at Minnesota Rules, parts 4410.0200, subparts 9c and 60, respectively.

Proposer printed name: JESSE R. MESSNER

Proposer signature:  Date: 3/11/2015



Phase I Environmental Site Assessment



Twin Lakes Addition
2750 North Cleveland Avenue
Roseville, Minnesota

Prepared for:

TORGERSON PROPERTIES

103-105th Avenue NW
Suite 200
Willmar, Minnesota 56201

Prepared by:

WENCK ASSOCIATES, INC.

1802 Wooddale Drive
Suite 100
Woodbury, Minnesota 55125-2937
(651) 294-4580

1.0 Summary

In this Environmental Site Assessment (ESA) we have performed all appropriate inquiry in conformance with the standards and practices set forth in 40 CFR Part 312 – Standards for Conducting All Appropriate Inquiry. Moreover, in keeping with the rule, we have adhered to the general recommendations for format and used the industry-accepted definitions articulated in the American Society for Testing and Materials Phase I Environmental Site Assessment Process, Designation E-1527-05 (the Practice).

This ESA focuses on applying *good commercial and customary practice* to identify *recognized environmental conditions* with respect to a parcel (or parcels) of *commercial real estate*. The primary focus is to determine whether any on-site operations, either present or historical, have caused or contributed to releases of *hazardous substances or petroleum products* to the environment. Additionally, the ESA requires the *environmental professional* to evaluate *business environmental risk* associated with the parcel that may ultimately necessitate investigation beyond that identified within the minimum scope of the Practice. Special attention is also given to understanding whether the property may be affected by releases emanating from neighboring properties.

In the process of preparing this ESA, the following steps were taken: a *records review* from various sources, *site reconnaissance*, *interviews* with persons knowledgeable about the Subject Property (defined below), *evaluation* of the revealed information, and *preparation of this report*.

1.1 SUBJECT PROPERTY DESCRIPTION

Wenck Associates, Inc. (Wenck) was authorized by Mr. Tom Torgerson, President and CEO of Torgerson Properties, to conduct an ESA of the property located at 2750 North Cleveland Avenue, in the City of Roseville, Ramsey County, Minnesota (the Subject Property).

The approximately 3.73 acre (162,478.8 square feet) Subject Property is designated Ramsey County tax parcel # 042923330015. The Subject Property is located in the NW ¼ of the SW ¼ Section 4, Township 29 North, Range 23 West of the 4th Principal Meridian.

The Subject Property location is depicted in Figure 1. A Site Detail Map is included as Figure 2.

1.2 SUBJECT PROPERTY HISTORY

Based on the revealed information, the Subject Property was undeveloped agricultural property with a residential farmstead from at least 1867 until sometime prior to 1931. Reportedly, the Subject Property was in use as a strawberry/raspberry farm from 1931 to sometime prior to 1964. Prior 1964 the Subject Property was developed with commercial building. Dohrn Transfer Company occupied the Subject Property from at least 1966 to 1981. By 1986, ABF Freight Systems was operating at the Subject Property, according to city directories. From 1986 until 1996, according to a previous environmental assessment, ABF Freight Systems occupied the Subject Property. Old Dominion Freight Line, Inc.

occupied and operated at the Subject Property from 1996 to 2005. The Subject Property has been in continuous use as a trucking operation from approximately 1964 to 2005. The Subject Property has been vacant since 2005.

1.3 SUBJECT PROPERTY OBSERVATIONS

The Subject Property is currently vacant. No permanent improvements are located above-grade on the Subject Property. A chain-link, barbed wire fence is located along the perimeter of the west and south sides of the Subject Property. Three drive-in access gates are located along the west side of the Subject Property from North Cleveland Avenue. Evidence of a below-grade stormwater detention feature was observed.

1.4 SUBJECT PROPERTY REGULATORY INFORMATION

A regulatory database review was requested to provide information about verified or potential sites of regulatory interest with the potential to impact soil or groundwater at the Subject Property.

The Subject Property **was** identified on seven of the reviewed regulatory databases in the GeoSearch™ Radius Report as a “target property.”

Specifically, the Subject Property was identified in the Registered Leaking Storage Tanks (LUAST), Registered Storage Tanks (UAST), Petroleum Brownfield Program (PBF), Spills Listing (PCASPILLS), Water Discharge Permits (WDP), Facility Registry System (FRSMN) and Hazardous Materials Incident Reporting System (HMIRSR05) databases.

Additional mapped sites of regulatory interest identified within the search radii defined by the Practice include:

Number of Sites	Regulatory Database
1	Resource Conservation and Recovery Act- Treatment, Storage and Disposal Facilities (RCRAT) site
1	No Longer Regulated RCRA Generator Facilities (NLRRCRAG) site
1	No Longer Regulated RCRA Non-CORRACTS TSD Facilities (NLRRCRAT) site
5	Resource Conservation and Recovery Act- Generator Facilities (RCRAGR05) sites
8	Brownfield Management System (BF) sites
1	Superfund Site Information Listing (SF) site
14	Registered Storage Tank (UAST) sites
1	Agricultural Spills Listing (AGSPILLS) site
51	Registered Leaking Storage Tank (LUAST) sites

Number of Sites	Regulatory Database
3	Petroleum Brownfields Program (PBF) sites
22	Site Response Section Database (SRS) sites
1	Unpermitted Dump (UNPERMDUMPS) site
20	Voluntary Investigation and Cleanup Program (VICP) sites
129	Total

Additional information about the regulatory review is found in Section 5.1 – *Regulatory Records Review*.

1.5 RECOGNIZED ENVIRONMENTAL CONDITIONS

This assessment has revealed no evidence of *recognized environmental conditions* in connection with the Subject Property.

Several *historical recognized environmental conditions* were discovered in connection with the Subject Property.

- The presence of low concentrations of halogenated volatile organic compounds (VOCs) in a deeper aquifer at the Subject Property apparently associated with an off-site source is an *historical recognized environmental condition*. While no determination letter has been issued by the MPCA relative to this release in specific consideration to the Subject Property, it is evident that the concentrations do not exceed applicable regulatory criteria for drinking water, and there is no indication of any shallow impacts to soil at the Subject Property for these halogenated VOCs.
- The two LUAST incidents **are** *historical recognized environmental conditions*. Based on the review of revealed information, contaminated soils and groundwater were encountered on the Subject Property in relation to releases from one 10,000-gallon diesel UST and one 8,000-gallon gasoline UST (leak #1794), and one 12,000-gallon diesel UST (leak #16046). Both leak sites have been granted regulatory closure by the Minnesota Pollution Control Agency (MPCA).
- Additionally, the multiple closed spill incidents on the Subject Property **are** *historical recognized environmental conditions*. Specifically, ten gallons of Styrene Monomer, four gallons of hydrogen peroxide (at a 20-40% concentration) and one gallon of methyl ethyl ketone were released at the Subject Property in different incidents. The most recent release occurred in August, 1995.



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us | Equal Opportunity Employer

Attachment B

April 27, 2015

Mr. Thomas Paschke
Roseville City Planner
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: Hampton Inn and Home 2, City Environmental Review Worksheet

Dear Mr. Paschke:

Thank you for the opportunity to review and comment on the draft City Environmental Review Worksheet for the Hampton Inn and Home 2 project (the Project). Regarding matters for which the Minnesota Pollution Control Agency (MPCA) has regulatory responsibility and other interests, the MPCA staff have the following comments for your consideration.

4A. Project description.

- It is not clear from the way the description is phrased, whether the stormwater management plan will be developed for just one of the hotels or for the entire site.

4B. Project description.

- Will any of the demolition materials be recycled? If not, where will these be disposed?
- How will the topsoil stockpile be protected – what kinds of erosion control measures will be used?
- With this much grading, how will dust emissions be controlled?
- Will soil be brought on to the site to complete the grade? If so, where will the soil come from? How will it be ensured that the soil brought on the site is not contaminated?
- What is the surrounding land use?

6. Permits and approvals required.

- The National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit should be rewritten to state "NPDES/SDS General Construction Stormwater Permit."
- The Minnesota Environmental Quality Board does not issue any permits or approvals for this type of project.

7A. Land use.

- Adjacent land use needs to be described here.
- Since there is some demolition to take place, briefly describing the site's past use would be appropriate. Since there are indications of past sources of environmental concern, these should be described and it should be stated how contamination from these sources will be appropriately remediated.
- How will stormwater be collected and discharged?
- How did the traffic study find that there would be minimal traffic impacts to the existing roadway network? Did the study take into consideration traffic during construction?

8A. & B. Fish, wildlife, and ecological sensitive resources.

- Were the appropriate agencies contacted for this information? Documentation should be provided.

9. Water use.

- Given that the historical land use of the site was a farmstead and then a strawberry/raspberry farm, it is entirely possible that a water well (and an old septic system) may be located on the property. The Minnesota Department of Health should be contacted to determine if there are any records of a well having been located on the property or sealed.

11A. & B. Geology, soils and topography/land forms.

- The "Subsurface Geotechnical Investigation" should be summarized here to reflect the information requested in these sections.

12. Water resources.

- There are several bodies of water and wetlands located in close proximity to the Project site. Langton Lake is located approximately 0.17 miles northeast of the site. There are wetlands located across Cleveland Avenue from the site, and a number of smaller lakes located within this wetland area. These should be described under this section.
- Without knowing the site elevation, it is hard to determine what the groundwater depth is from grade. Given that there are wetlands located less than 150 feet from the site, it could be reasonable to assume groundwater is quite shallow. During construction, dewatering may be required. It may be necessary to obtain a Minnesota Department of Natural Resources water appropriation permit for this activity. Additionally, depending on the method for disposal of the water from the dewatering activity, it may be necessary to obtain an MPCA NPDES/SDS waste water permit if discharge is to a water body, wetland, or land surface.

12Bi. & Biii. Water resources.

- The stormwater management plan should be summarized here to reflect the information requested in these sections.

12Bii. Water resources.

- See number 12 above.

13A. Contamination/hazardous materials/wastes.

- The Phase I Environmental Site Assessment completed for this Project states that contaminated soils and groundwater were encountered on the site in relation to releases from three underground storage tanks formally located at the site. Although both leak sites were granted regulatory closure by the MPCA, contaminated soil and/or groundwater may still be present at the site and encountered during construction. The information requested in this section should be included here.

13B. Contamination/hazardous materials/wastes.

- This question addresses the generation/storage of solid wastes, rather than hazardous wastes. The Project will generate solid waste, especially during construction. The information requested in this section should be included here.

13C. & D. Contamination/hazardous materials/wastes.

- Although the Project (either during construction or operation) will likely not generate significant amounts of hazardous wastes, there is a potential for environmental effects from an accidental spill or release of hazardous materials during construction. It should be determined whether

there will be any petroleum storage on-site for refueling construction equipment. If so, it should be documented how this storage will be contained, and what the response would be in the event of a release of petroleum products.

14B. Air.

- There will be an increase in vehicular emissions, particularly from equipment during construction of the hotels. The information requested in this section should be included here.

14C. Dust and odors.

- There will be a significant increase in dust during construction of this Project. The measures to be used to minimize or mitigate the effects of dust both from the site and from soil transported from the site to the streets from construction traffic should be discussed in this section.

15. Noise.

- Noise levels will increase with construction equipment use. The Project should conform to any local noise ordinances. This should be addressed in this section.

16. Transportation.

- The traffic study was not included as part of the MPCA's review of the draft City Environmental Review Worksheet. The traffic study should be summarized and included in these sections.

18. Cumulative potential effects.

- If contaminated soil is encountered at the site, excavating and hauling this hazardous material has the potential to combine with fugitive dust emissions, and should be discussed in this section.

The MPCA appreciates efforts the city of Roseville will be making in responding to our comments and inputs in the City Environmental Review Worksheet document. We look forward to working with you and offer assistance to insure all of our concerns are addressed.

We appreciate the opportunity to review this Project. Please be aware that this letter does not constitute approval by the MPCA of any or all elements of the Project for the purpose of pending or future permits action(s) by the MPCA. Ultimately, it is the responsibility of the Project proposer to secure any required permits and to comply with any requisite permit conditions. If you have any questions concerning our review of this draft document, please contact me at 651-757-2465.

Sincerely,



Patrice Jensen
Planner Principal
Environmental Review Unit
Resource Management and Assistance Division

PJ:bt

May 6, 2015



City of Roseville
 Mr. Thomas Paschke, Roseville City Planner
 2660 Civic Center Drive
 Roseville, MN 55113

SUBJECT: HAMPTON INN AND HOME 2, CITY ENVIRONMENTAL REVIEW WORKSHEET

**SITE: HAMPTON INN & HOME2 SUITES
 2050 IONA LANE W & 2020 IONA LANE W
 CITY OF ROSEVILLE, RAMSEY COUNTY, MINNESOTA
 RAMAKER & ASSOCIATES PROJECT NUMBER: 29639 & 24277**

Dear Mr. Paschke:

In response to the Minnesota Pollution Control Agency's (MPCA) letter, dated April 27, 2015, by Patrice Jensen, Principal Planner for MPCA, Ramaker & Associates, Inc. (RAMAKER) has summarized the following responses which will be utilized by the owner, and the General Contractor, to ensure compliance with MPCA guidance and the City of Roseville's (ROSEVILLE's) Environmental Worksheet. The following is intended to provide further detail as to the MPCA comments, and actions proposed by RAMAKER, on behalf of the owner. Please also note that these responses have been tailored to best suit ROSEVILLE's recommendations, per the May 4, 2015 email from Mr. Paschke to Jesse Mesner of Cities Edge Architects.

4A. PROJECT DESCRIPTION

MPCA Comment: It is not clear from the way the description is phrased, whether the stormwater management plan will be developed for just one of the hotels or for the entire site.

ROSEVILLE's Comment: Requires a simple response form you regarding the storm water management plan.

RAMAKER Comment: **The stormwater management plan, completed by RAMKAER on February 13, 2015, was developed for the full site development, including both proposed hotels.**

4B. PROJECT DESCRIPTION

- MPCA Comment: Will any of the demolition materials be recycled? If not, where will these be disposed?
ROSEVILLE's Comment: This bullet point should be answered
RAMAKER Comment: **Site demolition will be minor and will be largely consist of the removal of existing fencing, concrete, and pavement areas that remain on site. Salvaging these is not cost effective. This material will be transported to proper disposal sites, with disposal records maintained for the duration of the site development activities.**
- MPCA Comment How will the topsoil stockpile be protected-what kinds of erosion control measures will be used?
ROSEVILLE's Comment: This bullet point should be answered
RAMAKER Comment: **Topsoil will be stockpiled in mounds and surrounded by silt fence to prevent soil erosion. As the site has been previously developed, remaining topsoil volumes are relatively small. Furthermore, as the entire site will be redeveloped as part this project, the topsoil required to be stockpiled and used for project's landscaping needs will be relatively small.**
- MPCA Comment: With this much grading, how will dust emissions be controlled?
ROSEVILLE's Comment: This bullet point should be answered
RAMAKER Comment: **The General Contractor is aware of the need to regularly spray water throughout the site so as to keep bare soil areas moist, thus limiting the potential of airborne dust.**

- MPCA Comment: Will soil be brought on to the site to complete the grade? If so, where will the soil come from? How will it be ensured that the soil brought on the site is not contaminated?
ROSEVILLE's Comment: This bullet point should be answered
RAMAKER Comment: **The proposed final site grades may require importing suitable soils and fill material. These materials will be secured from locations that can be verified as "clean" sources. This verification will be completed prior to being brought on-site and maintained, at a minimum, during the construction phase of this project. The future Waste Handling plan will further define how contaminated soils and/or groundwater, found on-site, are handled. Additional comments regarding the forthcoming Waste Handling Plan are detailed in responses to questions 13 A. & B., below.**
- MPCA Comment: What is the surrounding land use?
ROSEVILLE's Comment: Response to this bullet is not required.
RAMAKER Comment: **Response to this bullet was not required.**

6. PERMITS AND APPROVALS REQUIRED

- MPCA Comment: The National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) General Permit should be rewritten to state "NPDES/SDS General Construction Stormwater Permit".
ROSEVILLE's Comment: Response should indicate that your noted the name change.
RAMAKER Comment: **The "Environmental Review Worksheet Application & Process" report, completed by Cities Edge Architects, dated March 11, 2015 has been updated. The update included the renaming of the MPCA permit (Section 6, page 4) from "NPDES/SDS General Permit" to "NPDES/SDS General Construction Stormwater Permit".**
- MPCA Comment: The Minnesota Environmental Quality Board does not issue any permits or approvals for this type of project.
ROSEVILLE's Comment: Response should indicate that your noted the name change.
RAMAKER Comment: **See RAMAKER comment above.**

7A. LAND USE

- MPCA Comment: Adjacent land use needs to be described here.
ROSEVILLE's Comment: Response to this bullet is not required.
RAMAKER Comment: **Response to this bullet has not been provided.**
- MPCA Comment: Since there is some demolition to take place, briefly describing the site's past use would be appropriate. Since there are indications of past sources of environmental concern, these should be described and it should be stated how contamination from these sources will be appropriately remediated.
ROSEVILLE's Comment: The second bullet address the past source/type of contamination and how they appropriately be remediated.
RAMAKER Comment: **Based on previous environmental reports, the site was agricultural land with a residential farmstead until the 1930s, and was utilized as a strawberry/raspberry farm from the 1930s until as late as the 1960s. By 1964 a commercial building was constructed on the site. The use of the site included trucking operations, including the occupants Dohrn Transfer Company (circa 1966 to 1981), ABF Freight Systems (circa 1986 to 1996), and Old Dominion Freight Line, Inc. (1996 to 2005). Since 2005 the site has been vacant with no permanent improvements located above grade, with exception to a fence around the site perimeter. Evidence of an underground stormwater storage system was also reported.**

Environmental concerns associated with the past use of the site and surrounding properties were identified in previous environmental reports.

1. The site was used for trucking operations from circa 1964 to 2005
2. Two leaking underground storage tank release cases were reported on the site. The releases are associated with a 10,000-gallon diesel UST and 8,000-gallon gasoline UST (release

#1794), and a 12,000-gallon diesel UST (release #16046). According to previous reports, the releases received regulatory closure; however, the conditions of closure are not specified. According to the closure letter (release #16046), "If future development of this property or the surrounding area is planned, it should be assumed that petroleum contamination may still be present." In addition, according to online information for release #1794, contaminated soil remains on site. Additional review of regulatory files will be required to determine continuing obligations (if applicable) material handling requirements in this area of the site.

3. In 2006, 15 soil borings and 18 test pits at the property were completed, including soil and groundwater sampling in certain areas. In total, 12 groundwater samples and 8 soil samples were sent to the laboratory for chemical analysis. The chemical analysis was limited to volatile organic compounds (VOCs) in all samples and petroleum hydrocarbons (diesel range organics and gasoline range organics) for select samples. VOCs were detected in groundwater in the northeast portion of the site. The consultant concluded that the source of VOCs, which were above regulatory limits at the time, was off-site (potentially the ODFL or PIK Terminal property). This investigation also identified diesel range organics in groundwater near the leaking underground storage tank. Both areas of groundwater contamination were identified within the local aquifer (approximately 45 feet bgs), and not the perched groundwater table (approximately 7 to 15 feet bgs). The perched groundwater table was only tested for VOCs. Methyl ethyl ketone (MEK) was reported in three of the soil samples, but was reported by the consultant as laboratory contamination (see below). Based on the historic use, additional chemical characterization of the soil and groundwater will likely be required prior to on or off-site management of material.
4. Several closed spill incidents are known at the site, including Styrene Monomer, hydrogen peroxide, and methyl ethyl ketone (MEK). Note that MEK was detected in soil during the 2006 site investigation; although it was reported as a laboratory contaminant, and not from a contaminant source on site.
5. Although not identified as concerns in the most recent environmental report (2012), numerous environmental listings (including releases) were mapped within the database report within 500 feet of the site. Additional review may be warranted.

- MPCA Comment: How will stormwater be collected and discharged?
ROSEVILLE's Comment: Response to this bullet is not required.
RAMAKER Comment: **Response to this bullet has not been provided.**

- MPCA Comment: How did the traffic study find that there would be minimal traffic impacts to the existing roadway network? Did the study take into consideration traffic during construction?
ROSEVILLE's Comment: Response to this bullet is not required.
RAMAKER Comment: **Response to this bullet has not been provided.**

8A. & B. FISH, WILDLIFE, AND ECOLOGICAL SENSITIVE RESOURCES

MPCA Comment: Were the appropriate agencies contacted for this information? Documentation should be provided.

ROSEVILLE's Comment: Just indicated that ROSEVILLE did send worksheet to US Department of Fish and Wildlife and MN DNR.

RAMAKER Comment: **ROSEVILLE reports that they did send worksheet to US Department of Fish and Wildlife (USFWS) and Minnesota Department of Natural Resources (DNR). ROSEVILLE notes that on May, 1, 2015, ROSEVILLE received a "no comment" (No Effect) summary from the DNR. While ROSEVILLE notes that they are still pending a response from the USFWS, the Informal Biological Assessment of Federally-listed species in Ramsey County, Minnesota (completed by RAMAKER on May 5, 2015), resulted in a finding of "No Effect". As such, RAMAKER feels it appropriate to opine that the proposed site development activities will result in "No Effect" to listed or proposed threatened or endangered species or designated critical habitat. The project is unlikely to jeopardize the continued existence of any proposed endangered or threatened species and is unlikely to result in the destruction or adverse modification of proposed critical habitats, as determined by the Secretary of the Interior pursuant to the Endangered Species Act of 1973.**

9. WATER USE

MPCA Comment: Given that the historical land use of the site was a farmstead and then a strawberry/raspberry farm, it is entirely possible that a water well (and an old septic system) may be located on the property. The Minnesota Department of Health should be contacted to determine if there are any records of a well having been located on the property or sealed.

ROSEVILLE's Comment: Provide any well information that you have or that site will be inspected prior to construction for well.

RAMAKER Comment: Prior to construction, a site inspection will be completed to identify the potential for remaining wells on the site. In addition, Minnesota Department of Health will be contacted for records of past or present wells. Any unsealed wells will be properly abandoned prior to construction. It is presumed that all monitoring wells associated with previous environmental investigations were abandoned in accordance with local and state requirements.

11A. & B. GEOLOGY, SOILS AND TOPOGRAPHY/LAND FORMS

MPCA Comment: The "Subsurface Geotechnical Investigation" should be summarized here to reflect the information requested in these sections.

ROSEVILLE's Comment: Provide brief summary of geotechnical report.

RAMAKER Comment: In response to the 11A. & 11B., please find the following response. Note, the questions from the "Environmental Review Worksheet Application & Process" have been italicized (below). The response language, following the application questions, was extracted from the "Subsurface Geotechnical Investigation - Proposed Hotel Buildings", dated January 21, 2015 by Interstate Geotechnical Engineering, Inc.

11A. - Geology: Describe the geology underlying the project area and identify and map any susceptible geologic features such as sinkholes, shallow limestone formations, unconfined/shallow aquifers, or karst conditions. Discuss any limitations of these features for the project and any effects the project could have on these features. Identify any project designs or mitigation measures to address effects to geologic features.

11B. - Soils and Topography: Describe the soils on the site, giving NRCS (SCS) classifications and descriptions, including limitations of soils. Describe topography, any special site conditions relating to erosion potential, soil stability or other soils limitations, such as steep slopes, highly permeable soils. Provide estimated volume and acreage of soil excavation and/or grading. Discuss impacts from project activities (distinguish between construction and operational activities) related to soils and topography. Identify measures during and after project construction to address soil limitations including stabilization, soil corrections or other measures. Erosion/sedimentation control related to storm water runoff should be addressed in response to Item 9.B.ii.

RESPONSE:

The following conclusions and recommendations are based upon interpreted results of boring logs, their relation to the planned work, and other information. Because the borings represent a small portion of the site in relation to the proposed area of work, ongoing review of construction should be carried out. If excavations reveal subsurface soils of a different nature than those observed in the borings or if the location or elevations or type of the planned work are altered significantly, the Soils Engineer should be contacted for possibly revised recommendations (see #6 below and the following "Limitations of Investigation").

1. General Site Suitability:

Based upon interpreted results of the borings, it appears that the site has minimal limitations regarding suitability for construction. These mainly consist of the presence of some surficial unsuitable soil, an area where there are some low penetration value/wet soils in the upper zones that may have to be subcut out, the tendency for the site to perch water and the need to adapt the site in general for the intended use. These limitations are correctable by adequate site correction design, foundation engineering and further monitoring of soils as construction proceeds.

2. Initial Site Preparation:

This analysis is based upon the foundation systems being, as indicated earlier, composed of exterior and interior strip footings. Proposed slab elevations are 912.75 and 916.0. Depth of perimeter footings is assumed for now to be 4 foot, and interior footings will be 1 ½ foot below slab grade (deeper if necessary to add confinement).

Any unsuitable soil in the proposed building pad areas should be removed, in an oversized manner as or if necessary. Wherever encountered, the bituminous pavement should be removed and recycled. There does not appear to be any salvageable aggregate base material below. The various other unsuitable soils noted earlier, predominantly in the southwest building area, should be removed to varying depths (½ foot – 2 foot). However, as this area appears randomly disturbed, other, possibly deeper, zones of unsuitable soil may be encountered which should be removed as well. Firm naturally occurring mineral soils should be achieved. A preliminary analysis indicates that, for the northwest building, the base of excavation will be below interior footings and below perimeter footings in the two westmost borings. For the southeast building, additional cutting for foundations, particularly trenching for exterior footings, will be necessary; only at a few of the lower elevation borings will a void result below interior footings.

In the vicinity of Borings 4 & 5, there should be very close inspection of soil exposed, including frequent hand auger borings. Boring evidence indicates that first mineral soil encountered will be firm, and that the noted wet and softer soil will be "one footing width" or more below footing level. This will not significantly affect footing performance due to separation and the relatively thin thickness of these zones. However, if these materials are indeed encountered in this noted zone, they should be subcut out, in an oversized manner, as necessary.

Oversizing of any excavation below footings will be necessary for proper lateral stability of the fill. As indicated by #5 below, this oversizing should be 1:1 from footing level. Once this excavation has been accomplished, any void below planned foundation and slab areas should be restored with controlled fill. Perimeter footings could be lowered somewhat, beyond their typical levels, to minimize this oversizing or to achieve better soils and eliminate the supplemental subcut. But the interior of the building pad area will still have to be built up to grade with controlled fill.

Remnants of a former building on the site may be encountered. It could be old foundations or loose foundation trench voids, possibly and isolated basement or pit void. These zones, if encountered, will have to be subcut out and resulting voids refilled in a controlled manner.

If any water, be it perched groundwater or rainfall, interferes with construction, it should be controlled during foundation construction, perhaps by a method such as sumping. If worker traffic tends to destabilize footing contact soil, a few inches of stabilizing aggregate, such as clean coarse rock, could be applied to trench bottoms. If this is done, the soils engineer should inspect the contact soil prior to application of aggregate.

It should again be emphasized, however, that the estimated depths of excavation of unsuitable soil given above are preliminary estimates based mostly upon random split-barrel sampler tests, which are not as accurate as auger borings. These should be considered preliminary estimates only, to be verified by actual excavations. In fact, for construction quantity purposes, a small amount of additional estimated excavation depth should be added to that given in the logs to conservatively allow for variations and for inadvertent over-excavations which are impossible to avoid when power machinery is employed for the purpose. It is especially cautioned again that, since this site has been already altered, there could be areas of unsuitable soil not represented by the borings to date. These zones could additionally include old trash pits, test excavations, utility trenches, etc. Excavators should be especially aware of this possibility.

Excavated organic material, uncontrolled fill, wet unstable soil or other soil contaminated with topsoil, vegetation, etc., should be disposed of offsite, or in landscaping areas, where the bearing of weight will not be required. There appears to be some opportunity to salvage mineral site soil for re-use as controlled fill as some of it, from the southeasterly area, will be sandy, although with a considerable fines content and a high standard maximum density. But, the volume will likely be minimal. Other excavated soil will be suitable (organic, over moist or saturated, etc.). Some material for controlled fill placement will have to be imported. Refer to subsequent sections for more detailed and specific recommendations for site correction recommendations for each structural component.

3. Foundations:

For purposes of proposed construction, foundations and fill to support foundations must rest upon and over mineral (non-organic) soils of adequate bearing value. As indicated earlier, a bearing capacity of 3000 pounds per square foot (psf) has been targeted on a preliminary basis.

This analysis of soil for foundation purposes is based upon the locations, designs configuration and likely grades indicated above. If there is any significant deviation from any assumptions indicated herein, then these recommendations may have to be reconsidered.

If the site is prepared as outlines in #2 above, removing unsuitable soil, performing further excavations as necessary, controlling any water that may enter the excavation and placing controlled fill as necessary, then perimeter footings for the northwest building may be generally designed allowing 3000 psf foundation bearing capacity. This value is recommended on the basis of the fact that footings will rest upon either naturally occurring mineral soil with high penetration values or upon well compacted fill, and with any detected softer zones within "one footing width" of footings removed (see above discussion regarding the vicinity of Borings 4 & 5). For the southeast building a slightly higher value of 3500 psf may be used due to greater confidence in soils here, especially in that none of the thin zones of wet softer soil were found. Interior pad footings, owing to their square configuration and larger size, and with a minimum of 1 ½ feet of confinement, may be designed allowing 3500 psf foundation bearing capacity. Interior strip footings 2 feet wide or greater, again with a minimum of 1 ½ foot of confinement, may be designed allowing 2500 psf foundation bearing capacity. These interior bearing capacities could be increased by increasing confinement (i.e. lowering footings), but only after consultation with the soils engineer. All of the allowable bearing capacities recommendation take into account shear failure potential near footing levels and the nature of deeper soil regarding settlement potential.

Fill, as required, should be placed, compacted, and tested as per the "Fill Placement" (#5) section following. Note that a compaction level of 98% of Standard Maximum Density is recommended. This applies to interior confining soils as well. The above should provide a factor of safety against foundation failure of approximately 3. Over-all and differential settlements should be less than ½" and ¼", respectively. If footing conditions change from what has been assumed herein, further study and analysis would be necessary.

If the site is graded to different levels than assumed above, if the type of building proposed changes or if soils of a significantly different nature are discovered during excavations, the Soils Engineer should be contacted for re-analysis and possibly revised recommendations.

It is not recommended to place footings upon or over organic soil or any unsuitable soil or to deviate from recommendations contained herein as shear failure of footings or excessive differential settlement of the structure could result.

4. Slabs:

Slabs and fill to support slabs should also rest upon and over mineral soil of adequate density to resist settlement. Based upon boring evidence, base mineral soils on the site, with

pavement, organic soil, fill, vegetation and any other encountered unsuitable soil removed in an and with controlled fill placed thereon as necessary, are adequate for slab support. It is not recommended to abate site preparation below slabs or pavements in any manner.

Slabs should have clearance from maximum anticipated aquifer groundwater level and should be protected from intrusion by surface waters. There does not appear to be any aquifer groundwater on the site that would impact construction nor long-term use of the building.

5. **Fill Placement:**

Fill material, as required, should be mineral soil, free of debris, boulders and organic material, of such suitable moisture content that it can be readily compacted to specified levels. Fill should be placed and compacted in a manner that will allow complete compaction of the total fill layer to 98% of Standard Maximum Density according to ASTM D 698. Frozen material should not be used in fill construction, nor should any part of the completed fill be allowed to freeze.

In the upper 3' of embankments in parking and drive areas, this fill should be compacted to 100% of Standard Maximum Density. If crushed rock or any other very coarse granular soil or aggregate (>30% 3/4" or coarser) is used in isolated areas, the above Standard Maximum Density would not be applicable. In this case, the fill should be compacted to 60% of Maxim Index Density according to ASTM D 4253.

A soil compaction test should be conducted for every two feet of fill in appropriate segments of the area.

Top of fill should extend at least one foot horizontally beyond the structure pad or footing limits. The fill surface may then extend downward and outward on a 1:1 slope to competent soil. It is upon this basis that required oversizing should be computed.

6. **Inspection and Testing:**

The Client should retain a geotechnical engineering firm to inspect excavations, make field judgments as to subsoil adequacy, and to carry out a program of field and laboratory testing of engineered fill and possibly other materials. This firm should bear full responsibility for knowledge of contents of this report and for proper interpretation and correlation of data, and be prepared to make any further analysis as necessary.

7. **Final Site Topography:**

Final soil surfaces should be graded to provide adequate drainage from structures and hard surfaces so that as little water as possible infiltrates into soils adjacent to the structure.

12. WATER RESOURCES

- **MPCA Comment:** There are several bodies of water and wetlands located in close proximity to the Project site. Langton Lake is located approximately 0.17 miles northeast of the site. There are wetlands located across Cleveland Avenue from the site, and a number of smaller lakes located within this wetland area. These should be described under this section.
ROSEVILLE's Comment: If the groundwater depth is known it can be added here as well as any information regarding dewatering during construction.
RAMAKER Comment: Based on geotechnical data, it appears that the groundwater exists at the site in a perched layer between 7 and 15 feet below grade. The permanent groundwater aquifer appears to exist at a depth of approximately 45 feet. If dewatering is required during the construction stage of the project, all dewatering will follow the guidances outlined in the forthcoming Waste Handling Plan (see 13 A. & B., below). The Waste Handling Plan will provide a summary on when dewatering will occur and how the water is to be treated (stormwater sewer, sanitary sewer, or bulk storage for off-site disposal, etc.). Further details will follow, and will be made available prior to the initiation of construction.

- **MPCA Comment:** Without knowing the site elevation, it is hard to determine what the groundwater depth is from grade. Given that there are wetlands located less than 150 feet from the site, it could be reasonable to assume groundwater is quite shallow. During construction, dewatering may be required. It may be necessary to obtain a Minnesota Department of Natural Resources water appropriation permit for this activity. Additionally, depending on the method for disposal of the water from the dewatering activity, it may be necessary to obtain an MPCA NPDES/SDS waste water permit if discharge is to a water body, wetland, or land surface.

ROSEVILLE's Comment: As above.

RAMAKER Comment: If dewatering was to be required during the construction stage of the project, all dewatering will follow the guidances outlined in the forthcoming Waste Handling Plan (see 13 A. & B., below). The Waste Handling Plan will provide a summary on when dewatering will occur and how the water is to be treated (stormwater sewer, sanitary sewer, or bulk storage for off-site disposal, etc.). Further details will follow, and will be made available prior to the initiation of construction.

12BI. & BIII. WATER RESOURCES

MPCA Comment: The stormwater management plan should be summarized here to reflect the information requested in these sections.

ROSEVILLE's Comment: State see above and note section where you discussed storm water plan.

RAMAKER Comment: See below:

12Bi - Storm water:

Describe the quantity and quality of storm water runoff at the site prior to post construction. Include the routes and receiving water bodies for runoff from the site (major downstream water bodies as well as the immediate receiving waters).

See Section 4.1 and 4.2 of the Storm Water Management Plan, prepared by RAMAKER and dated February 13, 2015.

Discuss any environmental effects from storm water discharges. Describe storm water pollution prevention plans including temporary and permanent runoff controls and potential Best management Practice {BMP} site locations to manage or treat storm water runoff. Identify specific erosion control, sedimentation control or stabilization measures to address soil limitations during and after project construction.

See forthcoming Storm Water Pollution Prevention Plan to be completed by RAMAKER. Specifics regarding these criteria will be outlined throughout the report. Please contact Jesse Mesner of Cities Edge Architects to schedule a pre-construction review of the plan.

12Biii - Surface Waters:

a) Wetlands: Describe any anticipated physical effects or alterations to wetland features such as draining, filling, permanent inundation, dredging and vegetative removal. Discuss direct and indirect environmental effects from physical modification of wetlands, including the anticipated effects that any proposed wetland alterations may have to the host watershed. Identify measures to avoid {e.g., available alternatives that were considered}, minimize, or mitigate environmental effects to wetlands. Discuss whether any required compensatory wetland mitigation for unavoidable wetland impacts will occur in the same minor or major watershed, and identify those probable locations.

The project will be provided with a detention area that will control the rate of runoff as well as provide some degree of water treatment and oil removal. Runoff discharge will be connected to the existing ROSEVILLE storm water sewer system and pre and post-development runoff rates will remain unchanged or reduced. Therefore, effects to existing nearby wetlands are not expected. Storm water will be diverted to ROSEVILLE's existing storm sewer system. As such, there will be no net increase and/or Direct/Indirect effect to wetlands.

b) Other surface waters: Describe any anticipated physical effects or alterations to surface water features {lakes, streams, ponds, intermittent channels, county /judicial ditches} such as draining, filling, permanent inundation, dredging, diking, stream diversion, impoundment, aquatic plant removal and riparian alteration. Discuss direct and indirect environmental effects from physical modification of water features. Identify measures to avoid, minimize, or mitigate environmental effects to surface water features, including in-water Best Management Practices that are proposed to

avoid or minimize turbidity /sedimentation while physically altering the water features. Discuss how the project will change the number or type of watercraft on any water body, including current and projected watercraft usage.

The project will be provided with a detention area that will control the rate of runoff as well as provide some degree of water treatment and oil removal. Runoff discharge will be connected to the existing ROSEVILLE storm water sewer system and pre and post-development runoff rates will remain unchanged or reduced. Therefore, effects to existing nearby wetlands are not expected. There will be no effects. Storm water will be diverted to ROSEVILLE's existing storm sewer system. As such, there will be no net increase and/or Direct/Indirect effect to other surface waters.

12BII. WATER RESOURCES

MPCA Comment: See number 12 above.

ROSEVILLE's Comment: No no response necessary.

RAMAKER Comment: **Response to this bullet was not required.**

13A. CONTAMINATION/HAZARDOUS MATERIALS/WASTES

MPCA Comment: The Phase I Environmental Site Assessment completed for this Project states that contaminated soils and groundwater were encountered on the site in relation to releases from three underground storage tanks formally located at the site. Although both leak sites were granted regulatory closure by the MPCA, contaminated soil and/or groundwater may still be present at the site and encountered during construction. The information requested in this section should be included here.

ROSEVILLE's Comment: Brief response on what will be done with and remaining hazardous materials if found during construction.

RAMAKER Comment: **A Material Handling Plan will be developed prior to construction. Prior to development of the plan, additional review of regulatory files regarding the closed LUST incidents, as well as characterization of wastes will be required to determine the appropriate handling of unearthed material during the construction project. The objectives of the additional review, characterization, and Material Handling Plan will be to summarize known contaminants, identified areas of concern with respect to the known contamination, provide an overview of anticipated construction activities, define criteria to identify material types, identify field procedures to segregate materials or on or off-site disposal, and summarize disposal and manifest requirements. All contractors will be required to handle contaminated materials in accordance with the Material Handling Plan. In addition, environmental oversight during construction will be implemented to document handling of material during construction. If required, the Material Handling Plan will be provided to MPCA for approval prior to construction.**

13B. CONTAMINATION/HAZARDOUS MATERIALS/WASTES

MPCA Comment: This question addresses the generation/storage of solid wastes, rather than hazardous wastes. The Project will generate solid waste, especially during construction. The information requested in this section should be included here.

ROSEVILLE's Comment: Provide a brief response on what will be done with the solid wastes generated during construction.

RAMAKER Comment: **A Material Handling Plan will be developed prior to construction. Prior to development of the plan, additional review of regulatory files regarding the closed LUST incidents, as well as characterization of wastes will be required to determine the appropriate handling of unearthed material during the construction project. The objectives of the additional review, characterization, and Material Handling Plan will be to summarize known contaminants, identified areas of concern with respect to the known contamination, provide an overview of anticipated construction activities, define criteria to identify material types, identify field procedures to segregate materials or on or off-site disposal, and summarize disposal and manifest requirements. All contractors will be required to handle contaminated materials in accordance with the Material Handling Plan. In addition, environmental oversight during construction will be implemented to document handling of material during construction. If required, the Material Handling Plan will be provided to MPCA for approval prior to construction.**

13C. & D. CONTAMINATION/HAZARDOUS MATERIALS/WASTES

MPCA Comment: Although the Project (either during construction or operation) will likely not generate significant amounts of hazardous wastes, there is a potential for environmental effects from an accidental spill or release of hazardous materials during construction. It should be determined whether there will be any petroleum storage on-site for refueling construction equipment. If so, it should be documented how this storage will be contained, and what the response would be in the event of a release of petroleum products.

ROSEVILLE's Comment: Provide a brief response on how the site plans to address petro refueling and protect/contain possible spill.

RAMAKER Comment: **The specifications for this project will outline that the General Contractor will be required to establish a hazardous material handling and containment plan that must be followed during the construction phase of this project. This plan will outline specific requirements such as secondary containment systems for on-site storage of fuel or other potentially hazardous materials. The plan will further define specific procedures in the event of an inadvertent release. Air quality and dust control methods will also be part of this established plan, and will include such things as watering roadways to control dust, or proper PPE to be used around equipment to maintain worker safety.**

14B. AIR

MPCA Comment: There will be an increase in vehicular emissions, particularly from equipment during construction of the hotels. The information requested in this section should be included here.

ROSEVILLE's Comment: If known please indicate the anticipated amount of vehicle emissions released from construction vehicles during construction.

RAMAKER Comment: **During the start of construction, heavy excavating equipment will be necessary that has the potential to add minimally to air emissions. The General Contractor has been made aware that construction activities are required to meet all applicable EPA requirements as they pertain to specific construction operations. As far as permanent building emissions, current codes and MEP design standards provide that when properly installed, little or no emissions are developed or emitted from the structure.**

14C. DUST AND ODORS

MPCA Comment: There will be a significant increase in dust during construction of this Project. The measures to be used to minimize or mitigate the effects of dust both from the site and from soil transported from the site to the streets from construction traffic should be discussed in this section.

ROSEVILLE's Comment: Provide brief response indication how you plan to minimize/mitigate dust from construction site.

RAMAKER Comment: The contractors will be made aware of the need to regularly spray water throughout the site so as to keep bare soil areas moist, thus limiting the potential of airborne dust.

15. NOISE

MPCA Comment: Noise levels will increase with construction equipment use. The Project should conform to any local noise ordinances. This should be addressed in this section.

ROSEVILLE's Comment: Provide a note that you are aware of ROSEVILLE noise standards.

RAMAKER Comment: RAMAKER has validated that the owner is aware of ROSEVILLE's noise standards.

16. TRANSPORTATION

MPCA Comment: The traffic study was not included as part of the MPCA's review of the draft ROSEVILLE Environmental Review Worksheet. The traffic study should be summarized and included in these sections.

ROSEVILLE's Comment: Response to this item is not required.

RAMAKER Comment: Response to this item has not been provided.

18. CUMULATIVE POTENTIAL EFFECTS

MPCA Comment: If contaminated soil is encountered at the site, excavating and hauling this hazardous material has the potential to combine with fugitive dust emissions, and should be discussed in this section.

ROSEVILLE's Comment: Provide a brief description on how contaminated soil will be addressed if hauled from site.

RAMAKER Comment: **A Material Handling Plan will be developed prior to construction. Prior to development of the plan, additional review of regulatory files regarding the closed LUST incidents, as well as characterization of wastes will be required to determine the appropriate handling of unearthed material during the construction project. The objectives of the additional review, characterization, and Material Handling Plan will be to summarize known contaminants, identified areas of concern with respect to the known contamination, provide an overview of anticipated construction activities, define criteria to identify material types, identify field procedures to segregate materials or on or off-site disposal, and summarize disposal and manifest requirements. All contractors will be required to handle contaminated materials in accordance with the Material Handling Plan. In addition, environmental oversight during construction will be implemented to document handling of material during construction. If required, the Material Handling Plan will be provided to MPCA for approval prior to construction.**

Thank you again for the opportunity to provide you with these additional comments and responses to the MPCA recommendations.

If you have any questions or comments, please do not hesitate to contact our office:

Jesse Mesner

- Telephone: (608) 644-2280
- Email: jmessner@ramaker.com

Andrew Rice

- Telephone: (608) 643-4100
- Email: arice@ramaker.com

Sincerely,

RAMAKER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Andrew J. Rice', with a long horizontal line extending to the right.

Andrew J. Rice, Project Manager

REQUEST FOR COUNCIL ACTION

Date: May 11, 2015
Item No.: 15.a

Department Approval

City Manager Approval



Item Description: Review Draft Policy Priority Planning Document

BACKGROUND

The City Council and Department Heads met with facilitator Craig Rapp on Tuesday, February 17 and Wednesday, February 18 to identify strategic goals and priorities for the City. As a result of the discussion, strategic priorities were identified around five key areas:

- Civic Engagement
- Housing and Redevelopment
- Effective Governance
- Organizational Effectiveness
- Infrastructure Sustainability

City Council and Department Heads also identified key outcome indicators and measurable targets for each strategic priority. (See Attachment A).

As a follow-up to the initial two-day session, staff (Department Heads and Asst. Department Heads) met with facilitator Craig Rapp to identify strategic initiatives for each strategic priorities. As a result of that effort, staff has identified 16 initiatives to implement the strategic priorities.

Staff that participated in identifying the strategic initiatives will be in attendance at the City Council meeting and provide a broad overview of the initiatives to the Council. Staff is not planning to go over each strategic initiative in great detail, but will review the proposed initiatives.

The complete draft of the Policy Priority Planning document is included as Attachment B.

Staff will bring the draft plan back to the June 8 City Council meeting for final consideration and approval. Staff would suggest taking public input on the draft document at both the May 11 meeting as well as the June 8 meeting.

POLICY OBJECTIVE

Adopting strategic priorities will provide the City Council and staff direction in providing City services and programs in a planned and targeted way. Moving forward, the strategic priorities will be part of department work plans and operations.

26 **FINANCIAL IMPACTS**

27 There are no further costs as part of finalizing the final report. As these goals will be implemented over
28 the next two years, there will be costs that will need to be budgeted for and staff time taken into
29 account.

30 **STAFF RECOMMENDATION**

31 Staff requests discussion and feedback on the draft report.

32 **REQUESTED COUNCIL ACTION**

33 The City Council should provide comments on the draft report. No direct action is needed at this time.

34 Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

Attachments: A: Summary document of Strategic Priorities
B: Draft Policy Priority Planning Document

City of Roseville- Strategic Plan Summary 2016-18

Strategic Priority	Key Outcome Indicator (KOI)	Target	Strategic Initiatives
Civic Engagement	Community satisfaction	90% satisfied w/ city services	Conduct Regular Community Surveys
	Volunteer opportunities	Increase volunteer opportunities by 5%	Create Strategy for use of Volunteers
	Participation by under-represented population	Engage three new segments of community	Establish Community-oriented Outreach Program
Housing and Redevelopment	SE Roseville	Increase in comm. MV Increase in resid. MV	Create Southeast Roseville Redevelopment Plan Formalize Southeast Roseville Working Group
	Twin Lakes	50 Increase in living wage jobs	Establish Twin Lakes Economic Development Program
	Move-up housing	20 Increase units \$350k/>	Establish Move-Up Housing Program
	Residential hsg value	10% chng. Owner-occupied value-2015-20 10% chng. Rental value-2015-20	Establish Housing Value Support Program
Effective Governance	Council actions	All Items resolved at mtg. they are introduced	Improve Meeting Management
	Process transparency	All items include indication of place in decision process	Improve Clarity in Decision Making Process
	Respectful interaction-leadership team	100% judged respectful	Establish framework for respectful dialogue and exchange of ideas
Organizational Effectiveness	Employee satisfaction	Measureable improvement in subsequent surveys	Conduct Annual Employee Satisfaction Survey Review Organizational Needs/Changes
	Resource allocation	Resource allocation reflects citizen's priorities	Conduct Annual Review of Organizational Interdependencies & Collaboration Opportunities
Infrastructure Sustainability	Capital improvement funding	Adopted comprehensive infrastructure plan & funding strategy	Establish enterprise-wide consistency for asset management plan implementation
	Infrastructure Condition	Adopted standards for each asset category	Establish measure of effectiveness for each infrastructure asset

2016-2018 Strategic Plan Summary Report

May 2015



CRAIG RAPP, LLC

IMPROVING ORGANIZATIONS AND THE PEOPLE WHO LEAD THEM

CRAIGRAPP,LLC

IMPROVING ORGANIZATIONS & THE PEOPLE WHO LEAD THEM

May 5, 2015

RE: FY 2016-2018 Strategic Plan- City of Roseville

Dear Mayor Roe,

I am pleased to present this FY 2016-2018 Strategic Plan and Summary Report to the City of Roseville. The plan reflects the organization's commitment to strategic thinking, measurable results and the delivery of quality services.

Thank you for the opportunity to assist the City with this project. You, the City Council and senior staff are to be commended for your dedication and effort.

I also want to thank Pat Trudgeon and the staff for the help and support provided during the process.

Yours truly,



Craig R. Rapp
President

CRAIGRAPP,LLC

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Executive Summary

On February 17 and 18, and March 20, 2015, the City of Roseville's leadership team engaged in a teambuilding and strategic planning process. The three meetings yielded a draft strategic plan for the three-year period 2016-2018.

The strategic plan consists of a set of five *strategic priorities*, which are the highest priority issues for the next three years; a series of *key outcome indicators and targets*, which describe desired outcomes and success measures; and a list of *strategic initiatives*, which define the actions that will be taken to ensure successful effort.

At the initial planning meeting on February 17, the group discussed their operating philosophy, culture, and value proposition. In addition, they reviewed their operating environment and identified a list of challenges facing the community. Based upon those challenges, on February 18, the group identified a set of strategic priorities for the performance period. This was followed by the development of a set of key outcome indicators (KOI's) for each priority, which defined desired outcomes and measurable targets. On March 20, the senior staff created a set of strategic initiatives and action plans to address the priorities and achieve the key outcomes.

The strategic priorities and key outcome indicators are summarized on the following page:

City of Roseville- Strategic Plan Summary 2016-18

Strategic Priority	Key Outcome Indicator (KOI)	Target	Strategic Initiatives
Civic Engagement	Community satisfaction	90% satisfied w/ city services	a) Conduct Regular Community Surveys
	Volunteer opportunities	Volunteer opportunities increased by 5%	b) Create Strategy for use of Volunteers
	Participation by under-represented population	Three new segments of community engaged	c) Establish Community-oriented Outreach Program
Housing and Redevelopment	SE Roseville	Increase in comm. MV Increase in resid. MV	a) Create Southeast Roseville Redevelopment Plan
	Twin Lakes	50 new living wage jobs	b) Formalize Southeast Roseville Working Group
	Move-up housing	20 additional units \$350k/ >	c) Establish Twin Lakes Economic Development Program
	Residential hsg value	10% chng. Owner-occupied value-2015-20 10% chng. Rental value-2015-20	d) Establish Move-Up Housing Program e) Establish Housing Value Support Program
Effective Governance	Council actions	All Items resolved at mtg. they are introduced	a) Improve Meeting Management
	Process transparency	All items include indication of place in decision process	b) Improve Clarity in Decision Making Process
	Respectful interaction-leadership team	100% judged respectful	c) Establish framework for respectful dialogue and exchange of ideas
Organizational Effectiveness	Employee satisfaction	Measureable improvement in subsequent surveys	a) Conduct Annual Employee Satisfaction Survey b) Review Organizational Needs/Changes
	Resource allocation	Resource allocation reflects citizen's priorities	c) Conduct Annual Review of Organizational Interdependencies & Collaboration Opportunities
Infrastructure Sustainability	Capital improvement funding	Adopted comprehensive infrastructure plan & funding strategy	a) Establish enterprise-wide consistency for asset management plan implementation
	Infrastructure Condition	Adopted standards for each asset category	b) Establish measure of effectiveness for each infrastructure asset

City of Roseville Strategic Planning Process

Strategic planning is a process that helps leaders examine the current state of the organization, determine a desired future state, establish priorities, and define a set of actions to achieve specific outcomes. The process followed by the City was designed to answer four key questions: (1) Where are we now? (2) Where are we going? (3) How will we get there? (4) What will we do?

Effective Governance, Culture and Value Proposition

On Tuesday, February 17, the leadership team reviewed and discussed the role of governance—briefly discussing best practices, and the need for a compelling vision, or “Why?” The group discussed their current community aspiration statements, and concluded that they fairly represented their “Why”.

The group then turned to a discussion of the organization’s culture and the value proposition. The culture and value proposition provide the foundation for the way in which services are delivered and strategic direction is set.

Four core cultures and three value propositions (including strengths and weaknesses) were presented and summarized:

Four Core Cultures

Control Culture (Military - command and control)

Strengths: Systematic, clear, conservative

Weaknesses: Inflexible, compliance more important than innovation

Competence Culture (Research Lab – best and brightest)

Strengths: Results oriented, efficient, systematic

Weaknesses: Values can be ignored, human element missing, over planning

Collaboration Culture (Family-teams)

Strengths: Manages diversity well, versatile, talented

Weaknesses: Decisions take longer, group think, short-term oriented

Cultivation Culture (Non-profit/religious group-mission/values)

Strengths: Creative, socially responsible, consensus oriented

Weaknesses: Lacks focus, judgmental, lack of control

Three Value Propositions

Operational Excellence (Wal-Mart, Southwest Airlines)

❑ They adjust to us (command and control)

Product/Service Leadership (Apple, Google)

❑ They ‘ooh and ‘ah’ over our products/services (competence)

Customer Intimacy (Nordstrom, Ritz-Carlton)

- ☐ We get to know them and solve their problems/satisfy their needs (collaborative)

The answers to a brief questionnaire on both culture and value proposition provided a starting point for a facilitated discussion of the current and desired states. Summarized below are the responses, sorted by Council and staff:

Core Organizational Culture (current state)City Council

- | | |
|--|-----------|
| ☐ Control | 19 |
| ☐ Collaboration | 9 |
| ☐ Competence | 6 |
| ☐ Cultivation | 6 |

Staff

- | | |
|--|-----------|
| ☐ Control | 27 |
| ☐ Collaboration | 17 |
| ☐ Competence | 13 |
| ☐ Cultivation | 23 |

Value Proposition

<u>City Council</u>	<u>Current state</u>	<u>Desired state</u>
Operational Excellence	29	5
Product/Service Leadership	2	7
Customer Intimacy	6	24
All things to everyone	5	10

<u>Staff</u>	<u>Current state</u>	<u>Desired state</u>
Operational Excellence	31	46
Product/Service Leadership	7	2
Customer Intimacy	24	10
All things to everyone	26	12

The Council and staff engaged in a discussion regarding the organization's value proposition - noting the solid agreement on the current state, and a general agreement about the primary and secondary focus for the future desired state.

The group came to a general consensus that **operational excellence** is the primary value proposition - with the secondary emphasis on **customer intimacy**. The group agreed to continue this discussion in order to determine the changes necessary to achieve the desired state.

Reviewing the Environment, Setting Strategic Priorities

Following the culture and value proposition discussion, the leadership team began the process of developing the strategic plan. The first step taken in the process was an assessment of the environment within which the City operates. This was done via a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis: a process that examines the organization's internal strengths and weaknesses, as well as the opportunities and threats in the external environment. To facilitate this, a SWOT questionnaire was distributed to the City Council and senior staff in advance of the planning session. The SWOT process revealed the most frequently mentioned characteristics in each area:

STRENGTHS

- Financial health-City and broader community
- City Staff
- Caring and engaged citizens
- City services provided
- Location

WEAKNESSES

- Looking backwards instead of forward
- Top-down public engagement; pushing instead of listening (development)
- Council deliberation process (personal attacks, indecision)
- Lean budgeting vs. unwillingness to cut or reduce programs
- Changing demographics and workforce
- Lack of move-up housing options
- Silos; lack of inter-departmental collaboration

OPPORTUNITIES

- Redevelopment sites
- Engagement/collaboration
- Situational advantages
- Organizational evolution

THREATS

- Politics
- Development
- Crime
- Demographics
- Housing
- Location
- Resources

The group then engaged in an exercise using the summarized SWOT data. They compared strengths with opportunities and weaknesses with threats, to determine which opportunities would maximize strengths, and which weaknesses would be exacerbated by the threats. This

effort helped to crystalize the current challenges and opportunities facing the community. The results of this analysis are listed below:

STRENGTHS-OPPORTUNITIES

(Make good things happen)

- Engagement/collaboration
- Redevelopment sites: \$ health/citizens, location
- New employees/new ideas
- Workforce renewal
-

WEAKNESSES-THREATS

(Keep bad things from happening)

- Minimize ineffective allocation of available resources
- Consider public safety impacts in day-to-day decisions
- Ineffective decision-making- politics
- Housing diversity/quality
- Ineffective public engagement

This led to the identification of a broad set of issues and/or challenges facing the community:

ISSUES/CHALLENGES

- Civic engagement
- Housing and redevelopment
- Ineffective decision-making
- Public safety implications
- Aging infrastructure
- Determining priorities/greatness
- Organizational value proposition/service delivery promise
- Service levels/quality

Once the current challenges were identified, the group discussed the issues that were most important over the next three years. From that discussion, a set of five Strategic Priorities emerged. They are:

STRATEGIC PRIORITIES

1. Civic Engagement
2. Housing and Redevelopment
3. Effective Governance
4. Organizational Effectiveness
5. Infrastructure Sustainability

Defining the Strategic Priorities

In order to clarify the meaning of each priority in the context of Roseville, the group identified key concepts for each. The concepts are listed below, and will be used by the group to establish the final definitions.

1. Civic Engagement

- Connection, transparency, authenticity, communication, proactive, early/timely, process, broad/inclusive, valued

2. Housing and Redevelopment

- Variety/diversity-housing, redevelopment, commercial; prepared for change, reinvestment, growth of tax base, proactive, job creation, living wage jobs, meets community needs, public safety considerations, cost/benefits

3. Effective Governance

- Process-consistent, transparent, constructive, clear decision-making
- Timely decision making, decisive decision-making, respectful, forward-looking, thorough/informed analysis, acceptance of decisions

4. Organizational Effectiveness

- Customer intimacy, interdepartmental cooperation, adapting to change, performance measurement, prioritizing resources, adequate funding, efficient and effective structures and resource use, leadership/workforce

5. Infrastructure Sustainability

- Funding, long-term planning, equipment, facilities, all in-ground, parks, trails, accommodates change without extreme fluctuations, innovation, reliable, long-life cycle, matching community needs and values, addresses current deficits

Determining Success: Defining the Key Outcome Indicators

After identifying strategic priorities, the group focused on developing a set of Key Outcome Indicators (KOI's). KOI's define what success looks like and includes a description of successful outcomes, expressed with measures and targets.

The KOI's provide organizational focus by establishing a limited set of desired outcomes and performance targets for achievement for each strategic priority. The alignment created between KOI's and Strategic Priorities is important, not only for clarity, but for maintaining a disciplined focus on the desired results.

Key Outcome Indicators, by priority are:

1. Civic Engagement

- a. KOI: Community satisfaction; Target: 90% satisfied with city services
- b. KOI: Volunteer opportunities; Target: Volunteer opportunities increased by 5%
- c. KOI: Participation by under represented population; Target: three new segments of the community engaged

2. Housing and Redevelopment

- a. KOI: SE Roseville; Target: increase in commercial market value; increase in residential market value
- b. KOI: Twin Lakes; Target: 50 new living wage jobs
- c. KOI: Move-up housing; Target: 20 additional units at or above \$350,000
- d. KOI: Residential housing value; Target: 10% change in owner-occupied value 2015-20, 10% change in rental value 2015-20

3. Effective Governance

- a. KOI: Council actions; Target: All items resolved at the meeting where introduced
- b. KOI: Process transparency; Target: All items include indication of place in decision process
- c. KOI: Respectful interaction-leadership team; Target: 100% judged respectful

4. Organizational Effectiveness

- a. KOI: Employee satisfaction; Target: Measurable improvement in subsequent surveys
- b. KOI: Resource allocation; Target: Resource allocation reflects citizen's priorities

5. Infrastructure Sustainability

- a. KOI: Capital improvement funding; Target: Adopted comprehensive infrastructure plan and funding strategy
- b. KOI: Infrastructure condition; Target: Adopted standards for each asset category

Implementing the Vision: Developing Strategic Initiatives and Action Plans

To successfully address the strategic priorities and achieve the intended outcomes expressed in the KOI's, it is necessary to have a focused set of actions, including detailed implementation steps to guide organizational effort. The City of Roseville will accomplish this through development of strategic initiatives for each priority. Strategic initiatives are broadly described, but narrowly focused activities that are aligned with the priorities, and targeted to the achievement of outcomes expressed in the KOI's.

The senior staff, during a strategic planning session on March 20, developed a set of strategic initiatives, along with detailed action steps:

1. Civic Engagement

- a. Establish regular community surveys
- b. Create a volunteer strategy
- c. Establish a community outreach program

2. Housing and Redevelopment

- a. Create SE Roseville redevelopment plan
- b. Formalize SE Roseville working group
- c. Establish Twin Lakes economic development program
- d. Establish move-up housing program
- e. Establish housing value support program

3. Effective Governance

- a. Improve meeting management
- b. Improve clarity in decision making process
- c. Establish a framework for respectful dialogue and exchange of ideas

4. Organizational Effectiveness

- a. Conduct annual employee satisfaction survey
- b. Review organizational needs/changes
- c. Conduct annual review of organizational interdependencies and collaboration opportunities

5. Infrastructure Sustainability

- a. Establish enterprise-wide consistency for asset management plan implementation
- b. Establish measures of effectiveness for each infrastructure asset

Strategic Planning Participants

The strategic plan was developed with the hard work and dedication of many individuals. The City Council, with its foresight and dedication led the way, taking time out their schedules to commit to long-term thinking. They defined a direction and a set of outcomes that are important to the community. The senior staff supported the City Council and also engaged in new ways of thinking.

Elected Officials

Dan Roe, *Mayor*
Jason Etten, *Councilmember*
Lisa Laliberte, *Councilmember*

Tammy McGehee, *Councilmember*
Robert Willmus *Councilmember*

City Administration-Department Staff

Patrick Trudgeon, *City Manager*
Paul Bilotta *Community Development*
Director
Chris Miller, *Finance Director*
Rick Mathwig, *Police Chief*
Tim O'Neill, *Fire Chief*

Duane Schwartz, *Public Works Director*
Lonnie Brokke, *Parks & Recreation*
Director

APPENDICES

SWOT Analysis Data

In order to clarify the strategic challenges confronting the community, the City Council and senior staff conducted a review of the current operating environment using a SWOT analysis methodology.

SWOT stands for Strengths, Weaknesses, Opportunities and Threats. The internal strengths and weaknesses and the external opportunities and threats were assessed. This was done in two parts: (1) in advance of the retreat, all participants completed a SWOT questionnaire; and (2) the group participated in a facilitated process that used the questionnaire results as the basis for analysis and decision-making.

The following Appendices contain the complete information contained in the questionnaire responses.

APPENDIX I

SWOT Results – Strengths

Council

- Tremendous people who care deeply
- Staff and elected leaders who are putting in extraordinary effort to improve the city every day
- Citizens who are engaged and caring and willing to put in time to improve the world around them.
- A solid plan for many future capital expenses.
- Solid levels of reserve funds to prevent a need for major cutting if we hit another recession.
- Individual members of our community and the service of volunteer groups
- Hard working, knowledgeable and dedicated staff providing high-level service to our community, as well as to support JPAs with other communities
- Excellent bond ratings
- Diverse tax base
- Well positioned geographically; convenient to major freeways and both metro cities
- Engaged HRA and Commissions to help with advising the Council
- Council commitment to increased engagement with and within the community
- Majority of residents support the city and its leadership
- Council's prioritization for maintaining/replacing city infrastructure
- Parks spaces and places; recent investments
- Investments in Fire – new station and transition to new staffing structure
- Rosedale; one of the strongest retail destinations in the Twin Cities
- Location with respect to either downtown metropolitan area
- Solid fiscal position
- Abundant reserves
- Good distribution of amenities: shopping, open space, parks, residential areas
- Well educated residents
- High voter turnout
- Public eager to be engaged and willing to volunteer
- Expanding transit options
- Good schools
- Well maintained streets and homes

- Bonding authority
- Commitment of council to performance improvement and accomplishment of city goals.
- Engaged department heads.
- Generally good staff-council working relationship.
- Very solid city finances.
- Geographic location within the Twin City metropolitan area.
- The organization's employees.
- Transparent and open government.
- Excellent interaction / shared services with other LGUs.
- Numerous citizen advisory commissions.
- Diversified tax base.
- Reinvestment in municipal infrastructure.
- Forward-looking Council majority.
- Healthy local business economy.
- Support for existing and creation of new neighborhood associations.
- Excellent levels of service provided the community by Police, Fire, Public Works and Parks and Recreation.
- Very supportive public, most in the community feel the city is headed in the right direction.
- Strong fiscal position as indicated by our AAA bond rating

Staff

- Strong reputation of service to the public and providing opportunities
 - Others look to Roseville as a positive example
- History of positive community engagement
- Efficient delivery of programs and services with small staff
- Dedicated, committed and high performing employees
- Talented, active and involved residents
- High expectations
- Addresses issues in a timely fashion
- An depth of resources available city wide
- Nationally Accredited and recognized Parks and Recreation System
- Strong business climate

- Location
- Innovative and progressive
- Upgraded facilities
- Willingness to collaborate with others, i.e. schools, other cities...
- Ability to use volunteers effectively
- Location (easy access to both Downtowns)
- In a biosciences corridor
- Large parks system
- Dedicated staff
- Caring Council
- Active community
- Desire to be innovative
- Code Enforcement/Rental Licensing/Abatement process
- Still a desirable retail location (but losing regional strength/stature)
- “Can do” and helpful working culture between departments and with Council
- Strong institutional knowledge
- Commitment to industry-recommended practices
- Inter and Intra-organizational collaborative approach to service delivery
- Location
- People who care
- Tax base
- Infrastructure
- Knowledgeable staff
- Effective City Manager
- Committed Department Heads
- Committed City Departments
- Excellent reputation with citizens-see recent survey
- It’s staff resources, their experience and good reputation in the eyes of their peers in other cities
- Location in the metro area
- Good financial health

APPENDIX II

SWOT Results – Weaknesses

Council

- One councilmember's response to opposition or disagreement is viewed as a personal attack, and responds in-kind often outside of council chambers leading to public cynicism and polarization.
- Some city staff advocate rather than analyze and provide options for counsel direction. This is improving but still occurs from time to time.
- External city communication is often focused on City Hall rather than neighborhood and community issues.
- The power of the status quo.
- Lean staffing can limit ability to change or adapt easily.
- Still a lot of silos in organization.
- Improving at public engagement, but can do better.
- Too much political focus on past disagreements, concerns, issues. Inability of some political leaders and members of the community to move on once decisions are made.
- Heavy reliance on retail and health care employment opportunities
- Lack of "living wage" jobs
- Lack of some housing options:
 - Medium to upscale senior housing
 - Upscale apartments
 - Upscale housing
- Lack of neighborhood recognition and support
- Lack of adequate contact about changes
- Lack of requests for ideas
- Lack of small, local service providers—coffee shop, bakery, dry cleaner, hardware...
- Lack of vision
- Piecemeal approach to planning
- Lack of thorough and transparent policies that are consistently and strongly supported
- Lack of engagement of the public at the "front end" of project or development planning
- Lack of transparency in planning and development
- Continued reliance on ideas from the past
- Lack of Class A office buildings

- Traffic
- Pollution
- Lack of medium-density, owner-occupied housing stock
- Lack of clear direction/vision about what we want in Roseville and then a lack of structure/process to actively market the city for those (re) development opportunities (i.e., reactive not proactive)
- Continual increases in taxes, fees and debt service
- Reluctance by leadership and staff to really look at opportunities for expense reduction
- Tendency by staff to chase trends of what other cities do
- Old history being dredged up over and over again; not propelling us forward
- A “tough guy” reputation of our police department; less known for neighborhood presence
- In the area of development we lack firm direction and solid decision-making. This has been a problem for decades so is not new but that does not reduce the negative impact.
- Some loss of a willingness to look down the road 5-10 years and favoring short-term solutions from budgeting to development to making key investments.

Staff

- Failure to think big picture
- Acceptance of status quo versus pushing for innovation
- Too many silos between departments
- City Council’s lack of faith in staff
- Micro-management of day to day activities
- Our geographic locations
- Lean staffing levels limit accomplishments and innovation
- Inter departmental cooperation
- Aging workforce with anticipated turnover- employees do not fully represent demographics of city
- City employees underpaid compared to peer cities
- Lack of organized training among all city departments
- Increased reliance on city reserve funds to pay for daily expenses
- Location
- Inability to look and plan long term
- Inability to plan for the next generation. It will be different.

- Lack of clear prioritization of programs and services
- Limited ability to respond to changes or opportunities due to lean approach
- Inability or unwillingness to discontinue under-performing or lower-valued programs or services
- Indecisive City Council
- Community distrust/conspiracy theories
- Some departments understaffed for Council's current desires
- Regulations/processes that are missing or inadequate
- Very little community identity besides the parks system/Rosedale
- HRA is historically staffed/funded for housing initiatives while HRA Board/Council appear to be more interested in Economic Development
- Reactive, not proactive
- Community tends to look backwards at perceived mistakes rather than forwards towards new opportunities
- Departmental coordination, cooperation – not having or being able to take the time to understand what others are doing
- Depth of staff is non – existent - very lean – limited by small staff
- Forced in many ways to be reactive more than proactive
- High volume of traffic Feeling amongst some female employees that the work place is not inclusive

APPENDIX III

SWOT Results – Opportunities

Council

- Many staff leaders are nearing retirement. A transition over time to strong new leadership could keep our generally positive direction going plus add new ideas.
- There are tremendous opportunities with redevelopment of sections of Roseville that, if planned well with all stakeholders, could bring a great rebirth to the entire city.
- Continued enhancements of key services to citizens can create a desirable community that more and more people are interested in living. Quality improvements to the Parks system, city events and positive growth in local school districts hold great potential.
- Two old fire station properties
- Low interest rates (but they won't last forever)
- Ability to pursue a more proactive and focused approach to redevelopment work, for commercial as well as housing
- Increased public discussion can help our residents and businesses to be more knowledgeable and engaged with city issues
- Consider changes to promotion and policies to help generate more revenue through license center, new park buildings, golf course, banquet center and other sites/services
- Police desire to be part of problem solving in the community
- No recent change in council members offers consistency and the opportunity to continue work and discussions from the previous two years
- Increased collaboration with neighboring cities, the county and other units of government (i.e., Southeast Roseville, arterial roads in Twin Lakes, metro transit, MNDOT, etc.)
- New development/redevelopment options provided by:
 - TCAP development
 - New transit options
 - Shared resources with surrounding communities
 - Movement back to central city
 - Appreciation of smaller homes/retro
 - Housing appropriate for changing demographic
 - Smaller families
 - Older and/or single owners
 - Improved economy

- Generally, low cost of entry into our housing market.
- Location advantages of close-in suburb.
- Community interest in innovation such as solar, etc.
- Great potential volunteer base.
- Improve upon both written and electronic communications, what we do as a city, how we do it, and why we do it.
- Focus our economic redevelopment efforts on a few areas and projects. Specifically commercial redevelopment (Twin Lakes, Har-Mar).
- Encouraging authentic outreach to foster public discussion.
- Redevelopment of twin Lakes
- Stabilizing Southeast Roseville neighborhoods

Staff

- To further engage the entire community through Renewal Program improvements and the Parks and Recreation System, i.e. Natural Resources education and engagement, Southwest Roseville Park and Recreation improvements...
- More volunteer involvement in all areas
- Work with and better support organizations and citizens (volunteers) to provide quality offerings to the community as an extension of the city
- Park and Recreation System Master Plan phased implementation
- Understanding and meeting needs of varying community demographics including age, culture...
- Alternative modes of transportation, i.e. trail system extensions, mass transit...
- Public Art - cultural amenities
- Redevelopment
- Twin Lakes development
- Snelling BRT
- Demographic shifts to center cities/first ring suburbs
- Embracing diversity to provide more unique cultural identity
- Har Mar redevelopment
- Rosedale makeover/expansion like the other market major malls have completed to remain competitive

- Engaging active community to foster positive government relations
- Capitalizing on new technologies to increase efficiency and service levels
- Capturing different perspectives and skillsets from a more diverse City Council and employee applicant pool
- Access to intelligent information regarding people's future needs, demands, desires, and expectations
- Taking advantage of a community that wants to be special
- Timing- take an act now approach to future opportunities, not allow the future to drive the city.
- Take advantage of the location, make Roseville the designation of choice
- Look at what other cities have done as examples of success
- Location- first ring suburb, close to everything * Continued improvement of economy
- Diversified tax base= consistent levy distribution among homes/businesses
- Strong MN workforce, attitudes of workers
- Location
- Cooperation with our neighbors
- Capitalize on our location to position ourselves as premiere city
- Shifting demographics (age and ethnicity)
- Redevelopment of brownfield and under-utilized properties
- To be an example of how diversity can be embraced and used to strengthen communities and by extension greater society.

APPENDIX IV

SWOT Results – Threats

Council

- Interjecting political partisanship into local elections.
- Individual councilmembers that are unable to move forward and often dwell upon past council actions.
- Balancing the community's expectations with regard to providing high levels of service, infrastructure needs and low tax rates.
- Potential deterioration of large retail sector due to marketplace changes (e-commerce, etc.).
- Aging (and subsequent potential deterioration) of housing and commercial properties and public infrastructure.
- Lingering perception of Roseville government as difficult to work with among development community.
- TCAP Development competition
 - Met Council demands
 - Declining support for northern suburbs
 - Rising crime in metropolitan areas
 - Metropolitan area competition
 - Jobs
 - Housing
 - Amenities: theater, music, nightlife
 - Changing demographics
 - Worsening economy
 - Traffic
 - Air pollution
 - Water shortages and regulation
- Roseville's reputation with developers of being "difficult to work with – constantly changing direction from City and the various Councils
- Partisan politics becoming a bigger presence in the elections for city offices
- External pressures to have more population density
- Increasing labor and materials costs to maintain city facilities and infrastructure

- Rising personnel costs (is our current model and HR policies sustainable?)
- Difficulty in sorting out the true intent and desires of the community, due to:
 - Vocal minority of residents trying to force their opinions on the rest of the community through policy change and regulation
 - Council members who try to lobby and shift the direction of community input to support their own positions
- Commercial / business changes
 - Growing presence of discount retailers moving in to our commercial spaces
 - We need to be more aware of a changing retail marketplace and threats to brick and mortar businesses that occupy so much of our city
 - Consolidation among national chains; our retail base does not consist of small, independent, entrepreneurs
- Backyard and border issues with multiple jurisdictional interests (or lack of interest)
- Real Estate value concerns – Fear that we are on a slippery slope to become like other older communities with increased rental properties and declining real estate values, etc.
- Police & rising crime concerns
- The possibility of increased need for services due to too much (?) retail, rental properties, transit changes, etc.
- Criminal element in some of our hotels
- The negative political process in Roseville leaves many great minds and talents on the sidelines of leadership. Many who would contribute more do not get involved in city politics because of the destructive actions of a handful.
- Many staff leaders are nearing retirement. Unplanned loss of leadership or changes to weaker leaders could leave holes in the effectiveness of key departments and reduce the quality of services to our citizens.
- Leaders and citizens could end up at odds over redevelopment and change in the city. This would weaken the connection between the city and its citizens and reduce potential positive growth.
- A neglect of key assets, neighborhoods and development zones could result in a lower quality of life and a less desirable city. The neglect could result in reduced interest in the city as a place to live and lower home values.

Staff

- Lack of proper funding
- Shifting demographics (age and ethnicity)
- Overcoming politics to make sound policy decisions

- Maintaining economic viability
- Decline of housing stock
- Crime and other urban issues
- Location- proximity to both inner cities and challenges that follow
- Consistent scrutiny of government employees- media, social media
- Turnover of state legislators= decrease in commitments to long-term solutions
- Topics of the day= shiny objects of elected officials which distract local governments
- First ring suburb impacts
- Losing our identity
- The changing demographics
- Older residents who care about the community are leaving
- Younger residents who don't care about "community" are moving in.
- Failing to attract young families with school-aged children.
- Resting on our laurels or reputation
- Frequent alterations of the City's vision or strategic plan
- Catastrophic retail collapse/retail disinvestment/increased competition
- Aging population limits household income/local economic impact/choices
- Original privately owned buildings are nearing the end of their useful life without substantial or ongoing reinvestment
- Traffic impacts from new St. Croix River bridge may be substantially more than currently anticipated
- Growing blight/crime from adjacent communities where we have limited influence
- Failure to adequately engage more challenging populations (i.e. recent immigrants with limited English skills)
- Hotel criminal activity
- Preventing crime from coming into Roseville
- Limiting and not encouraging innovation and calculated risk taking, non-visionary
- Surrounding community competition
- Not being ready when community change is occurring
- Not keeping up with society changes, i.e. technology, culture,
- Not listening or responding to residents who get involved

- High number of rental property
- Traffic issues
- Natural disasters

APPENDIX V

SWOT Results – Highest Priorities

Council

- Redevelopment of housing and commercial properties to enhance the city and expand the tax base.
- Engaging more citizens in positive ways to have more contributions to the city and how we serve.
- Solidifying budget and tax levy to rebalance and remove the use of reserves to pay for ongoing expenses in the budget.
- Maintenance and continued funding for aging city infrastructure such as streets, sewer, water / as well as reviewing future needs for other city facilities and structures (parks, etc).
- Redevelopment of Twin Lakes area
- Strengthen the Southeast Roseville area
- Create opportunities to add medium-density, owner-occupied housing
- Be proactive in protecting real estate values and minimizing impact of crime
- Work to keep taxes lower and maintain the mix within our tax base
- Development and enactment of policies of development (including zoning, initial funding and maintenance strategies) that include broad, thorough, and initial community engagement
- Building on Priority 1 to establish/reaffirm a broad vision (detailed) for the city, designed to specifically to improve the tax base, broaden housing options with additions of upscale housing (rental, owner-occupied, general, and senior), provide “living wage jobs,” and encourage multimodal transportation with more specific plans for individual areas of the city based on the visions and aspirations of the Comp Plan, previous citizen engagement documents, and citizen surveys.
- Utilize this process outlined in Priority 1 and goals outlined in Priority 2, to develop specific plans for the redevelopment of Southeast Roseville, Twin Lakes, and Har Mar Mall and surrounding commercial area.
- Economic development, generally – Twin Lakes, specifically
- Revitalize SE Roseville area – housing, businesses, amenities, crime, etc.
- Unmet infrastructure funding needs (streets, pathways)
- Redevelopment of twin Lakes
- Maintaining streets sewer and water infrastructure
- Continued implementation of the park and recreation master plan

- Continue to maintain our diversified tax base
- Maintain programs and services that support our great quality of life
- Stabilizing Southeast Roseville neighborhoods

Staff

- Successfully complete and implement the Parks and Recreation Renewal Program
- Identification of resources for current and future operations
- Retaining and attracting residents in Roseville
- Meeting citizen needs, interests and getting and keeping people involved
- Being ready to adapt and change as needed
- Achieve consensus between Council, property owners and the general community around a market viable strategy in Twin Lakes
- Match Council aspirations/priorities with resources to complete them
- Build community understanding and trust in local government
- Comprehensive assessment of citizen expectations
- Establishing citywide priorities for programs and services
- Discover and explore future trends of which aspects of suburban living are in demand, and which are not
- Understanding what Roseville is today.
 - Looking back at the changes in the last ten years
- Look long term/big picture
 - It takes time to mold a new direction
- Determine what the future Roseville will look like given the changing culture, demographics, and generational changes, and strive to position the city to embrace these changes, and not react to them as they come.
- Decreased use of reserve funds to pay for daily activities- effective levy each year
- Retention and Recruitment of quality employees in order to maintain high quality of services
- Careful consideration of how easily Roseville, because of its proximity to both inner cities, aging infrastructure, housing, etc., could become another St. Paul or Minneapolis
- Staff retention and development
- Economic development
- Investment in infrastructure
- Targeted redevelopment led by city, not private market.

- Transparency of decisions and information
- Properly funding needed capital improvements without short-changing funding for city operations.
- Continued public safety improvements

APPENDIX VI

Strategic Initiatives-Action Plans

[illegible]