



City Council Agenda

Monday, July 11, 2016

6:00 p.m.

City Council Chambers

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

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, Roe
- 6:02 p.m. **2. Pledge of Allegiance**
- 6:05 p.m. **3. Approve Agenda**
- 6:07 p.m. **4. Public Comment**
- 6:17 p.m. **5. Council and City Manager Communications, Reports and Announcements**
- 6. Recognitions, Donations and Communications**
- 6:22 p.m. **7. Approve Minutes**
 - a. Approve June 20 City Council Meeting Minutes
- 6:27 p.m. **8. Approve Consent Agenda**
 - a. Approve Payments
 - b. Approval of 2016-2017 Business and other License Renewals
 - c. Approve Business and Other Licenses
 - d. Approve General Purchases and Sale of Surplus Items in Excess of \$5,000
 - e. Comprehensive Surface Water Management Plan Update
 - f. Approve a Resolution to Accept the Work Completed, Authorize Final Payment, and Commence the One-Year Warranty Period on the St. Croix Lift Station Project
- 6:37 p.m. **9. Consider Items Removed from Consent**
- 10. General Ordinances for Adoption**
- 6:42 p.m. a. City Council Discussion and Approval of the Tree Replacement Policy and Amendments to §1011.04.J.8.a & b – Replacement Tree Locations of the Zoning Code (PROJ0017, Amdt27).

6:52 p.m. b. Private Hydrant & Sump Pump Ordinance Amendment

11. Presentations

7:00 p.m. a. Accept the 2016 Community Survey and Analysis by William Morris and Peter Leatherman

7:30 p.m. b. Planning Commission Joint Meeting

12. Public Hearing and Action Consideration

8:00 p.m. a. Request for approval of a minor subdivision of 2201 Acorn Road into two parcels (PF16-018)

8:15 p.m. b. Request for approval of a minor subdivision of 1926 Gluek Lane into two parcels (PF16-014)

8:30 p.m. c. Request for approval of a minor subdivision of 1861 Gluek Lane into two parcels (PF16-016)

13. Budget Items

14. Business Items (Action Items)

8:45 p.m. a. Receive Feasibility Report and Order Public Hearing for South Lake Owasso Private Drive Storm Sewer Improvements

9:00 p.m. b. Approval of planned unit development fees necessary to implement and process the recently adopted Planned Unit Development Ordinance (PROJ0017, Amdt26).

9:10 p.m. c. Recycling Services Proposal

15. Business Items – Presentations/Discussions

9:50 p.m. **16. City Manager Future Agenda Review**

9:55 p.m. **17. Councilmember Initiated Items for Future Meetings**

10:00 p.m. **18. Adjourn Meeting**

Some Upcoming Public Meetings.....

Tuesday	Jul 12	6:30 p.m.	Finance Commission
Wednesday	Jul 13	5:30 p.m.	Variance Board
Wednesday	Jul 13	6:30 p.m.	Planning Commission
Thursday	Jul 14	6:30 p.m.	Community Engagement Commission
Monday	Jul 18	6:00 p.m.	City Council Meeting
Wednesday	Jul 20	6:00 p.m.	Human Rights Commission
Monday	Jul 25	6:00 p.m.	City Council Meeting
Tuesday	Jul 26	6:30 p.m.	Public Works, Environment & Transportation Commission
August			
Wednesday	Aug 3	5:30 p.m.	Variance Board
Wednesday	Aug 3	6:30 p.m.	Planning Commission
Thursday	Aug 4	6:30 p.m.	Parks & Recreation Commission
Monday	Aug 8	6:00 p.m.	City Council Meeting



REQUEST FOR COUNCIL ACTION

Date: 07/11/2016

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	\$1,227,845.36
81877-82145	\$1,103,550.87
Total	\$2,331,396.23

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: 7/5/2016 - 9:05 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82101	06/30/2016	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Wire Splice	13.05
82101	06/30/2016	Boulevard Landscaping	Operating Supplies	MIDC Enterprises	Couplings, Clamps	372.99
82043	06/23/2016	Boulevard Landscaping	Operating Supplies	Tri State Bobcat, Inc	Hydroseeder	385.00
81951	06/15/2016	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Lawn Service	1,244.00
Operating Supplies Total:						2,015.04
Fund Total:						2,015.04
0	06/22/2016	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	7.17
Federal Income Tax Total:						7.17
0	06/22/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	6.89
0	06/22/2016	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	1.62
FICA Employee Ded. Total:						8.51
0	06/22/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	6.89
0	06/22/2016	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	1.62
FICA Employers Share Total:						8.51
0	06/22/2016	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	1.02
MN State Retirement Total:						1.02
0	06/22/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	6.66

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						6.66
0	06/22/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	6.66
0	06/22/2016	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	1.02
PERA Employer Share Total:						7.68
82035	06/23/2016	Charitable Gambling	Professional Services - Bingo	Shidell, Mair & Richardson	Midway Speedskating Bingo	2,347.38
Professional Services - Bingo Total:						2,347.38
0	06/22/2016	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	3.83
State Income Tax Total:						3.83
Fund Total:						2,390.76
81992	06/23/2016	Community Development	Building Permits	Custom Remodelers Inc	Building Permit Refund-2187 Dellwo	80.04
Building Permits Total:						80.04
81922	06/15/2016	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	5,367.71
Building Surcharge Total:						5,367.71
0	06/15/2016	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-May	16,665.60
Electrical Inspections Total:						16,665.60
82112	06/30/2016	Community Development	Electrical Permits	Bernardo Prigge	Electrical Permit Refund	64.00
Electrical Permits Total:						64.00
0	06/22/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	4,167.08
Federal Income Tax Total:						4,167.08
0	06/22/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	2,014.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/22/2016	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	471.05
FICA Employee Ded. Total:						2,485.13
0	06/22/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	471.05
0	06/22/2016	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	2,014.08
FICA Employers Share Total:						2,485.13
82027	06/23/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	250.00
HSA Employee Total:						250.00
0	06/23/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.06.2016 ICMA Defe	1,117.94
ICMA Def Comp Total:						1,117.94
82004	06/23/2016	Community Development	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	199.27
Life Ins. Employee Total:						199.27
82004	06/23/2016	Community Development	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	54.25
Life Ins. Employer Total:						54.25
82004	06/23/2016	Community Development	Long Term Disability	LINA	Life Insurance Premiums-June 2016	150.80
Long Term Disability Total:						150.80
81922	06/15/2016	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-107.31
Miscellaneous Revenue Total:						-107.31
0	06/22/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	281.27
MN State Retirement Total:						281.27
0	06/22/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	450.00
MNDCP Def Comp Total:						450.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/15/2016	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	335.45
Office Supplies Total:						335.45
0	06/22/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	2,027.12
PERA Employee Ded Total:						2,027.12
0	06/22/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	2,027.12
0	06/22/2016	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	311.86
PERA Employer Share Total:						2,338.98
82038	06/23/2016	Community Development	Plumbing Permits	Anthony Starr	Plumbing Permit Refin-1294 Roma	72.80
Plumbing Permits Total:						72.80
0	06/30/2016	Community Development	Professional Services	BKBM Engineers, Corp.	Applewood Pointe Park Structural Re	1,760.00
0	06/30/2016	Community Development	Professional Services	BKBM Engineers, Corp.	Rosedale Paking Ramp Structural Rev	1,540.00
82067	06/30/2016	Community Development	Professional Services	Mike Bunnell	Aldi Grocery Store Project	1,207.50
81944	06/15/2016	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	168.75
81944	06/15/2016	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
Professional Services Total:						4,680.95
0	06/22/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	1,592.19
State Income Tax Total:						1,592.19
82129	06/30/2016	Community Development	Telephone	T Mobile	Cell Phones-Acct: 876644423	114.45
81955	06/15/2016	Community Development	Telephone	Verizon Wireless	Cell Phones	35.01
Telephone Total:						149.46
0	06/23/2016	Community Development	Transportation	Thomas Paschke	Mileage Reimbursement	83.70
Transportation Total:						83.70
Fund Total:						44,991.56

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/23/2016	Contracted Engineering Svcs	Conferences	APWA-CC	Public Works Conference Registration	560.00
Conferences Total:						560.00
81885	06/15/2016	Contracted Engineering Svcs	Deposits	Anderson Companies	Escrow Return-1835 County Road C	3,000.00
81980	06/23/2016	Contracted Engineering Svcs	Deposits	Bauer Design Build	Escrow Return-2565 Walnut St.	6,450.00
82002	06/23/2016	Contracted Engineering Svcs	Deposits	Jacobson Woodworking	Escrow Return-773 Sextant Ave	3,000.00
81911	06/15/2016	Contracted Engineering Svcs	Deposits	Kraus Anderson Construction	Escrow Return-1880 W. Perimeter Dr	3,280.00
82023	06/23/2016	Contracted Engineering Svcs	Deposits	Leif Olson	Escrow Return-2960 W Owasso Blvd	2,476.65
Deposits Total:						18,206.65
0	06/22/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	2,072.27
Federal Income Tax Total:						2,072.27
0	06/22/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	1,147.97
0	06/22/2016	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	268.46
FICA Employee Ded. Total:						1,416.43
0	06/22/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	1,147.97
0	06/22/2016	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	268.46
FICA Employers Share Total:						1,416.43
82027	06/23/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	95.19
HSA Employee Total:						95.19
0	06/23/2016	Contracted Engineering Svcs	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00002.06.2016 ICMA Defe	97.51
ICMA Def Comp Total:						97.51
82004	06/23/2016	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	72.39
Life Ins. Employee Total:						72.39
82004	06/23/2016	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	30.22

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	30.22
82004	06/23/2016	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premiums-June 2016	80.17
					Long Term Disability Total:	80.17
0	06/23/2016	Contracted Engineering Svcs	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2016 Minnesota I	61.31
					Minnesota Benefit Ded Total:	61.31
0	06/22/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	186.68
					MN State Retirement Total:	186.68
0	06/22/2016	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	71.51
					MNDCP Def Comp Total:	71.51
0	06/22/2016	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	1,213.24
					PERA Employee Ded Total:	1,213.24
0	06/22/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	1,213.24
0	06/22/2016	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	186.68
					PERA Employer Share Total:	1,399.92
0	06/23/2016	Contracted Engineering Svcs	Plan Review Escrow	Erickson, Bell, Beckman & Quinn I	Holiday Station PIC	357.00
					Plan Review Escrow Total:	357.00
0	06/30/2016	Contracted Engineering Svcs	Public Improv Contract Permit	Erickson, Bell, Beckman & Quinn I	Wheaton Woods Development	238.00
					Public Improv Contract Permit Total:	238.00
0	06/22/2016	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	833.47
					State Income Tax Total:	833.47
0	06/23/2016	Contracted Engineering Svcs	Training	Foth-CC	Solid Waste Workshop	150.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/23/2016	Contracted Engineering Svcs	Training	U of M-CC	Soil, Wetlands Training	340.00
Training Total:						490.00
Fund Total:						28,898.39
0	06/23/2016	East Metro SWAT	Operating Supplies	Batteries Plus-CC	SWAT Supplies	18.38
0	06/23/2016	East Metro SWAT	Operating Supplies	Camp Ripley Billet Fund-CC	SWAT Supplies	270.00
Operating Supplies Total:						288.38
Fund Total:						288.38
82091	06/30/2016	Fire Vehicles Revolving	Furniture & Fixtures	The Knox Company	Hinged Linen Hanger w/Door	4,350.00
Furniture & Fixtures Total:						4,350.00
Fund Total:						4,350.00
82040	06/23/2016	General Fund	1716 Marion Street	Sunde Land Surveying, LLC.	Surveying Service-1716 Marion St.	1,850.00
1716 Marion Street Total:						1,850.00
0	06/23/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	361.08
0	06/23/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	142.70
0	06/30/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	26.91
0	06/15/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	203.93
0	06/23/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	642.00
0	06/23/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	149.00
0	06/15/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	116.94
0	06/30/2016	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	376.73
211402 - Flex Spending Health Total:						2,019.29
0	06/23/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.00
0	06/30/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	170.00
0	06/23/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	384.62
0	06/15/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	300.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82145	06/30/2016	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	1,110.00
211403 - Flex Spend Day Care Total:						2,348.62
82097	06/30/2016	General Fund	Advertising	Lillie Suburban Newspaper Inc	Rosefest Advertising-Acct: 000262	354.00
Advertising Total:						354.00
82063	06/30/2016	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	23.85
81894	06/15/2016	General Fund	Clothing	Cintas Corporation #470	Uniform Supplies	24.94
81988	06/23/2016	General Fund	Clothing	Cintas Corporation #470	Uniform Supplies	24.94
82089	06/30/2016	General Fund	Clothing	Keeps Inc	Uniform Supplies	90.00
82136	06/30/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	951.85
82136	06/30/2016	General Fund	Clothing	Uniforms Unlimited, Inc.	Uniform Supplies	57.98
Clothing Total:						1,173.56
0	06/23/2016	General Fund	Conferences	Courtyard by Marriot-CC	Conference Lodging	482.13
0	06/23/2016	General Fund	Conferences	Courtyard by Marriot-CC	No Receipt-Scheider	6.61
Conferences Total:						488.74
82105	06/30/2016	General Fund	Const. Operating Supplies	Northwest Lasers and Instruments,	Measure Wheel, Tape, Paint	526.00
Const. Operating Supplies Total:						526.00
0	06/15/2016	General Fund	Contract Maint - Vehicles	Advanced Graphix, Inc.	Patch Decals, Repair Graphics	471.00
0	06/23/2016	General Fund	Contract Maint - Vehicles	Advanced Graphix, Inc.	Battalion Chief Lettering	51.00
0	06/23/2016	General Fund	Contract Maint - Vehicles	Advanced Graphix, Inc.	Reflective Graphics	90.00
0	06/15/2016	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	NFPA Pump Test	491.72
0	06/15/2016	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	NFPA Pump Test	515.08
0	06/15/2016	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	NFPA Pump Test	451.75
0	06/15/2016	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	Pump Test, Repairs	2,302.41
0	06/15/2016	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	Primer Repair	1,096.03
0	06/30/2016	General Fund	Contract Maint - Vehicles	Emergency Apparatus Maint. Inc	Engine Repair	525.61
0	06/15/2016	General Fund	Contract Maint - Vehicles	Grainger Inc	Exterior Detailer	13.50
0	06/30/2016	General Fund	Contract Maint - Vehicles	MacQueen Equipment	Flow Meter Installation	2,546.65
0	06/15/2016	General Fund	Contract Maint - Vehicles	Mister Car Wash	Vehicle Washes	118.48
82114	06/30/2016	General Fund	Contract Maint - Vehicles	Ramsey County	Fleet Support Fee	43.68
Contract Maint - Vehicles Total:						8,716.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/15/2016	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	106.00
82061	06/30/2016	General Fund	Contract Maint. - City Hall	AMG Architectural Glass & Glazing	Fogged Insulated Unit Replacement	3,362.00
81917	06/15/2016	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	Building Maintenance	3,215.18
82010	06/23/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	742.50
82010	06/23/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	277.70
82100	06/30/2016	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	2,259.34
81951	06/15/2016	General Fund	Contract Maint. - City Hall	Trugreen L.P.	Lawn Service	817.00
0	06/15/2016	General Fund	Contract Maint. - City Hall	Yale Mechanical, LLC	Hot Water Heater Service	305.25
Contract Maint. - City Hall Total:						11,084.97
0	06/15/2016	General Fund	Contract Maint. - City Garage	Adam's Pest Control Inc	Quarterly Service	106.00
81917	06/15/2016	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Building Maintenance	1,000.83
82100	06/30/2016	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	1,077.50
82049	06/23/2016	General Fund	Contract Maint. - City Garage	Zahl Petroleum Maintenance Co	Annual Full Function Test	501.50
Contract Maint. - City Garage Total:						2,685.83
0	06/30/2016	General Fund	Contract Maintenance	City of St. Paul	Radio Maintenance & Services	453.50
81897	06/15/2016	General Fund	Contract Maintenance	Comcast	Business Services	108.86
81917	06/15/2016	General Fund	Contract Maintenance	Linn Building Maintenance	Building Maintenance	568.90
82026	06/23/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	126.00
82026	06/23/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	823.00
82026	06/23/2016	General Fund	Contract Maintenance	Precision Landscape & Tree,Inc	QTY 1: 2016 DISEASED AND HAZ	261.00
82113	06/30/2016	General Fund	Contract Maintenance	Q3 Contracting, Inc.	Sign Rental	233.85
82114	06/30/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	224.64
82114	06/30/2016	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	383.76
0	06/23/2016	General Fund	Contract Maintenance	Volgistics-CC	Volunteer Tracking Software	510.00
Contract Maintenance Total:						3,693.51
0	06/15/2016	General Fund	CWP Lexington Escrow	Erickson, Bell, Beckman & Quinn I	Applewood Pointe @ Central Park	221.00
0	06/30/2016	General Fund	CWP Lexington Escrow	Erickson, Bell, Beckman & Quinn I	Cherrywood Pointe PIC	408.00
CWP Lexington Escrow Total:						629.00
82114	06/30/2016	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service	29,114.96
82114	06/30/2016	General Fund	Dispatching Services	Ramsey County	CAD Service	5,589.07
Dispatching Services Total:						34,704.03
0	06/22/2016	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	34,601.47

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						34,601.47
0	06/22/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	6,557.57
0	06/22/2016	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	4,244.27
FICA Employee Ded. Total:						10,801.84
0	06/22/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	6,557.57
0	06/22/2016	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	4,244.27
FICA Employers Share Total:						10,801.84
82017	06/23/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
82027	06/23/2016	General Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	2,760.82
HSA Employee Total:						2,760.82
0	06/23/2016	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2016 ICMA Defe	1,975.06
ICMA Def Comp Total:						1,975.06
82004	06/23/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	64.81
82004	06/23/2016	General Fund	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	1,515.13
Life Ins. Employee Total:						1,579.94
82004	06/23/2016	General Fund	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	425.61
Life Ins. Employer Total:						425.61
82004	06/23/2016	General Fund	Long Term Disability	LINA	Life Insurance Premiums-June 2016	1,319.27
Long Term Disability Total:						1,319.27
0	06/23/2016	General Fund	Memberships & Subscriptions	WSJ Online-CC	Wall Street Journal Subscription Rene	347.88
0	06/23/2016	General Fund	Memberships & Subscriptions	Finance & Commerce-CC	Subscription Renewal	249.00
0	06/23/2016	General Fund	Memberships & Subscriptions	Hands On Twin Cities-CC	Leadership & Collaboration Worksho	105.00

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0	06/23/2016	General Fund	Memberships & Subscriptions	ICMA - CC	City Manager ICMA Membership Du	1,152.00
0	06/23/2016	General Fund	Memberships & Subscriptions	MN Board of Aelslagid-CC	Certificate Renewal	122.00
Memberships & Subscriptions Total:						1,975.88
0	06/23/2016	General Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2016 Minnesota F	80.90
Minnesota Benefit Ded Total:						80.90
0	06/23/2016	General Fund	Miscellaneous	Byerly's- CC	Naturalization Ceremony Supplies	53.54
0	06/30/2016	General Fund	Miscellaneous	Carolyn Curti	Parade Supplies Reimbursement	58.57
82001	06/23/2016	General Fund	Miscellaneous	Internal Revenue Service	EIN: 6007849 Form 720-2nd Qtr (PC	768.18
Miscellaneous Total:						880.29
0	06/22/2016	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	2,901.58
MN State Retirement Total:						2,901.58
0	06/22/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	6,706.07
0	06/22/2016	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	45.03
MNDCP Def Comp Total:						6,751.10
0	06/15/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	7,556.84
0	06/30/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	6,383.64
0	06/30/2016	General Fund	Motor Fuel	Mansfield Oil Company	2016 BLANKET PO FOR FUEL - S1	4,543.97
0	06/23/2016	General Fund	Motor Fuel	Ripley 1 Stop-CC	Fuel	40.90
Motor Fuel Total:						18,525.35
81989	06/23/2016	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,745.10
Non Business Licenses - Pawn Total:						1,745.10
0	06/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	80.29
0	06/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	136.11
0	06/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	60.52
0	06/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	206.55
0	06/15/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	33.96
0	06/23/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	12.55

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0	06/23/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	26.34
0	06/23/2016	General Fund	Office Supplies	Staples-CC	Office Supplies	39.57
Office Supplies Total:						595.89
81902	06/15/2016	General Fund	Op Supplies - City Hall	G & K Services	Mats	37.84
Op Supplies - City Hall Total:						37.84
0	06/23/2016	General Fund	Operating Supplies	ABC Supply-CC	Window Washer Machine	1,761.00
0	06/23/2016	General Fund	Operating Supplies	Amazon.com- CC	DVD Rewriter, Security Seal	67.06
0	06/23/2016	General Fund	Operating Supplies	Amazon.com- CC	Camera Accessories	16.49
0	06/23/2016	General Fund	Operating Supplies	Amazon.com- CC	Prime Membership Fee	99.00
0	06/15/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	507.48
81987	06/23/2016	General Fund	Operating Supplies	CES Imaging	20lb Bond	14.95
82078	06/30/2016	General Fund	Operating Supplies	Diamond Vogel Paints, Inc.	Paint Supplies	828.50
81995	06/23/2016	General Fund	Operating Supplies	Forest Lake Floral	Flowers	88.00
0	06/30/2016	General Fund	Operating Supplies	Forms & Systems of Minnesota	Thermal Paper Citations	1,579.45
0	06/30/2016	General Fund	Operating Supplies	Jason Gehrman	Supplies Reimbursement	6.96
0	06/15/2016	General Fund	Operating Supplies	Thomas Gray	K9 Supplies Reimbursement	137.00
0	06/23/2016	General Fund	Operating Supplies	Greenhaven Printing	Envelopes	249.00
0	06/30/2016	General Fund	Operating Supplies	Greenhaven Printing	Letterhead	416.00
0	06/23/2016	General Fund	Operating Supplies	Home Depot- CC	Safety Supplies	131.23
0	06/15/2016	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	111.10
81907	06/15/2016	General Fund	Operating Supplies	Interstate All Battery Center	Batteries	320.28
81918	06/15/2016	General Fund	Operating Supplies	Martin Marietta Materials Inc	1/4W Chip	769.27
82013	06/23/2016	General Fund	Operating Supplies	Midwest Mailing Systems, Inc.	Cartridge	216.09
0	06/23/2016	General Fund	Operating Supplies	Papa John's-CC	Citizens Academy Supplies	231.06
0	06/23/2016	General Fund	Operating Supplies	Parking Ramp-CC	Parking	10.00
81928	06/15/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	73.88
81928	06/15/2016	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Supplies	11.92
81933	06/15/2016	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	595.40
82116	06/30/2016	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	611.00
81942	06/15/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Toner	584.49
82125	06/30/2016	General Fund	Operating Supplies	Staples Business Advantage, Inc.	Office Supplies	121.04
0	06/23/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Braces	37.45
0	06/23/2016	General Fund	Operating Supplies	Target- CC	Citizens Academy Supplies	64.98
0	06/23/2016	General Fund	Operating Supplies	Target- CC	Station Supplies	63.91
Operating Supplies Total:						9,723.99
81899	06/15/2016	General Fund	Operating Supplies City Garage	Dalco	Buffing Pad	27.14
81902	06/15/2016	General Fund	Operating Supplies City Garage	G & K Services	Mats	28.96

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Operating Supplies City Garage Total:						56.10
0	06/22/2016	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	27,008.14
PERA Employee Ded Total:						27,008.14
0	06/22/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	917.04
0	06/22/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	37,497.96
PERA Employer Share Total:						38,415.00
0	06/23/2016	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.06.2016 PERA Life	32.00
PERA Life Ins. Ded. Total:						32.00
0	06/15/2016	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	15,576.70
81915	06/15/2016	General Fund	Professional Services	LexisNexis Risk Solutions	Minimum Commitment Balance	50.00
81925	06/15/2016	General Fund	Professional Services	Office Team	Temporary Employment	1,189.63
82022	06/23/2016	General Fund	Professional Services	Office Team	Temporary Employment	1,458.22
82107	06/30/2016	General Fund	Professional Services	Office Team	Temporary Employment	1,487.63
82114	06/30/2016	General Fund	Professional Services	Ramsey County	Voting System Payment	8,766.41
82123	06/30/2016	General Fund	Professional Services	Springsted, Inc.	Credit Rating Ananlysis	5,000.00
81944	06/15/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
81944	06/15/2016	General Fund	Professional Services	Sheila Stowell	Community Engagement Commissior	137.50
82039	06/23/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
82039	06/23/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting & Special RED	387.50
82127	06/30/2016	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	331.25
82127	06/30/2016	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
81949	06/15/2016	General Fund	Professional Services	Trans Union, LLC	Credit Reports	11.10
81950	06/15/2016	General Fund	Professional Services	TransUnion Risk and Alternative	Acct: 212095	38.50
81953	06/15/2016	General Fund	Professional Services	Twin Cities Transport & Recove	Towing Service	85.00
Professional Services Total:						34,533.54
0	06/22/2016	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	13,457.99
State Income Tax Total:						13,457.99
82129	06/30/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	76.89
82129	06/30/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	16.72
82129	06/30/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	245.29

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82129	06/30/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	349.02
82129	06/30/2016	General Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	322.20
81955	06/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	953.11
81955	06/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	70.47
81955	06/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	35.01
81955	06/15/2016	General Fund	Telephone	Verizon Wireless	Cell Phones	542.31
Telephone Total:						2,611.02
82068	06/30/2016	General Fund	Training	Calibre Press, Inc.	Leadership Training-J. Adams	329.00
0	06/23/2016	General Fund	Training	Caribou Coffee- CC	Use of Force Training Supplies	12.84
0	06/30/2016	General Fund	Training	James Chandler	Training Expenses Reimbursement	114.48
82077	06/30/2016	General Fund	Training	Dakota County Technical College	Classroom & Driver Training Facility	2,200.00
0	06/23/2016	General Fund	Training	Dixie Bar-B-Que-CC	Use of Force Training Supplies	45.37
0	06/23/2016	General Fund	Training	EventBrite-CC	Workplace Violence Seminar-Scheide	53.49
0	06/23/2016	General Fund	Training	EZ Register-CC	Disciplinary Challenges Training	250.00
0	06/23/2016	General Fund	Training	EZ Register-CC	Disciplinary Challenges Training	250.00
81999	06/23/2016	General Fund	Training	HCMC	EMT Refresher Course	395.00
0	06/23/2016	General Fund	Training	Holiday-CC	Use of Force Training Supplies	6.27
0	06/23/2016	General Fund	Training	Jersey Mikes Subs-CC	Use Of Force Training Supplies	41.84
0	06/23/2016	General Fund	Training	Crystal Jones	Training Expenses Reimbursement	110.35
82094	06/30/2016	General Fund	Training	Laerdal Medical Corporation	Adapter Chargers	338.75
81921	06/15/2016	General Fund	Training	MN BCA	Level One Leadership-Pitzl	240.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Lorn	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Denr	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Joe A	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Lace	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Marl	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Jesse	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Thor	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Sean	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Jason	75.00
82016	06/23/2016	General Fund	Training	MN BCA	Online Recertificatioin Training-Gran	75.00
0	06/23/2016	General Fund	Training	Pizza Luce-CC	Training Supplies	61.24
81934	06/15/2016	General Fund	Training	Relentless	Patrol Training-Steinberg	590.00
82031	06/23/2016	General Fund	Training	Relentless	Street Level Interdiciton Training-J. I	115.00
0	06/23/2016	General Fund	Training	Sirchie Finger Print-CC	Patrol Training-Craven	300.00
82036	06/23/2016	General Fund	Training	Southern Police Institute	Managing Major Cases Training-S. W	425.00
0	06/23/2016	General Fund	Training	Target- CC	Training Supplies	40.28
0	06/23/2016	General Fund	Training	Target- CC	Use of Force Training Supplies	9.15
81952	06/15/2016	General Fund	Training	Twin Cities Organized Retail Crime	Retail Crime Training-Pitzl	175.00
82045	06/23/2016	General Fund	Training	Twin Cities Transport & Recove	Towing Service	750.00
0	06/23/2016	General Fund	Training	Which Wich Sandwiches-CC	Use Of Force Training Supplies	93.41

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Training Total:						7,696.47
0	06/15/2016	General Fund	Tuition Reimbursement	Joe Adams	Tuition Reimbursement	250.00
0	06/23/2016	General Fund	Tuition Reimbursement	Joe Adams	Tuition Reimbursement	1,500.00
0	06/23/2016	General Fund	Tuition Reimbursement	Dennis Kim	Tuition Reimbursement	255.00
0	06/23/2016	General Fund	Tuition Reimbursement	Dennis Kim	Tuition Reimbursement	255.00
Tuition Reimbursement Total:						2,260.00
0	06/15/2016	General Fund	Utilities	Xcel Energy	Street Lights	49.52
0	06/15/2016	General Fund	Utilities	Xcel Energy	Civil Defense	48.13
0	06/23/2016	General Fund	Utilities	Xcel Energy	Civil Defense	75.87
0	06/23/2016	General Fund	Utilities	Xcel Energy	Traffic Signal & Street Lights	1,657.32
0	06/23/2016	General Fund	Utilities	Xcel Energy	Street Lights	12,266.48
Utilities Total:						14,097.32
0	06/15/2016	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	2,343.55
Utilities - City Garage Total:						2,343.55
0	06/15/2016	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,239.06
Utilities - City Hall Total:						6,239.06
0	06/23/2016	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	276.18
Utilities - Old City Hall Total:						276.18
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Alex Air Apparatus, Inc.	PAC 3500	400.00
81886	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Batteries Plus Bulbs #209	Batteries	242.95
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	593.08
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	55.98
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	2016 BLANKET PO FOR VEHICLE	214.18
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Fastenal Company Inc.	Vehicle Supplies	96.72
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	32.62
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	350.36
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	163.50
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	2016 BLANKET PO FOR VEHICLE	3.54
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Absorbent	42.06
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Coupler	39.42

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0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Hydraulic Rubber Hose	127.26
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Air Hose, Coupling	126.19
81904	06/15/2016	General Fund	Vehicle Supplies & Maintenance	HealthEast Vehicle Services	Vehicle Updating	121.77
81904	06/15/2016	General Fund	Vehicle Supplies & Maintenance	HealthEast Vehicle Services	Vehicle Updating	28.55
81904	06/15/2016	General Fund	Vehicle Supplies & Maintenance	HealthEast Vehicle Services	Vehicle Updating	1,309.12
82093	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Lacal Equipment Inc	Blades, Bearings, Belt Cover	682.86
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Filters	147.37
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Oil Filters	72.76
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Larson Companies	Oil Filters	23.24
81916	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Liberty Tire Services, LLC	Tire Recycling	93.00
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Midway Ford Co	Vehicle Supplies	75.97
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	143.09
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	15.57
0	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	66.59
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	-49.50
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	16.98
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	374.00
0	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	2016 BLANKET PO FOR VEHICLE	13.11
81927	06/15/2016	General Fund	Vehicle Supplies & Maintenance	OSI Environmental Inc	Used Oil Collection	100.00
82025	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Powerplan BF	Nuts, Bolts	49.17
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	PTS Tool Supply-CC	Vehicle Supplies	50.00
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Step Tubes	220.97
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Square Tube Jack	41.47
81937	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Roseville Chrysler Jeep Dodge	2016 BLANKET PO FOR VEHICLE	19.68
81945	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	2016 BLANKET PO FOR VEHICLE	-100.00
81945	06/15/2016	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	2016 BLANKET PO FOR VEHICLE	110.58
82130	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Titan Machinery	Vehicle Supplies	1,078.39
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Total Tool	Wheel	68.06
82043	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Drive Tube	748.80
82133	06/30/2016	General Fund	Vehicle Supplies & Maintenance	Tri State Bobcat, Inc	Bracket	27.52
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Ziegler Inc	Vehicle Supplies	328.65
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Ziegler Inc	Vehicle Supplies	9.81
0	06/23/2016	General Fund	Vehicle Supplies & Maintenance	Ziegler Inc	Vehicle Supplies	569.28
Vehicle Supplies & Maintenance Total:						8,944.72
Fund Total:						336,083.75
0	06/23/2016	General Fund Donations	General - Donations	4Imprint-CC	Magnet Clip	312.01
0	06/23/2016	General Fund Donations	General - Donations	Store Smart/Scrap Smart-CC	Travel Zip Packages	1,045.00

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General - Donations Total:						1,357.01
Fund Total:						1,357.01
82041	06/23/2016	Golf Course	Advertising	Tee Times Press	Kid Friendly Courses Program Adver	250.00
Advertising Total:						250.00
82047	06/23/2016	Golf Course	Clothing	The Vernon Company	Polo Shirts	875.14
Clothing Total:						875.14
0	06/23/2016	Golf Course	Contract Maintenance	MTI Distributing, Inc.	Irrigation Supplies	524.87
81926	06/15/2016	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Restroom	50.00
Contract Maintenance Total:						574.87
0	06/22/2016	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	763.16
Federal Income Tax Total:						763.16
0	06/22/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	123.68
0	06/22/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	528.87
FICA Employee Ded. Total:						652.55
0	06/22/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	123.68
0	06/22/2016	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	528.87
FICA Employers Share Total:						652.55
82004	06/23/2016	Golf Course	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	73.48
Life Ins. Employee Total:						73.48
82004	06/23/2016	Golf Course	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	4.80

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					Life Ins. Employer Total:	4.80
82004	06/23/2016	Golf Course	Long Term Disability	LINA	Life Insurance Premiums-June 2016	18.31
					Long Term Disability Total:	18.31
82011	06/23/2016	Golf Course	Memberships & Subscriptions	MGA, INC	Member Club Dues	90.00
					Memberships & Subscriptions Total:	90.00
82069	06/30/2016	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages for Resale	176.90
81990	06/23/2016	Golf Course	Merchandise For Sale	Coca Cola Refreshments	Beverages for Resale	422.64
0	06/23/2016	Golf Course	Merchandise For Sale	GolfEtail-CC	Merchandise for Resale	635.48
0	06/23/2016	Golf Course	Merchandise For Sale	GolfEtail-CC	Merchandise for Resale-Credit	-59.94
0	06/23/2016	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Items	148.13
					Merchandise For Sale Total:	1,323.21
0	06/22/2016	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	52.15
					MN State Retirement Total:	52.15
0	06/22/2016	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	50.00
					MNDCP Def Comp Total:	50.00
81903	06/15/2016	Golf Course	Operating Supplies	Gertens Greenhouses	Pesticide	1,140.00
0	06/30/2016	Golf Course	Operating Supplies	Hornungs Pro Golf Sales, Inc.	Golf Supplies	243.93
0	06/23/2016	Golf Course	Operating Supplies	MIDC Enterprises- CC	Irrigation Repair Parts	47.85
0	06/15/2016	Golf Course	Operating Supplies	MTI Distributing, Inc.	Repair Kit	177.54
0	06/23/2016	Golf Course	Operating Supplies	Restaurant Depot- CC	Concession Items	53.19
0	06/23/2016	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Plumbing Supplies	40.86
82047	06/23/2016	Golf Course	Operating Supplies	The Vernon Company	Golf Towels	454.70
82142	06/30/2016	Golf Course	Operating Supplies	Winfield Solutions, LLC	Golf Course Supplies	579.27
82142	06/30/2016	Golf Course	Operating Supplies	Winfield Solutions, LLC	Golf Course Supplies	371.86
					Operating Supplies Total:	3,109.20
0	06/22/2016	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	338.96

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						338.96
0	06/22/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	338.96
0	06/22/2016	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	52.15
PERA Employer Share Total:						391.11
0	06/22/2016	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	352.95
State Income Tax Total:						352.95
82129	06/30/2016	Golf Course	Telephone	T Mobile	Cell Phones-Acct: 876644423	52.04
Telephone Total:						52.04
0	06/23/2016	Golf Course	Training	PayPal-CC	Alcohol Training	12.71
Training Total:						12.71
0	06/23/2016	Golf Course	Use Tax Payable	Xcel Energy	Sales/Use Tax	-35.94
Use Tax Payable Total:						-35.94
0	06/23/2016	Golf Course	Utilities	Xcel Energy	Golf Course	558.67
Utilities Total:						558.67
0	06/23/2016	Golf Course	Vehicle Supplies & Maintenance	PartsTree-CC	Toro Mower Repair Parts	91.41
Vehicle Supplies & Maintenance Total:						91.41
Fund Total:						10,251.33
82003	06/23/2016	Housing & Redevelopment Agency	Attorney Fees	Kennedy & Graven, Chartered	General Legal Services	1,053.25
Attorney Fees Total:						1,053.25
0	06/22/2016	Housing & Redevelopment Agency	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	8.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						8.94
0	06/22/2016	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	30.23
0	06/22/2016	Housing & Redevelopment Agency	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	7.07
FICA Employee Ded. Total:						37.30
0	06/22/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	7.07
0	06/22/2016	Housing & Redevelopment Agency	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	30.23
FICA Employers Share Total:						37.30
82127	06/30/2016	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	4.70
82127	06/30/2016	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Economic Development Authority M	206.25
Professional Services Total:						210.95
0	06/22/2016	Housing & Redevelopment Agency	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	4.78
State Income Tax Total:						4.78
82037	06/23/2016	Housing & Redevelopment Agency	Training	St. Paul Area Chamber of Commere	Small Business Series Sponsorship	300.00
Training Total:						300.00
0	06/15/2016	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Parking Reimbursement	23.00
Transportation Total:						23.00
Fund Total:						1,675.52
81947	06/15/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2584 Charlotte St.	80.00
81947	06/15/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 3024 Fairview	80.00
81947	06/15/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2660 Hamline Ave	80.00
81947	06/15/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2660 Hamline Ave	116.98
81947	06/15/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 351 Sandhurst Dr.	80.00
82132	06/30/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 1991 Eldridge	80.00
82132	06/30/2016	HRA Property Abatement Program	Payments to Contractors	TMR Quality Lawn Service	Lawn Service @ 2591 Charlotte	130.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Payments to Contractors Total:						646.98
Fund Total:						646.98
0	06/23/2016	Information Technology	Computer Equipment	Amazon.com- CC	Disk Drives	506.97
0	06/23/2016	Information Technology	Computer Equipment	Amazon.com- CC	Wireless Stations	259.96
0	06/23/2016	Information Technology	Computer Equipment	Amazon.com- CC	Ethernet Switches	378.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	619.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
82071	06/30/2016	Information Technology	Computer Equipment	CDW Government, Inc.	Computer Supplies	1,427.21
82099	06/30/2016	Information Technology	Computer Equipment	Marco Technologies, LLC	Corporate Device License	2,810.00
Computer Equipment Total:						10,873.14
82099	06/30/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Corporate Device License	1,015.52
82099	06/30/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Corporate Device License-Cameras	1,015.52
82099	06/30/2016	Information Technology	Contract Maintenance	Marco Technologies, LLC	Corporate Device License	253.88
0	06/23/2016	Information Technology	Contract Maintenance	McAfee, Inc-CC	Monthly Spam Filtering Service	880.00
82104	06/30/2016	Information Technology	Contract Maintenance	Nardini Fire Equipment Co, Inc	Fire Suppression Inspection	200.00
0	06/23/2016	Information Technology	Contract Maintenance	Network Solutions- CC	Reactivate Expired Domain Name-NC	34.99
0	06/15/2016	Information Technology	Contract Maintenance	SHI International Corp	ESD Software	332.00
0	06/15/2016	Information Technology	Contract Maintenance	SHI International Corp	ESD Software Contract	1,188.00
0	06/23/2016	Information Technology	Contract Maintenance	SHI International Corp	Creative Cloud for Teams	65.00
0	06/23/2016	Information Technology	Contract Maintenance	SHI International Corp	vSphere Support	2,916.00
0	06/23/2016	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Subscription	12.00
0	06/23/2016	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Subscription	12.00
0	06/30/2016	Information Technology	Contract Maintenance	SHI International Corp	Acrobat Subscription License	13.00
81954	06/15/2016	Information Technology	Contract Maintenance	US Internet	Securrence	10.32
Contract Maintenance Total:						7,948.23
0	06/22/2016	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	4,791.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						4,791.89
82051	06/23/2016	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	Fiber Maintenance-Acct: 011277	2,750.81
Fiber Maintenance & Locates Total:						2,750.81
0	06/22/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	631.43
0	06/22/2016	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	2,699.98
FICA Employee Ded. Total:						3,331.41
0	06/22/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	631.43
0	06/22/2016	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	2,699.98
FICA Employers Share Total:						3,331.41
82027	06/23/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	455.83
HSA Employee Total:						455.83
0	06/23/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2016 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
81895	06/15/2016	Information Technology	Internet	City of North St. Paul	Billing Interconnects	5,377.95
81895	06/15/2016	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	666.00
81895	06/15/2016	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
81895	06/15/2016	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,845.00
81957	06/15/2016	Information Technology	Internet	XO Communications Inc.	Internet	1,104.78
Internet Total:						12,593.73
82004	06/23/2016	Information Technology	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	143.46
Life Ins. Employee Total:						143.46
82004	06/23/2016	Information Technology	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	75.60
Life Ins. Employer Total:						75.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82004	06/23/2016	Information Technology	Long Term Disability	LINA	Life Insurance Premiums-June 2016	255.05
Long Term Disability Total:						255.05
0	06/22/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	448.22
MN State Retirement Total:						448.22
0	06/23/2016	Information Technology	Operating Supplies	Amazon.com- CC	Conduit Adapters for Security Camera	85.70
0	06/23/2016	Information Technology	Operating Supplies	Amazon.com- CC	Video Adapter Cables	48.00
81890	06/15/2016	Information Technology	Operating Supplies	CDW Government, Inc.	Backpack	27.83
81983	06/23/2016	Information Technology	Operating Supplies	CDW Government, Inc.	Computer Supplies	23.93
81983	06/23/2016	Information Technology	Operating Supplies	CDW Government, Inc.	Computer Supplies	355.20
82071	06/30/2016	Information Technology	Operating Supplies	CDW Government, Inc.	Laptop Sleeve	13.90
82099	06/30/2016	Information Technology	Operating Supplies	Marco Technologies, LLC	Corporate Device License	1,153.00
82099	06/30/2016	Information Technology	Operating Supplies	Marco Technologies, LLC	Corporate Device License	246.00
82099	06/30/2016	Information Technology	Operating Supplies	Marco Technologies, LLC	Axis Surveillance Cabinet	484.00
0	06/23/2016	Information Technology	Operating Supplies	Monoprice.Com-CC	Cables	99.54
Operating Supplies Total:						2,537.10
0	06/22/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	2,913.20
PERA Employee Ded Total:						2,913.20
0	06/22/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	2,913.20
0	06/22/2016	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	448.22
PERA Employer Share Total:						3,361.42
0	06/22/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	1,794.16
State Income Tax Total:						1,794.16
82129	06/30/2016	Information Technology	Telephone	T Mobile	Cell Phones-Acct: 876644423	99.62
81955	06/15/2016	Information Technology	Telephone	Verizon Wireless	Cell Phones	491.22
Telephone Total:						590.84
0	06/30/2016	Information Technology	Transportation	Anthony Greseth	Mileage Reimbursement	108.00
0	06/30/2016	Information Technology	Transportation	Jesse Richardson	Mileage Reimbursement	227.88

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Transportation Total:						335.88
Fund Total:						58,756.38
81983	06/23/2016	License Center	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
81983	06/23/2016	License Center	Computer Equipment	CDW Government, Inc.	Computer Supplies	609.00
Computer Equipment Total:						1,218.00
81902	06/15/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
81902	06/15/2016	License Center	Contract Maintenance	G & K Services	Mats	23.60
81917	06/15/2016	License Center	Contract Maintenance	Linn Building Maintenance	Building Maintenance	668.63
Contract Maintenance Total:						715.83
0	06/22/2016	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	3,401.42
Federal Income Tax Total:						3,401.42
0	06/22/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	493.23
0	06/22/2016	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	2,108.94
FICA Employee Ded. Total:						2,602.17
0	06/22/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	493.23
0	06/22/2016	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	2,108.94
FICA Employers Share Total:						2,602.17
82027	06/23/2016	License Center	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	213.06
HSA Employee Total:						213.06
82004	06/23/2016	License Center	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	128.50
Life Ins. Employee Total:						128.50
82004	06/23/2016	License Center	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	48.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	48.00
82004	06/23/2016	License Center	Long Term Disability	LINA	Life Insurance Premiums-June 2016	135.41
					Long Term Disability Total:	135.41
0	06/23/2016	License Center	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2016 Minnesota I	123.84
					Minnesota Benefit Ded Total:	123.84
0	06/22/2016	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	345.61
					MN State Retirement Total:	345.61
0	06/22/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	389.58
0	06/22/2016	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	250.00
					MNDCP Def Comp Total:	639.58
0	06/15/2016	License Center	Office Supplies	Innovative Office Solutions	Office Supplies	125.58
0	06/23/2016	License Center	Office Supplies	Office Depot- CC	Office Supplies	33.56
0	06/23/2016	License Center	Office Supplies	Pakor-CC	Office Supplies	569.24
					Office Supplies Total:	728.38
82120	06/30/2016	License Center	Operating Supplies	Signarama Roseville	Window Graphics	73.64
82131	06/30/2016	License Center	Operating Supplies	TLJ International, Inc.	Datalogic Gryphons	558.59
82131	06/30/2016	License Center	Operating Supplies	TLJ International, Inc.	Datalogic Gryphon	236.31
					Operating Supplies Total:	868.54
82071	06/30/2016	License Center	Other Improvements	CDW Government, Inc.	Laserjet Pro	190.05
					Other Improvements Total:	190.05
0	06/22/2016	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	2,107.43
					PERA Employee Ded Total:	2,107.43
0	06/22/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	2,107.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/22/2016	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	324.22
PERA Employer Share Total:						2,431.65
0	06/23/2016	License Center	Postage	USPS-CC	Postage	258.00
Postage Total:						258.00
82100	06/30/2016	License Center	Professional Services	McGough Facility Management, LI	Facility Management	359.16
0	06/15/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	186.68
0	06/30/2016	License Center	Professional Services	Quicksilver Express Courier	Courier Service	187.32
Professional Services Total:						733.16
0	06/15/2016	License Center	Rental	Gaughan Properties	License Center Rent-July 2016	5,315.93
Rental Total:						5,315.93
0	06/22/2016	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	1,435.56
State Income Tax Total:						1,435.56
0	06/30/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	252.72
Transportation Total:						252.72
0	06/15/2016	License Center	Utilities	Xcel Energy	License Center	530.05
Utilities Total:						530.05
Fund Total:						27,025.06
81900	06/15/2016	Multi-Family&Housing Program	210 So. McCarrons Land Purchas	Edina Realty	201 S. McCarrons Earnest Money	15,000.00
210 So. McCarrons Land Purchas Total:						15,000.00
82090	06/30/2016	Multi-Family&Housing Program	210 So. McCarrons Prof Service	Kennedy & Graven, Chartered	Purchase of 210 McCarrons Legal Sei	736.61

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
210 So. McCarrons Prof Service Total:						736.61
Fund Total:						15,736.61
82034	06/23/2016	Municipal Community Band	Operating Supplies	Nadine Schultz	Funeral Flowers Reimbursement	82.93
Operating Supplies Total:						82.93
Fund Total:						82.93
82008	06/23/2016	P & R Contract Maintenance	Contract Maintenance	McCaren Designs, Inc.	Exterior Landscape Maintenance	457.65
82008	06/23/2016	P & R Contract Maintenance	Contract Maintenance	McCaren Designs, Inc.	Exterior Landscape Maintenance	457.65
82008	06/23/2016	P & R Contract Maintenance	Contract Maintenance	McCaren Designs, Inc.	Exterior Landscape Maintenance	5.00
Contract Maintenance Total:						920.30
0	06/21/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 01001.06.2016 Federal Incc	197.53
0	06/22/2016	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	3,297.99
Federal Income Tax Total:						3,495.52
0	06/21/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 01001.06.2016 FICA Empl	185.99
0	06/21/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 01001.06.2016 Medicare E	43.49
0	06/22/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	416.52
0	06/22/2016	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	1,781.01
FICA Employee Ded. Total:						2,427.01
0	06/21/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 01001.06.2016 FICA Empl	185.99
0	06/21/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 01001.06.2016 Medicare E	43.49
0	06/22/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	1,781.01
0	06/22/2016	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	416.52
FICA Employers Share Total:						2,427.01
82027	06/23/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA WI En	34.62
82027	06/23/2016	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	384.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employee Total:	419.24
82004	06/23/2016	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	89.71
					Life Ins. Employee Total:	89.71
82004	06/23/2016	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	39.60
					Life Ins. Employer Total:	39.60
82004	06/23/2016	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premiums-June 2016	92.82
					Long Term Disability Total:	92.82
0	06/22/2016	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	241.91
					MN State Retirement Total:	241.91
0	06/22/2016	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	175.00
					MNDCP Def Comp Total:	175.00
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Bachman's-CC	Arboretum Supplies	127.85
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Blick Art Materials-CC	Arboretum Supplies	18.26
82070	06/30/2016	P & R Contract Maintenance	Operating Supplies	Carlin Horticultural Supplies	Flowers	290.07
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Carlin Sales-CC	Arboretum Supplies	106.72
82072	06/30/2016	P & R Contract Maintenance	Operating Supplies	Central Power Distributors Inc	Spec. Belt	36.77
82072	06/30/2016	P & R Contract Maintenance	Operating Supplies	Central Power Distributors Inc	Weed Whip Parts	158.50
82074	06/30/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Supplies	1.22
82074	06/30/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Supplies	1.22
82074	06/30/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Supplies	1.22
82074	06/30/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Supplies	1.22
82074	06/30/2016	P & R Contract Maintenance	Operating Supplies	Cintas Corporation #470	Uniform Supplies	24.94
82076	06/30/2016	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	115.10
82076	06/30/2016	P & R Contract Maintenance	Operating Supplies	Commercial Pool	Pool Supplies	116.97
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Cub Foods- CC	Arboretum Supplies	21.98
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Dalco Enterprises-CC	Cleaning Supplies	113.75
82080	06/30/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	220.00
82080	06/30/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	733.50
82080	06/30/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	592.50
82080	06/30/2016	P & R Contract Maintenance	Operating Supplies	Fra-Dor Inc.	Western Cedar	756.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82081	06/30/2016	P & R Contract Maintenance	Operating Supplies	Gary Carlson Equipment, Corp.	Yellow Safety Tape	35.72
82082	06/30/2016	P & R Contract Maintenance	Operating Supplies	Gertens Greenhouses	Arboretum Supplies	245.54
0	06/30/2016	P & R Contract Maintenance	Operating Supplies	Grainger Inc	Swing Chain	282.20
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Shelter Repair Items	265.35
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Deck Supplies	35.19
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Arboretum Supplies	68.64
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Menards-CC	Wood Lath	24.07
82101	06/30/2016	P & R Contract Maintenance	Operating Supplies	MIDC Enterprises	Solenoid	50.23
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Missing Reciept-Schlosser	57.51
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Deck Supplies	93.16
0	06/23/2016	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Fasteners	12.00
82134	06/30/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	392.70
82134	06/30/2016	P & R Contract Maintenance	Operating Supplies	Trio Supply Company	Restroom Supplies	579.52
82138	06/30/2016	P & R Contract Maintenance	Operating Supplies	Wagner Greenhouses, Inc.	Nursery Supplies	401.90
Operating Supplies Total:						5,981.52
0	06/22/2016	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	1,616.38
PERA Employee Ded Total:						1,616.38
0	06/22/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	248.66
0	06/22/2016	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	1,616.38
PERA Employer Share Total:						1,865.04
82026	06/23/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	4,902.00
82026	06/23/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	2,103.00
82026	06/23/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	1,795.00
82026	06/23/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	495.00
82026	06/23/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	DISEASED AND HAZARD TREE R	1,020.00
82026	06/23/2016	P & R Contract Maintenance	Professional Services	Precision Landscape & Tree,Inc	Tree Removal	432.00
Professional Services Total:						10,747.00
81926	06/15/2016	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom	8.93
81926	06/15/2016	P & R Contract Maintenance	Rental	On Site Sanitation, Inc.	Restroom	50.00
Rental Total:						58.93
0	06/21/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 01001.06.2016 State Incom	86.57
0	06/22/2016	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	1,320.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
State Income Tax Total:						1,407.36
82129	06/30/2016	P & R Contract Maintenance	Telephone	T Mobile	Cell Phones-Acct: 876644423	330.52
81955	06/15/2016	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	384.00
81955	06/15/2016	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
Telephone Total:						749.53
0	06/23/2016	P & R Contract Maintenance	Training	Board of Aelslagid-CC	Missing Receipt-Evenson	122.00
Training Total:						122.00
0	06/15/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	1,103.92
0	06/23/2016	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	2,934.81
Utilities Total:						4,038.73
Fund Total:						36,914.61
0	06/30/2016	Park Renewal 2011	Capital Outlay	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	2,077.60
0	06/30/2016	Park Renewal 2011	Capital Outlay	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	154.14
Capital Outlay Total:						2,231.74
0	06/15/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	1,567.50
0	06/15/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	3,359.20
0	06/15/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Tennis Court Improvements	33,606.25
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	760.50
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	741.75
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	1,781.25
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	760.50
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	582.75
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	393.75
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	111.00
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	871.75
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	860.75
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	178.00
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	996.50
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	725.00
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	9,745.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	749.50
0	06/30/2016	Park Renewal 2011	Contractor Payments	Peterson Companies, Inc.	Park Renewal Electrical-Final Payme	972.25
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	25,296.77
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	2,458.36
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	17,819.12
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	8,424.78
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	516.80
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	456.00
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	10,975.95
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	1,552.54
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	1,803.46
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	1,104.14
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	4,931.48
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	370.49
0	06/30/2016	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Natural Resources/Restoration Projec	4,118.52
0	06/30/2016	Park Renewal 2011	Contractor Payments	Urban Companies	Turf Improvements, Ball Field, Fencii	26,736.90
0	06/30/2016	Park Renewal 2011	Contractor Payments	Urban Companies	Turf Improvements, Ball Field, Fencii	23,263.10
Contractor Payments Total:						188,592.36
Fund Total:						190,824.10
0	06/23/2016	Pathway Maintenance Fund	Operating Supplies	Batteries Plus-CC	Batteries	68.94
82075	06/30/2016	Pathway Maintenance Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	180.75
81931	06/15/2016	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Barrel Rental	198.15
81931	06/15/2016	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Barrel Rental	186.00
82028	06/23/2016	Pathway Maintenance Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Arrow Rental	453.20
0	06/23/2016	Pathway Maintenance Fund	Operating Supplies	Suburban Ace Hardware-CC	Hatchet	26.98
Operating Supplies Total:						1,114.02
Fund Total:						1,114.02
0	06/23/2016	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture Service	717.50
81938	06/15/2016	Police - DWI Enforcement	Professional Services	SanRon Properties, Inc.	Vehicle Storage	500.00
Professional Services Total:						1,217.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						1,217.50
0	06/22/2016	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	371.11
Federal Income Tax Total:						371.11
0	06/22/2016	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	35.19
FICA Employee Ded. Total:						35.19
0	06/22/2016	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	35.19
FICA Employers Share Total:						35.19
82027	06/23/2016	Police Grants	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	11.15
HSA Employee Total:						11.15
82004	06/23/2016	Police Grants	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	2.38
Life Ins. Employee Total:						2.38
82004	06/23/2016	Police Grants	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	0.86
Life Ins. Employer Total:						0.86
82004	06/23/2016	Police Grants	Long Term Disability	LINA	Life Insurance Premiums-June 2016	2.79
Long Term Disability Total:						2.79
0	06/22/2016	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	24.64
MN State Retirement Total:						24.64
0	06/22/2016	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	47.93
MNDCP Def Comp Total:						47.93
0	06/22/2016	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	266.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						266.17
0	06/22/2016	Police Grants	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	399.26
PERA Employer Share Total:						399.26
0	06/22/2016	Police Grants	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	125.14
State Income Tax Total:						125.14
Fund Total:						1,321.81
81955	06/15/2016	Police Forfeiture Fund	Professional Services	Verizon Wireless	Cell Phones	70.02
Professional Services Total:						70.02
Fund Total:						70.02
82103	06/30/2016	Police Vehicle Revolving	Capital Outlay	MorphoTrust, USA	CIP Equipment	2,759.00
0	06/23/2016	Police Vehicle Revolving	Capital Outlay	Streicher's	Rifle Equipment Replacement	3,360.00
Capital Outlay Total:						6,119.00
0	06/23/2016	Police Vehicle Revolving	Vehicles & Equipment	Applied Concepts, Inc.	Squad Car Supplies	2,895.00
81904	06/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	10,027.04
81904	06/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	609.39
81904	06/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	327.00
81904	06/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	1,365.39
81904	06/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	2,031.69
81904	06/15/2016	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Vehicle Updating	529.70
Vehicles & Equipment Total:						17,785.21
Fund Total:						23,904.21
82106	06/30/2016	Recreation Donations	Operating Supplies	Oakdale Rental Center	Concrete Trailor Rental	194.00

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					Operating Supplies Total:	194.00
					Fund Total:	194.00
82014	06/23/2016	Recreation Fund	Advertising	Mighty Dog Media, LLC	Advertising	1,200.00
					Advertising Total:	1,200.00
81906	06/15/2016	Recreation Fund	Building Rental	Nathan Hufnagle	Damage Deposit Refund	400.00
					Building Rental Total:	400.00
0	06/15/2016	Recreation Fund	Clothing	John Brown	Boots Reimbursement Per Union Con	114.95
					Clothing Total:	114.95
81917	06/15/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Building Maintenance	1,030.63
0	06/15/2016	Recreation Fund	Contract Maintenance	Printers Service Inc	Ice Knife Sharpening	20.00
					Contract Maintenance Total:	1,050.63
81917	06/15/2016	Recreation Fund	Contract Maintenance	Linn Building Maintenance	Building Maintenance	834.63
					Contract Maintenance Total:	834.63
81984	06/23/2016	Recreation Fund	Deposits - Arboretum Bricks	Central Park Foundation	Membership Credit Card Reimbursen	500.00
					Deposits - Arboretum Bricks Total:	500.00
0	06/22/2016	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	4,594.66
					Federal Income Tax Total:	4,594.66
81905	06/15/2016	Recreation Fund	Fee Program Revenue	Elias Hernandez	Key Deposit Refund	25.00
81913	06/15/2016	Recreation Fund	Fee Program Revenue	Renee Larson	Key Deposit Refund	25.00
81914	06/15/2016	Recreation Fund	Fee Program Revenue	Meg Layese	Key Deposit Refund	25.00
82005	06/23/2016	Recreation Fund	Fee Program Revenue	Michael Martin	Key Deposit Refund	25.00
82006	06/23/2016	Recreation Fund	Fee Program Revenue	Linda Martinez	Key Deposit Refund	25.00
82018	06/23/2016	Recreation Fund	Fee Program Revenue	MN Teamsters Retirees Club	Key Deposit Refund	25.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82024	06/23/2016	Recreation Fund	Fee Program Revenue	Pam Peyton	Key Deposit Refund	25.00
81932	06/15/2016	Recreation Fund	Fee Program Revenue	Steve Ray	Key Deposit Refund	25.00
82042	06/23/2016	Recreation Fund	Fee Program Revenue	Chue Thao	Key Deposit Refund	25.00
Fee Program Revenue Total:						225.00
0	06/22/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	3,270.35
0	06/22/2016	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	764.84
FICA Employee Ded. Total:						4,035.19
0	06/22/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	3,270.35
0	06/22/2016	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	764.84
FICA Employers Share Total:						4,035.19
82027	06/23/2016	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	200.39
HSA Employee Total:						200.39
0	06/23/2016	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2016 ICMA Defe	550.00
ICMA Def Comp Total:						550.00
82004	06/23/2016	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	69.40
Life Ins. Employee Total:						69.40
82004	06/23/2016	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	52.80
Life Ins. Employer Total:						52.80
82004	06/23/2016	Recreation Fund	Long Term Disability	LINA	Life Insurance Premiums-June 2016	160.15
Long Term Disability Total:						160.15
0	06/22/2016	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	415.13
MN State Retirement Total:						415.13
0	06/22/2016	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	1,308.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						1,308.41
0	06/15/2016	Recreation Fund	Office Supplies	Innovative Office Solutions	Office Supplies	44.94
0	06/23/2016	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	53.94
Office Supplies Total:						98.88
0	06/23/2016	Recreation Fund	Operating Supplies	Able Hose & Rubber Inc	Hose	68.00
0	06/23/2016	Recreation Fund	Operating Supplies	Acorn Naturalists-CC	Program Supplies	71.23
81887	06/15/2016	Recreation Fund	Operating Supplies	Beacon Athletics	Base Sets, Home Plates	776.00
0	06/23/2016	Recreation Fund	Operating Supplies	Lonnie Brokke	Volunteer Supplies Reimbursement	43.90
0	06/23/2016	Recreation Fund	Operating Supplies	Byerly's- CC	Program Supplies	94.99
0	06/23/2016	Recreation Fund	Operating Supplies	Certified Laboratories, Inc.	Skating Center Supplies	216.39
0	06/23/2016	Recreation Fund	Operating Supplies	Cub Foods- CC	Bowling Group Supplies	23.56
81898	06/15/2016	Recreation Fund	Operating Supplies	Daktronics Inc	Power Supply	275.00
0	06/23/2016	Recreation Fund	Operating Supplies	Dominos Pizza-CC	Ice Show Supplie	54.57
0	06/23/2016	Recreation Fund	Operating Supplies	Donut Hut-CC	Pastries	15.72
81901	06/15/2016	Recreation Fund	Operating Supplies	EMP	Athletic Tape	68.65
0	06/23/2016	Recreation Fund	Operating Supplies	Fastenal Company Inc.	Conical	2.51
0	06/23/2016	Recreation Fund	Operating Supplies	Fastenal Company Inc.	Handroll, Cable Ties	26.46
0	06/15/2016	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	455.60
0	06/23/2016	Recreation Fund	Operating Supplies	Flowerama-CC	Ice Show Flowers	107.58
0	06/15/2016	Recreation Fund	Operating Supplies	Grainger Inc	Batteries	77.88
0	06/23/2016	Recreation Fund	Operating Supplies	Green Field Paper-CC	Missing Reciept-D. Cash	54.18
0	06/23/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Carpet Tape	17.94
0	06/23/2016	Recreation Fund	Operating Supplies	Michaels-CC	Program Supplies	162.51
0	06/23/2016	Recreation Fund	Operating Supplies	Michaels-CC	Framing	109.71
0	06/23/2016	Recreation Fund	Operating Supplies	Pickleball-CC	Pickleball Supplies	103.92
82029	06/23/2016	Recreation Fund	Operating Supplies	RAHS/Raider Grafix	T-Shirts Screen Printing	500.00
81935	06/15/2016	Recreation Fund	Operating Supplies	Matt Richards	Ice Show Decorations Reimbursemen	306.32
0	06/23/2016	Recreation Fund	Operating Supplies	Rosedale Center-CC	Run for the Roses Awards	640.00
81941	06/15/2016	Recreation Fund	Operating Supplies	St. Croix Screen Printing, Inc.	T-Shirts	2,403.25
82124	06/30/2016	Recreation Fund	Operating Supplies	St. Paul Academy & Summit Schoo	Used Hockey Goal Frames	600.00
0	06/23/2016	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	115.68
0	06/23/2016	Recreation Fund	Operating Supplies	Staples-CC	Office Supplies	20.34
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	2,486.75
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	174.25
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	332.50
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	174.25
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	150.00
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	100.00
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	172.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/30/2016	Recreation Fund	Operating Supplies	Stitchin Post	Uniform Supplies	210.00
0	06/23/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Bolt Cutter	19.99
0	06/23/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Carborator Cleaner	11.98
0	06/23/2016	Recreation Fund	Operating Supplies	Subway-CC	Bowling Group Supplies	109.27
82137	06/30/2016	Recreation Fund	Operating Supplies	US Bank	Change for July 4	500.00
0	06/15/2016	Recreation Fund	Operating Supplies	Voss Lighting	Lamps	111.40
0	06/23/2016	Recreation Fund	Operating Supplies	Walgreens-CC	Missing Receipt-Anfang	5.25
0	06/23/2016	Recreation Fund	Operating Supplies	Walmart-CC	Distilled Water	10.73
0	06/23/2016	Recreation Fund	Operating Supplies	Wheeler Hardware-CC	Door Closer	206.18
Operating Supplies Total:						12,187.34
82129	06/30/2016	Recreation Fund	Other services	T Mobile	Cell Phones-Acct: 876644423	745.16
Other services Total:						745.16
0	06/22/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	3,037.22
PERA Employee Ded Total:						3,037.22
0	06/22/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	3,037.22
0	06/22/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	467.28
PERA Employer Share Total:						3,504.50
0	06/23/2016	Recreation Fund	Printing	Roseville Area Schools	Coaches Camp Flyer	246.24
Printing Total:						246.24
81975	06/21/2016	Recreation Fund	Professional Services	The Dixieland Pick-Up Band	Rose Parade Vendor	700.00
0	06/23/2016	Recreation Fund	Professional Services	3rd Lair Skate Park-CC	Skateboard Camp Deposit	600.00
81959	06/21/2016	Recreation Fund	Professional Services	728 Cadets	Rose Parade Band Travel Expenses	200.00
82052	06/30/2016	Recreation Fund	Professional Services	728 Cadets	Class AAA 1st Place	800.00
81960	06/21/2016	Recreation Fund	Professional Services	Alexandria Marching Band	Rose Parade Band Travel Expenses	325.00
82053	06/30/2016	Recreation Fund	Professional Services	Alexandria Marching Band	Class AA 2nd Place	500.00
81961	06/21/2016	Recreation Fund	Professional Services	Ancom Communications, Inc.	Rosefest Parade Radio Rental	150.00
82065	06/30/2016	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	192.00
81962	06/21/2016	Recreation Fund	Professional Services	Blaine Marching Bengals	Rose Parade Marching Band Expense	200.00
81963	06/21/2016	Recreation Fund	Professional Services	Buffalo High School Marching Ban	Rose Parade Band Expenses	325.00
82054	06/30/2016	Recreation Fund	Professional Services	Buffalo High School Marching Ban	Class AAA 3rd Place	300.00
81892	06/15/2016	Recreation Fund	Professional Services	Champion Youth	Self Defense Instructor	994.50
81964	06/21/2016	Recreation Fund	Professional Services	Champlin Park HS Marching Band	Rose Parade Band Expenses	200.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82055	06/30/2016	Recreation Fund	Professional Services	Champlin Park HS Marching Band	Class AA 3rd Place	300.00
0	06/23/2016	Recreation Fund	Professional Services	Jeff Crosby	Camp Coach	3,876.00
0	06/23/2016	Recreation Fund	Professional Services	Jeff Crosby	Camp Coach	2,176.00
0	06/30/2016	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	468.00
81877	06/15/2016	Recreation Fund	Professional Services	Wil Furnstahl	Rose Parade Band Judge	230.00
81965	06/21/2016	Recreation Fund	Professional Services	Henry Sibley Marching Band	Rose Parade Band Expenses	200.00
82056	06/30/2016	Recreation Fund	Professional Services	Henry Sibley Marching Band	Class AA 1st Place	800.00
82085	06/30/2016	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	240.00
82086	06/30/2016	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	288.00
81966	06/21/2016	Recreation Fund	Professional Services	Johmar Farms	Rosefest Parade Vendor	450.00
81909	06/15/2016	Recreation Fund	Professional Services	Lidia Klingenberg	Tennis Instruction	226.31
81967	06/21/2016	Recreation Fund	Professional Services	Lake City H.S. Marching Band	Rose Parade Band Expenses	225.00
82057	06/30/2016	Recreation Fund	Professional Services	Lake City H.S. Marching Band	Class A 2nd Place	500.00
81958	06/16/2016	Recreation Fund	Professional Services	Jessica Lee	Spring Music Classes 2016	1,188.00
81968	06/21/2016	Recreation Fund	Professional Services	Litchfield H. S. Marching Band	Rose Parade Band Expenses	325.00
82058	06/30/2016	Recreation Fund	Professional Services	Litchfield H. S. Marching Band	Class A 1st Place, Overall Grand Cha	900.00
81878	06/15/2016	Recreation Fund	Professional Services	Jon Mattheis	Rose Parade Band Judge	50.00
82009	06/23/2016	Recreation Fund	Professional Services	Kelli McClellan	Skating Show Music Editing	625.00
0	06/15/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	2,970.00
0	06/23/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,562.00
0	06/30/2016	Recreation Fund	Professional Services	Willie McCray	Umpire Service	2,980.00
0	06/23/2016	Recreation Fund	Professional Services	Kevin McKenzie	Shooting Academy Director	2,365.50
0	06/30/2016	Recreation Fund	Professional Services	Kevin McKenzie	Basketball Camp Director	4,988.00
0	06/30/2016	Recreation Fund	Professional Services	Kevin McKenzie	Basketball Camp Director	1,740.00
82102	06/30/2016	Recreation Fund	Professional Services	MN Historical Society	School Group	96.00
81924	06/15/2016	Recreation Fund	Professional Services	No Quit Fit, LLC	Fit Instructor	912.00
0	06/23/2016	Recreation Fund	Professional Services	Parking Ramp-CC	Safety & Loss Control Workshop Parl	6.00
81969	06/21/2016	Recreation Fund	Professional Services	Patriots Marching Band	Rose Parade Band Expenses	300.00
81879	06/15/2016	Recreation Fund	Professional Services	Barry Peterson	Rose Parade Band Judge	230.00
81970	06/21/2016	Recreation Fund	Professional Services	Powder Puff Clown Club	Rose Parade Vendor	300.00
81880	06/15/2016	Recreation Fund	Professional Services	Jessie Powell	Rose Parade Band Judge	150.00
81882	06/15/2016	Recreation Fund	Professional Services	Nick Powell	Rose Parade Band Judge	100.00
81881	06/15/2016	Recreation Fund	Professional Services	Lane Powell	Rose Parade Band Judge	360.00
81971	06/21/2016	Recreation Fund	Professional Services	Pyrotechnic Display Inc.	July 4th Fireworks	14,000.00
81972	06/21/2016	Recreation Fund	Professional Services	Richfield H.S. Marching Band	Rose Parade Band Expenses	200.00
82059	06/30/2016	Recreation Fund	Professional Services	Richfield H.S. Marching Band	Class A 3rd Place	300.00
81936	06/15/2016	Recreation Fund	Professional Services	Nancy Robbins	Sitelock Website Protection	89.00
82118	06/30/2016	Recreation Fund	Professional Services	Roseville Figure Skating Club	Ice Show Concession Staff Hours	672.00
82118	06/30/2016	Recreation Fund	Professional Services	Roseville Figure Skating Club	Open Competition Concession Staff F	680.00
82121	06/30/2016	Recreation Fund	Professional Services	Chris Simdorn	Football Camp Director	3,741.00
81973	06/21/2016	Recreation Fund	Professional Services	St. Michael-Albertville Marching B	Rose Parade Band Expenses	200.00
81974	06/21/2016	Recreation Fund	Professional Services	St. Paul Clown Club	Rose Parade Vendor	200.00
82128	06/30/2016	Recreation Fund	Professional Services	Shane Sturges	Volleyball Officiating	104.00
81883	06/15/2016	Recreation Fund	Professional Services	Tri State Band Judges	Rose Parade Band Judge	350.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
81976	06/21/2016	Recreation Fund	Professional Services	Twin Cities Unicycle Club	Rose Parade Vendor	450.00
82135	06/30/2016	Recreation Fund	Professional Services	Greg Ueland	Volleyball Camp Director	3,965.00
0	06/30/2016	Recreation Fund	Professional Services	Kathie Urbaniak	Reissue of Lost Check 81865	438.00
0	06/30/2016	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	388.00
81977	06/21/2016	Recreation Fund	Professional Services	Waconia H.S. Marching Band	Rose Parade Expenses	325.00
82060	06/30/2016	Recreation Fund	Professional Services	Waconia H.S. Marching Band	Class AAA 2nd Place	500.00
81978	06/21/2016	Recreation Fund	Professional Services	Zuhrah Shrine Antique Cars Unit	Rose Parade Vendor	650.00
Professional Services Total:						66,865.31
81926	06/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom	1,228.93
81926	06/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom	73.00
81926	06/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom	170.00
81926	06/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom	165.00
81926	06/15/2016	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom	122.14
Rental Total:						1,759.07
81979	06/23/2016	Recreation Fund	Skate Camp	3rd Lair SkatePark	Skate Camp Deposit	1,590.00
Skate Camp Total:						1,590.00
0	06/22/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	1,879.31
State Income Tax Total:						1,879.31
82129	06/30/2016	Recreation Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	398.04
81955	06/15/2016	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	174.54
Telephone Total:						572.58
82098	06/30/2016	Recreation Fund	Temporary Employees	Laura Linder	Payroll Check	488.00
Temporary Employees Total:						488.00
0	06/23/2016	Recreation Fund	Transportation	Steve K. Johnson	Mileage Reimbursement	47.52
Transportation Total:						47.52
81991	06/23/2016	Recreation Fund	Utilities	Comcast	Business Services	240.06
81991	06/23/2016	Recreation Fund	Utilities	Comcast	Business Services	252.76

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/15/2016	Recreation Fund	Utilities	Xcel Energy	P&R	458.93
0	06/23/2016	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	681.04
0	06/23/2016	Recreation Fund	Utilities	Xcel Energy	Skating Center	11,868.07
Utilities Total:						13,500.86
Fund Total:						126,268.52
81948	06/15/2016	Recreation Improvements	Tennis/Basketball Crt Repairs	Tournesol Siteworks	Fountain Replacement	6,100.00
Tennis/Basketball Crt Repairs Total:						6,100.00
Fund Total:						6,100.00
0	06/23/2016	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium-May 2016	8,900.00
Employer Insurance Total:						8,900.00
82096	06/30/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	Claim: C0023475	3,053.53
82096	06/30/2016	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	Claim: C0023886	3,053.53
Police Patrol Claims Total:						6,107.06
Fund Total:						15,007.06
81981	06/23/2016	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Sewer Lift Station	1,527.63
Cleveland Lift Station Repl Total:						1,527.63
0	06/30/2016	Sanitary Sewer	Clothing	Jason Hill	Boots Reimbursement	216.74
Clothing Total:						216.74
81919	06/15/2016	Sanitary Sewer	Contract Maintenance	McDonough's Waterjetting & Drain	Commercial Guzzling	3,202.25
82028	06/23/2016	Sanitary Sewer	Contract Maintenance	Q3 Contracting, Inc.	Sign, Arrow Rental	340.33
0	06/15/2016	Sanitary Sewer	Contract Maintenance	Total Tool	Annual Crane & Hoist Inspection	95.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						3,637.58
81939	06/15/2016	Sanitary Sewer	Contractor Payments	Anna Lynn Schwartz	Drainage Cleanup Reimbursement	935.00
0	06/15/2016	Sanitary Sewer	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance-Project 16-04	5,299.10
Contractor Payments Total:						6,234.10
0	06/22/2016	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	1,638.01
Federal Income Tax Total:						1,638.01
0	06/22/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	884.82
0	06/22/2016	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	206.99
FICA Employee Ded. Total:						1,091.81
0	06/22/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	884.82
0	06/22/2016	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	206.99
FICA Employers Share Total:						1,091.81
82027	06/23/2016	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	47.12
HSA Employee Total:						47.12
0	06/23/2016	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2016 ICMA Defe	26.22
ICMA Def Comp Total:						26.22
82004	06/23/2016	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	72.95
Life Ins. Employee Total:						72.95
82004	06/23/2016	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	23.37
Life Ins. Employer Total:						23.37
82004	06/23/2016	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premiums-June 2016	65.93

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Long Term Disability Total:						65.93
0	06/23/2016	Sanitary Sewer	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2016 Minnesota I	80.91
Minnesota Benefit Ded Total:						80.91
0	06/22/2016	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	148.00
MN State Retirement Total:						148.00
0	06/22/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	86.23
MNDCP Def Comp Total:						86.23
0	06/23/2016	Sanitary Sewer	Operating Supplies	Certified Laboratories-CC	Eyewear	111.11
0	06/23/2016	Sanitary Sewer	Operating Supplies	Menards-CC	Couplings, Pipe	23.21
0	06/23/2016	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Readers Thinline	5.99
0	06/23/2016	Sanitary Sewer	Operating Supplies	Walmart-CC	Phone Case	42.81
Operating Supplies Total:						183.12
0	06/22/2016	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	961.75
PERA Employee Ded Total:						961.75
0	06/22/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	961.75
0	06/22/2016	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	148.00
PERA Employer Share Total:						1,109.75
81884	06/15/2016	Sanitary Sewer	Professional Services	Advanced Engineering & Environm	I&C System Services	72.00
0	06/23/2016	Sanitary Sewer	Professional Services	Ecoenvelopes, LLC	Water Bill Data Processing, Mailing	412.85
82110	06/30/2016	Sanitary Sewer	Professional Services	Pipe Services Inc	Sanitary Sewer Cleaning	4,410.00
82110	06/30/2016	Sanitary Sewer	Professional Services	Pipe Services Inc	Sanitary Sewer TV Inspection	4,891.50
82033	06/23/2016	Sanitary Sewer	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
Professional Services Total:						10,480.79
81920	06/15/2016	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Charges-May 2016	24,601.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Sewer SAC Charges Total:						24,601.50
0	06/22/2016	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	673.17
State Income Tax Total:						673.17
82129	06/30/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	79.98
Telephone Total:						79.98
0	06/15/2016	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	866.72
0	06/23/2016	Sanitary Sewer	Utilities	Xcel Energy	Lift Station	683.90
Utilities Total:						1,550.62
Fund Total:						55,629.09
0	06/22/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	108.82
Federal Income Tax Total:						108.82
0	06/22/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	59.14
0	06/22/2016	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	13.85
FICA Employee Ded. Total:						72.99
0	06/22/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	59.14
0	06/22/2016	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	13.85
FICA Employers Share Total:						72.99
82004	06/23/2016	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	1.44
Life Ins. Employer Total:						1.44
82004	06/23/2016	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premiums-June 2016	4.87

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	4.87
0	06/22/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	8.99
					MN State Retirement Total:	8.99
0	06/23/2016	Solid Waste Recycle	Operating Supplies	World Centric-CC	Plant Fiber	112.58
					Operating Supplies Total:	112.58
0	06/22/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	58.45
					PERA Employee Ded Total:	58.45
0	06/22/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	8.99
0	06/22/2016	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	58.45
					PERA Employer Share Total:	67.44
81888	06/15/2016	Solid Waste Recycle	Professional Services	Business Data Record Services	Shredding Event	96.00
					Professional Services Total:	96.00
0	06/22/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	48.95
					State Income Tax Total:	48.95
					Fund Total:	653.52
0	06/30/2016	Storm Drainage	Contract Maint - Vehicles	City of St. Paul	Radio Maintenance & Services	146.25
					Contract Maint - Vehicles Total:	146.25
81929	06/15/2016	Storm Drainage	Contract Maintenance	Plaisted Co	Hauling Per Load	1,540.00
82028	06/23/2016	Storm Drainage	Contract Maintenance	Q3 Contracting, Inc.	Sign, Arrow Rental	340.34
82028	06/23/2016	Storm Drainage	Contract Maintenance	Q3 Contracting, Inc.	Sign, Arrow Rental	453.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						2,333.54
81912	06/15/2016	Storm Drainage	Contractor Payments	Land Logic, Inc.	Storm Sewer Services	4,887.75
0	06/15/2016	Storm Drainage	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance-Project 16-04	27,772.73
Contractor Payments Total:						32,660.48
0	06/30/2016	Storm Drainage	Eldridge Backyards	American Engineering Testing, Inc.	Hydrogeologic Consultation	915.00
Eldridge Backyards Total:						915.00
0	06/22/2016	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	1,433.25
Federal Income Tax Total:						1,433.25
0	06/22/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	774.38
0	06/22/2016	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	181.11
FICA Employee Ded. Total:						955.49
0	06/22/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	181.11
0	06/22/2016	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	774.38
FICA Employers Share Total:						955.49
82027	06/23/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	53.85
HSA Employee Total:						53.85
0	06/23/2016	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2016 ICMA Defe	52.49
ICMA Def Comp Total:						52.49
82004	06/23/2016	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	46.97
Life Ins. Employee Total:						46.97
82004	06/23/2016	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	19.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	19.07
82004	06/23/2016	Storm Drainage	Long Term Disability	LINA	Life Insurance Premiums-June 2016	52.34
					Long Term Disability Total:	52.34
0	06/23/2016	Storm Drainage	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2016 Minnesota I	113.93
					Minnesota Benefit Ded Total:	113.93
0	06/22/2016	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	116.63
					MN State Retirement Total:	116.63
0	06/22/2016	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	63.49
					MNDCP Def Comp Total:	63.49
0	06/23/2016	Storm Drainage	Operating Supplies	Certified Laboratories-CC	Eyewear Cleaning Station	185.02
82075	06/30/2016	Storm Drainage	Operating Supplies	Commercial Asphalt Co	Dura Drive	1,093.90
0	06/30/2016	Storm Drainage	Operating Supplies	ESS Brothers & Sons, Inc.	Strong Seals, Rings	3,149.00
81940	06/15/2016	Storm Drainage	Operating Supplies	Specialized Environmental Tech, In	Stumps	160.00
0	06/23/2016	Storm Drainage	Operating Supplies	Viking Industrial Center-CC	Rain Gear	135.20
					Operating Supplies Total:	4,723.12
0	06/22/2016	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	758.08
					PERA Employee Ded Total:	758.08
0	06/22/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	116.63
0	06/22/2016	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	758.08
					PERA Employer Share Total:	874.71
0	06/23/2016	Storm Drainage	Professional Services	Ecoenvelopes, LLC	Water Bill Data Processing, Mailing	412.84
82033	06/23/2016	Storm Drainage	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.45
					Professional Services Total:	1,107.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/15/2016	Storm Drainage	St Croix Lift Station Rehab	SEH	St. Croix Sewer Lift Station	416.82
St Croix Lift Station Rehab Total:						416.82
0	06/22/2016	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	581.65
State Income Tax Total:						581.65
Fund Total:						48,379.94
82044	06/23/2016	Street Construction	2014 Mill & Overlay	Jim Tschida	Asphalt Driveway Construction Reim	6,273.00
2014 Mill & Overlay Total:						6,273.00
0	06/23/2016	Street Construction	Contractor Payments	American Engineering Testing, Inc.	Soil Borings	2,700.00
0	06/15/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance-Project 16-04	192,535.41
0	06/15/2016	Street Construction	Contractor Payments	T. A. Schifsky & Sons, Inc.	Street Maintenance-Project 16-04	217,329.18
Contractor Payments Total:						412,564.59
82030	06/23/2016	Street Construction	Professional Services	Ramsey County	Special Assessment Admin. Charges	3,235.00
Professional Services Total:						3,235.00
Fund Total:						422,072.59
0	06/22/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	554.96
Federal Income Tax Total:						554.96
0	06/22/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	435.36
0	06/22/2016	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	101.81
FICA Employee Ded. Total:						537.17
0	06/22/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	101.81
0	06/22/2016	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	435.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	537.17
82027	06/23/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	9.14
					HSA Employee Total:	9.14
82004	06/23/2016	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	31.50
					Life Ins. Employee Total:	31.50
82004	06/23/2016	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	10.55
					Life Ins. Employer Total:	10.55
82004	06/23/2016	Telecommunications	Long Term Disability	LINA	Life Insurance Premiums-June 2016	37.34
					Long Term Disability Total:	37.34
0	06/15/2016	Telecommunications	Miscellaneous	Jeanne Kelsey	Supplies Reimbursement	28.85
0	06/15/2016	Telecommunications	Miscellaneous	Julie Wearn	A Line Expenses Reimbursement	172.81
					Miscellaneous Total:	201.66
0	06/22/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	70.37
					MN State Retirement Total:	70.37
0	06/22/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	390.00
					MNDCP Def Comp Total:	390.00
0	06/22/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	457.40
					PERA Employee Ded Total:	457.40
0	06/22/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	457.40
0	06/22/2016	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	70.37
					PERA Employer Share Total:	527.77

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
81923	06/15/2016	Telecommunications	Printing	Murphy Creative Design, LLC	Newsletter Creative Services	1,050.00
Printing Total:						1,050.00
0	06/15/2016	Telecommunications	Professional Services	North Suburban Access Corp	Monthly Production Services	1,433.19
Professional Services Total:						1,433.19
0	06/22/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	246.19
State Income Tax Total:						246.19
Fund Total:						6,094.41
81890	06/15/2016	Telephone	CAP - Capital Equip Recovery	CDW Government, Inc.	Phones	494.90
CAP - Capital Equip Recovery Total:						494.90
81986	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink Communications	Telephone	14.68
81891	06/15/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
81891	06/15/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
81985	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	38.94
81985	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	110.22
81985	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	93.64
81985	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	56.82
81985	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	203.86
82073	06/30/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	100.89
82000	06/23/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	353.93
81955	06/15/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	105.03
81955	06/15/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	70.02
81955	06/15/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	280.08
81955	06/15/2016	Telephone	PSTN-PRI Access/DID Allocation	Verizon Wireless	Cell Phones	35.01
PSTN-PRI Access/DID Allocation Total:						1,710.22
Fund Total:						2,205.12
82066	06/30/2016	TIF District #17-Twin Lakes	Contractor Payments	Braun Intertec Corporation	Construction Materials Testing	632.00
81994	06/23/2016	TIF District #17-Twin Lakes	Contractor Payments	Forest Lake Contracting, Inc.	Twin Lakes Parkway Phase 3	411,807.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/23/2016	TIF District #17-Twin Lakes	Contractor Payments	SRF Consulting Group, Inc.	Twin Lakes Phase III-Construction Se	33,662.60
Contractor Payments Total:						446,102.28
81994	06/23/2016	TIF District #17-Twin Lakes	Deposits	Forest Lake Contracting, Inc.	35W/Cleveland Ave Interchange	26,002.44
Deposits Total:						26,002.44
81946	06/15/2016	TIF District #17-Twin Lakes	Professional Services	Terracon Consultants, Inc.	HSS TIF 17A Project Management	4,405.60
Professional Services Total:						4,405.60
0	06/23/2016	TIF District #17-Twin Lakes	Twin Lakes Area East Collector	SRF Consulting Group, Inc.	Twin Lakes Area East Collector Preli	2,844.84
Twin Lakes Area East Collector Total:						2,844.84
0	06/23/2016	TIF District #17-Twin Lakes	Twin Lakes Area Signals	SRF Consulting Group, Inc.	Twin Lakes Area Traffic Signals	4,298.17
Twin Lakes Area Signals Total:						4,298.17
0	06/23/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	3D Specialties	Ground Mount, Telespar	1,153.41
81994	06/23/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	Forest Lake Contracting, Inc.	35W/Cleveland Ave Interchange	288,685.85
0	06/23/2016	TIF District #17-Twin Lakes	Twin Lakes I-35W Ramp	SRF Consulting Group, Inc.	35W Interchange @ Cleveland Ave	15,833.57
Twin Lakes I-35W Ramp Total:						305,672.83
Fund Total:						789,326.16
82062	06/30/2016	Water Fund	Accounts Payable	Adam Artz	Refund Check	171.18
82064	06/30/2016	Water Fund	Accounts Payable	SUSAN BACIG	Refund Check	161.10
81889	06/15/2016	Water Fund	Accounts Payable	MARION CARR	Refund Check	52.31
81982	06/23/2016	Water Fund	Accounts Payable	ROBERT CARR	Refund Check	203.02
81893	06/15/2016	Water Fund	Accounts Payable	JAY CHMIELESKI	Refund Check	18.21
81896	06/15/2016	Water Fund	Accounts Payable	MICHAEL COLE	Refund Check	306.18
82079	06/30/2016	Water Fund	Accounts Payable	MIKE EGELSTON	Refund Check	123.90
81993	06/23/2016	Water Fund	Accounts Payable	RICHARD ELLIOTT	Refund Check	232.08
81997	06/23/2016	Water Fund	Accounts Payable	RICHARD A. GRAVES	Refund Check	44.08
81998	06/23/2016	Water Fund	Accounts Payable	CHRIS GREEN	Refund Check	148.08
82083	06/30/2016	Water Fund	Accounts Payable	BETTINA NANCY HAARBUSCH	Refund Check	53.71
82084	06/30/2016	Water Fund	Accounts Payable	RUTH HOLM	Refund Check	95.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82087	06/30/2016	Water Fund	Accounts Payable	WILLIAM INGALLS	Refund Check	23.42
81908	06/15/2016	Water Fund	Accounts Payable	PETER JASPER	Refund Check	60.87
82088	06/30/2016	Water Fund	Accounts Payable	HEATHER JENKINS	Refund Check	242.73
81910	06/15/2016	Water Fund	Accounts Payable	JAMES KOLMER	Refund Check	36.05
82092	06/30/2016	Water Fund	Accounts Payable	NORMAN KRUEGER	Refund Check	57.18
82095	06/30/2016	Water Fund	Accounts Payable	CATHY & MARK LARSEN	Refund Check	71.21
82007	06/23/2016	Water Fund	Accounts Payable	NICOLAS MAYLONE	Refund Check	232.58
82012	06/23/2016	Water Fund	Accounts Payable	JAMAL MIAH	Refund Check	14.23
82015	06/23/2016	Water Fund	Accounts Payable	SHARRON MILLER	Refund Check	217.97
82019	06/23/2016	Water Fund	Accounts Payable	MS RELOCATION SERVICES	Refund Check	101.80
82021	06/23/2016	Water Fund	Accounts Payable	TIM NELSON	Refund Check	92.11
82108	06/30/2016	Water Fund	Accounts Payable	MARY OLLIFF	Refund Check	36.42
82109	06/30/2016	Water Fund	Accounts Payable	VELISLAV PARASKOV	Refund Check	18.28
82111	06/30/2016	Water Fund	Accounts Payable	PAUL PREIMESBERGER	Refund Check	109.71
81930	06/15/2016	Water Fund	Accounts Payable	COURTNEY PRIBYL	Refund Check	121.60
82115	06/30/2016	Water Fund	Accounts Payable	LILIANA RANCONÉ	Refund Check	119.73
82117	06/30/2016	Water Fund	Accounts Payable	RICKY & VIRGINIA REVERING	Refund Check	76.05
82032	06/23/2016	Water Fund	Accounts Payable	SALLY ROBINSON	Refund Check	298.13
82119	06/30/2016	Water Fund	Accounts Payable	JEROME ROWE	Refund Check	18.82
82122	06/30/2016	Water Fund	Accounts Payable	GERALD SPORRE	Refund Check	373.36
82126	06/30/2016	Water Fund	Accounts Payable	ERIC STEMEN	Refund Check	92.31
81943	06/15/2016	Water Fund	Accounts Payable	JESSICA STOFEN	Refund Check	143.29
82139	06/30/2016	Water Fund	Accounts Payable	YANNICH WEDDINGTON	Refund Check	34.86
82048	06/23/2016	Water Fund	Accounts Payable	MIKE WELCH	Refund Check	30.42
82140	06/30/2016	Water Fund	Accounts Payable	LYDIA WILLMUS	Refund Check	57.48
82141	06/30/2016	Water Fund	Accounts Payable	KYLE & PAULINE WILSON	Refund Check	38.65
82143	06/30/2016	Water Fund	Accounts Payable	WINGSPAN LIFE RESOURCES	Refund Check	195.68
81956	06/15/2016	Water Fund	Accounts Payable	MIKE WOLF	Refund Check	108.62
82144	06/30/2016	Water Fund	Accounts Payable	ROBERT WREDE	Refund Check	148.05
82050	06/23/2016	Water Fund	Accounts Payable	ZAWADSKI HOMES, INC	Refund Check	40.63
Accounts Payable Total:						4,821.47
0	06/23/2016	Water Fund	Construction Contracts	SEH	Heinel Drive Water Main Rehab	37,396.44
Construction Contracts Total:						37,396.44
81931	06/15/2016	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Sign, Barrel Rental	340.75
82028	06/23/2016	Water Fund	Contract Maintenance	Q3 Contracting, Inc.	Sign, Arrow Rental	340.33
0	06/15/2016	Water Fund	Contract Maintenance	Total Tool	Annual Crane & Hoist Inspection	180.00
Contract Maintenance Total:						861.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	06/22/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Federal Incc	2,341.62
Federal Income Tax Total:						2,341.62
0	06/22/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	309.54
0	06/22/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	1,323.89
FICA Employee Ded. Total:						1,633.43
0	06/22/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 FICA Empl	1,323.89
0	06/22/2016	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00002.06.2016 Medicare E	309.54
FICA Employers Share Total:						1,633.43
82027	06/23/2016	Water Fund	HSA Employee	Premier Bank	PR Batch 00002.06.2016 HSA Empl	109.14
HSA Employee Total:						109.14
0	06/23/2016	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00002.06.2016 ICMA Defe	48.78
ICMA Def Comp Total:						48.78
82004	06/23/2016	Water Fund	Life Ins. Employee	LINA	Life Insurance Premiums-June 2016	162.57
Life Ins. Employee Total:						162.57
82004	06/23/2016	Water Fund	Life Ins. Employer	LINA	Life Insurance Premiums-June 2016	34.63
Life Ins. Employer Total:						34.63
82004	06/23/2016	Water Fund	Long Term Disability	LINA	Life Insurance Premiums-June 2016	85.00
Long Term Disability Total:						85.00
0	06/23/2016	Water Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.06.2016 Minnesota I	80.90
Minnesota Benefit Ded Total:						80.90
0	06/22/2016	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00002.06.2016 Post Emplo	195.17

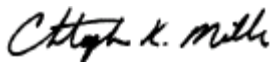
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						195.17
0	06/22/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.06.2016 MNDCP De	138.77
MNDCP Def Comp Total:						138.77
0	06/15/2016	Water Fund	Operating Supplies	Aggregate Industries-MWR, Inc.	Road Supplies	1,104.89
0	06/23/2016	Water Fund	Operating Supplies	Airgas-CC	Oxygen, Acetylene	277.53
0	06/23/2016	Water Fund	Operating Supplies	Airgas-CC	Ball Bearing	169.47
82075	06/30/2016	Water Fund	Operating Supplies	Commercial Asphalt Co	Dura Drive	1,132.55
0	06/23/2016	Water Fund	Operating Supplies	Fastenal-CC	No Receipt-Luger	7.14
0	06/30/2016	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,130.04
81996	06/23/2016	Water Fund	Operating Supplies	Fra-Dor Inc.	Received Loads	65.00
0	06/30/2016	Water Fund	Operating Supplies	Kath Fuel Oil Service, Inc.	Fuel	290.59
82020	06/23/2016	Water Fund	Operating Supplies	Murkowski Properties Inc	Watermain Break Dump Fee-Snelling	140.00
0	06/23/2016	Water Fund	Operating Supplies	O'Reilly Automotive- CC	Vehicle Supplies	17.13
82113	06/30/2016	Water Fund	Operating Supplies	Q3 Contracting, Inc.	Sign, Barrel Rental	193.70
0	06/30/2016	Water Fund	Operating Supplies	T. A. Schifsky & Sons, Inc.	Curb Asphalt	188.60
Operating Supplies Total:						4,716.64
0	06/22/2016	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	1,268.95
PERA Employee Ded Total:						1,268.95
0	06/22/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera Emplo	1,268.95
0	06/22/2016	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.06.2016 Pera additio	195.17
PERA Employer Share Total:						1,464.12
0	06/23/2016	Water Fund	Professional Services	Ecoenvelopes, LLC	Water Bill Data Processing, Mailing	412.85
82033	06/23/2016	Water Fund	Professional Services	SanRon Properties, Inc.	QTY 11: MONTHLY LEASE PAYMI	694.44
82046	06/23/2016	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-May Samples	480.00
Professional Services Total:						1,587.29
0	06/22/2016	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.06.2016 State Incom	945.37
State Income Tax Total:						945.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
82129	06/30/2016	Water Fund	Telephone	T Mobile	Cell Phones-Acct: 876644423	353.28
81955	06/15/2016	Water Fund	Telephone	Verizon Wireless	Cell Phones	86.42
Telephone Total:						439.70
0	06/15/2016	Water Fund	Utilities	Xcel Energy	Meter Reading	16.66
0	06/23/2016	Water Fund	Utilities	Xcel Energy	Water Tower	5,192.00
Utilities Total:						5,208.66
Fund Total:						65,173.16
0	06/15/2016	Workers Compensation	Insurance	WCRA	Workers Comp.	4,376.69
Insurance Total:						4,376.69
Fund Total:						4,376.69
Report Total:						2,331,396.23

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 07/11/2016
Item No.: 8.b

Department Approval



City Manager Approval



Item Description: Consideration of 2016-2017 Business and Other License Renewals.

BACKGROUND

Chapter 301 of the City Code requires all applications for business and other license renewals to be submitted to the City Council for approval. The City has received the following renewal applications for the 2016-17 license year:

- ❖ 8 Massage Therapist Licenses
- ❖ 4 Massage Therapy Establishment Licenses

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

The correct fees were paid to the City at the time the applications were made.

STAFF RECOMMENDATION

Staff has reviewed the applications and has determined that the applicants meet all City requirements. Staff recommends approval of the licenses.

REQUESTED COUNCIL ACTION

Motion to approve the business and other license applications dependent on successful background checks.

Prepared by: Chris Miller, Finance Director
Attachments: A: Requested license renewals for 2016-17.

Massage Therapist License

Christina Torres

Colleen and Company

3092 Lexington Ave

Roseville, MN 55113

Erica Kobett

HeartSpark! Bodywork for the Mind and Spirit

2201 Lexington Ave N Suite 101

Roseville, MN 55113

Ding Juan Lu

New Dragon Acupressure Massage

10 Rosedale Center #698

Roseville, MN 55113

Xin Dong Liu

New Dragon Acupressure Massage

10 Rosedale Center #698

Roseville, MN 55113

Chase Orcutt

Optimal Wellness Solutions

2233 N Hamline Ave Suite 412

Roseville, MN 55113

Susan Theobald

Restore Massage & Shiatsu Therapy

1935 County Road B2 West, Suite 45

Roseville, MN 55113

Timothy Brinkman

Roseville Accupuncture & Massage

2201 Lexington Ave N Suite 103

Roseville, MN 55113

Robert Tessman

Roseville Accupuncture & Massage

2201 Lexington Ave N Suite 103

Roseville, MN 55113

Massage Therapy Establishment License

HeartSpark! Bodywork for the Mind and Spirit

2201 Lexington Ave N Suite 101

67 Roseville, MN 55113
68
69 Life Time Fitness Roseville – Life Spa
70 2480 Fairview Ave N
71 Roseville, MN 55113
72
73 American Academy of Acupuncture and Oriental Medicine
74 1925 West County Road B2
75 Roseville, MN 55113
76
77 Restore Massage & Shiatsu Therapy
78 1935 County Road B2 West, Suite 45
79 Roseville, MN 55113

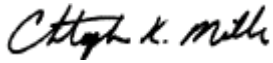
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 07/11/2016

Item No.: 8.c

Department Approval

City Manager Approval



Item Description: Issuance of a 1-4 Day Temporary On-Sale Liquor License.

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:

1-4 Day Temporary On-Sale Liquor License

Friends of Roseville Parks

2660 Civic Center Drive

Roseville, MN 55113

The Friends Roseville Parks will be hosting their Annual Tapped and Uncorked event at the Roseville Oval on 9/30/2016. Temporary Licenses have been approved by the City the past 2 years and there have been no issues at the event.

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 Temporary Liquor License application.

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		Date organized	Tax exempt number
Friends of Roseville Parks		02/1969	
Address	City	State	Zip Code
2660 Civic Center Dr.	Roseville	Minnesota	55113
Name of person making application		Business phone	Home phone
Sharon Brown			
Date(s) of event		Type of organization	
9-30-2016 6-10pm		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit 501(c)3	
Organization officer's name		City	State
Leslie Norsted			
Organization officer's name		Zip Code	
Mary Holt			
Organization officer's name			
Sharon Brown			
Organization officer's name			
Barbara Lawry			

Location where permit will be used. If an outdoor area, describe.

2661 Civic Center Dr. Roseville MN 55113
(THE OVAL) - OUTDOOR Ice Arena

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

STATE OF MINNESOTA - (NONE)

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

Blakestad Insurance

West Bend Insurance > ~~1,000,000~~

1,000,000 personal
2,000,000 General

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

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.

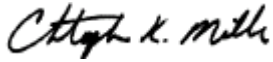
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 7/11/2016
Item No.: 8.d

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>
Information Tech.	Software House Int'l	Adobe Licensing Renewal	(a)	\$100,000.00	\$ 15,410.00	Budget
Police	Yamaha Golf & Utility	Park Patrol Vehicle	(b)	10,500.00	7,940.00	CIP

Comments/Description:

- a) The amount budgeted represents the total set aside for licensing and other maintenance support. The Adobe software licenses are jointly-purchased with other Metro I-Net agencies. Roseville's share is \$7,161.
- b) Replacement vehicle.

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.

25 **STAFF RECOMMENDATION**

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

28 **REQUESTED COUNCIL ACTION**

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

31

32

Prepared by: Chris Miller, Finance Director
Attachments: A: 2016 CIP Purchase Summary

33

City of Roseville

Updated June 30, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
Voting Equipment		\$ -	\$ 9,000	\$ 70,280	\$ (61,280)
Office Furniture		-	5,000	-	5,000
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	63,177	14,663
Police					
Marked Squad Car Replacements	1/11/2016	78,495	132,000	139,640	(7,640)
Unmarked Vehicle Replacement	1/11/2016	52,112	24,000	51,150	(27,150)
Park Patrol Vehicle Replacement		-	10,500	-	10,500
Vehicle Tools & Equipment		-	11,855	4,300	7,555
Vehicle Computers & Printers		-	19,760	-	19,760
K9		-	16,000	-	16,000
Sidearms, Long-Guns, Non-Lethal Equip.	4/11/2016	25,340	18,080	4,060	14,020
Tactical Gear	1/11/2016	10,800	11,330	-	11,330
Crime Scene Equipment		-	4,000	-	4,000
Radio Equipment	2/22/2016	13,588	15,500	-	15,500
Office Equipment	2/8/2016	5,390	9,225	-	9,225
Office Furniture		-	8,400	525	7,875
Kitchen Items		-	4,635	3,463	1,172
Fire					
SCBA's		-	350,000	263,360	86,640
Training Equipment		-	3,000	-	3,000
Air Monitoring Equipment		-	5,000	-	5,000
Other Equipment		-	-	6,244	(6,244)
Rescue Equipment		-	15,000	7,943	7,057
Public Works					
Vehicle Replacement: Engineering	1/25/2016	20,800	25,000	-	25,000
Vehicle Replacement: 1-ton		-	33,000	-	33,000
Vehicle Replacement: 3/4-ton	1/25/2016	25,539	27,500	27,238	262
Vehicle Replacement: Wheel Loader	1/25/2016	126,918	205,000	96,131	108,869
Vehicle Replacement: Bobcat		-	22,000	-	22,000
Vehicle Replacement: Sign Truck		-	50,000	-	50,000
Office Furniture		-	5,000	-	5,000
Parks & Recreation					
Grader		-	45,000	-	45,000
Trailer		-	5,000	-	5,000
Sweeper		-	8,000	-	8,000
Mower Blade Sharpener		-	10,000	-	10,000
Prior Year CIP Items (pushed to '16)	3/28/2016	141,447	-	15,000	(15,000)

City of Roseville

Updated June 30, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Replace Rooftop Heat/AC		-	20,000	-	20,000
Replace garage Co Ra Vac Heaters		-	60,000	-	60,000
Door Card Reader		-	10,000	-	10,000
Update Flooring CH/PD	5/9/2016	81,660	75,000	-	75,000
City Hall Entrance Walkway Improvements		-	15,000	-	15,000
Card Access System Replacement		-	40,000	36,754	3,246
Brimhall Gymnasium		-	5,000	-	5,000
Central Park Gymnasium		-	5,000	-	5,000
Commons: Electronic Lock System		-	50,000	-	50,000
Arena: Mezzanine Glass System		-	15,000	-	15,000
OVAL: Cooling Tower		-	85,000	-	85,000
OVAL: Micro Processors		-	50,000	-	50,000
OVAL: Bathroom Partitions		-	7,500	-	7,500
OVAL: Zamboni		-	115,000	-	115,000
Information Technology					
Computer Replacements		-	91,750	67,978	23,772
Printers & Copiers		-	19,800	-	19,800
Network Equipment	Various	57,810	87,995	59,541	28,454
Server Room Cooling	6/20/2016	-	18,000	-	18,000
Surveillance Cameras (40)		-	11,250	-	11,250
Telephone Handsets (283)		-	40,000	-	40,000
Office Furniture		-	25,000	18,996	6,004
Park Improvements					
Tennis & Basketball Courts		-	10,000	6,100	3,900
Shelters & Structures		-	51,500	-	51,500
Volleyball & Bocce Ball Courts		-	15,000	-	15,000
Pathway Lighting		-	25,000	-	25,000
PIP Items		-	200,000	461	199,539
Natural Resources		-	50,000	-	50,000
Street Improvements					
Improvements	Various	180,000	2,100,000	477,913	1,622,087
Street Lighting					
Improvements		-	25,000	-	25,000
Pathways (Existing)					
Improvements		-	180,000	51,619	128,381
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	1,000	4,694	(3,694)
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
Community Development					
Computer Replacements		-	4,300	-	4,300
Permit Database Conversion		-	3,000	-	3,000
Online Permit/Scheduling Software		-	20,000	-	20,000
Office Furniture		-	1,000	1,296	(296)

City of Roseville

Updated June 30, 2016

2016 Summary of Scheduled CIP Items

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
Trench Box Replacement		-	30,000	-	30,000
Watermain Replacement	2/8/2016	94,017	900,000	134,169	765,831
Other Equipment		-	-	20,266	(20,266)
Sanitary Sewer					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	1,623	398,377
Sewer Main Repairs		-	1,000,000	279,237	720,763
I & I Reduction		-	100,000	-	100,000
Storm Sewer					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation	3/14/2016	44,000	400,000	843,345	(443,345)
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Greens Mower		-	30,000	-	30,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
Clubhouse Roof Replace		-	33,000	-	33,000
Clubhouse / Carpeting / Flooring		-	12,000	-	12,000
Sidewalk/Exterior repairs		-	8,000	-	8,000
Irrigation System Upgrades		-	24,000	-	24,000
Total - All Items			\$8,257,720	\$2,756,501	\$5,501,219

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 11, 2016
Item No.: 8.e

Department Approval



City Manager Approval



Item Description: Comprehensive Surface Water Management Plan Update

BACKGROUND

The City of Roseville is required by State Statute to have a local water management plan, capital improvement program, and official controls as necessary to bring local water management into conformance with the watershed district plans. The City's first Comprehensive Surface Water Management Plan (CSWMP) was adopted in 1990 with an update in 2003 & 2013. The City boundaries are within three watershed districts; Rice Creek, Capitol Region, and Ramsey-Washington Metro. All three of these organizations have recently updated, or are in the processing of updating, their watershed district plans. Prior to 2016, Cities were required to prepare amendments to their CSWMP within 2 years of the watersheds updating their plans. Recent legislation changed the timeline to update CSWMP's to coincide with the City's Comprehensive Plan process.

To accomplish this, staff developed a scope of work for the engineering services needed to develop the City's Fourth Generation Comprehensive Surface Water Management Plan. The request for proposals was developed using the Best Value process to evaluate the individual proposals. In April, we solicited proposals from five consultants. We received three proposals for this work and have reviewed and scored them utilizing the evaluation areas and their respective possible points as shown in the table below.

Evaluation Criteria	Possible Points
Fees Proposal	40
Project Scope Understanding	30
Background and Qualifications	20
Past Performance Survey	10
Total possible points	100

19 The following are the proposals received and the average staff scores (total points possible in
20 parentheses):

Consultant Name	Average Scores					Cost
	Fees (40)	Project Scope Understanding (30)	Background and Qualifications (20)	Past Performance Survey (10)	Total Score (100)	
SEH, Inc.	40	30	20	10	96	\$45,500
WSB, Inc.	36	27	18	10	89	\$59,572
HR Green, Inc.	24	30	19	10	86	\$92,778

21 Copies of each proposal are available in the Public Works Department. Staff has checked
22 references and is recommending award of contract to SEH, Inc. as the best value firm for this
23 work.

24 SEH was hired by the City in 2013 for the last CSWMP update. SEH produced a tailored
25 document, capturing the City's vision to improve and protect the local water resources.

26 **POLICY OBJECTIVE**

27 Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and
28 operational objectives.

29 **FINANCIAL IMPLICATIONS**

30 We are anticipating that the city's cost for this improvement will be funded by the Storm Utility
31 fund. The total not to exceed amount for this contract is \$45,500.

32 **STAFF RECOMMENDATION**

33 Staff recommends approval of a contract with SEH, Inc. as the best value engineering firm.

34 **REQUESTED COUNCIL ACTION**

35 Motion awarding an engineering services contract to SEH, Inc. in the not to exceed amount of
36 \$45,500 for engineering services for the Comprehensive Surface Water Management Plan
37 Update.

Prepared by: Ryan Johnson, Environmental Specialist
Attachments: A: Contract
B: RFP
C: SEH Proposal

Standard Agreement for Professional Services 2016 Comprehensive Surface Water Management Plan (CSWMP) Update

This Agreement (“Agreement”) is made on the 11th day of July, 2016, between the City of Roseville, a municipal corporation (hereinafter “City”), and SEH, Inc., a domestic corporation (hereinafter “Consultant”).

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. ***Term.*** The term of this Agreement shall be from July 11, 2016, through June 30, 2017, the date of signature by the parties notwithstanding.
3. ***Compensation for Services.*** The City agrees to pay the Consultant a not-to-exceed amount of \$45,500 as compensation as described in Exhibit B attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. ***City Representative and Special Requirements:***
 - A. The Environmental Specialist shall act as the City’s representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City’s policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City’s representative at any time by notifying the Consultant of such change in writing.
 - B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit C attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit C.

5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
- A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
 - B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."
- The payment of invoices shall be subject to the following provisions:
- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
 - B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. **Project Manager and Staffing.** The Consultant has designated Rebecca Nestingen & Ron Leaf ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.
7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. **Indemnification.** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. **Insurance.**

A. General Liability. Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles.

C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and
- (iii) Broad Form Property Damage coverage, including Completed Operations.

D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.

E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:

- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
- (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
- (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
- (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

20. **Annual Review.** Prior to January 1 of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.

21. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

22. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.

23. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
24. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
25. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City: City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113
 Attn: City Manager

If to Consultant: SEH, Inc.
 3535 Vadnais Center Dr.
 Vadnais Heights, MN 55110-5196
 Attn: Ron Leaf

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

26. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement and its exhibits. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: none.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

SEH, Inc.

By: _____

Its: _____



REQUEST FOR PROPOSAL

Engineering Services
For
Comprehensive Surface Water Management Plan Update

April 2016

City of Roseville
REQUEST FOR PROPOSAL
Engineering Services For
Comprehensive Surface Water Management Plan Update
Overview

A. INTRODUCTION

The City of Roseville seeks a qualified, knowledgeable and experienced consultant to perform an update to the City's Comprehensive Surface Water Management Plan (CSWMP).

B. REQUIRED PRE-PROPOSAL MEETING

Respondents are required to attend a Pre-proposal Meeting on **Wednesday, May 11, 2016 at 11:00 a.m.** in the Council Chambers of Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota. The purpose of the Pre-proposal Meeting is to review the RFP process and will include a question and answer session. Proposals from Contractors that do not attend the meeting will not be considered.

C. INQUIRIES

The person designated below shall be the only contact for all inquiries regarding any aspect of this process and its requirements. Questions will be accepted until the date specified in the Tentative Schedule of Events. All questions or inquiries should be sent via email. Do not contact any other employee or representative regarding this RFP unless specifically indicated or instructed to do so in writing by the person designated below:

Ryan Johnson, Environmental Specialist
Ryan.Johnson@cityofroseville.com

D. SUBMITTAL GUIDELINES

Email an Adobe Acrobat *.pdf format of the Proposal to: Ryan Johnson,
Ryan.Johnson@cityofroseville.com.

Subject line of email: "Proposal for Engineering Services for Roseville Comprehensive Surface Water Management Plan Update"

Note - proposal shall include:

- ☐ **Signed** Respondent Offer - Signature and Certification Form (Attachment A)
- ☐ Respondent Proposal (Attachment B)
- ☐ Survey Questionnaire (Attachment C– see guide to preparation)
- ☐ Reference List (Attachment D– see guide to preparation)
- ☐ Firm Background and Qualifications (Attachment E)

Do not submit copies to any other person or location - late proposals will NOT be considered.

Maximum size for email attachments is 20MB. Multiple emails with attachments are permitted.

PROPOSALS MUST BE RECEIVED BY EMAIL
12:00 p.m. CST – Friday, May 27, 2016

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Attachments

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Attachment B: Respondent Proposal	15
Guide to Survey Questionnaire & Reference List	16
Attachment C: Survey Questionnaire	17
Attachment D: Reference List	18
Attachment E: Firm Background and Qualifications	19
Attachment F: Form of Contract	20

I.

**OVERVIEW OF PROCESS
AND GENERAL INSTRUCTIONS**

Carefully read the information contained in this RFP and email a complete response to all requirements, specifications and directions.

A. QUESTIONS AND INQUIRIES

Questions submitted by email to the designated contact for the RFP will be answered until the date noted in the Tentative Schedule of Events. Responses to written questions which involve an interpretation or change to this RFP will be issued in writing by addendum and e-mailed to all parties recorded by the City as having received a copy of this RFP. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the RFP.

Only additional information provided by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

B. TENTATIVE SCHEDULE OF EVENTS

Be advised that these dates are subject to change as the City deems necessary.

RFP Issue Date:	April 27, 2016
Mandatory Pre Proposal Meeting	11:00 a.m., May 11, 2016
Questions accepted about the RFP until:	11:00 a.m., May 25, 2016
<u>Proposals Due:</u>	<u>12:00 p.m. CST, May 27, 2016</u>
Council Meeting Date of Award:	June 13, 2016

C. EVALUATION CRITERIA

The Consultant selected for an award will be the firm whose proposal is responsive, responsible and the most advantageous to the City, as determined by the City in its sole discretion. The City intends to award a contract, subject to the terms of this RFP, to the best overall valued firm. Firms will be prioritized based on fees, past performance, current performance capability, and other criteria as outlined in this document. The City anticipates that all firms will have a fair and reasonable opportunity to provide service.

Evaluation criteria will be weighed according to the following categories:

CATEGORY	WEIGHT	CRITERIA
Fees	40%	Proposal (Attachment B)
Project Scope Understanding	30%	Proposal (Attachment B)
Background and Qualifications	20%	Background/Qualifications (Attachment E)
Past Performance Survey	10%	Survey Questionnaire (Attachment C)

The City reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the City's best interest, as determined by the City in its sole discretion.

D. ISSUANCE OF RFP AND AWARD PROCESS

Issuance of this RFP does not compel the City to award a contract. The City reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to

request clarification or additional information. The City reserves the right to award a contract or to re-solicit proposals or to temporarily or permanently abandon the procurement.

E. PROPOSAL SUBMISSION REQUIREMENTS

- **DESCRIPTION OF SUBMITTAL:** Email an Adobe Acrobat *.pdf format of the Proposal to: Ryan Johnson, Ryan.Johnson@cityofroseville.com.

Subject line of email: “Proposal for Engineering Services for Roseville Comprehensive Surface Water Management Plan Update”

Note - proposal will include:

- ☐ **Signed** Respondent Offer - Signature and Certification Form (Attachment A)
 - ☐ Respondent Proposal (Attachment B)
 - ☐ Survey Questionnaire (Attachment C– see guide to preparation)
 - ☐ Reference List (Attachment D– see guide to preparation)
 - ☐ Firm Background and Qualifications (Attachment E)
- **LATE SUBMISSION:** Late submissions will not be considered.
 - **UNSIGNED SUBMISSIONS:** The Respondent’s Offer Signature and Certification Form (Attachment A) must be signed by an authorized representative of your company. Unsigned submissions WILL NOT be considered.
 - **ATTACHMENT SIZE:** Maximum size for email attachments is 20MB. Multiple emails with attachments are permitted.

F. OWNERSHIP OF PROPOSAL

All materials submitted in response to this request become the property of the City and may become a part of any resulting contract. Award or rejection of a proposal does not affect this right.

G. RELEASE OF CLAIMS, LIABILITY, AND PREPARATION EXPENSES

Under no circumstances shall the City be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a Respondent’s participation in this RFP process. The Respondent understands and agrees that it submits its proposal at its own risk and expense, and releases the City from any claim or damages or other liability arising out of the RFP and award process.

H. DURATION OF RESPONDENT’S OFFER

The proposal constitutes an offer by the Respondent that shall remain open and irrevocable for the period specified on the Respondent’s Offer – Signature and Certification Form (Attachment A).

I. ERRORS IN PROPOSALS

The City shall not be liable for any errors in the Respondent’s proposal. No modifications to the proposal shall be accepted from the Respondent after the Submittal Date and Time. The Respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.

J. WITHDRAWING PROPOSALS

Respondents may withdraw their proposal at any time prior to the Submittal deadline by submitting a written request to the Contact for RFP Inquiries indicated on the Submittal Guidelines Page (Page 2). The written request must be signed by an authorized representative of the Respondent. The respondent may submit another proposal at any time prior to the Submittal deadline. No proposal may be withdrawn after the Submittal Date and Time without approval by the City. Such approval shall be based on the Respondent's submittal, in writing, of a reason acceptable to the City in its sole discretion.

K. ADDENDA

The City reserves the right to issue an addendum to the RFP at any time for any reason. If any addenda are issued such addenda shall be issued by the City prior to the time that proposals are received and shall be considered part of the RFP.

L. INTERVIEW

Finalist(s) may be required to participate in an interview and/ or presentation. Each Respondent should be prepared to discuss and substantiate any area of its proposal, its own proposals for the services required and any other area of interest relevant to its proposal.

M. RESPONSIBLE PROPOSERS (RESPONDENTS)

The City reserves the right to award project contracts only to the responsible respondents. Responsible respondents are defined as firms that meet the requirements of this RFP and demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform the contract. The City's determination of whether a Respondent is a responsible respondent is at the City's sole discretion.

N. NOTIFICATION OF AWARD

If the City makes an award as a result of this RFP process, the City will deliver to the selected Respondent a notice of selection. The engineering services contract shall consist of (but not limited to):

- a. The terms, conditions, specifications, and requirements of this RFP and its attachments;
- b. Any addenda issued by the City pursuant to this RFP;
- c. All representations (including, but not limited to, representations as to performance, and financial terms) made by the Respondent in its proposal and during any interview(s) or meeting(s) with the City;
- d. Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to this RFP or to the proposal; and
- e. Performance evaluation criteria.

II.

BACKGROUND/SCOPE OF WORK

PROJECT NAME: Roseville Comprehensive Surface Water Management Plan Update

A. INTRODUCTION

The City of Roseville seeks a qualified, knowledgeable and experienced consultant to perform an update to the City's Comprehensive Surface Water Management Plan (CSWMP) that meets its current vision for managing its current storm and surface water drainage system.

B. BACKGROUND

The City of Roseville, Minnesota is a northern, first-ring suburb of both St. Paul and Minneapolis with a population of 33,660 as of the 2010 Census. The City is fully developed with areas of sporadic infill development of smaller lots. The City is also experiencing redevelopment in areas such as the Twin Lakes Business Area near I-35W and County Road C.

The City's trunk drainage system is built-out. A number of urban flooding and water quality issues have begun to develop throughout the City. Resources to upgrade existing trunk storm sewer infrastructure are very limited. Hence, the City is taking a two-pronged incremental approach to stormwater management in order to reduce overloading on its existing hydraulic infrastructure and mitigate waterbody impairments by:

- Introducing small to large-scale storm water Best Management Practices (BMPs) into its residential street projects.
- Requiring Stormwater Management Standards that include volume control, rate control and pollutant mitigation requirements for development and redevelopment.

The basis for the City's current approach to storm water management is laid out in City Code Title 10, Section 1017.26B(2), which authorizes the City Engineer to review all proposed storm water facilities for conformance to the City's Surface Water Management Plan (SWMP). The City conducted its first CSWMP in 1990, complete with city-wide modeling. The plan was subsequently updated in 2003 & 2013 and is available for review upon request.

The City feels that it is necessary to overhaul the existing CSWMP: To effectively manage its existing storm water infrastructure while complying with stricter storm water regulations AND providing excellent customer service to its residents and businesses.

C. SCOPE OF SERVICES

The City of Roseville seeks a qualified consultant to provide the following scope of services summarized in each major category. :

1. Coordination with City Staff and Reviewing Agencies

- Schedule kick-off meeting with City staff to determine priorities, clarify tasks, project schedule and deliverables.
- Provide for meetings with City staff to strategize the establishment of goals and policies and to identify problems, priorities and impairments.
- Schedule meeting(s) with representatives of the Capitol Region Watershed District (CRWD), Ramsey-Washington Metro Watershed District (RWMWD), Rice Creek Watershed District (RCWD), and Metropolitan Council.

- Identify and evaluate requirements and guidelines of reviewing agencies and incorporate them into the plan.
- Identify and evaluate any other agency requirements and include coordination time with those agencies.
- Address and incorporate comments from reviewing agencies into the plan.
- Provide copies of the draft and final plan to reviewing agencies.

2. Understand the City's Current Surface Water Management Plan

- Compile, review and evaluate all relevant mapping data from various data sources including City, Watershed, State and Federal agencies.
- Compile, review and evaluate all relevant reports and studies conducted by various agencies since the issuing of the 1990 Roseville CSWMP.
- Meet with City staff, watershed district staff, and other knowledgeable parties to identify current surface water management and drainage system issues.
- Evaluate and incorporate existing modeling data:
 - i. Confirm validity of past HydroCAD and XPStorm modeling completed as part of the 1990 CSWMP and 2003 and 2013 CSWMP Updates.
 - ii. Evaluate the efficacy of existing modeling when compared to identified problems and impairments (i.e. does the current modeling accurately reflect the field conditions).
 - iii. Confirm and update existing subwatershed boundaries.
 - iv. Identify deficiencies in modeling and provide recommendations to City staff for updating modeling to accurately reflect current conditions, problems and impairments.
- Confirm and update existing subwatershed boundaries, pond and lake elevations as compared to Watershed District or FEMA data.

3. Facilitation of an Effective and Meaningful Public Involvement Process

- Assume a fully consultant-facilitated public involvement process. Provide strategy for public involvement and approvals by various elected and appointed bodies within the City of Roseville. Provide specifics as follows:
 - i. Assessment of issues and concerns
 - ii. Management of meetings.
 - iii. Translation to specific goals and policies
 - iv. Implementation and Financing
- Assume the formation and facilitation of a Technical Advisory Panel (TAP) comprised of City staff, Watershed District technical staff, and other agency technical staff relevant to the preparation of the CSWMP. Assume a maximum of three (3) meetings of the TAP including preparation.
- Provide for the preparation and facilitation of a maximum of three (3) meetings with the City's Public Works, Environment and Transportation Commission (PWETC). Assume that the interface with the public at-large is through the PWETC meetings.

4. Goal Setting, Policies, Implementation Plan and Priorities

- Facilitate the establishment of implementation goals and policies based on public involvement, agency and city staff input. Integrate the results of the data collection process.
- Identify and prioritize drainage system issues.
- Provide recommendations and potential concept solutions to mitigate issues.
- Include any potential projects as a specific implementation activity.
- Develop specific implementation activities corresponding with established plan goals.
- Establish performance measures for implementation activities.
- Provide estimated costs as well as resources available.
- Provide proposed financing mechanisms and resources needed to meet implementation activities.

5. Development of Draft and Final Plan Document Deliverables

- Develop document into a desk reference format that meets the needs of City staff with the goal of providing efficient customer service to developers, residents and business owners.
- Utilize custom format for the narrative that does not reflect the existing CSWMP and subsequent update formats.
- Efficiently and effectively utilize page space while providing a legible and readable deliverable.
- Represent data as clear and concise maps/graphics wherever possible. Data such as vicinity maps, governmental boundaries (i.e. watersheds), existing and future land use, soils conditions, lakes, impaired waters, flood-prone areas, wetland classifications, drainage areas and other relevant data related to the CSWMP preparation should be included.
- Provide and compile data for ease in accessibility. Tables compiled for pond high-water levels and lake impairments are examples.
- Provide glossary and clear definitions on technical terms developed within the CSWMP. Compile any terms within a glossary that are defined within the document.
- Include at least one progress draft at the end of the public involvement process.
- Include the distribution of draft documents to reviewing agencies for mandated agency review time periods.
- Include distribution of copies of the final draft based on agency requirements.
- Provide compact mode of electronic distribution of final product for posting on City website.

6. Follow-Through on Approvals

- Compile and address inter-agency review comments.
- Compile comments from City commissions and advisory groups.
- Include attendance at three (3) Watershed District board meetings and attendance at one (1) City Council meeting.
- Incorporate responses to review comments in the final report.
- Provide submittals to all agencies responsible for approval of the plan including all Watersheds within City boundaries.

- Obtain all final approvals with all reviewing agencies and the Roseville City Council.

D. SCHEDULE

The following schedule is anticipated for the overall project:

Issue Request for Engineering Services	April 27, 2016
Receive Proposals	May 27, 2016
Select Consultant	June 13, 2016
Progress Draft	September 2016
City Council Adopts Plan	February 2017

Consultant is responsible for building out details of CSWMP Update timeline within the above anticipated timeframe for completion.

III.

Proposal Submission

A. Valid Proposal

In order to be considered valid, an electronic version of the proposal will be submitted in PDF format. The submittal shall at least include a letter of transmittal, a completed Respondent Offer – Signature and Certification Form (Appendix A) and the proposal. These items shall include the following information:

1. Letter of transmittal: signed by the officer of the company who can be accountable for all representations in the proposal.
2. Respondent Offer – Signature and Certification Form (Appendix A)
3. Electronic copy of the proposal: The proposal shall be limited to 25 pages (the other required sections do not count against the 25 page limit). Proposals should be complete and concise. The proposal must contain the following information, presented in the order shown:
 - a) Consultant Team Description: Introduce the consultant team, define the role(s) of the firm or firms involved with each of the various aspects of the construction of the project.
 - b) Key Staff: List key staff along with a brief statement of their respective role.
 - c) Proposed Work Plan and Tasks: Discuss specific project tasks with a brief discussion of the recommended approach(es) to be taken. The scope of consultant work necessary to achieve desired results should be identified. Specific techniques and methodologies should be included in this section.
 - d) Project tasks. Respond to listed tasks in the RFP and identify any additional tasks required for the successful delivery of this project and the construction of the proposed improvements. For each task listed, identify:
 - Specific staff to be involved, roles, responsibilities
 - Time commitment for each person
 - Estimated timeframe for each major task/element and project total
 - Deliverables
 - City responsibilities
 - e) Experience and Qualifications: Identify the general background, structure and organization, and available resources personnel and experience of the participating firm(s). Additional information should be included to demonstrate competence and performance ability in similar projects. The project manager and other members of the project team should be identified with relevant information concerning training and experience, which prepares them for the particular project responsibilities.
 - f) Fees (Attachment B)
 - g) Resumes of key project participants, including prior projects of similar size and scope for which the participants played the same or a similar role as proposed for this project.
4. Survey Questionnaire Form and Reference List (Attachments C and D)

B. Proposal Submission Process

1. Notice to Proposer
 - a) The City is not responsible for costs incurred by anyone responding to this Request for Proposals.
 - b) Upon submission, all proposals become the property of the City, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.

- c) The City expressly reserves the right to amend or withdraw this Request for Proposals at any time and to reject any or all proposals.
 - d) The City is not bound to accept the lowest cost proposal.
 - e) Proposers are held legally responsible for their proposals and proposal budgets. Proposers are not to collude with other proposers and competitors or take any other action that will restrict competition. Evidence of such activity will result in rejection of the proposal.
 - f) The City reserves the right to negotiate contract terms contemporaneously and /or subsequently with any number of proposers as the City deems to be in its best interests.
 - g) The City reserves the right to request any additional information at any stage of the Request for Proposals process. Compliance shall be at proposer's expense.
2. Submission
- a) Proposals are due by 12:00 p.m. CST on May 27, 2016. Submit to: Ryan Johnson, Ryan.Johnson@cityofroseville.com.
 - b) The response must include an Adobe Acrobat *.pdf format copy. Unsigned proposals may be considered invalid.
 - c) A proposal may be withdrawn on written request of the proposer prior to the proposal due date. Negligence of the proposer in preparing this proposal confers no right to withdraw the proposal after the proposal due date. Prior to the due date, changes may be made, provided the proposer or the proposer's agent initials the change. If the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the City will prevail. Once submitted, a proposal becomes public property and will not be returned.
 - d) Failure to submit a proposal on time may constitute grounds for the rejection of the proposal.
 - e) All information included in the submitted proposal will be classified in accordance with Section 13.591 of Minnesota statutes governing data practices.

II. EVALUATION AND CONTRACT AWARD

A. Evaluation

1. The City reserves the right to waive any minor irregularities in the proposal request process.
2. The City reserves the right to interview any or all proposers at its discretion.
3. Oral interviews may be conducted after evaluation of written proposals by the selection panel. Each Respondent should be prepared to discuss and substantiate any area of its proposal, its own proposals for the services required and any other area of interest relevant to its proposal.
4. The Proposal Evaluation Team will be made up of City of Roseville Staff.
5. Proposals will be evaluated by a Proposal Evaluation Team in accordance with the following factors:
 - Fees (40%): Complete Attachment B. If additional Major Tasks are identified in the Consultant's proposal that are not listed in the RFP, then add those Major Tasks to the form.
 - Project Scope Understanding (30%): Scoring will be based on, but not exclusively, the following:
 1. Expressed understanding of the project, schedule, and work tasks
 2. Demonstrated understanding of local, regional, and state government's construction requirements

3. Detail and quality of proposed work plan, schedule, and specified products
 4. Quality of presentation - graphics, verbal skills, time management, and responses to questions, etc.
- Background and Qualifications (20%): Scoring will be based on, but not exclusively, the following:
 1. Consultant qualifications - structure and organization, general background and reputation, readily available resources in personnel/experience/ information systems, including financial and technical resources, compliance with public policy, and demonstrated competence and performance ability in engineering construction services
 2. Personnel qualifications - education, experience, and reputation of staff members assigned to the project
 3. Experience on similar projects in regards to scale, design elements and agency involvement.
 4. Experience with the City of Roseville and other projects in the immediate vicinity of the subject project.
 - Past Performance Survey (10%): The average score of all respondents will be converted to a score of 1-10. An average survey score of 73-80 will be given a proposal score of 10, 65-72 a 9, and so forth. An average survey score of 0-8 will be given a proposal score of 1.
6. The Roseville City Council will make the final decision, using recommendations by the Proposal Evaluation Team.

B. Contract

1. A City professional services agreement will be executed upon selection of a consultant based on the proposal and negotiations as applicable (see Attachment E for a sample agreement). The contract will be based on hourly rates, overhead plus professional fee, and direct expenses with a firm not to exceed total cost limit.
2. The agreement will include the following payment provisions:
 - “Services will be compensated on a time and materials basis up to a maximum not-to-exceed cost, inclusive of fees and reimbursable expenses. Payments will be made based upon monthly invoices for work performed.
3. Payment of interest on late payments and disputes regarding payments shall be governed by the provisions of Minn. Stat. Section 471.425.
4. If reimbursement of expenses is included, the City will only reimburse at actual cost for out of pocket expenses. Mileage will be reimbursed at the rate for City employees.
5. Prior to execution of a contract by the City, the successful proposer shall provide a certificate of insurance acceptable to the City Attorney.

RESPONDENT OFFER – SIGNATURE AND CERTIFICATION FORM

The undersigned has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP; understands all instructions, requirements, specifications, terms and conditions of this RFP; and hereby offers and proposes to furnish the services described herein at the prices quoted in the Respondent's Proposal, and in accordance with the requirements, specifications, terms and conditions of this RFP.

The Respondent also certifies:

1. Its proposal is a valid and irrevocable offer for the City's acceptance for a minimum of 90 days from the proposal deadline shown in the Submittal Guidelines (Page 2) of this RFP to allow time for evaluation, negotiation, selection, and any unforeseen delays, and that its proposal, if accepted, shall remain valid for the life of the contract.
2. It is a reputable firm engaged in providing engineering services necessary to meet the requirements, specifications, and terms and conditions of this RFP.
3. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, and accepts all terms and conditions of this RFP.
4. It is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
5. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. The Respondent acknowledges that the City will rely on such statements, information, and representations in selecting the successful Respondent.
6. It shall be bound by all statements, representations, and guarantees made in its proposal including, but not limited to, representations as to performance and financial terms.
7. Submission of a proposal indicates the Respondent's recognition that some subjective judgments may be made by the City as part of the evaluation.

Shaded area will be redacted and replaced with a Respondent identification code prior to evaluation.

Authorized Signature: **X**

Name (type or print):

Title (type or print):

Date:

RESPONDENT PROPOSAL

The City of Roseville will review and evaluate each proposal, and selection will be made based on the items listed below. The firms submitting proposals shall include statements on the following items as a part of their proposal:

Project Scope Understanding:

Describe the approach that will be used to complete each of the tasks listed in RFP section IIC. Scope of Services. List all assumptions, City Responsibilities, Consultant Responsibilities, and Consultant Deliverables. (3 pages)

Fees:

Based on the scope of services shown in section IIC of this RFP, provide the total estimated fees in the following table format. (Please attach fee schedule)

Labor costs shall be proposed on an hourly basis. Labor costs and expenses shall be identified and subtotaled for each Major category. Total costs shall be proposed on a not-to-exceed basis.

Scope of Services Major Categories <i>Show all individual tasks broken out under each category.</i>	Position responsible <i>(add columns as needed)</i>	Total Hours	Total Fee
Coordination with City Staff and Reviewing Agencies			
Understand the City's Current Surface Water Management Plan			
Effective and Meaningful Public Involvement Process			
Goal Setting, Policies, Implementation Plan and Priorities			
Development of Draft & Final Plan			
Follow-Through on Approvals			
Total Not to Exceed Cost:	NA	NA	
Reimbursable expenses:	NA	NA	

Schedule:

Provide schedule for completion of CSWMP

**GUIDE TO PREPARING
SURVEY QUESTIONNAIRE FORM (ATTACHMENT C)
And
REFERENCE LIST (ATTACHMENT D)**

OVERVIEW

The City of Roseville is implementing a process for Request for Proposals that collects past performance evaluations of firms and their key personnel. This information will be used to assist the City in selecting the best overall valued firm for Services as specified within the scope of service.

To assist the City in identifying the past performance of a firm, the following process will be used:

1. The firm will prepare a list of clients that will be sent a survey. The general form of the reference list is shown on Attachment D.
2. The firm will prepare surveys forms and send to their past and present clients. Use Attachment C for the survey form. (4 minimum- 10 maximum)
3. The clients will complete the surveys and send back to the firm.
4. The firm will compile and submit all of the surveys and reference list with their RFP.
5. The ratings will then be averaged together to obtain a firm's past performance rating.

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID _____

To: _____

(Name of person completing survey)

Phone: _____ Fax: _____

Subject: Past Performance Survey of: _____

(Name of Company)

(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client _____ Date _____
Project _____

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	
6	Communication, explanation of risk, and documentation	(1-10)	
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: _____ at Fax # (____) _____ or email a scanned copy to _____

Printed Name (of Evaluator) _____

Signature (of Evaluator) _____

Attachment D
REFERENCE LIST

SURVEY ID CODE City Assigned	CLIENT NAME	MAILING ADDRESS	CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS

Attachment E

FIRM BACKGROUND AND QUALIFICATIONS

The City of Roseville will review and evaluate each proposal, and selection will be made on the basis of the criteria listed below. The firms submitting proposals shall include with their proposal statements on the following:

- A. Proven management skills and technical competence including specialized experience in comprehensive surface water management plan (CSWMP) development. Demonstrated performance in providing well organized, accurate, and fully coordinated documents; and projects delivered on time and within budget. (5 pages maximum)

Management Skills and Technical Expertise include as a minimum:

- List of CSWMPs completed including description, scope, project cost, and owner's contact information. Provide access to an example report completed by the firm via the internet.
- Information on delivery of projects on time and within budget. Provide design time (contract/actual); cost of plan (estimated/actual); problems encountered and solutions devised. Minimum 2, maximum 4 similar projects.

- B. Credentials of project team, including: project manager's related projects; history of the proposed team working together on past projects, particularly as related to prior work with CSWMP projects. (1 page each)

Include as a minimum:

1. Identification of project manager and project team.
2. Project manager's resume and portfolio of related projects.
3. Resumes of key project staff members.

Attachment F

CONTRACT TERMS and CONDITIONS

The selected Respondent will enter into the following contract with the City of Roseville. The contract shall be effective from the date it is entered into until December 31, 2017. Firms should clearly identify any proposed deviations from the contract terms and conditions in their proposal response.

Example contract

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the _____ day of _____, _____, between the City of Roseville, a municipal corporation (hereinafter "City"), and _____, a _____ (hereinafter "Consultant").

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. ***Term.*** The term of this Agreement shall be from _____, through _____, the date of signature by the parties notwithstanding.
3. ***Compensation for Services.*** The City agrees to pay the Consultant the compensation described in Exhibit B attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
4. ***City Representative and Special Requirements:***
 - A. _____ shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with

respect to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.

- B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit C attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit C.

5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

- A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
- B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
- B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. **Project Manager and Staffing.** The Consultant has designated _____ and _____ ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.

7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.

8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.
9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. ***Independent Consultant.*** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. ***Non-Discrimination.*** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. ***Assignment.*** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. ***Services Not Provided For.*** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.

15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. **Indemnification.** The Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. **Insurance.**

A. General Liability. Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles.

C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and

(iii) Broad Form Property Damage coverage, including Completed Operations.

- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.
- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
 - (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
 - (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

19. **Ownership of Documents.** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

20. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a

condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. The cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. **Annual Review.** Prior to _____ of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
22. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
26. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City: City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113
 Attn: City Manager

If to Consultant: _____

 Attn: _____

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

27. ***Entire Agreement.*** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement:

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

(NAME OF CONSULTANT)

By: _____

Its: _____



(Photo Source: City of Roseville Website)

Proposal for

Comprehensive Surface Water Management Plan Update

Roseville, Minnesota | May 27, 2016



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

May 27, 2016

Ryan Johnson
Environmental Specialist
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: City of Roseville, Minnesota
Comprehensive Surface Water Management
Plan Update
SEH No. ROSEV 118545

Dear Ryan:

The City of Roseville is seeking a consultant to provide an update to its 2013 Compliance Surface Water Management Plan (CSWMP). This plan update calls for more than just the standard planning document; it calls for a process that will help you create a functional and highly effective tool to carry out your successful surface water management program. It also calls for a company that will carry out these objectives while serving as a true extension of the Roseville staff.

Short Elliott Hendrickson Inc. (SEH®) is the team most capable of partnering with the City for this plan update and building on the work we completed in 2013. Our experience with the City dates back to 1999 and includes work on previous CSWMPs for the City, providing us with unparalleled expertise when it comes to your water resources needs. Our approach will be to focus on identifying new and innovative approaches (e.g., iron enhanced filters, stormwater reuse, underground street reconstruction retrofits) to achieve the water quality goals of the city and access available funding programs. Our experience from the 2013 plan update will serve as a solid foundation, allowing us to be highly efficient in focusing on these new and innovative approaches.

We are confident that the City will find SEH to be the right choice for this project based on the following factors:

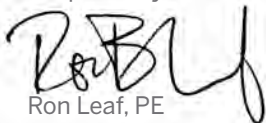
Experience. Lead Project Engineer Rebecca Nestingen and Principal-in-Charge Ron Leaf will co-lead an SEH project team that brings a breadth of experience in the water resources field and specifically with the City of Roseville. Rebecca and Ron have worked together on a number of successful local Water Management Plan updates; including the City of Roseville's and will bring a tailored approach to the plan development process, building off our unmatched knowledge of the 2013 update.

Responsiveness. Our project team will bring a collaborative approach to this project to address each task of the project, to best spend your budget, and to provide the best value. We will maintain open lines of communication and be responsive to input and requests, ensuring that this plan is completed on time and within budget.

Outcome-Based Plan. SEH will create a plan that has the "end in mind." Our team will combine our experience with the City with a fresh perspective to thoroughly consider and analyze the existing plan. We propose to create a web-based plan format that will serve the City in 2017 and beyond, providing long-term usefulness and value. SEH is positioned to provide the City with a CSWMP that fulfills all regulations and requirements and will serve its purpose well into the future.

We look forward to the opportunity to discuss SEH's qualifications and relevant work experience with you further, and welcome any questions you may have regarding our proposal. Feel free to contact Ron at 651.765.2998 or rleaf@sehinc.com, or Rebecca at 651.490.2175 or rnestingen@sehinc.com.

Respectfully submitted,


Ron Leaf, PE
Principal/Project Manager


Rebecca Nestingen, PE, CFM
Lead Project Engineer

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

RESPONDENT OFFER – SIGNATURE AND CERTIFICATION FORM

The undersigned has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP; understands all instructions, requirements, specifications, terms and conditions of this RFP; and hereby offers and proposes to furnish the services described herein at the prices quoted in the Respondent's Proposal, and in accordance with the requirements, specifications, terms and conditions of this RFP.

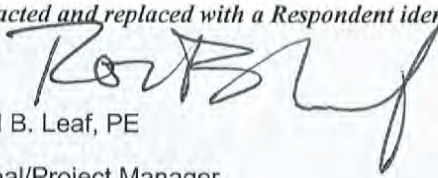
The Respondent also certifies:

1. Its proposal is a valid and irrevocable offer for the City's acceptance for a minimum of 90 days from the proposal deadline shown in the Submittal Guidelines (Page 2) of this RFP to allow time for evaluation, negotiation, selection, and any unforeseen delays, and that its proposal, if accepted, shall remain valid for the life of the contract.
2. It is a reputable firm engaged in providing engineering services necessary to meet the requirements, specifications, and terms and conditions of this RFP.
3. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, and accepts all terms and conditions of this RFP.
4. It is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
5. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. The Respondent acknowledges that the City will rely on such statements, information, and representations in selecting the successful Respondent.
6. It shall be bound by all statements, representations, and guarantees made in its proposal including, but not limited to, representations as to performance and financial terms.
7. Submission of a proposal indicates the Respondent's recognition that some subjective judgments may be made by the City as part of the evaluation.

Shaded area will be redacted and replaced with a Respondent identification code prior to evaluation.

Authorized Signature:

X



Name (type or print): Ronald B. Leaf, PE

Title (type or print): Principal/Project Manager

Date: May 26, 2016

Table of Contents

Letter of Transmittal

Respondent Offer (Attachment A)

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Survey Questionnaire Form and Reference List
(Attachments C and D)

Firm Background and Qualifications (Attachment E)

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

SEH may use one or more of its subsidiaries to provide the services:
SEH Design|Build, Inc.
SEH of Indiana, LLC
SEH of Michigan, LLC

Consultant Team Description

Consultant Team Description

SEH is a full-service, employee-owned professional services company comprised of more than 800 engineers, architects, planners and scientists located in offices across the nation. Our collective purpose and body of work is focused on Building a Better World for All of Us®. “Building a better world” embodies our commitment to an increased quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. “For all of us” means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve and citizens of the world.

We’ve stood the test of time. In business for 89 years, some of our clients have been with us for almost as many years. The clients we serve include government agencies — local, state, regional and federal. We also work with industrial businesses, commercial, industrial, and residential developers. You’ll find our clients spread across the United States, with evidence of our work in more than 42 states.

We assist municipalities across the country with comprehensive planning and municipal infrastructure services. Working as an extension of a community’s staff, we help manage infrastructure assets, both day-to-day and for the long-term.

SEH will be a sole source provider on this project. Our staff will be responsible for all phases of the work from project management to technical content and gathering public input. SEH is uniquely qualified to meet the complex and often-changing stormwater requirements that the City faces. Our history and knowledge of stormwater system issues and needs in Roseville are unmatched. Our recent local planning experience demonstrates our ability to help our clients keep pace with the myriad of requirements and ever-changing federal, state and regional regulations. Our extensive portfolio of planning, modeling studies and BMP implementation projects, found in the experience and qualifications section, demonstrates flexibility, creativity, and cost-effective integration of stormwater management approaches.



SEH is uniquely qualified to meet the complex and everchanging surface water program requirements that the City of Roseville faces.

Corporate Office

St. Paul | 800.325.2055

Colorado, Indiana, Iowa, Minnesota, North Dakota, Nebraska, South Dakota, Wisconsin and Wyoming.

sehinc.com

SEH Staff Resources

- More than 25 water resources engineers
- 15 natural resources scientists
- Specialists with experience in surface water treatment and protection and water reuse
- Funding specialists
- More than 30 environmental engineers with experience in environmental sampling and testing
- More than a dozen planners and landscape architects with national experience integrating stormwater BMPs into the natural and built environment
- GIS specialists with experience integrating databases and hydrologic modeling and presentation project sotry maps for highlighting key projects

Key Staff

Key Staff

SEH has assembled a team of technical staff that has direct experience in Roseville, as well as experience working on comprehensive water resources and wetland management plans and evaluating and creating functional city-wide hydrologic/hydraulic models. The SEH team members listed below were selected based on their local knowledge and applicable expertise, as well as their ability to apply that expertise in a planning document. Our collective expertise and availability will ensure that we meet the City's schedule, budget and expected quality of deliverables.

A summary of the key staff members' roles for this project is provided below, followed by an organizational chart that illustrates the additional depth of resources available to assist on this project.

Ron Leaf, PE | Principal-In-Charge

Ron will be involved in all aspects of the planning process and will directly oversee development of the plan. He will attend meetings with City staff and be a key point of contact for developing details for meeting schedules and City Committee presentations. Having worked with the City in 2013, Ron understands the goals for the project and how to use the tools available to achieve those goals efficiently.



Rebecca Nestingen, PE, CFM | Lead Water Resources Engineer

Rebecca will be the primary staff person responsible for coordinating updates to the plan contents as well as working with City staff and agencies to identify new or innovative stormwater management approaches. Rebecca will bring a fresh perspective to this plan update, having recently worked on several innovative BMP designs including the Target Field Station Water Reuse System and the Tartan Crossing Regional Infiltration Basin in Oakdale. She will also be involved in team meetings with City staff and coordination with watershed organizations and Met Council.



Dan Cazanacli, PE | Flood Area Assessments

Dan will serve as the lead for reviewing and interpreting model results for use in confirming known problems areas and identifying potential drainage improvement areas – considering the new Atlas 14 rainfall depths will result in higher 100-year peak water levels on basins throughout the City.



Jake Macholl | Water Quality Scientist

Jake's role will be to focus on reviewing lake water quality data and trends, and to make recommendations on any updates to the goals and policies listed in the current plan. Jake will work closely with City staff in identifying innovative and cost-effective approaches to maintain and improve in-lake water quality.



Deric Deuschle | Natural Resource Scientist/Aquatic Biologist

Deric's role will be to focus on reviewing the current plan and making any recommendations for updates related to wetlands, buffers and natural resources policies and ordinances.



Mark Lobermeier, PE | Client Service Manager

As client service manager, Mark will play a small but important role in the plan update. Mark's responsibility will be to ensure that adequate resources are available to deliver the plan components on schedule as well as bringing his past experience and historical knowledge of Roseville's surface water system.



Dan Carlson | GIS Database Lead

Dan will be responsible for coordinating the integration of the GIS data into a usable format, whether through static maps or an interactive web-based platform.



Emily Steinweg, EI | Water Resources Engineer

Emily will assist in preparation of all aspects of the plan.



TEAM ORGANIZATIONAL CHART

City of Roseville Stormwater Team

Ryan Johnson, PE

SEH Client Service Manager

Mark Lobermeier, PE

SEH Principal-in-Charge

Ron Leaf, PE

SEH Lead Water

Resources Engineer

Rebecca Nestingen, PE, CFM

TECHNICAL STANDARDS REVIEW

Stormwater Management Standards

Rebecca Nestingen, PE, CFM

Floodplain Standards

Dan Cazanacli, PE

Lake Water Quality Goals

Jake Macholl

Wetlands

Deric Deuschle, PWS, CWD

PLAN PRODUCTION/PUBLIC INVOLVEMENT/APPROVALS

Goals and Policies, CIP and Review Process Coordination

Rebecca Nestingen, PE, CFM
Emily Steinweg, EIT

NPDES MS4 and Watershed Coordination

Ron Leaf, PE

GIS Integration

Dan Carlson

Proposed Work Plan

Proposed Work Plan

Project Understanding

Roseville has a demonstrated history of being on the front edge of stormwater management. The City developed a comprehensive storm sewer plan in the 1970s. In the mid 1980s, Roseville developed a comprehensive surface water management plan that included complete flood routing of more than 100 ponds and wetlands in response to local requirements of the Watershed Management Act of 1982. Roseville implemented the state's first stormwater utility in the early 1980s, and developed a joint powers agreement with Shoreview to manage stormwater in the Grass Lake Watershed, which is now part of the Ramsey-Washington-Metro Watershed District.

A multitude of plans, studies and models have been developed since the City's 1990 plan, including a recent update to the plan in 2013. Wetland rules and regulations were developed and adopted in accordance with the Wetland Conservation Act and the Federal Clean Water Act. MS4 stormwater permit rules and total maximum daily load (TMDL) studies have been developed. A wide range of Green Infrastructure techniques are now being considered and implemented, including water reuse systems and iron enhanced filters. Best Management Practices (BMPs) are now targeted at infiltration and volume control versus detention and rate control. SEH understands this history in Roseville and will continue to work together with the City to stay on the front edge of stormwater management.

The updated Plan we help you create will serve as a functional and highly effective **tool** that you will use to carry out your successful surface water management program. With the tool in hand, either in printed format or more often through the click of a mouse, the City will have a comprehensive and multi-purpose tool that documents past successes, guides future decisions, identifies a range of water resources improvement projects and activities to be implemented, and prioritizes and informs annual budgeting.

While the City intends to complete an update to its current Plan in February 2017 to meet State Rules 8410 and watershed district requirements, the true value of the Plan is realized through the direction it sets, the goals it helps you achieve and the efficiencies it creates in helping you to implement your program in the years ahead. This effort must result in an outcome-based plan that sets the measurable goals for water resources within the City and establishes the general framework towards achieving those goals. It's not about the number of projects you implement, it's about the results a given project will achieve in terms of water resources protection or drainage improvements.

Project Approach

Our approach to this project has two equally important components:

1. **How we will collaborate with City staff** - We understand that the City is looking for a project partner that will be responsible for preparing this Plan update. Our commitment is to function seamlessly as an extension of Roseville staff to ensure that the Plan update meets the required state and local water agency requirements, and at the same time is consistent with the City's values, goals and policies. We will facilitate the update

Key topic areas to review with staff and committees:

- Obtaining meaningful public involvement
- Reviewing flooding issues, especially in the McCarrons, Cleveland and Willow Pond areas
- How does climate resiliency fit into this plan?
- Incorporating projects identified in the RWMWD, CRWD and RCWD Plan
- Connection to the overall Comprehensive Plan
- Removing barriers to new and innovative approaches

tool

noun \tül\ : a device or implement, especially one held in the hand, used to carry out a particular function.

with the City's staff from Public Works and seek input from staff in other departments, including Community Development, Parks & Recreation, and Finance. Understanding the desired outcomes of each department that plays a role in surface water management will help us develop a tool that positions the City to achieve your desired outcome.

Our approach is to have Ron Leaf and Rebecca Nestingen as our key staff who will essentially co-lead this work. Both have worked on a number of local surface water management plan updates, including Roseville's most recent plan update. Ron will serve as the overall project manager, responsible for keeping the project on time and within budget. Rebecca will lead the day-to-day plan development process and brings her technical expertise in water quality and volume control standards to the team. This co-lead team approach gives you the greater value, as it positions our team to better hear and interpret input, to be more responsive to requests, and to complete the work on time within budget.

2. **Our proposed scope of work for each of the tasks outlined in the request for proposals (RFP)** - The second aspect of our approach is to keep the "end in mind" as we work through each task. This Plan will be more than a planning document; it will be a multi-purpose tool guiding implementation. The update to the Plan will identify the unresolved issues as well as new emerging issues, consolidate into one document the issues identified by the watershed district plans that are applicable to Roseville, and incorporate new and innovative ideas. The following pages provide more detail on the second part of our approach, the "what we will do" or scope of work for each of the tasks identified in the RFP.

Project Tasks

Task 1: Coordination with City Staff and Review Agencies

Our team's primary objective at the kick-off meeting will be to hear from City staff what about defines a successful project and to clearly define the specific desired outcomes of the Plan update. This meeting will also include refinement of the project schedule with strategic interim deliverable deadlines and will begin to fine-tune the details of the public involvement approach.

Based on our past experience on local comprehensive surface water management plans, we have developed a strategy that involves collaboration with review agencies at the onset of the project. The objective of the early involvement with a representative from each of the three local watershed districts and the Metropolitan Council is to clarify local watershed rules and their plan requirements for the City's Comprehensive Surface Water Management Plan (CSWMP). The SEH team has found that a matrix of the federal, state and local watershed rules is valuable for complying with the standards and plan content requirements of each agency and developing City updates from this common base.

One example of how we will approach the agency coordination will be to further align the water resources CIP to other City projects such as street reconstruction projects or Park improvement projects. While this approach was discussed extensively during the 2012-2013 planning process, we believe we can help Roseville take this to the next level as we have done in the following examples:



Our team's primary objective at the kick-off meeting will be to hear from City staff what about defines a successful project and to clearly define the specific desired outcomes of the Plan update.



- **Edina** – for two recent street reconstruction project areas, we completed a study of the area and worked directly with watershed staff to identify what types of BMPs and treatment levels would help meet their goals and be eligible for cost share funding. The results were BMPs including under-road infiltration chambers, PaveDrain porous pavement on an entire street for the first project, and more than 20 tree trenches on the second.
- **St. Paul** – working directly with the local watershed, we coordinated a regional treatment iron enhanced sand filter bench on an existing pond system to meet treatment needs of project.
- **Burnsville** – for the past five years, we have been completing an XP-SWMM hydraulic analysis of the storm sewer system capacity of local street areas in the year before the City begins plans for the project to identify any necessary upgrades.
- **Forest Lake** - we are currently completing a feasibility study of potential BMP locations for the watershed and in close coordination with the City. The report will be used to apply for a grant in 2016 with the intent to complete the construction in 2018, pending a successful grant award.

The approach is similar in all cases: to budget for and complete a stormwater-focused study of a future street reconstruction or improvement project in the year or two prior to the planned project. This sets the stage for more innovative approaches and opens the door to potential funding at the watershed and state levels.

Task 2: Understand the City's Current Surface Water Management Plan

Based on our project team's history with the City's most recent 2013 plan update, SEH is uniquely qualified to provide an unparalleled understanding of the current CSWMP and past City issues. While some may see our team's familiarity with the current plan as a hindrance to adopting changes, we fully embrace working with individuals who bring a fresh perspective and support new and innovative ideas and solutions.

SEH will be able to hit the ground running based on our recent planning experience and knowledge gained in the development of the 2013 CSWMP. We can deliver the **best value** by building upon our previous work with the 2013 CSWMP and focusing our efforts on updating the plan with the most recent mapping data, such as current land use, floodplain boundaries and impaired waters, and incorporating the most recent capital improvement projects, new flooding issue areas and new studies completed since 2013.

Our strategy to evaluate and incorporate existing modeling data is not to complete modeling updates throughout the entire City, but rather to work with City staff to identify detailed modeling efforts that could occur as an amendment to this scope in problem areas and/or future street improvement areas. The potential detailed modeling efforts in specific areas are typically of greater value in evaluating potential improvements and solutions than city-wide, regional sub-watershed modeling efforts.

In Burnsville, for example, as part of our overall citywide XP-SWMM model update, the City has identified a dozen or so specific areas that will need more

The approach is similar in all cases: to budget for and complete a stormwater-focused study of a future street reconstruction or improvement project in the year or two prior to the planned project.

detail analysis. The approach we are taking is to complete a detailed analysis of the highest priority areas as part of the WRMP Update in 2016, and then to program the remaining areas into the CIP based on the severity of the problem and each area's alignment to a future street reconstruction project.

Task 3: Facilitation of an Effective and Meaningful Public Involvement Process

At the onset of the project, Ron and Rebecca will work with the City to fine-tune the details of the public involvement approach – including audiences, messages, venues, tools and schedule. This effort will include finalizing the strategy for public input and involvement. Public involvement throughout the planning process will build community support for plan goals and plan implementation.

Key points in a successful public involvement program include:

- Starting the public involvement process early, and clearly identifying the purpose and need of each activity
- Establishing an environment of respect and trust that promotes effective exchange of ideas, concerns, goals, objectives and priorities
- Presenting options with corresponding costs and schedules that respond to public feedback and encourage dialogue
- Demonstrating that the implementation plan reflects the concerns and ideas of stakeholders and the needs of the City

There are multiple stakeholders for the CSWMP including agencies, businesses, citizens, lake associations, commissions, council, developers and City staff. Based on our experience, SEH knows that a comprehensive public involvement strategy is instrumental to engaging key project stakeholders early on in the process. The RFP indicates that the interface with the public-at-large should be assumed to occur through up to three meetings with the City's Public Works, Environment and Transportation Commission (PWETC). SEH will fully staff each meeting, provide necessary exhibits/presentations, and coordinate the gathering and summary of stakeholder comments. In addition to the three PWETC meetings, we will schedule and facilitate up to three meetings with a Technical Advisory Panel (TAP) comprised of the City staff and watershed district representatives.

One of the added value items that Ron and Rebecca bring to the team is the connection to the 2012-2013 Update and the detailed discussions with members of the PWETC throughout that planning process. At the first meeting in 2016, we propose to start with an overview of the key issues and topics raised by the previous committee and to highlight where these issues are addressed in the current plan. This background will set the stage for the group to focus efforts on ideas they have for new and innovative surface water management opportunities and how to implement them efficiently and cost-effectively. The 2012-2013 committee spent significant, yet valuable, time and effort reviewing and discussing goals and policies to get them to reflect the current state of stormwater management approaches and to be flexible enough to not limit future innovation. We see the 2016 group to be a great resource for refining the policy specifics to implement and fund surface water improvements for at least the next 10 years.



Rain garden being constructed in Rosewood Neighborhood

The public meetings with PWETC are valuable; however, as we learned in 2013, additional effort will be required to achieve truly meaningful public involvement. To achieve this, SEH will develop and facilitate a public involvement strategy with input from City staff. While traditional public meetings have been utilized in the past, many people are too busy to attend and their input is still vital. We will use a variety of methods to inform and engage individuals and will tailor a program that fits the needs of the project. We propose to integrate the public involvement efforts for the CSWMP update with that of the Comprehensive Plan to engage a broader audience and to consider the following tools for engagement:

- Develop a web presence to provide project information and solicit project input (City website or project website)
- Capitalize on the “Speak Up Roseville” online engagement tool to encourage discussions and solicit feedback
- Use the “City News” newsletter to publish project information
- Determine how social media can be used to disseminate information and gather input

Task 4: Goal Setting, Policies, Implementation Plan and Priorities

Goals and policies established in local plans are typically developed in accordance with Minnesota Rules 8410, the specific requirements of the Metropolitan Council and the standards of the three local watersheds. After our initial meetings to clearly define desired outcomes and regulatory requirements for plan approval, Rebecca and Ron will work with City staff to begin reviewing goals, policies and standards, known problem areas and planned improvements. During this process we will also provide a review of the engineering standards and permit requirements for consistency with watershed district standards to provide more streamlined project reviews and improving customer service.

Before adopting the often generic and non-community-specific goals and policies that will ultimately yield an implementation plan, we will solicit input regarding goal and policy updates and establish priorities. Once the goals and policies are established and prioritized, we can identify plan-specific implementation activities that support the City’s goals and policies. By establishing implementation activities using this top-down approach, our team can tie each implementation activity identified to the corresponding plan goal(s) it supports. Each of the major plan objectives will have leading and lagging performance measures that will be used to report plan implementation and results as well as estimated costs, resources, and potential financing mechanisms.



*Aladdin Street Bioinfiltration Basin Retrofit
(Photo Source: Ramsey Conservation District)*

Task 5: Development of Draft and Final Plan Document Deliverables

Much of the background information contained in the plan sections relating to land and water resources inventory, goals and policies, and the issues assessment sections is in good standing and will simply be updated to reflect new ideas and information. The implementation program section will need additional work to ensure consistency with the watershed district plan updates and emerging issues in the past few years. We will complete an initial review of the entire document with track changes and add comments where input from specific staff or discussions with the TAC are needed to clarify and update the contents.

Most plans are delivered today as an electronic document that is posted on a city's web site. This type of plan may be traditional but it likely is not responsive to the post-planning needs of City staff or the public. Creating a truly interactive plan version was one of the final steps planned during our work on the 2013 plan update, but this was put on hold at the request of the City to allow the City's overall IT system updates to be completed. In addition to updating the required content and weaving new and innovative stormwater management approaches into the plan, our team will set the Plan apart by delivering a more interactive format to make it more available and accessible to today's public and development community. More details regarding the development of an interactive plan version can be found in the following Project Tasks section.

Task 6: Follow-Through on Approvals

SEH understands that short-term responsiveness involves developing a plan that delivers the specific goals of the community while meeting the regulatory requirements of the Metropolitan Council and the three watersheds that overlay the City. There are no special tools or approaches for the short-term aspect of plan approval. We will assemble all comments, develop a response to comments document, amend the plan as necessary to receive approval and then produce the final planning document.

We propose to attend the watershed approval meetings as needed. It has been our experience that the upfront work to coordinate required plan contents with watershed staff results in a mere formality of approval of the local plans by the watersheds. That said, it may be advantageous to attend the watershed meetings to demonstrate the desire of the City to continue to work with the watersheds in a cooperative manner, discuss some of the plan implementation projects that will benefit both the City and watershed, and plant the seed for grant funding discussions on future projects. In this way, the plan approval step is really the first step towards implementing the actions established within the plan.



William Street Pond
(Photo Source: Ramsey Conservation District)

Project Tasks

Project Tasks

The following task hour budget summarizes our estimated level of effort for each of the major task categories identified in the RFP. A preliminary project schedule is also provided that shows the general sequence of work we will follow to complete the City approval by February 2017. As noted in the schedule, we will discuss the details of how the City approval process may be adjusted to account for the Rice Creek Watershed District (RCWD) schedule at the kick-off meeting. Options are to request that RCWD review and approve the plan prior to February 2017, or to wait for Council adoption of the plan until after RCWD approves the plan.

Deliverables for this project include all electronic files used in development of planning document. This includes all GIS files, Microsoft Word and Excel files, photos and graphics used in the plan and any open house story boards, etc. SEH will deliver all files electronically to the City. The primary deliverable will be the final version of the CSWMP. Our scope of work and fee estimate assumes we will deliver the document in a format that allows for easy posting on the City's website in pdf format with static maps similar to what the current version provides and what most other municipalities have for their plans.

We are proposing two additional services to discuss further with the City during final contracting to enhance the format of the final plan deliverable:

- Creating a truly interactive plan version utilizing a web-based format. An example plan is found in [this Stormwater Management Guidance Manual](#) from Philadelphia, which is very well done in an easily navigable and searchable web-based format. Platforms such as WordPress and SquareSpace are utilized to develop responsive web designs which are easily navigable on a wide range of devices – from desktops to mobile phones. The estimated cost of this additional effort is on the order of \$4,000 to \$5,000.
- Incorporating interactive map-based elements. An example of this is [this San Francisco green infrastructure map](#) which would be a great and unique way to highlight the completed improvement projects located throughout the City. The City of Boulder has used interactive maps extensively for their [Comprehensive Plan](#) to create an engaging and informative tool that goes beyond static maps. A similar approach could be followed for the Surface Water Management Plan, including map layers for the City of Roseville's drainage and conveyance system, wetlands and surface waters, land use, and watershed boundaries. Two additional examples with surface water and stormwater relevant interactive map layers include [King County](#) and [Philadelphia](#). The estimated cost of this additional effort is on the order of \$3,000 to \$4,000.

In 2013, the CSWMP Update was approximately \$18,000 under budget, so our team's thought was to use at least a portion of that to develop web-based and/or map-based interactive plan versions. We are eager to learn more about how the recent IT system improvements will provide a platform for the 2017 Plan update, and we look forward to working with staff to deliver an interactive plan format that will set the Plan apart by being more accessible to today's public and development community.

In 2013, the CSWMP Update was approximately \$18,000 under budget, so our team's thought was to use at least a portion of that to develop web-based and/or map-based interactive plan versions.

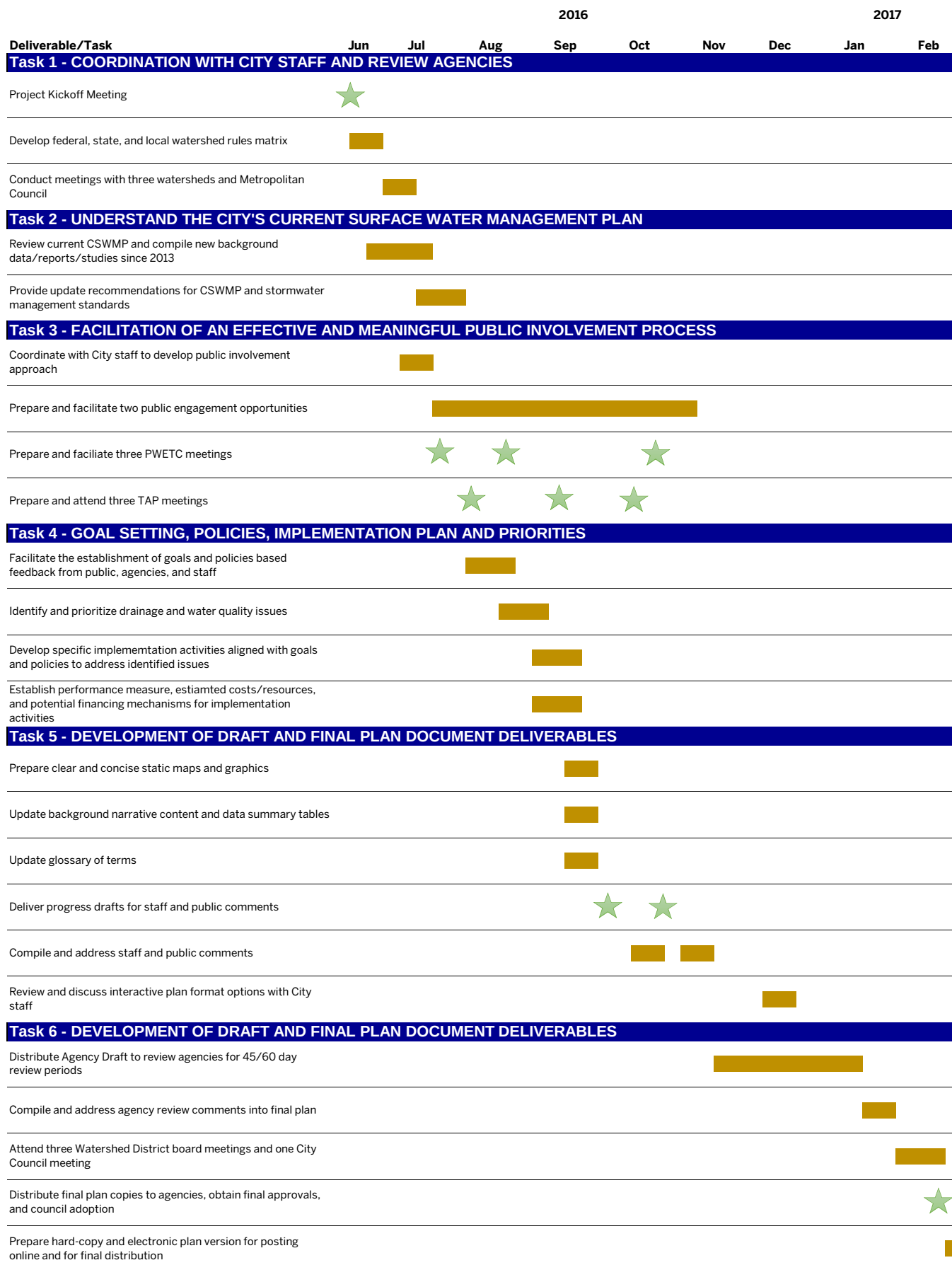
City of Roseville, Minnesota

Comprehensive Surface Water Management Plan Update

Key Staff Estimated Hours



	Nesting	Macholl/ Deuschle/ Steinweg	Leaf/ Cazanacli	Carlson		
Project Tasks / Work Items	Lead Project Engineer (PE)	Water Resources Engineer/ Scientist	Sr. Water Resources Engineer (PE)	GIS Analyst	Word Processor/Gr aphic Designer	Total Staff Hours
Task 1 - COORDINATION WITH CITY STAFF AND REVIEW AGENCIES						
1 Project Kickoff Meeting	4		2			6
2 Develop federal, state, and local watershed rules matrix	2	16				18
3 Conduct meetings with three watersheds and Metropolitan Council	6	8				14
Task 2 - UNDERSTAND THE CITY'S CURRENT SURFACE WATER MANAGEMENT PLAN						
1 Review current CSWMP and compile new background data/reports/studies since 2013	8	16				24
2 Provide update recommendations for CSWMP and stormwater management standards	8	16	4			28
Task 3 - FACILITATION OF AN EFFECTIVE AND MEANINGFUL PUBLIC INVOLVEMENT PROCESS						
1 Coordinate with City staff to develop public involvement approach	8	2	2			12
2 Prepare and facilitate two public engagement opportunities	24	12	2			38
3 Prepare and facilitate three PWETC meetings	12	6	2			20
4 Prepare and attend three TAP meetings	12		3			15
Task 4 - GOAL SETTING, POLICIES, IMPLEMENTATION PLAN AND PRIORITIES						
1 Facilitate the establishment of goals and policies based feedback from public, agencies, and staff	8	2	2			12
2 Identify and prioritize drainage and water quality issues	8	2	2			12
3 Develop specific implementation activities aligned with goals and policies to address identified issues	16	12	2			30
4 Establish performance measure, estimated costs/resources, and potential financing mechanisms for implementation activities	16	8	4			28
Task 5 - DEVELOPMENT OF DRAFT AND FINAL PLAN DOCUMENT DELIVERABLES						
1 Prepare clear and concise static maps and graphics	16		2	12	8	38
2 Update background narrative content and data summary tables	24	16	4			44
3 Update glossary of terms		2				2
4 Deliver progress drafts for staff and public comments	2				2	4
5 Compile and address staff and public comments	16	4	2			22
6 Review and discuss interactive plan format options with City staff	2			2		4
Task 6 - FOLLOW-THROUGH ON APPROVALS						
1 Distribute Agency Draft to review agencies for 45/60 day review periods	2		1		8	11
2 Compile and address agency review comments into final plan	8		2			10
3 Attend three Watershed District board meetings and one City Council meeting	6					6
4 Distribute final plan copies to agencies, obtain final approvals, and council adoption	4				2	6
5 Prepare hard-copy and electronic plan version for posting online and for final distribution	8		1		8	17
Estimated Total Hours Per Staff Category	220	122	37	14	28	421
Total Labor						
Estimated Total Labor and Expenses						



Experience and Qualifications

Experience and Qualifications

SEH's recent project experience includes local stormwater management plan updates along with extensive modeling and other relevant projects. Our capabilities encompass each deliverable of the process. The following section provides an overview of some of our recent and similar projects. For qualifications, see consultant team key staff and resume sections.

Planning Experience

2013 Comprehensive Surface Water Management Plan Update – City of Roseville, Minn.

Ron and Rebecca were the two primary staff on this project that required a series of meetings with the City's Public Works, Environmental and Transportation Commission to develop major themes for the plan, develop draft goals and policies, and finalize the plan. A draft plan was also reviewed with the City's Parks and Recreation Commission and at a public open house to gather input on issues throughout the City. Key deliverables of the plan included updated goals and policies, including a specific section on sustainability; an assessment of ongoing issues and recognition of past successes; and a prioritized 10-year implementation program that identifies program activities and improvements, including a future city-wide model update.

Surface Water Management Plan Update – City of Chanhassen, Minn.

Ron served as project manager for coordinating this comprehensive plan update that included a citywide hydrologic model update; completion of Minnesota Routine Assessment Method wetland assessments and GIS-mapping for more than 385 wetlands, 85 ponds and several lake and stream corridor features; field survey of invert and locations of more than 6,000 storm sewer structures; creation of a fully GIS-based database for these data; updating lake management recommendations; and developing goals and policies through the City's Task Force. Dan Carlson was a key resource during establishment of the GIS storm system database.

Surface Water Management Plan Update – City of Shoreview, Minn.

Ron served as project manager for updating the City's 1990 plan. The update focuses on National Pollutant Discharge Elimination System (NPDES) Phase II program requirements, hydrologic modeling updating wetland inventory, and addressing the goals and policies of two local Watershed Management Organizations. Another key aspect of the project was creating an electronic web-based version of the plan as the primary format.

Surface Water Management Plan Update – City of White Bear Lake, Minn.

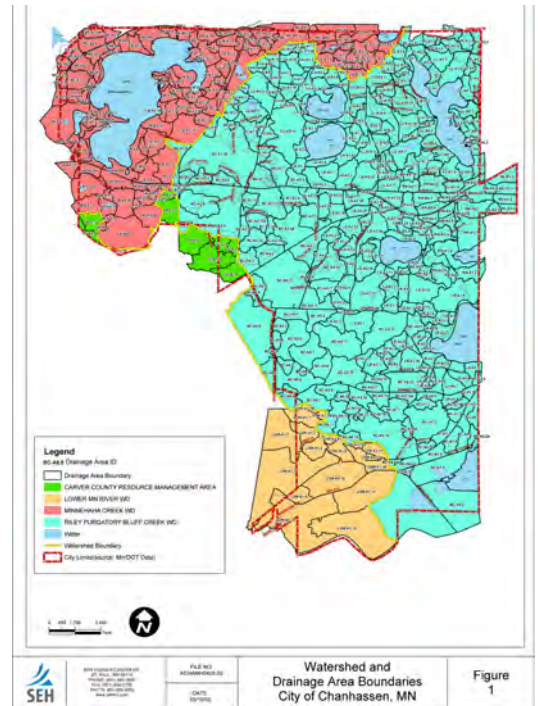
Ron and Rebecca were the two key staff responsible for updating the overall Plan, which is currently in process. Key deliverables include an update to the volume control requirements and standards, creating a section that highlights past successful projects throughout the City, and prioritizing capital improvements. Chris Larson was consulted for his expertise and input on the surface water-groundwater interaction issues that have been a hot topic in the area for several years.

Surface Water Management Plan Update – City of Oakdale, Minn.

Key deliverables were an update to the city-wide hydrologic model and incorporating the volume control requirements of the three watershed districts (Ramsey Washington Metro Watershed District, Valley Branch Watershed District, and South Washington Watershed District). One of the CIP items created after the plan was completed was a GIS-based database of model results for incorporation into the City's asset management system. Ron and Dan Carlson were key staff on this project.

Surface Water Management Plan Update – City of Vadnais Heights, Minn.

Key deliverables for this SWMP included an update to the City's volume control requirements of the three watershed districts (Ramsey Washington Metro Watershed District, Valley Branch Watershed District, and South Washington Watershed District). One of the CIP items created after the plan was completed was a GIS-based database of model results for incorporation into the City's asset management system. Ron and Dan Carlson were key staff on this project.



Surface Water Management Plan Update and Non-Degradation Analysis – City of Maplewood, Minn.

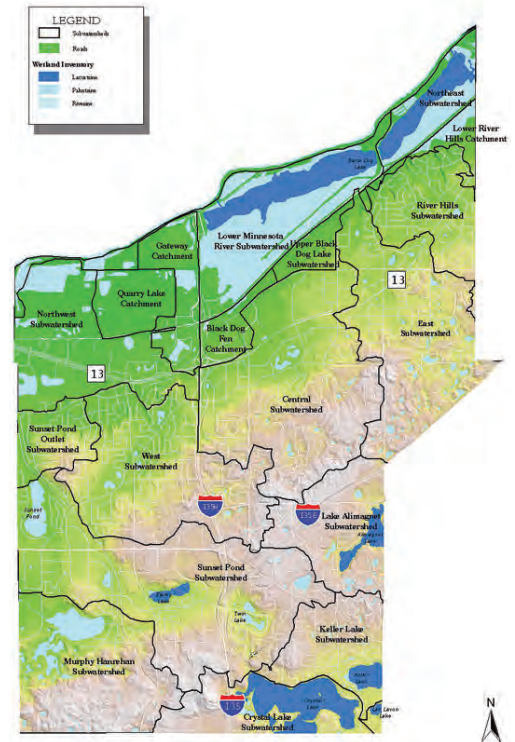
Ron served as project manager for updating the overall Plan and Dan Cazanacli was the lead technical resource for preparing the non-degradation analysis. Two of the key deliverables were formal establishment of the volume control requirements they have been implementing since 2003 and incorporation of the recommendations of the non-degradation analysis. Both efforts included coordination with three watershed districts (Ramsey Washington Metro Watershed District, Capital Region Watershed District and Valley Branch Watershed District).

Second Generation Water Resources Management Plan – Burnsville, Minn.

This Plan included update of the city-wide hydrologic model and provides consistency with the City's Comprehensive Plan. It also established a 15-year, \$25 million CIP for addressing goals and activities of more than 24 implementation topics. The Plan fulfills much of MPCA's NPDES Phase II permit program requirements.

Kinnickinnic River Watershed Management Plan - River Falls, Wis.

This effort was a comprehensive water quality and hydrologic study of 64 square miles tributary area to the Kinnickinnic River – one of the Midwest's highest quality trout waters. The Plan addressed the impacts of urban runoff and included thermal monitoring, water quality monitoring, modeling of urban runoff and ground water assessment. The implementation plan was designed to accommodate development while protecting the cold-water resource from the thermal and total suspended solids influence of runoff. Engineering standards and developer guidelines focused on mimicking 12% impervious through land use controls and infiltration practices.



Best Management Practices and Special Studies

Target Field Station Water Reuse – Hennepin County, Minn.

The Target Field Station Stormwater Reuse System is an innovative stormwater collection system that captures snowmelt and stormwater runoff from the upper level plazas, green roofs and light rail station bridge. The stormwater is collected in large cisterns that can provide up to 40,000 gallons of storage. From there, the stormwater is routed to the Hennepin Energy Recovery Center (HERC), a nearby waste-to-energy facility that burns municipal waste to generate energy. The HERC treats the stormwater and uses it in a variety of industrial processes. In total, the stormwater system will direct approximately one million gallons of stormwater runoff per year to the HERC facility, which reduces the facility's overall demand on the municipal water supply.

Grand Round Wheelock Pond Iron Enhanced Sand Filter Bench – St. Paul, Minn.

This pond retrofit project included designing an iron enhanced sand filter bench into an existing stormwater pond to provide treatment for new impervious created by proposed regional trail and street improvements. This site was somewhat unique in that the retrofit treated water completely off-site form the immediate project area since the location had the ability to treat a much larger contributing area. Challenges on this project included defining what hydraulic conductivity was to be used given conflicts in what the Minnesota Stormwater Manual (MPCA Manual) said versus what we found in a literature review and some other local designs. Ultimately, the watershed agreed with our findings that the rates in the MPCA Manual were substantially lower than desired.

Edina Arden Park Streets and Morningside Streets – Edina, Minn.

For these two recent street reconstruction project areas, we completed a study of the area and worked directly with watershed staff to identify what types of BMPs and treatment levels would help meet their goals and be eligible for cost-share funding.



The results were BMPs that included an under-road infiltration chamber system with more than 200 lineal ft. of off-line large diameter perforated pipe placed in a sand envelope; a full cul-de-sac section of street using PaveDrain porous pavement; and more than 20 tree trenches scattered in strategic locations throughout a four-block area. All of these systems were above and beyond what was required by the watershed rules and received cost-share funding from the watershed.

Lions Park Natural Park Design and Stormwater Treatment Systems – City of Maplewood, Minn.

SEH's team of engineers and landscape architects worked closely with City parks, engineering, and natural resources staff to obtain input from residents during the master planning phase, through the final construction punch list completion. The improvements were needed to eliminate a nuisance drainage problem that left the park unusable after small rainfall events and to upgrade the park to more modern play facilities. The result is a natural based layout of biofiltration basins and active play areas that combines traditional play equipment and more natural play areas that allow interaction with the stormwater treatment system. The project was a win-win for parks and engineering, as the treatment credit obtained provides more than enough credit to meet the needs of future street reconstruction work in the drainage area.

Local Experience

St. Croix Storm Sewer Lift Station – Roseville, Minn.

Roseville retained SEH for the design of the new St. Croix stormwater lift station. The lift station is located at Terminal Road and Fulham Street and pumps from two stormwater ponds connected by two 5 ft. x 4 ft. box culverts. The St. Croix station had two pumps, one with a 125 HP motor and another with a 250 HP motor. The design will include new electrical components located out of the 100-year flood plain, replacement of the 36 in. force main, and new pumps with VFDs. SEH created an XP-SWMM model to size the pumps and analyze flooding at the ponds and downstream. The final design includes two 200 HP pumps with VFD's, new electrical controls and instrumentation, permanent standby generator, pond bottom erosion improvements, inlet freezing mitigation and site improvements.



County Road C Storm System Analysis and Design – Ramsey County, Minn.

XP-SWMM storm sewer modeling and design of proposed stormwater ponding areas along the road corridor. The project incorporated water quality treatment and flood storage capacity beyond the needs of the County Road C requirements to help address goals of the City of Roseville.

Water Quality Rulemaking Study – Capitol Region Watershed District

Evaluation of stormwater treatment options for three hypothetical sites within the highly urban area of the CRWD. SEH was one of four teams looking at the feasibility of meeting various standards that were being considered by the watershed. The study supported the District's volume control standards.

Ladyslipper Park Improvements – Roseville, Minn.

SEH evaluated several alternatives to provide stormwater treatment for the adjacent street and residential area. The project also included an analysis that looked at options for improving channel conditions for canoe access, evaluating the maintenance and permitting needs, and accounting for wetland impacts and mitigation needs. A stormwater hydraulic modeling and treatment system analysis was completed to determine the level of pollutant removal for the various options

Lake Survey Project – Grass Lake Water Management Organization

Our team developed bathymetric mapping of portions of Lake Owasso and Lake Wabasso in Roseville and Shoreview. We used the P 8 Urban Catchment Model to evaluate the use of urban Best Management Practices to reduce sediment loading to the lakes.

Fees (Attachment B)

RESPONDENT PROPOSAL

The City of Roseville will review and evaluate each proposal, and selection will be made based on the items listed below. The firms submitting proposals shall include statements on the following items as a part of their proposal:

Project Scope Understanding:

Describe the approach that will be used to complete each of the tasks listed in RFP section IIC. Scope of Services. List all assumptions, City Responsibilities, Consultant Responsibilities, and Consultant Deliverables. (3 pages)

Fees:

Based on the scope of services shown in section IIC of this RFP, provide the total estimated fees in the following table format. (Please attach fee schedule)

Labor costs shall be proposed on an hourly basis. Labor costs and expenses shall be identified and subtotaled for each Major category. Total costs shall be proposed on a not-to-exceed basis.

Scope of Services Major Categories <i>Show all individual tasks broken out under each category.</i>	Position responsible <i>(add columns as needed)</i>	Total Hours	Total Fee
Coordination with City Staff and Reviewing Agencies	See Page 11	38	\$3,800
Understand the City's Current Surface Water Management Plan	See Page 11	52	\$5,200
Effective and Meaningful Public Involvement Process	See Page 11	85	\$9,400
Goal Setting, Policies, Implementation Plan and Priorities	See Page 11	82	\$9,000
Development of Draft & Final Plan	See Page 11	114	\$12,600
Follow-Through on Approvals	See Page 11	50	\$5,000
Total Not to Exceed Cost:	NA	NA	\$45,100
Reimbursable expenses:	NA	NA	\$400

Schedule:

Provide schedule for completion of CSWMP (See Page 12)

SEH HOURLY BILLABLE RATE RANGE

Classification - Office Staff	Billable Rate ⁽¹⁾
Principal	\$155.00 - \$240.00
Project Manager	\$120.00 - \$215.00
Senior Project Specialist	\$140.00 - \$195.00
Senior Project Engineer	\$125.00 - \$200.00
Project Engineer	\$100.00 - \$160.00
Staff Engineer	\$75.00 - \$120.00
Senior Project Architect	\$125.00 - \$195.00
Project Architect	\$95.00 - \$140.00
Staff Architect	\$75.00 - \$115.00
Senior Project Scientist	\$120.00 - \$160.00
Project Scientist	\$70.00 - \$115.00
Staff Scientist	\$60.00 - \$90.00
Senior Project Planner	\$125.00 - \$190.00
Project Planner	\$90.00 - \$135.00
Staff Planner	\$70.00 - \$90.00
Project GIS Analyst	\$70.00 - \$140.00
Lead Technician	\$90.00 - \$150.00
Senior Technician	\$75.00 - \$130.00
Technician	\$65.00 - \$100.00
Word Processor	\$55.00 - \$90.00
General Clerical	\$55.00 - \$90.00
Graphic Designers	\$80.00 - \$100.00

Classification - Field Staff	Billable Rate ⁽¹⁾
Licensed Land Surveyor	\$100.00 - \$140.00
Lead Project Representative	\$90.00 - \$150.00
Sr. Project Representative	\$75.00 - \$125.00
Project Representative	\$65.00 - \$115.00
Survey Crew Chief	\$80.00 - \$115.00
Survey Instrument Operator	\$60.00 - \$90.00

⁽¹⁾ The actual rate charged is dependent upon the hourly rate of the employee assigned to the project.

The rates shown are subject to change.

Effective: January 1, 2016

Expires: December 31, 2016

Resumes

Ronald B. Leaf PE

Principal/Project Manager/Sr. Water Resources Engineer

Ron is responsible for managing a variety of water resources projects and has extensive experience on stormwater pond and storm sewer system design, comprehensive surface water management planning, flood studies and mapping, stormwater ordinances, NPDES permitting, stormwater low-impact development practices, and infiltration practices. Ron previously worked for the Minnesota Pollution Control Agency (MPCA), responsible for coordinating revisions to the State's water quality rules, providing legislative testimony on implementation of water quality programs, and developing engineering standards for storage structures and treatment systems. Ron is also experienced in managing projects that require coordinating the goals and efforts of multiple public, private, and government interests.

EXPERIENCE

Surface Water Management Plans for the following Minnesota communities:

- Arden Hills
- Burnsville
- Chanhassen
- Long Lake
- Maplewood.
- Oakdale
- Shoreview
- Vadnais Heights
- White Bear Lake

Comprehensive Surface Water Management Plan – Roseville, Minn.

Ron served as project manager on this project that required a series of meetings with the City's Public Works, Environmental and Transportation Commission (the Roseville commission charged with surface water management) to develop major themes for the plan, developing draft goals and policies and finalizing the plan. A draft plan was also reviewed with the City's Parks and Recreation Commission and at a Public Open House to gather input on issues throughout the City.

Marquette and 2nd Avenues Transitway – Minneapolis, Minn.

Served as the senior water resources engineer on the design to reduce stormwater run-off and protect the Mississippi River as well as increase the growth of healthy trees. Pervious pavers were used along with Silva-cells to provide a water quality treatment filter and room for root growth.

Ladyslipper Park Improvements – Roseville, Minn.

Ron was the lead water resources engineer working on this project that evaluated several alternatives to provide stormwater treatment for the adjacent street and residential area. Our analysis looked at options for improving channel conditions for canoe access, evaluating the maintenance and permitting needs and wetland impacts and mitigation needs. Ron led the stormwater hydraulic modeling and treatment system analysis to determine the level of pollutant removal for the various options.

Geranium Street Park Porous Pavement – Maplewood, Minn.

Lead water resource engineer responsible for designing several rainwater gardens, an infiltration basin with a porous dam and a porous pavement parking lot in the adjacent park.

County Road C Storm System Analysis and Design – Ramsey County, Minn.

Lead water resources engineer responsible for providing quality assurance/quality control review for XP SWMM storm sewer modeling and design of proposed stormwater ponding areas along the road corridor. The project incorporated water quality treatment and flood storage capacity beyond the needs of the County Road C requirements to help address goals of the City of Roseville.



EDUCATION

Master of Science
Agricultural Engineering
Minor: Civil Engineering
University of Minnesota
Minneapolis

Bachelor of Science
Agricultural Engineering
University of Minnesota
Minneapolis

CONTINUING EDUCATION

Annual Water Resources
Conference

Designing and Evaluating
Low Impact Developments
Workshop

Annual Minnesota Erosion
Control Association Conference

REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in
Minnesota (#24411, 1996)

PROFESSIONAL ASSOCIATIONS

American Public Works
Association (APWA), Member

MPWA Sustainability and
Environmental Committee

Association of State Flood Plain
Managers, Corporate Member

Water Resources Conference
Planning Committee

Alpha Epsilon, Honor Society
of Agricultural Engineering,
Member

Minnesota Erosion Control
Association, Member

Rebecca S. Nestingen PE, CFM

Lead Project Manager/Water Resources Engineer

Ms. Nestingen is a professional engineer with experience in hydrology, hydraulics, and the management of stormwater. Rebecca has worked on hydrologic and hydraulic design of storm sewer systems, culverts and bridges, has completed Surface Water Management Plans (SWMPs) and drainage/water quality studies, and has designed stormwater management best management practices (BMPs). Rebecca's Master of Science work focused on assessing the infiltration characteristics of rain gardens in various settings and developing infiltration measurement techniques. Rebecca was also a contributor to the Minnesota BMPs assessment manual.

EXPERIENCE

Comprehensive Surface Water Management Plan – Roseville, Minn.

Rebecca served as the lead water resources engineer on this project that required a series of meetings with the City's Public Works, Environmental and Transportation Commission (the Roseville commission charged with surface water management) to develop major themes for the plan, developing draft goals and policies and finalizing the plan. A draft plan was also reviewed with the City's Parks and Recreation Commission and at a Public Open House to gather input on issues throughout the City.

Surface Water Management Plans – Various Minnesota Communities

Rebecca developed goals and policies, updated development standards, created plan figures, revised Capital Improvement Plans and authored plan narratives as the project engineer on multiple local surface water management plans, including the following:

- Burnsville
- Long Lake
- Maplewood
- Oakdale
- Roseville
- Vadnais Heights
- White Bear Lake (in progress)

XP-SWMM Hydraulic Studies – City of Crystal, Minn.

Hydraulic engineer for a detailed hydrologic and hydraulic analysis of an existing storm sewer system for a State Aid reconstruction projects using XPSWMM. Rebecca collected as-builts and other data necessary for the analysis. She provided technical reports to the City that discussed results of the analysis, XPSWMM Hydraulic Studies have been completed for the street reconstruction Phases 9-15.

XP-SWMM Hydraulic Studies – City of Burnsville, Minn.

Rebecca provided technical oversight, consultation, and QA/QC of the XPSWMM analysis completed of an existing storm sewer system for State Aid reconstruction projects.

Sweeney Lake Total Maximum Daily Loads Study – City of Golden Valley, Minn.

Project engineer on the Total Maximum Daily Loads (TMDL) study for Sweeney Lake which involves analyzing in-lake water quality data and the lake water quality response to nutrient load scenarios using BATHTUB model.

Lake Titlow Improvements – Gaylord, Minn.

Lead engineer and modeler on the cooperative project with the City, the Lake Titlow Improvement Association, and Minnesota State University (MSU) in Mankato. Rebecca was responsible for collecting and analyzing GIS data that will support creation of a SWAT model. The SWAT model was calibrated to monitoring data collected by MSU and was used to evaluate possible improvements in the watershed.



EDUCATION

Master of Science
Civil Engineering
University of Minnesota
Minneapolis

Bachelor of Science
Environmental Engineering
University of Wisconsin
Platteville

CONTINUING EDUCATION

Two-Dimensional Modeling
Using HEC-RAS, American
Society of Civil Engineers
(ASCE)

MIDS Calculator SuperUser
Workshop, Minnesota Pollution
Control Agency (MPCA)

GEOPAK Drainage within the
MnDOT Workflow, Isthmus
Engineering

Stormwater Management and
Flood Modeling Workshop, XP
Solutions

REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in
Minnesota

ASFPM Certified Floodplain
Manager

Design of Stormwater Pollution
Prevention Plans (SWPPP),
University of Minnesota

Emily Steinweg EIT

Project Engineer

Ms. Steinweg is a project engineer specializing in water resources and environmental engineering. For stormwater projects, Emily has analyzed and modeled flooding conditions using various softwares, investigated flood control devices, and proposed and designed solutions to mitigate flood damage. For wastewater conveyance type projects, she has performed construction management, generated preliminary engineering reports, redlined specifications, completed cost estimates, prepared for and led client meetings, as well as designed templates for field and photograph inspection reports used to report on construction progress.

EXPERIENCE

St. Croix Storm Sewer Lift Station – Roseville, Minn.

Project engineer for design of storm sewer lift station in business area to reduce the negative impacts of flooding near the station as well as downstream. Emily modeled the storm sewer system with XP-SWMM and HydroCAD to determine optimal pump size and high water levels in the system. She prepared construction documents, cost estimates, provided shop drawing review and performed other construction administration activities.

Lake Emily Management Plan – Emily, Minn.

Project engineer for hydraulic analysis of the Lake Emily, Lake Mary, and Dahler Lake system. Emily modeled the lake system with HydroCAD to determine effects of potential changes in outlet dam on Lake Emily. She analyzed shoreline conditions, culvert crossings and high and low water levels.

Jacob A. Macholl

Water Resources Scientist

Mr. Macholl is a scientist with the natural resources group and has nine years of experience in a variety of watershed and lake management, groundwater modeling, wellhead protection, and water resource assessment projects. He also provides GIS technical expertise for projects within the water, wastewater and civil fields. Jake's responsibilities include summarizing water quality and hydrologic data, developing watershed transport and groundwater flow models to interpret and forecast conditions, identifying best management practices to improve and protect water quality, providing training and support for volunteer data collection efforts, and developing and maintaining GIS databases.

EXPERIENCE

Chetek Lakes Aquatic Invasive Species Education, Prevention, and Planning (Chetek Lakes Protection Association) – Barron County, Wis.

Lake scientist for this 3,562-acre chain of shallow, highly eutrophic lakes. Jake's responsibilities include providing training and support for volunteer data collection efforts, summarizing water quality and hydrologic data to further define nutrient and hydrologic budgets, developing nutrient response models to help predict lake water quality under different levels of nutrient loads, and planning and evaluating aquatic plant management strategies.



EDUCATION

Bachelor of Science
Civil Engineering
Environmental Science
Minor: Spanish
Iowa State University
Ames

CONTINUING EDUCATION

InfoSWMM Training,
Broomfield, Colo.

HEC-RAS Training, Madison,
Wis.



EDUCATION

Master of Science
Water Resources
University of Wisconsin
Stevens Point

Bachelor of Science
Geology/Hydrogeology
University of Wisconsin
Oshkosh

CONTINUING EDUCATION

Aquatic Plant ID Training
Wisconsin Department of
Natural Resources

REGISTRATIONS/ CERTIFICATIONS

Certified Lake Manager (#14
01M, 2014), North American
Lake Management Society

Deric R. Deuschle CWD

Scientist/Aquatic Ecologist

Deric primarily provides wetland services, such as delineations, permitting, mitigation siting and design, and monitoring. He also provides experience in environmental documents including EAs, EAWs, and EISs, threatened and endangered species surveys, tree inventories, water quality analysis, aquatic invertebrate ecology, aquatic invertebrate taxonomy, stream and large river ecology, fish and wildlife studies, nutrient loading analysis, Geographic Information Systems (GIS), and Global Positioning Systems (GPS).

EXPERIENCE

Burnsville Wetland Management Plan Update – Burnsville, Minn.

Lead staff responsible for updating of the plan, including verification of functions and values assessment, digitizing of wetland boundaries on recent high resolution area photographs, incorporation of current standards and policies, drafting of ordinance language, and ensuring consistency with updated lake and surface water management plans. The plan was accepted by the Board of Water and Soil Resources and adopted into local ordinance.

Sweeney Lake Lakeshore Habitat Restoration – Minneapolis Neurology Clinic and Golden Valley, Minn.

Drafted grant application and was awarded funding from MNDNR to restore 300 ft. of Sweeney Lake shoreline from existing turf to emergent, wetland, and native prairie species. Deric worked with the contractor to design specific site requirements and a maintenance plan.

Daniel W. Carlson

GIS Specialist

Dan has 17 years of varied experience with SEH in GIS projects, data integration and automated mapping. Dan's in-house system experience includes Adobe Acrobat, ArcGIS for Desktop, ArcGIS Modelbuilder, AutoCAD Map, Cityworks Desktop, Cityworks Server, Crystal Reports, SQL Server, Access, Word, and Excel. Dan also has extensive experience incorporating GIS data with the following modeling software: InfoSWMM, InfoWATER, XPSWMM, and AutoCAD Civil 3D. His programming experience includes SQL for SQL Server, Python for ArcGIS and Windows Command Line.

EXPERIENCE

Surface Water Management Plan – City of Shoreview, Minn.

GIS specialist on the municipal environmental project. Dan was responsible for creating a GIS storm sewer dataset and containing storm sewer lines and features derived from various sources. The sources include existing CAD base and dtm, scanned plan sheets and aerial photos. An ArcView shapefile was created with pipe size and material attributes. The City requested the ability to update the shapefile using CAD. Therefore, an update procedure was created and documented to enable the storm GIS files to be imported to CAD, updated by City staff, then exported to an ArcView shapefile. This storm shapefile will be used in the analysis portion of the surface water management plan.

Surface Water Management Plan – City of Duluth, Minn.

GIS specialist on the municipal environmental project. Dan created a storm sewer map booklet using ArcMap that is currently in the draft stage. Datasets were projected to a



EDUCATION

Master of Science
Biology
University of Wisconsin
La Crosse

Bachelor of Science
Biology
Winona State University
Winona, Minn.

REGISTRATIONS/ CERTIFICATIONS

Certified Wetland delineator
(CWD), University of
Minnesota-Water Resources
Center



EDUCATION

Associate in Applied Science
Geographic Information
Systems
Alexandria Technical College
Alexandria, Minn.

Bachelor of Arts
Urban and Regional Studies
University of Minnesota
Duluth

CONTINUING EDUCATION

CITYWORKS for ArcGIS

Using Python in ArcGIS
Desktop 10

Dan A. Cazanacli PE

Senior Professional Engineer

Mr. Cazanacli has a strong background in geomorphology, water resources, and geotechnical engineering. His work often combines theoretical analysis with computer modeling. Dan's expertise also includes geotechnical design, site inspection and drainage plan reviews. He provides specialized design and guidance in three key areas: computer modeling, slope stabilizations and stormwater quality design. Dan brings a variety of engineering and hydraulic analysis software experience, including HEC-RAS, CHECK-RAS, HEC-2, XP-SWMM, GMS, HydroCAD, P8, AutoCAD, LPILE, UTEXAS, and PONDNET.

EXPERIENCE

County Road C Reconstruction, Storm Sewer Design, Roseville – Ramsey County Minn.

Water resources engineer. Dan completed storm sewer design for 1.5 miles of roadway based on Mn/DOT State-Aid guidelines. Additionally, he designed four stormwater treatment ponds and analyzed routing along roadside ditches to minimize runoff rates and maximize stormwater treatment.

Comprehensive Drainage Study – Northeast Burnsville, Minn.

Dan analyzed the performance of north Burnsville's entire drainage system using XP-SWMM software. He also identified areas likely to experience flood damage and proposed solutions for storm sewer system improvements.

Infiltration Basin Study (University of Minnesota-St. Paul) – St. Paul, Minn.

Dan was the lead modeler and design engineer on the "Sheep Pasture Diversion" study. The study consisted of a storm sewer diversion line and an infiltration basin intended to decrease runoff to an important wetland (Sarita) and improve overall stormwater quality. An XP-SWMM model was used to determine optimum balance between maximizing diverted volume and keeping peak water levels reasonably low.

Mark L. Lobermeier PE

Principal

Mark's project experience includes nearly 30 years of watershed management, comprehensive stormwater management planning, storm sewer system analysis, detention basin design, open channel design, hydraulic and hydrologic studies, flood routing and protection, commercial and residential site development, wetland management and ordinance preparation. He has given presentations that include water resources design and planning and wetland management topics at local and national levels.

EXPERIENCE

Selected Comprehensive Stormwater Management Plans – Cities of Burnsville, Plymouth and Roseville. Minnesota and River Falls, Wisconsin.

Surface Water Management Utility Establishment – Municipalities.

Mark has personally assisted 19 communities in analyzing and implementing stormwater utilities including fee calculations, public information programs and ordinance development/evaluation.

American Legion Park Water Quality Pond – Roseville, Minn.

Retrofit of existing mono-culture wetland with wildlife dugout-style excavation to trap sediment and nutrients prior to discharge into Lake Owasso. This project included XP-SWMM modeling of loadings and P8 modeling to evaluate removals.



EDUCATION

Master of Science
Water Resources Engineering
University of Minnesota

Master of Science
Geomorphology
University of Illinois
Chicago

Engineer Diploma
University of Bucharest
Bucharest, Romania

REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in
Minnesota



EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin
Platteville

CONTINUING EDUCATION

Planning, Implementing
and Financing Stormwater
Management Programs
University of Wisconsin

System Development Changes
for Water, Wastewater and
Stormwater Facilities
Georgia Institute of Technology

Survey Questionnaire Form and Reference List (Attachments C and D)

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID _____

To: Michael Thompson

(Name of person completing survey)

Phone: 651.249.2403

Fax: 651.249.2409

Subject: Past Performance Survey of: Short Elliott Hendrickson Inc. (SEH)

(Name of Company)

Ron Leaf

(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client City of Maplewood Date _____
Project Surface Water Plan Update, Gladstone, Water Resources Consultant

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	9
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	9
6	Communication, explanation of risk, and documentation	(1-10)	9
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	9
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	10

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: Barb Miller at Fax # (651) 490.2150 or email a scanned copy to bmiller@sehinc.com

Michael Thompson
Printed Name (of Evaluator)
Maplewood City Engineer

[Signature] 1/13/12
Signature (of Evaluator)

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID _____

To: Mark Graham
(Name of person completing survey)

Phone: 651.204.6050 Fax: 651.204.6100

Subject: Past Performance Survey of: Short Elliott Hendrickson Inc. (SEH)
(Name of Company)
Ron Leaf, staff
(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client City of Vadnais Heights Date 1/13/12
Project Surface Water Plan Update

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	10
6	Communication, explanation of risk, and documentation	(1-10)	10
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	10+

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: Barb Miller at Fax # (651) 490.2150 or email a scanned copy to bmiller@sehinc.com

Mark Graham, P.E.

Printed Name (of Evaluator)

Vadnais Heights
City Engineer

Mark Graham

Signature (of Evaluator)

Page 14

I give S.E.H. my
absolute highest
recommendation.

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID

To:

Mark Maloney

(Name of person completing survey)

Phone: 651.490.4651

Fax: 651.490.4699

Subject: Past Performance Survey of:

Short Elliott Hendrickson Inc. (SEH)

(Name of Company)

Ron Leaf, Mark Lobermeier

(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client

City of Shoreview

Date

2005-present

Project

Surface Water Management Plan, Turtle Lake Augmentation

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	10
6	Communication, explanation of risk, and documentation	(1-10)	10
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	10

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: Barb Miller at Fax # (651) 490.2150 or email a scanned copy to bmiller@sehinc.com

MARK MALONEY, Dir. of Public Works

Printed Name (of Evaluator)

[Signature]
Signature (of Evaluator)

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID

To: Ryan Peterson
(Name of person completing survey)

Phone: 952.895.4459 Fax: 952.895.4404

Subject: Past Performance Survey of: Short Elliott Hendrickson Inc. (SEH)
(Name of Company)
Ron Leaf, Staff
(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client City of Burnsville Date 1/13/12
Project Surface Water Plan Update, Water Resources Consultant, Standards/Ordinances

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	10
6	Communication, explanation of risk, and documentation	(1-10)	10
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	10

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: Barb Miller at Fax # (651) 490.2150 or email a scanned copy to bmiller@sehinc.com

Ryan Peterson
Printed Name (of Evaluator)


Signature (of Evaluator)

Attachment C
SURVEY QUESTIONNAIRE
CITY OF ROSEVILLE

Survey ID _____

To: Brian Bachmeier
(Name of person completing survey)

Phone: 651.730.2730 Fax: 651.730.2820

Subject: Past Performance Survey of: Short Elliott Hendrickson Inc. (SEH)
(Name of Company)

Ron Leaf, staff
(Name of Individuals)

The City of Roseville is implementing a process that collects past performance information on firms and their key personnel. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate your taking the time to complete this survey. Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client City of Oakdale Date _____
Project Surface Water Plan Update

NO	CRITERIA	UNIT	
1	Ability to manage the project cost (minimize change orders)	(1-10)	10
2	Ability to maintain project schedule (complete on-time or early)	(1-10)	10
3	Quality of workmanship	(1-10)	10
4	Professionalism and ability to manage (includes responses and prompt payment to suppliers and subcontractors)	(1-10)	10
5	Close out process (no punch list upon turnover, warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	10
6	Communication, explanation of risk, and documentation	(1-10)	10
7	Ability to follow the users rules, regulations, and requirements (housekeeping, safety, etc...)	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor/individual again	(1-10)	10

Thank you for your time and effort in assisting the City of Roseville in this important endeavor.
Please fax the completed survey to: Barb Miller at Fax # (651) 490.2150 or email a scanned copy to bmiller@sehinc.com

Brian Bachmeier
Printed Name (of Evaluator)


Signature (of Evaluator)

Reference List (Attachment D)

SURVEY ID CODE City Assigned	CLIENT NAME	MAILING ADDRESS	CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
	City of Burnsville	100 Civic Center Parkway Burnsville, MN 55337	Ryan Peterson	952.895.4459	Ryan.Peterson@ Burnsvillemn.gov
	City of Maplewood	1902 County Road B East Maplewood, WI 55109	Michael Thompson	651.249.2403	michael.thompson@ ci.maplewood.mn.us
	City of Vadnais Heights	800 East County Road E Vadnais Heights, MN 55127	Mark Graham	651.204.6050	mark.graham@ cityvadnaisheights.com
	City of Shoreview	4600 Victoria St N Shoreview, MN 55126	Mark Maloney	651.490.4651	mmaloney@ shoreviewmn.gov
	City of Oakdale	1584 Hadley Avenue North Oakdale, MN 55128	Brian Bachmeier	651.730.2730	brian.bachmeier@ ci.oakdale.mn.us

“I give SEH my absolute highest recommendation.”

Mark Graham, City Engineer,
regarding City of Vadnais Heights
Surface Water Plan Update

“SEH has completed a majority of the stormwater and surface water consulting over the past at least 20 years for the City of Burnsville. Ron Leaf has been our primary point of contact and manager of this work for SEH. They do a great job on water resources planning and stormwater management construction capital projects. They assist us on projects varying from large regional ponds to small drainage issues. They were just selected for the update of our water resources management plan and completing a hydrological and hydraulic model of all larger storm drainage pipes in the City. SEH, and Ron, have done a great job in these areas and we are planning on using SEH now and into the future for these consulting areas.”

Ryan Peterson, City Engineer,
regarding City of Burnsville
Surface Water Plan Update

Firm Background and Qualifications (Attachment E)

Firm Background and Qualifications (Attachment E)

Demonstrated Performance

The following summarizes our history of water resources management in the metropolitan area and our continuous service to numerous clients.

- **1980 - 1990:** Comprehensive Surface Water Management Planning - **Roseville**, Shoreview, Vadnais Heights, North St. Paul, Oakdale and Mounds View
- **1990 - 2000:** Comprehensive Surface Water Plans – Vadnais Heights (update), Lino Lakes, River Falls, Plymouth; Technical Consultant Grass Lake WMO; 2nd Generation WMO Plan – Six Cities, Lower Rum; Stormwater Utilities – Chanhassen, Eden Prairie, Shoreview, Vadnais Heights, Mounds View.
- **2000 - 2010:** Comprehensive Surface Water Plan Updates – Arden Hills, Chanhassen, Hopkins, Shoreview, Vadnais Heights, Burnsville, Maplewood, Long Lake, Oakdale; 3rd Generation WMO Plan – Six Cities; Stormwater Utilities – Maplewood, Minneapolis; Development of PermiTrack.
- **2010 – Present:** University of Minnesota St. Paul Campus GIS-based stormwater plan; Sweeney Lake TMDL, Minneapolis urban BMP implementation; Stormwater Utilities – Little Calumet River Commission, Mankato, Shorewood Village (Milwaukee). **City of Roseville** SWMP, City of Burnsville WRMP (in progress), City of White Bear Lake WRMP. City of Oakdale GIS-based storm sewer and water body hydraulic data system management.

History of Project Delivery

Project	Plan Time (months)		Budget	
	Contract	Actual	Contract	Actual
Roseville Comprehensive Surface Water Management Plan Update 2013	12	13	\$72,950	\$54,175
Burnsville Comprehensive Surface Water Management Plan Update	13	32	\$75,900	\$293,638
Chanhassen Surface Water Management Plan Update	24	24	\$300,300	\$343,100
Vadnais Heights Surface Water Management Plan Update	7	28	\$43,500	\$43,594

Problems Encountered and Solutions Devised

Ultimately, the **best value** is delivered through City-controlled scope and schedule.

The table to the left summarizes four surface water management planning projects, three of which are included in our client surveys. As the table illustrates, planning projects can often exceed budget and/or schedule. The discussion that follows provides an explanation for the overruns. In all cases, the client approved the changes in scope and schedule.

Even with delays in plan adoption, one of the important early deliverables is the implementation plan. This tool provides value in advance of formal plan adoption by the Council.

SEH has found that project budgets can be best managed by completing separate special studies as independent projects, rather than amending the planning contract as is often the case.

Roseville 2013 Comprehensive Surface Water Management Plan Update

The contract for this project was approved for \$72,950. Throughout the course of the project, SEH maintained a close eye on the budget and it was clear that the project would be completed well under budget. One of the main reasons was the electronic plan format task was put on hold while the City worked towards the contracting and implementation of a new IT System. A second factor was the efficiency we were able to realize from completing several other recent plans in the same watersheds, giving us a jump start on knowing what each watershed expected to see the City plan. SEH maintained the available budget of \$18,755 in our project through recent City staff changes and into 2016, with the intent to get back developing the electronic, web-based plan format.

Burnsville Comprehensive Surface Water Management Plan Update

The Burnsville contract was amended seven times based on requests for additional information and analysis. Modeling was not part of the original scope but it was found to be necessary once the project was underway. Similarly, the City saw value in completing water quality monitoring to characterize stormwater quality. The project addressed localized flooding in the northeast part of the City during the planning process – which almost doubled the size of the contract. Staff changes played a part in the schedule, impacting staff responsiveness and introducing new ideas and philosophies after the project was underway. The number of meetings with the public and Council increased significantly from the original scope.

Chanhassen Surface Water Management Plan Update

The Chanhassen project had a very detailed scope and a significant amount of field work. The initial budget reflected the effort required. The project was finished on schedule. The increase in project budget was due primarily to several special studies being requested during the planning process.

Vadnais Heights Surface Water Management Plan Update

The Vadnais Heights project came in on budget. However, plan adoption was delayed 21 months. Staff was unavailable during plan review due to illness. When staff was available, the plan adoption was a low priority as they were able to proceed with implementation without adoption. Plan adoption was delayed to coordinate with the City's Comprehensive Plan update. Adoption was further delayed by 3rd Generation Planning efforts by the two watersheds in the City.

Throughout the course of the project, SEH maintained a close eye on the budget and it was clear that the project would be completed well under budget.

For project team descriptions, credentials and past related project please refer to the Key Staff, Resumes and Experience and Qualifications sections of the proposal.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 11, 2016
Item No.: 8.f

Department Approval



City Manager Approval



Item Description: Approve a Resolution to Accept the Work Completed, Authorize Final Payment, and Commence the One-Year Warranty Period on the St. Croix Lift Station Project

BACKGROUND

On July 20, 2015, the City Council awarded the St. Croix Storm Sewer Lift Station Project to Magney Construction, Inc., of Chanhassen, Minnesota. The work for this contract was finished in May, 2016, and the contractor has requested final payment. This project consisted of installing new pumps, new electric controls, site work and adding a new back-up generator.

POLICY OBJECTIVE

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

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

FINANCIAL IMPACTS

The final contract amount of \$867,643.00 is slightly more than the original contract amount of \$827,875.00. During the project, additional modifications to the existing wet well were needed as well as additional cleaning of the wet well from old storm debris. Further, additional modifications to the controls were needed to accommodate the new pumps. An additional valve was also included on the forcemain for better control.

This project was funded using storm sewer utility funds.

STAFF RECOMMENDATION

Since all necessary items have been completed in accordance with project plans and specifications, staff recommends the City Council approve a resolution accepting the work completed as the St. Croix Storm Sewer Lift Station Project and authorize final payment of \$64,618.98.

REQUESTED COUNCIL ACTION

Approve the resolution accepting the work completed as St. Croix Storm Sewer Lift Station Project, starting the one-year warranty and authorizing final payment.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director

Attachments: A: Resolution
 B: City Engineer Certification

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

* * * * *

1 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City
2 of Roseville, County of Ramsey, Minnesota, was duly held on the 11th day of July, 2016,
3 at 6:00 p.m.

4
5 The following members were present: and the following members were
6 absent: .

7
8 Councilmember introduced the following resolution and moved its adoption:
9

RESOLUTION No.

**FINAL CONTRACT ACCEPTANCE
ST. CROIX LIFT STATION**

10
11
12
13
14
15
16 BE IT RESOLVED by the City Council of the City of Roseville, as follows:

17
18 WHEREAS, pursuant to a written contract signed with the City on July 20, 2015,
19 Magney Construction, of Chanhassen, Minnesota has satisfactorily completed the
20 improvements associated with the St. Croix Lift Station contract.

21
22 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
23 ROSEVILLE, MINNESOTA, that the work completed under said contract is hereby
24 accepted and approved; and

25
26 BE IT FURTHER RESOLVED: That the City Manager is hereby directed to issue a
27 proper order for the final payment of such contract, taking the contractor's receipt in full;
28 and

29
30 BE IT FURTHER RESOLVED: That the one year warranty period as specified in the
31 contract shall commence on July 11, 2016.

32
33 The motion for the adoption of the foregoing resolution was duly seconded by
34 Councilmember and upon vote being taken thereon, the following voted in
35 favor thereof: and the following voted against the same: .

36
37 WHEAREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

WITNESS MY HAND officially as such Manager this 11th day of July, 2016.

(SEAL)



July 11, 2016

TO THE CITY COUNCIL, CITY OF ROSEVILLE, MINNESOTA

RE: St. Croix Lift Station
Contract Acceptance and Final Payment

Dear Council Members:

I have observed the work executed as a part of the St. Croix Lift Station Project. I find that this contract has been fully completed in all respects according to the plans, specifications, and the contract. I therefore recommend that final payment be made from the improvement fund to the contractors for the balance on the contract as follows:

Original Contract amount (based on estimated quantities)	\$827,875.00
Final Contract Amount	\$868,343.35
Actual amount due (based on actual quantities)	\$867,643.35
Previous payments	\$803,024.37
 Balance Due	 \$64,618.98

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

Storm Water Fund	\$867,643.35

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

Sincerely,

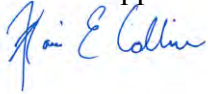
Jesse Freihammer, P.E
City Engineer/Asst. Public Works Director
651-792-7042
Jesse.Freihammer@cityofroseville.com

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **07/11/2016**

Agenda Item: 10.a

Department Approval



City Manager Approval



Item Description: City Council discussion and approval of the tree replacement policy and amendments to §1011.04.J.8.a & b – Replacement Tree Locations of the Zoning Code (**PROJ0017, Amdt27**).

INTRODUCTION

On May 9, 2016, the Planning Division discussed with the City Council some initial thoughts regarding the Tree Replacement Fund, the adoption of a policy for staff and Council to better manage fund dollars, and minor text amendments to the recently adopted ordinance regarding tree preservation and restoration/replacement.

ORDINANCE AMENDMENTS

City Code §1011.04.J.8 discusses the requirements for tree replacement when a site is no longer capable of accommodating additional trees. During the adoption of the ordinance amending tree preservation and tree replacement, the City Council indicated an interest in broadening this section to allow trees on private property adjacent to a development site.

The following are the requirements of **§1011.04.J.8.a&b – Replacement Tree Locations**:

J. Replacement Tree Locations. Required replacement trees shall be planted on the site being developed unless doing so is deemed to be impractical (i.e., due to lack of space), inappropriate (available planting areas are not ideal for new plantings or would do little to enhance the site), or counterproductive to a property's intent (i.e., would entail too much screening for a retail business) as determined by the City Forester or other degreed forester or certified arborist as assigned by the Community Development Department. When such a determination is made, the applicant shall comply with replacement requirements in one of two ways:

- a. As directed by the City, required replacement trees may be located on public boulevards or other public lands throughout the City if such lands are deemed to be available with priority given to locations within or near the affected area; or
- b. The City may accept a cash-in-lieu payment in accordance with the required fee listed in the City Fee Schedule. In no instance shall cash-in-lieu of payment exceed 10% of the Fair Market Value of the development site.

The Planning Division has reviewed the recently established requirements and considered the interests of the City Council to determine the best approach to modify the existing language. In its review, the Division determined that both subsections could use additional clarifying points to better assist developers with tree replacement. As currently written, the Code requires that either trees be planted on public lands or a cash payment be submitted to the City. Planning Division staff believes that the requirement should not be an either/or situation, but rather a combination

of the two, which would better assist developers in achieving compliance with these requirements.

On June 1, 2016, the Planning Division presented its recommended amendments to the Planning Commission, which included the following items:

- Eliminate public boulevard plantings since such locations are few and other City Code sections discourage or prohibit planting of trees in the boulevard.
- Include language that supports a developer working with residents directly adjacent to a proposed development site, whereby replacement trees can be planted on private property.
- Include language that supports the planting of replacement trees on public improvement projects in the general area.
- Modify the public land statement to support tree replacement on such lands that are in the general area.
- Modify subsection “b” to support the use of the required fee in combination with any of the above options.

The Planning Commission discussed the text amendments and suggested a few changes it felt better represented the flexibility staff desired in the Code. The Planning Commissions modifications are highlighted below in blue.

J. Replacement Tree Locations. Required replacement trees shall be planted on the site being developed unless doing so is deemed to be impractical (i.e., due to lack of space), inappropriate (available planting areas are not ideal for new plantings or would do little to enhance the site), or counterproductive to a property’s intent (i.e., would entail too much screening for a retail business) as determined by the City Forester or other degreed forester or certified arborist as assigned by the Community Development Department. When such a determination is made, the applicant shall comply with replacement requirements in one of ~~two~~ three ways in the following manner:

- As directed by the City, required replacement trees may be located on ~~public boulevards~~ private property directly adjacent within 400 feet to the subject development site with the consent of the property owner(s), on public improvement project sites that are not greater than 1000 feet from the development site, or on other public lands ~~throughout the City that are not greater than 1000 feet from the development site~~; if such lands are deemed to be available, with priority given to locations ~~within or~~ near the affected area; or
- The City may accept a cash-in-lieu tree replacement payment in accordance with the required fee listed in the City Fee Schedule. In no instance shall a cash-in-lieu ~~of~~ payment exceed 10% of the Fair Market Value of the development site; or
- The City may approve a combination of tree replacement in accordance with “a” above and a payment consistent with “b” above to fulfill this requirement.

68 **TREE REPLACEMENT POLICY**

69 As part of its discussion with the City Council on May 9, 2016, the Planning Division developed
70 the following policy points for discussion:

- 71 • The City Council shall establish a policy whereby tree replacement funds for a given
72 project are identified for installation within a two year timeframe.
- 73 • The City Council shall establish a policy that creates a hierarchy of tree replacement fund
74 installation locations, including:
 - 75 ○ Consideration given to seeking requests from adjacent properties and/or the
76 surrounding neighborhood to determine interest in the provision of a tree(s) for
77 private property owner planting.
 - 78 ○ Retention of tree fund expenditures within the general area of the subject
79 development/redevelopment site or one quarter mile.
 - 80 ○ Expenditure of tree replacement funds on tree restoration associated with a public
81 improvement project in the general area or one quarter mile from the subject project
82 site.
 - 83 ○ Determination of tree replacement funds on public lands within the general area or
84 one quarter mile from the subject project site.
- 85 • The City Council shall review and approve all expenditure of tree replacement fund
86 dollars.

87 Upon completion of the comment and discussion, the City Council directed the Planning staff
88 discuss the policy points with the Public Works, Environment, and Transportation Commission
89 (PWETC) and the Park and Recreation Commission (PRC), which also included the Tree Board
90 (TB), to see if they had any thoughts regarding the use of tree fund dollars.

91 On May, 24 the City Planner and Interim Community Development Director attended the
92 PWETC meeting to review, discuss, and seek comments on the policy points (Attachment A).
93 After providing the Commission with a general overview of the tree preservation and restoration
94 requirements, Commissioners provided the following comments:

- 95 • Consider shorter timeline for fund expenditures and include a statement about when the
96 process begins.
- 97 • Consider greater distance than ¼ mile.
- 98 • Define “adjacent to” and ‘public improvement contract.’”

99 On June 7, 2016, the Planning Staff presented the policy to the TB and PRC for their
100 consideration (Attachment B). Similarly, staff began by providing a brief background about the
101 tree preservation and replacement requirements and then went through the policy statements.
102 Commissioners did ask questions of the ordinance and provided staff the following comments:

- 103 • Consider having the public tree installations go before the TB and PRC prior to City
104 Council approval.
- 105 • Consider providing annual report of fund expenditures to the PRC/TB.

106 **STAFF RECOMMENDATION/CITY COUNCIL ACTION**

107 The Community Development Department recommends the City Council take the following
108 actions:

109 Adopt an ordinance amending §1011.04.J.8 of the Roseville Zoning Code (see Attachment C)

110 And;

111 Adopt a resolution establishing a tree replacement policy (see Attachment D).

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

thomas.paschke@cityofroseville.com

Attachments: draft resolution

Extract of the May 24, 2016, Public Works, Environment, and Transportation Commission Meeting Minutes

6. Tree Credit Program

Interim Community Development Director Kari Collins and City Planner Thomas Paschke were present to receive feedback from the PWETC on a pending city policy related to tree replacement on adjacent private property or public property city wide, and in establishing a policy on tree replacement fund expenditures in lieu of replacements.

City Planner Paschke provided a brief presentation on the draft policy features to-date to help facilitate discussion with commissioners to solicit their input.

Mr. Paschke reviewed the direction from the City Council instructing staff to draft the tree replacement policy as represented in Attachment A, and consult with the PWETC and Parks & Recreation Commission. Mr. Paschke reviewed some discussion points to facilitate and solicit that input (Attachment B).

Mr. Paschke reviewed the Tree Preservation Ordinance and need for language built into city code for replacement of trees on public property if unable to be accommodated on the development site itself via a designated formula. Mr. Paschke advised that the City Council had approved a \$500 per tree required in lieu of tree replacement based on caliper size of the removed trees. In summary, Mr. Paschke advised the developer could replace the trees on their site or within a certain area, or pay a fee accordingly.

Attachment A

Member Seigler stated that he was not familiar with this tree policy at all.

Mr. Paschke reiterated that this was a new policy, still in draft form, and was being undertaken subsequent to the City Council's recently revised and now approved tree preservation ordinance adopted for any and all developments for preservation or replacement on site or by other means (e.g. fee) or replacement on other sites. Using several of the more recent community development projects, Mr. Paschke provided examples.

At the request of Member Lenz, Mr. Paschke confirmed that this policy would not affect private property, but would function somewhat similarly to the city's designated Park Dedication Fund except this would affect developments of three or more lots (e.g. Wheaton Woods Project off Dale Street and Wheaton Avenue) with review of submitted tree plans.

Member Seigler asked if adjacent communities had similar policies.

Mr. Paschke responded that many metropolitan municipalities had such policies, especially now when urban communities were trying to preserve green space and mature trees. Mr. Paschke advised that he didn't have a list of those communities available, but was aware that the City of St. Paul did NOT have a tree preservation policy. Mr. Paschke noted it was difficult to compare policies as they varied so much based on other city-specific regulations, but admitted that staff had found few policies as extensive as Roseville City Code. As previously noted, Mr. Paschke advised that it was typical in a suburban landscape to preserve tree coverage, and the goal was to find a spot for trees being removed, and if not to require a fee of \$500 per tree removed.

Mr. Paschke advised that the city's intent is to get ahead of the policy before accumulating funding in the tree replacement fund for expending those dollars, and beyond just finding appropriate locations around the city. Mr. Paschke noted that staff was tasked with working with property owners to provide appropriate screening on their development sites for adjacent property owners, and thereby target the development area first. Mr. Paschke stated that one possibility that may be of particular interest to the P WETC in expenditure of those funds would be public improvement projects in the general area or within a 1/4 mile of the subject site. If unable to get closer, Mr. Paschke noted that the question then became where else in the community can we look to provide additional tree coverage.

At the request of Member Lenz, Mr. Paschke clarified that the replacement trees would be brand new and typically would not involve relocating trees from one property to another.

Interim Community Development Director Collins confirmed they would be brand new trees, with staff already charged by city code to review the number of trees being removed and available space to plant new trees as dictated by the City Council's adopted calculations. Ms. Collins noted that the goal was to provide the same amount of coverage if possible; but when that is not an option, provision by the developer of cash in lieu of tree replacement, or some other solution with property owners is indicated.

At the request of Chair Cihacek, Mr. Paschke advised that the determination of \$500 per tree for cash in lieu of had been provided by the city's contracted forester as a fair cost for a tree of a certain diameter, and actually was on the lower end of the cost of the tree plus labor, depending on species and other parameters. Mr. Paschke advised that this was all part of the developer/property owner's application process and submission of a tree and landscaping plan as part of that application package. Again, Mr. Paschke used a recent development, Cherrywood Point, as an example of tree replacement calculations and plans, as part of the overall development proposal.

Specific to the final sub-bullet point (Determination of tree replacement funds on public lands within the general area or one-quarter mile from the subject project site), Chair Cihacek opined that seemed to him duplicative with the first point (retention of tree fund expenditures within the general area of the subject development/redevelopment site or one-quarter mile), and questioned if it was needed.

Member Lenz agreed that it seemed duplicative.

While they appear similar, Mr. Paschke clarified that one bullet point was pointed toward public land within that quarter-mile, while the other was intended to address removal of trees and their replacement elsewhere (e.g. sewer reconstruction needed through an existing treed area).

Chair Cihacek suggested the need for the policy to define "public improvement" and "public land;" but reiterated his interpretation that the fourth bullet point may not be necessary nor did it add anything to the policy.

Member Lenz expressed concern that under this proposed language, a tree credit may only be applicable in one area, while in another area of Roseville, with Emerald Ash Borer (EAB) infestation and in need of trees, replacement trees may not be considered if more than one-quarter mile away from the project site.

Chair Cihacek agreed, noting the benefit of trees was citywide, and additional forest added while some is removed, should be allowed in a larger area and not geographical restricted, but available anywhere within Roseville city limits whether in public parks or collaborative areas.

At the request of Member Wozniak for staff's rationale in specifying the language of the draft policy, Mr. Paschke noted the goal was to keep tree replacement closer to the project area, since those resources (trees) had been removed from that area and should be kept in that same general area versus spreading them throughout the city.

Member Lenz suggested the goal could be replacement nearby, but allow for flexibility in a broader area if indicated.

In defense of the PWETC's suggested broader replacement scope, Chair Cihacek noted that while adjacent properties could be considered first, and then second any other public land; more to the point was that there remained disparities in community-wide foresting. Chair Cihacek noted these disparities may be due to past public works projects, windstorms, disease or other removals that had yet to be replaced. Therefore, if a mechanism was built into this policy that could provide an opportunity to replace those lost trees, geographical limits should not be stipulated, and may prove less onerous to the developer to meet the city's requirements.

Ms. Collins thanked the PWETC for their good input.

From a personal perspective, Member Seigler noted a discussion at last month's PWETC meeting that the city can dictate whether or not a lot is too small to build a larger garage based on easements in place that may be larger than necessary or never intended for use. Member Seigler noted that now this is yet another fine going into city funds and dictating further restrictions. Member Seigler expressed concern that the city was getting into the "fining" business.

Mr. Paschke clarified that the city never got out of that "fining" business, but maybe simply didn't actively pursue it based on the ebb and flow of staff resources and/or the complaint-driven code enforcement process. Using the city's sign ordinance as an example, Mr. Paschke noted that staff isn't always available or cognizant to inappropriate activity, but when observed, they may get fines.

Member Seigler noted that in a community of Roseville's age, a residential property owner should be able to, at a minimum build a two-car garage to replace an inadequate one-car garage, both from a practical standpoint for their use as well as for re-sale value of the home.

Ms. Collins suggested that a finer distinction between "fine" and "fee" may be needed. Ms. Collins clarified that a "fine" is for violation of city code; while a "fee" such as proposed in this case, and part of larger scale developments is intended to encourage developers to make sure adequate space is available to replace trees, and to encourage developers to look seriously where they may put additional tree coverage as protection for adjacent property owners (e.g. screening). Ms. Collins recognized the PWETC's perception of the proposed policy; however, she advised that staff was working with developers who were very receptive to the city's comprehensive plan guidelines, and the desire by the community to reduce paved surfaces and keep things more green in Roseville. As the city moves forward, Ms. Collins opined that she anticipated most developers finding places for replacement trees versus expending cash in lieu of planting trees.

Mr. Paschke reiterated the goal was to have developers preserve as many trees on site as possible, with a unique eye to preserve as many mature trees as possible and design around them accordingly versus allowing clear cutting lots; with the tree preservation and replacement in place to penalize any developers choosing to remove larger, mature trees.

Chair Cihacek stated his support for replacing good trees, but noted his preference for removing geographical limitations and allow multiple places and options for replacing those trees off-site as necessary.

Ms. Collins reported that the Roseville Economic Development Authority (REDA) would be meeting tomorrow evening, and at that time would be looking at options provided by their consultant to ensure that Roseville's programs were not too restrictive for developers.

Member Heimerl asked how the two-year timeframe had been determined, and ramifications for a developer if they were unable to identify a replacement site within the timeframe or be subject to the fee.

Mr. Paschke advised that the goal was once the project is known and that fees will be necessary as part of their tree restoration plan, staff would then determine how those dollars would be used for completion within that two year timeframe.

Related to visibility of funds, Member Heimerl suggested that by the city collecting fees in escrow for up to two years, two years may be too long, and questioned why a decision couldn't be made sooner.

Mr. Paschke clarified that the full two-years is not intended in all cases, but noted that sometimes there may be significant time before a tree can be planted, depending on the location, weather, season, species, etc. and this two-year timeframe was intended to allow some flexibility.

At the request of Chair Cihacek, Mr. Paschke and Ms. Collins advised that the two-year clock started upon the City Council's approval of a final plat.

Specific to tree installation, Chair Cihacek asked if it was the intent that the city or a contractor replaces the tree, or if the city would assist the developer in finding a contractor to do the work.

Mr. Paschke stated that this was a good point, and it may depend on whether the city could find bidders or if a developer hired a contractor to plant the trees; with Ms. Collins further clarifying that it would depend on the scope of the project and number of trees to be planted.

Member Seigler asked staff for an example of public lands with tree shortages.

Mr. Paschke advised that he was unable to accurately identify those sites immediately tonight, but noted that trees were planted in city parks on an annual basis, whether due to disease, replacement of dead trees, or need for additional trees.

Ms. Collins noted that staff's next stop would be at the Parks & Recreation Commission, opining this would be a good question for them to address and to identify their priorities for trees on public lands.

Chair Cihacek asked the city's Environmental Engineer Ryan Johnson how this would roll into stormwater management or remediation for the city, and support for impact on this proposed policy.

Environmental Engineer Johnson responded that basically trees fell into a stormwater best management practices (BMP) category, and confirmed that a canopy of mature trees reduced rain volume flow throughout the community. Mr. Johnson noted that such BMPs could be incorporated into stormwater projects as another option to treat water and slow down volume since only so much water could be stored via other options. As additional options are considered, such as tree canopies, Mr. Johnson admitted there would be considerable benefit to keeping or adding trees in specific areas throughout the community. As an example, Mr. Johnson referenced the wetland replacement on Victoria north of Roselawn with trees added recently in this sensitive area adjacent to a wetland, and those trees adding a secondary benefit. From an engineering and environmental perspective, Mr. Johnson stated “trees are a good thing.”

On behalf of the City Council and city staff, Ms. Collins thanked the PWETC for their feedback on this draft policy.

**EXTRACT OF THE JUNE 7, 20-16, ROSEVILLE PARK AND RECREATION
COMMISSION MEETING MINUTES**

1. TREE REPLACEMENT FUND POLICY

Brokke introduced City Planner Thomas Paschke and Interim Community Development Director Kari Collins. Paschke and Collins provided a presentation on the Tree Replacement Fund Policy for the commission.

Collins provided a background on the Tree Replacement Fund Policy:

- Fee collected is \$500 per tree or up to a maximum of 10% of the fair market value of the property
- Money will be held in a separate account
- Funds will be utilized within two years
- A hierarchy will be utilized to determine the replacement installation locations
- The City Council will approve all tree replacement fund expenditures

Collins indicated that funds should be utilized in the close vicinity of the project. Also, brought up Emerald Ash Borer (EAB) as an option to add into the hierarchy.

Commission had a clarification discussion on the current process, fee determination, and surrounding cities fee structure for tree replacement.

Paschke confirmed that the \$500 amount was vetted by a third-party consultant.

Commission Vice-Chair Gelbach questioned if the ordinance currently addresses only city trees. Also, asks for additional information on a sliding scale for the tree pricing.

Collins confirmed that the flat fee is beneficial with the current fee structure utilized by the City of Roseville. Also, it allows developers to easily understand the cost of doing business in Roseville.

Paschke confirmed this is a new policy and that it will be reviewed yearly to understand if the fee structure is appropriate.

Commissioner Becker-Finn inquired if the hierarchy for approval would go through the Tree Board/Parks and Recreation Commission or the City Council. The current layout of the policy is to have the Community Development Department finalize the plan details and present them for approval to the City Council. Commissioner Becker-Finn stated that she believes the Tree Board/Parks and Recreation Commission should also review the plans prior to implementation.

Collins relayed that it may be beneficial to have a presentation to the Tree Board/Parks and Recreation Commission of how the yearly dollars are spent.

Commissioner Heikkila asked about the process for residents to petition for a tree. Paschke confirmed that through the hierarchy the surrounding neighbors would be interviewed and their feedback would be utilized in the final recommendation.

Commissioner Stoner questioned what type of trees will be planted. Collins noted that all plans need to be approved by the Arborist.

Attachment B

Commission Chair Newby requested additional information on how they arrived at the two-year timeline for installation. Paschke confirmed that the goal should be expended in a reasonable timeframe. It was determined that 2-3 years was reasonable in order to create a plan and hire a company to plant the trees. Commission Chair Newby acknowledged that the trees can be planted sooner than 2 years. Also, he agreed the 2-year timeframe is reasonable.

Commission Chair Newby inquired when the funds are paid. Paschke verified it is when the final plat is approved and released.

City of Roseville

ORDINANCE NO. ____

AN ORDINANCE AMENDING SELECTED TEXT OF TITLE 10 ZONING ORDINANCE
OF THE ROSEVILLE CITY CODE

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to revise certain requirements for tree replacement.

SECTION 2. §1011.04.J.8.a & b is hereby amended to include the following:

- J. Replacement Tree Locations. Required replacement trees shall be planted on the site being developed unless doing so is deemed to be impractical (i.e., due to lack of space), inappropriate (available planting areas are not ideal for new plantings or would do little to enhance the site), or counterproductive to a property's intent (i.e., would entail too much screening for a retail business) as determined by the City Forester or other degreed forester or certified arborist as assigned by the Community Development Department. When such a determination is made, the applicant shall comply with replacement requirements in one of ~~two~~ three ways in the following manner:
- a. As directed by the City, required replacement trees may be located on ~~public boulevards~~ private property directly adjacent within 400 feet to the subject development site with the consent of the property owner(s), on public improvement project sites that are not greater than 1000 feet from the development site, or on other public lands ~~throughout the City~~ that are not greater than 1000 feet from the development site; if such lands are deemed to be available, with priority given to locations ~~within or~~ near the affected area; or
- b. The City may accept a cash-in-lieu tree replacement payment in accordance with the required fee listed in the City Fee Schedule. In no instance shall a cash-in-lieu ~~of~~ payment exceed 10% of the Fair Market Value of the development site; or
- c. The City may approve a combination of tree replacement in accordance with "a" above and a payment consistent with "b" above to fulfill this requirement.

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.

Passed this 11th day of July 2016.

**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 of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 11th day of July, 2016, at 6:00 p.m.

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

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING A POLICY REGARDING TREE REPLACEMENT
OPTIONS ADDRESSED IN SECTION 1011.04.J.8.A AND B OF THE ROSEVILLE
ZONING CODE (PROJ0017, Amdt27).**

WHEREAS, the City Council, on December 7, 2015, approved Ordinance 1490 creating a revised and updated Tree Preservation and Restoration in all Districts; and

WHEREAS, Section 1011.04J.8.a and b of said ordinance discusses options for tree replacement, which options required further discussion prior to final implementation; and

WHEREAS, the Planning Division discussed with the City Council a draft policy and code amendment options that could be considered; and

WHEREAS, the City Council directed the Planning to further discuss the draft policy with the Public Works, Environment, and Transportation Commission, Park and Recreation Commission and the City Tree Board to seek out additional thoughts and ideas; and

WHEREAS, the Planning Division has completed this process and has refined the proposed policy accordingly;

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby establish the following as the City's Tree Replacement Policy, per the requirement of Section 1011.04.8.J.a and b:

- a. The City Council shall establish a policy whereby tree replacement funds for a given project are utilized within two years after the funds are deposited.
- b. The City Council shall establish a policy that creates a hierarchy of tree replacement fund installation locations, including:
 1. Consideration shall be given to seeking interest from adjacent (neighboring or contiguous) property owners in having a tree or trees installed or provided for installation on their property. Such a decision would also include the potential to properly prepare the site for tree planting, such as stump removal or the removal of other vegetation.

2. Consideration shall be given to utilizing development specific tree fund expenditures on the restoration associated with a public improvement project within ½ mile of the subject project site.

3. Consideration shall be given to utilizing development specific tree fund expenditures on public or private land within a ½ mile of subject project site.

a. Expenditures on public lands shall be reviewed by the Tree Board prior to receiving final approval by the City Council.

c. Consideration shall be given to broadening the expenditure radius if difficulty is encountered within the ½ mile radius.

d. The Planning Division will work with all individuals involved in the off-site tree planting component of the replacement policy to finalize a plan for landscape contractors to bid upon. These bids will be reviewed by the Planning Division and its tree consultant and the recommended award will be a component of the Council's approval process.

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

WHEREUPON said resolution was declared duly passed and adopted.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 11, 2016
Item No.: 10.b

Department Approval



City Manager Approval



Item Description: Private Hydrant & Sump Pump Ordinance Amendment

BACKGROUND

At the June 20th Council meeting there was discussion on two proposed amendments to two sections of Title 8, Public Works, of the Roseville City Code.

The first ordinance amendment is an addition to Chapter 801, Municipal Water System, which addresses private fire hydrants. Currently there are approximately 500 private fire hydrants in the City. Most of these were required to be installed by the Fire Department at the time of development for fire protection in locations that are not near existing City owned hydrants. Most of these private hydrants are located in larger commercial or industrial properties.

Currently the city code does not regulate private hydrants or require inspections. Section 508 of the state fire code requires the inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrants. In order to make sure the hydrants are in proper working order, they should be tested annually. Public Works staff performs this work on the City's hydrants annually.

The addition of section 801.25 - Privately Owned Hydrant would require the following;

- Private hydrants are required to be inspected annually for operation and flow. The property owner would be required to submit an inspection form.
- The property owner can hire a state licensed inspector to perform these tests or use a City contractor to test the hydrants. The City would set a fee in the fee schedule for testing the hydrants.
- The property owner would be required to repair hydrants as necessary. If the property owner fails to repair the hydrants, the City or its contractor would perform the work and assess the cost to the property owner.
- Unpaid inspection fees would be certified for collection with taxes similar to unpaid utility bills.

The addition of the private hydrant ordinance should provide additional safety to the public by ensuring all hydrants are in working order should they be needed. Staff worked with the Fire Department on the Private Hydrant Ordinance and they have no issues with the ordinance and see the benefit of having the private systems tested.

For a private hydrant inspection fee, staff recommends a tiered fee structure when the 2017 fee schedule gets adopted.

- 1-10 Hydrants - \$50 Total
- 11-20 Hydrants - \$100 Total
- More than 20 hydrants - \$100 for the first 20 hydrants plus \$10 for each additional hydrant

This recommendation is based on staff costs to perform the hydrant tests.

The second ordinance amendment is an addition to Chapter 802, Sewer Use and Regulations, which addresses sump pumps.

Currently section 802.6.H addresses sump pumps and prohibits discharge to the sanitary sewer system. The proposed ordinance update addresses where the discharge of the sump pump can occur and also provides a waiver for these provisions if there is a hardship.

The changes to the sump pump ordinance section are the following;

- Requires sump pump discharges to be terminated on the property for which the sump pump serves.
- Addition to section 802.8 giving the Public Works Director the power to issue a waiver of the ordinance and allow discharge into the sanitary sewer system should a hardship apply. A surcharge for discharging to the sanitary sewer would apply. This would be set in the City's fee schedule.
 - An example of a hardship would be a resident needs to pump year round and must discharge out to the street. In the winter months this discharge over a sidewalk or onto the street could create an icing hazard. In order to prevent this safety issue, a waiver could be applied for.
 - For a sump pump waiver fee, staff recommends a fee of \$50 when the 2017 fee schedule gets adopted.
- Addition of monthly surcharge to be assessed to property owners who are discharging sump pumps into the sanitary sewer.
 - For a sump pump surcharge fee, staff recommends a fee of \$50 per month when the 2017 fee schedule gets adopted. This recommendation is based on the cost to treat the clear water that normally would not go into the sanitary sewer system.
- Unpaid surcharges would be certified for collection with taxes similar to unpaid utility bills.

The City Attorney has reviewed the revised ordinances.

BUDGET IMPLICATIONS

Overall there should be no impact to the budget.

64 **STAFF RECOMMENDATION**

65 Based on the comments provided in this report, staff recommends approval of the proposed text
66 ordinance amendments to Roseville's City Code, Title 8, Chapter 801 Municipal Water System
67 and Roseville's City Code, Title 8, Chapter 802 Sewer Use and Regulations. Staff would
68 recommend both ordinances be adopted to begin at the start of 2017 when a new fee schedule is
69 adopted.

70 **REQUESTED COUNCIL ACTION**

71 Adopt an ordinance amending selected text ordinance amendments of Roseville's City Code,
72 Title 8, Chapter 801 Municipal Water System.

73 Adopt an ordinance amending selected text ordinance amendments of Roseville's City Code,
74 Title 8, Chapter 802 Sewer Use and Regulations.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer

Attachments: A: Ordinance Amendment, Municipal Water System

B: Ordinance Summary, Municipal Water System

C: Ordinance Amendment, Sewer Use and Regulations

D: Ordinance Summary, Sewer Use and Regulations

E: Private Hydrants Map

F: Draft Hydrant Inspection Form

G: Draft Sump Pump Waiver Application

City of Roseville

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE
CITY CODE, TITLE 8, CHAPTER 801, MUNICIPAL WATER SYSTEM**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements of the Roseville City Code, Title 8, Chapter 801, Municipal Water System.

SECTION 2. Section 801.25 is hereby amended as follows:

CHAPTER 801 MUNICIPAL WATER SYSTEM

SECTION:

- 801.01: General Operation
- 801.02: Compliance with Chapter Required
- 801.03: Supply from One Service
- 801.04: Use Confined to Premises
- 801.05: Tapping of Mains
- 801.06: Application for Water Connection
- 801.07: Location and Inspection of Shutoff Box Prior to Excavation
- 801.08: Excavation and Construction Requirements
- 801.09: Supervision by Plumber
- 801.10: Location of Curb Stop Boxes
- 801.11: Notice of Connection
- 801.12: Connection Fees
- 801.13: Property Assessments
- 801.14: Turning on Water
- 801.15: Water Meters
- 801.16: Water Rates and Collection of Charges
- 801.17: Repair of Leaks
- 801.18: Use of Water for Air Conditioners
- 801.19: Restrictions against Sprinkling and Other Limitations
- 801.20: Liability for Deficiency or Shutoffs
- 801.21: Willful Damage to System

- 801.22: Discontinuance for Violations
- 801.23: Abandoned Services
- 801.24: Fire Hydrants
- 801.25: Privately Owned Hydrants
- 801.26: Connections Beyond City Boundaries
- 801.27: Private Water Supplies
- 801.28: Private use of Water Towers

801.1 : GENERAL OPERATION:

The City Municipal water system ("the water system") shall be operated as a public utility and convenience from which revenue will be derived, subject to the provisions of this Chapter. (Ord.388, 4-22-63)

801.2 : COMPLIANCE WITH CHAPTER REQUIRED:

No person shall make, construct or install any water service installation or make use of any water service which is connected to the water system except in the manner provided in this Chapter. (Ord. 388, 4-22-63)

801.3 : SUPPLY FROM ONE SERVICE:

- A. No more than one housing unit or building shall be supplied from one service connection except by special permission of the Public Works Director.
- B. A separate connection shall be required for each dwelling unit constructed on or after September 19, 1979, in R-1 or R-2 Districts as defined in Title 10 of this Code. A separate connection shall be required in R-2 Districts for all dwelling units if there are separate parcels. (Ord. 883, 7-13-81)

801.4 : USE CONFINED TO PREMISES:

No person shall permit water from the water system to be used for any purpose except upon their own premises unless written consent is obtained from the Public Works Director. (Ord. 288, 4- 22- 63)

801.5 : TAPPING OF MAINS:

No person except persons employed by the City shall tap any distributing main or pipe of the water supply system, or insert stopcock or ferrules. (Ord. 388, 4-22-63)

801.6 : APPLICATION FOR WATER CONNECTION:

- A. Application: All applications for service installations and for water service shall be made to the Chief Code Enforcement Officer on printed forms furnished by the City.
- B. Information Required and Fee: All applications for service installation shall be made by the owner or agent of the property to be served and shall state the size and location of service connection required. The applicant shall, at the time of making application, pay to the City the amount of fees or deposit required for the installation of the service connection as provided in this Chapter.

- C. Application after Installation: When service connections have been installed, application for water service may be made to the Chief Code Enforcement Officer either by the owner, agent, tenant or occupant of the premises.
- D. Size of Connection and Meters: The size of water service connection and meters shall be subject to approval of the Public Works Director upon review of submitted engineering calculations for flow requirements. (Ord. 388, 4-22-63; amd. 1995 Code)
- E. Meter Spacer: A meter spacer with tailpiece couplings will be furnished to the contractor or plumber at the time a connection permit is issued. Meter spacers will be picked up when Department of Public Works installs meter after completion of water service installation.
- F. Notification: The plumber shall notify the Chief Code Enforcement Officer within twenty four (24) hours after piping is complete and ready for meter installation giving street address and permit number. (Ord. 409, 12-23-63)
- G. Water Billings: Water billings shall start at the time of installation of the water meter or, in the event the meter is not installed, seven days after completion of outside piping, and shall be calculated upon the minimum quarterly rate prorated on a monthly basis. (Ord. 455, 2-8- 65; amd. 1990 Code)

801.7 : LOCATION AND INSPECTION OF SHUTOFF BOX PRIOR TO EXCAVATION:

Before any grading or excavation is started, the water shutoff box shall be located and checked for damage by the contractor. Location ties will be furnished by the Chief Code Enforcement Officer at the time connection permit is issued. If the shutoff box cannot be located or is found bent or in a damaged condition, the Public Works Director is to be called at once. The contractor assumes all responsibility for damage to shutoff box unless the Public Works Director certifies that damage existed before excavation or grading started. (1990 Code; amd. 1995 Code)

801.8 : EXCAVATION AND CONSTRUCTION REQUIREMENTS:

- A. Permit Required: No excavation shall be made until a permit for the connection has been issued.
- B. Separate Trenches; Exception: No water service pipe or water connection shall be installed in the same trench or closer than ten feet horizontally to a sewer trench or drain laid, or to be laid, either in the street or in private property, except that the water pipe on private property may be in a common trench with a sewer drain approved by the Public Works Director. The horizontal distances between the sewer pipe and the water service is at least ten feet at the property line and that the water service pipe approaches the sewer trench at an angle with the property line of not less than 45 degrees and having bends with not less than three foot radius.
- C. Conditions for Single Trench: Where it is desired to lay the water service pipe and the building drain or building sewer pipe less than ten feet apart, the water service pipe shall be above the sewer pipe and, unless impractical, it shall be placed at least two feet above the sewer and on a solid shelf excavated at one side of the trench.
- D. Sewer Pipe: The sewer pipe shall be constructed of substantial material which is corrosion-resistant and installed so as to remain watertight as approved by the Public Works Director.
- E. Water Service Pipe: The water service pipe shall be watertight and corrosion resistant of a material approved by the Public Works Director.
- F. Foundation and Backfill: In all cases precautions shall be taken to assure a firm foundation for the pipes. The intervening space between the pipes shall be backfilled with compact

earth. (Ord. 530, 3-20-67).

801.9 : SUPERVISION BY PLUMBER:

All piping connections from curb box to house supply piping shall be made under the supervision of a plumber licensed by the City. (Ord. 399, 8-12-63; amd. 1995 Code)

801.10 : LOCATION OF CURB STOP BOXES:

Curb stop boxes will be installed at a point on the property line most suitable to the property and shall be left in an accurate vertical position when backfilling is completed. Curb stop boxes will be installed at an approximate depth of seven (7) feet below the grade established by the City Engineer. (Ord. 388, 4-22-63; amd. 1995 Code)

801.11 : NOTICE OF CONNECTION:

If, from any cause, the plumber or contractor laying the service pipe should fail to have the connection made at the time specified in the application, notice must be given the Chief Code Enforcement Officer fixing another day on which the plumber or contractor wishes to make connection. The notice must be given at least two (2) days previous to the excavation for laying of the service pipe and the connection must be made before 4:30 P.M., except in special cases, and then the work shall be done only upon a written order from the Chief Code Enforcement Officer. (Ord. 388, 4-22-63; amd. 1995 Code)

801.12 : CONNECTION FEES:

- A. Connection Permit: A permit must be obtained to connect to the existing water service leads at the curb box, and interior plumbing. The fee for the permit shall be established by City Council resolution. No permit shall be issued except to a plumber licensed by the City. (Ord. 1009, 3-23-87; amd. 1995 Code)
- B. Additional Charges: Additional charges shall be paid at the time of making application for tapping of water. Taps from three-fourths inch to two inches shall be performed by the City. Each tap will include the physical tapping of the watermain, the installation of the corporation stop and the supplying of a curb box, riser pipe and cap to be installed by a licensed plumber. The costs for the tap shall be set by City Council resolution. Installation of service line, installation of curb stop and box and restoration of street surface where a curb box and service lead is not installed, which charges shall be as follows:
 - 1. Installation on Unsurfaced Street: Where the installation is to be on an unsurfaced street, the amount to be charged shall be fixed by the Public Works Director based upon the estimated cost of installing the service.
 - 2. Installation on Surfaced Street: Where the installation is upon a surfaced street, there shall be a fee established by the City Council for restoration of a typical road mix bituminous street. For the restoration of a higher type street, such fee as will be set by the Public Works Director. All backfill materials shall be mechanically compacted in 12 inch layers to the density of the adjacent material in the roadway area, in accordance with the Minnesota Highway Department standard specifications, to the existing street grade. (Ord. 548, 8-14- 67; amd. 1995 Code)

801.13 : PROPERTY ASSESSMENTS:

The permit fee for water main tapping shall be paid for each connection in the amount specified in

Section 801.12 of this Chapter. In addition, before any permit shall be issued, the following conditions shall be complied with:

- A. Certification by Public Works Director: No permit shall be issued to tap or connect with any water main of the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:
 - 1. That such lot or tract of land has been assessed for the cost of construction of the water main with which the connection is made; or
 - 2. If no assessment has been levied for such construction cost, the proceedings for levying such assessment have been or will be completed in due course; or
 - 3. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said water main would be assessable against said lot or tract has been paid to the City. (Ord. 388, 4-22-63; amd. 1995 Code)
- B. Additional Connection Fee:
 - 1. If no such certificate can be issued by the Public Works Director, no permit to tap or connect to any water main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said main which would be assessable against said lot or tract to be served by such tapping connection, including interest at a rate equal to the interest rate of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date.
 - 2. The assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the said main. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar tapping or connection with such main, determined on the basis of the total assessable cost of the main, allocated on a frontage basis, acreage basis, or both. (Ord. 745, 12-30-74; amd. 1995 Code)

801.14 : TURNING ON WATER:

No person except an authorized City employee shall turn on or off any water supply at the stop box without permission from the Public Works Director. Authorized City employees shall be allowed access to stop boxes at all times. (Ord. 388, 4-22-63; amd. 1995 Code)

801.15 : WATER METERS:

- A. Meters Required: Except for extinguishment of fires, no person, except authorized City employees, shall use water from the water system or permit water to be drawn from the water system unless the same be metered by passing through a meter supplied or approved by the City. No person not authorized by the Public Works Director shall connect, disconnect, take apart or in any manner change, cause to be changed or interfere with any such meter or the action of such meter. (Ord. 388, 4-22-63)
 - 1. Master Meter: Commercial or industrial buildings shall be metered with one master meter of adequate size as approved by the Director of Public Works.
 - 2. Auxiliary Meters: If additional or auxiliary meters are desired for recording the subdivision of such supply, they must be furnished and set up by the owner or consumer at the owner or consumer's expense and the owner or consumer must assume all responsibility of reading,

billing and maintaining the auxiliary meters. (Ord. 662, 3-13-72)

- B. Installation: All water meters shall be installed in accordance with the standards set by the Public Works Director. (Ord. 388, 4-22-63; amd. 1995 Code)
- C. Security Deposit: A security deposit to be made by customers for water meters and payment for the water meter shall be made in advance of installation for all meters in an amount established by City Council resolution. This deposit will be refunded when the property ownership is transferred. Remote reading devices on water meters will be required except where otherwise determined by the Public Works Director. (Ord. 733, 8-12-74; amd. 1995 Code)
- D. Maintenance and Repair: The City shall maintain and repair all meters when rendered unserviceable through ordinary wear and tear and shall replace them if necessary. However, where replacement, repair or adjustment of any meter is rendered necessary by the act, neglect, including damage from hot water backup or carelessness of the owner or occupant of the premises, any expense caused the City shall be charged against and collected from the water consumer. (Ord. 388, 4-22-63)
- E. Rereading Meter: A consumer may, by written request, have their meter reread by depositing the amount stated below with the Finance Officer. In case a test should show an error of over five percent (5%) of the water consumed, the deposit will be refunded to the consumer, a correctly registering meter will be installed and the bill will be adjusted accordingly if the meter erred in favor of the City. Such adjustment shall not extend back more than one billing period from the date of the written request. The deposit charges for meter testing shall be an amount equal to the City's cost. (Ord. 733, 8-12-74; amd. 1995 Code)
- F. Meters City Property: All water meters shall be and remain the property of the City.
- G. Employees Granted Free Access: Authorized City employees shall have free access at reasonable hours of the day to all parts of every building and premises connected with the water system for reading of meters and inspections. (Ord. 388, 4-22-63)
- H. Rental Fee: A rental fee equal to the interest rate paid on customer security deposits, will be charged the customer for the use of City water meters. The rental fee may be set off or credited against any interest due the customer on the security deposit. (Ord. 733, 8-12-74)

801.16 : WATER RATES AND COLLECTION OF CHARGES:

- A. Accounts, How Kept: All accounts shall be kept on the books of the Finance Officer by the house and street number, under the account number assigned and by the name of the owner or of the person signing the application for service. All bills and notices sent out by the Finance Officer shall be sent to the house or street number of the property. If nonresident owners or agents desire personal notice sent to a different address, they shall file an application with the Finance Officer. Any error in address shall be promptly reported to the Finance Officer. (Ord. 388, 4-22-63; 1995 Code)
- B. Water Rates:
 - 1. Regular Rate; Minimum Rate: The rate due and payable by each water user within the City for water taken from the water system shall be payable quarterly in an amount set by the Council and kept on file in the City Manager's office in the form of a rate schedule. (1990 Code)
 - 2. Faulty Meter: In case the meter is found to have stopped or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year.

3. Proration: Where service is for less than a quarterly period, the quarterly charge will be prorated on a monthly basis. (Ord. 388, 4-22-1963)

4. Automatic Sprinkler System: Where a connection is made to an automatic sprinkler system for standby service only, on either Municipal or private water mains, a charge for such service shall be made on an annual basis in an amount set by the Council, and kept on file in the City Manager's office, in the form of a rate schedule. (1990 Code)

These rates shall apply in all cases where automatic sprinklers are installed and where fire gates and other outlets are sealed. Meters or detector check valves must be installed on such services as required by the Public Works Director. An additional charge for volume used based on subsection B1 of this Section shall be due and payable by the user for usage over 1,000 gallons per year. (Ord. 936, 12-19-1983)

5. Rates Outside City Limits: Rates due and payable by each water user located beyond the territorial boundaries of the City shall be determined by special contract. (Ord. 388, 4-22-1963) (Ord. 1463, 10-03-2014)

6. Unconnected Service Pipe:

a. Where a service pipe is connected to the stop box and laid into the building with no intention of connecting to the building piping for use immediately, there shall be the same minimum rates charged as in subsection B1 of this Section. (Ord. 496, 7-18-1966)

b. A meter shall be installed on the street valve in the house and a remote register outside regardless of whether inside piping is connected. (1990 Code)

7. Discontinued Use: In the event the water customer elects to discontinue the use of the Municipal water, the regular or minimum charge shall continue until such date as the service pipe is excavated and disconnected at the stop box. (Ord. 496, 7-18-1966)

8. Utility Rate Discount: The City Council may establish reduced water and sewer rates for owner-occupied homes that meet financially need-based criteria as established by the City Council from time to time. (Ord. 620, 4-27-1970; 1995 Code) (Ord. 1463, 3-10-2014)

C. Payment of Charges: Any prepayment or overpayment of charges may be retained by the City and applied on subsequent quarterly statements. (Ord. 407, 11-18-1963; 1990 Code)

D. Action to Collect Charges: Any amount due for water charges in excess of 90 days past due shall be certified to the County Auditor for collection with real estate taxes. This certification shall take place regardless of who applied for water services, whether it was the owner, tenant or other person. All applications for water service shall contain an explanation in clear language that unpaid water bills will be collected in real estate taxes in the following year. The City shall also have the right to bring a civil action or other remedies to collect unpaid charges. (Ord. 661, 3-13-1972) (Ord. 1383, 6-08-2009)

E. Penalty For Late Payment: Each quarterly billing for water service not paid when due shall incur a penalty charge of ten percent of the amount past due. (1990 Code, per letter dated 1-31-1997)

801.17 : REPAIR OF LEAKS:

It shall be the responsibility of the consumer or owner to maintain the service pipe from the water main into the house or building. In case of failure upon the part of any consumer or owner to repair any leak occurring in such pipe within twenty four (24) hours after verbal or written notice, the water will be shut off and will not be turned on until the leak is repaired. When the waste of water is great, or when damage is likely to result from the leak, the water may be turned off immediately pending repairs. A water shutoff charge shall be made in an amount set by City Council resolution.

(Ord. 530, 3-20-1967; 1995 Code)

801.18 : USE OF WATER FOR AIR CONDITIONERS:

- A. Permit Required: Permits shall be required for the installation of all new air conditioning systems to the public water system. Said permit shall be on forms as provided by the City.
- B. Water Conserving and Regulating Devices: All air conditioning systems which are connected directly or indirectly with the public water system must be equipped with water conserving and water regulating devices as approved by the Public Works Director. (Ord. 388, 4-22-1963)

801.19 : RESTRICTIONS AGAINST SPRINKLING AND OTHER LIMITATIONS:

All water customers and consumers shall be governed by the applicable regulations promulgated by the Board of Water Commissioners of the City of Saint Paul as to limitations in the time and manner of using water and such other applicable regulations promulgated by the City Council affecting the preservation, regulation and protection of the water supply. (Ord. 388, 4-22-1963)

801.20 : LIABILITY FOR DEFICIENCY OR SHUTOFFS:

The City shall not be liable for any deficiency or failure in the supply of water to consumers, whether occasioned by shutting the water off for the purpose of making repairs or connections or from any other cause whatever. In case of fire, or alarm of fire, or in making repairs or construction of new works, water may be shut off at any time and kept shut off as long as necessary. (Ord. 388, 4-22-1963)

801.21 : WILLFUL DAMAGE TO SYSTEM:

No person shall remove or damage any structure, appurtenance or property of the water system, fill or partially fill any excavation or raise or open any gate constructed or maintained for the water system. (Ord. 388, 4-22-1963)

801.22 : DISCONTINUANCE FOR VIOLATIONS:

Water service may be shut off at any stop box connection whenever:

- A. Violation: The owner or occupant of the premises serviced or any person working on any pipes or equipment which are connected with the water system, has violated or threatens to violate any of the provisions of this Chapter.
- B. Nonpayment of Charges: Any charge for water, service, meter or any other financial obligation imposed on the present or former owner or occupant of the premises served is unpaid.
- C. Fraud or Misrepresentation: Fraud or misrepresentation by the owner or occupant of the premises served in connection with an application for service. (Ord. 388, 4-22-1963)

801.23 : ABANDONED SERVICES:

- A. Abandoned Service Installations: All service installations that have been abandoned or have not been used for three years shall be disconnected at the main by the City and all pipe and appurtenances removed shall be the property of the City. Any expense of the City shall be

charged to the property.

- B. New Building/Increased Service: When new buildings are erected on the site of old ones and it is desired to increase or change the old water service, no connections with the mains shall be made until all the old service shall have been removed and the main plugged by the City. Any expense of the City shall be charged to the property. (Ord. 394, 3-27-1963)

801.24 : FIRE HYDRANTS:

All publicly owned hydrants shall remain visible and accessible from the roadway for maintenance and emergency use. All sides, including top, shall have a minimum three foot clear zone. No person other than authorized City employees shall operate fire hydrants or interfere in any way with the water system without first obtaining a permit to do so from the Public Works Director as follows:

- A. Permit: Permit to use a fire hydrant shall be issued for each individual job or contract and for a minimum of 30 days and for such additional 30 day periods as the Public Works Director shall determine. The permit shall state the location of the hydrant and shall be for the use of that hydrant and none other. (Ord. 409, 12-23-1963; 1995 Code)
- B. Deposit: The user shall make an advance cash deposit set by City Council resolution to guarantee payment for water used and to cover breakage and damage to hydrant, which shall be refunded upon expiration of the permit, less applicable charges for use. (Ord. 733, 8-12-1974; 1995 Code)
- C. Rental Charge: The user shall pay a rental charge set by City Council resolution. (Ord. 936, 12-19-1983; 1995 Code)
- D. Hydrant Rentals: There shall be a rental fee for fire hydrants, set by City Council resolution, payable by each owner (including the City) upon whose property such hydrant is situated. (Ord. 394, 5-27-1963; 1995 Code)
- E. Temporary Connection to Fire Hydrants: An owner of a private water system may make a temporary aboveground connection to a fire hydrant, subject to the time periods, conditions and payment as specified in subsection C of this Section. In addition, the method of connection to the private system shall conform to all existing requirements of the City Code and the type of meter used shall meet the approval of the Public Works Director. (Ord. 523, 1-9-1967; 1995 Code)

801.25 : PRIVATELY OWNED HYDRANTS:

- A. Section 508 of the Minnesota State Fire Code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems. Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the Minnesota State Fire Code authorizes the city to adopt rules to implement the fire code. The City considers the private hydrants part of the municipal waterworks system. It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.
- B. Fire Protection Inspections shall be conducted annually on all private hydrants directly or indirectly connected to the municipal water system. This inspection shall include testing of the operation and flow of the hydrants. The owner of the hydrant may use a City approved plumber that is licensed in the state of Minnesota to perform the inspection or elect to have the City perform the inspection for a fee.
- C. If the property owner elects to have the City complete the inspection a hydrant inspection

fee shall be charged for each hydrant inspected by the City or City's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council must establish the rates to be charged for a hydrant inspection to the customer annually within the fee schedule.

D. In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs required. If repairs are not made within the time period set forth by the Public Works Department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner.

E. The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.

801.25F. If the property owner elects to hire their own City approved inspection company that is licensed in the state of Minnesota, they will be required to submit a completed City provided annual inspection form to the Public Works Department.

G. Action to Collect Charges: Any amount due for the above charges in excess of 90 days past due shall be certified to the County Auditor for collection with real estate taxes. This certification shall take place regardless of who requested the inspection services, whether it was the owner, tenant or other person. All applications for inspection services shall contain an explanation in clear language that unpaid bills will be collected in real estate taxes in the following year. The City shall also have the right to bring a civil action or other remedies to collect unpaid charges.

801.26 : CONNECTIONS BEYOND CITY BOUNDARIES:

Where water mains of the City are in any street or alley adjacent to or outside the corporate limits of the City, the City Council may issue permits to the owners or occupants of properties adjacent or accessible to such water mains to make proper water service pipe connections with such water mains of the City and to be supplied with water in conformity with the applicable provisions of this Chapter and subject to the contract between the City and the City of Saint Paul for supply of water. (Ord. 388, 4-22-1963)

801.27 : PRIVATE WATER SUPPLIES:

- A. Connection to Water System Prohibited: No water pipe of the water system shall be connected with any pump, well, tank or piping that is connected with any other source of water supply. (Ord. 388, 4-22-1963)
- B. Continued Use after Connection to System: Private wells may be maintained and continued in use after connection is made to the water system, provided there is no means of cross-connection between the private well and Municipal supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well supply system. The threads on the boiler drain of the well volume tank shall be removed or the boiler drain bibb replaced with a sink faucet. Where both private and City systems are in use, outside hose bibbs shall not be installed on both systems.
- C. New Construction:
 - 1. Water Main Available: All new homes or buildings shall connect to the Municipal

watersystem if a water main is available to the property unless the City Council approves a private well where unusual circumstances exist.

2. Water Main Unavailable: Where new homes or buildings do not have a water main available to the property, the City Council shall determine whether and under what conditions the Municipal water system will be extended to serve the property or a private well allowed. (Ord. 530, 3-20-1967)

- D. Existing Private Water System: Existing private water systems may be continued and maintained. Private wells serving such systems may not be drilled without a permit from the Director of Public Works or the City Council. (Ord. 891, 12-14-1981)
- E. Permit Required: No person shall drill any well without first obtaining a permit. Application for such permit shall state the character, location and size of the proposed well. The permit fee shall be set by City Council resolution. (Ord. 891, 12-14-1981)
- F. Requirements For Issuance: The Director of Public Works shall issue such permits only if one of the following exists:
 - 1. The well will only serve one single-family residence, and the use of the Municipal system would create a health problem for the occupants of such single-family dwelling.
 - 2. The well is to be used for monitoring purposes only and will be abandoned in accordance with State regulations at a set future date.
 - 3. All other wells shall require a permit from the City Council. The City Council will issue such permits only after a determination that the private well will not interfere with the Municipal system and that the property cannot be served by the existing Municipal system. (Ord. 891, 12-14-1981; 1995 Code)
 - 4. Upon the completion of the drilling of each and every well, the well driller shall notify the Chief Code Enforcement Officer and shall furnish the Chief Code Enforcement Officer with a visual pumping test of sufficient duration to determine the yield which shall be of a minimum rate of ten (10) gallons per minute. Within ten days after such a test of a well, the well driller shall file an affidavit with the Chief Code Enforcement Officer setting forth the results of the test, the capacity of the well, the pumping level, the depth of casing from grade and a description of the screen or rock formation. (Ord. 276, 5-19-1959; 1995 Code)
- G. Well Pumps: No person shall install or replace a pump without first obtaining a permit to do so. Application for a permit to install or replace a pump for a well shall be made in writing to the Chief Code Enforcement Officer and shall state the manufacturer, type, horsepower and rating of the proposed pump to be installed or replaced. The permit fee shall be set by City Council resolution. (Ord. 873, 12-22-1980; 1995 Code)

801.28 : PRIVATE USE OF WATER TOWERS:

- A. Permit Required: No person shall in any way use any Municipal water tower for private use without first obtaining a permit from the City Council to do so.
- B. Fee: If the permit is issued by the City Council, it shall be valid only as long as the applicant pays to the City the fee as set by City Council resolution. The permit must be renewed annually.
- C. Cancelling Permits: The City Council may at any time cancel any permit issued to a private person to in any way use any City Municipal water tower by returning to the person the unused portion of the annual fee. (Ord. 419, 4-20-1964; 1995 Code)

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 11th day of July 2016.

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville

Ordinance Summary No. _____

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE
TITLE 8, CHAPTER 801, MUNICIPAL WATER SYSTEM**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on July 11, 2016:

The Roseville City Code is hereby amended to modify/clarify specific requirements within Roseville City Code, Title 8, Chapter 801, Municipal Water System.

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

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE
CITY CODE, TITLE 8, CHAPTER 802, SEWER USE AND REGULATIONS**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements of the Roseville City Code, Title 8, Chapter 802, Sewer Use and Regulations.

SECTION 2. Sections 802.6 and 802.8 are hereby amended as follows:

CHAPTER 802 SEWER USE AND REGULATIONS

SECTION:

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

802.1 : GENERAL OPERATION:

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

802.2 : SUPERVISION:

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

802.3 : CONNECTION REQUIRED:

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

802.4 : APPLICATION FOR SEWER CONNECTION:

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

c. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said sanitary sewer main which would be assessable against said lot or tract has been paid to the City; or
 d. That all charges and fees as required by subsection B, which are fees to reimburse the City for all sums paid to the Metropolitan Council Environmental Services required by the construction of new buildings are paid. (Ord. 688, 12-18-72)

2. If no such certificate can be issued by the Public Works Director, no permit to connect to any sanitary sewer main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said sanitary sewer main which would be assessable against said lot or tract to be served by such connection for the main, including interest at a rate equal to the interest rate of the original assessment from the date of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date. Said assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the main. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar connection with said main, determined on the basis of the total assessable cost of said main, allocated on a frontage basis, acreage basis or both. (Ord. 745, 12-30-74)

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

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

F. Insurance:

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

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

802.5 : REVOCATION OF CONTRACTOR LICENSE:

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

B. Reinstatement: A revoked license shall not be reinstated in any manner for a period of six months.

C. Claim by City: The failure to pay, within sixty (60) days, any legitimate claim the City may have against a contractor shall constitute cause for revocation of license. (Ord. 233, 7-23-57; amd. 1995 Code)

802.6 : CONSTRUCTION REQUIREMENTS:

A. Materials: All pipes shall be constructed of materials approved by the Public Works

Director.

- B. Joints and Connections: All joints and connections shall be constructed of materials approved by the Public Works Director.

- C. Grades:

1. Unless otherwise, all house sewers shall have a grade of not less than one-eighth inch per foot. A grade of one-quarter inch per foot should be used wherever practical. The contractor shall check grades before construction proceeds. Wherever possible, the connecting sewer shall join the building at an elevation which is below the basement floor of such building. (Ord. 219, 9-4-56)

2. In the event that a sewer service exists from the main sewer to a point outside of the street, the contractor shall excavate and expose the upper end of the service pipe. The elevation of the pipe leaving the structure shall be determined, and the difference between the two pipes shall be sufficient so that a minimum grade of one-eighth inch per foot is maintained. (1990 Code)

- D. Alignment: No connecting sewer shall contain bends or a combination of bends which at any point shall be greater than 45 degrees, and no more than two bends, regardless of angle, shall be permitted in any single house connection except where manholes or, in case of slab home, cleanouts are constructed at such points and in manner as directed by the Public Works Director. No connecting sewer shall be laid parallel to any bearing wall or footing unless further distant than three feet from any such bearing wall or footing. No connecting sewer shall be laid within 20 feet of any existing well. (Ord. 234, 8-6-57)

- E. Trenching and Backfilling:

1. All excavations shall be open trench work unless otherwise authorized by the City Engineer. The foundation in the trench shall be formed to prevent any subsequent settlement of the pipes. If the foundation is good and firm earth, the earth shall be pared or molded to give a full support to the lower third of each pipe. Bell holes shall be dug to provide ample space for pouring of joints. Care must be exercised in backfilling below the center line of the pipe in order to give it proper support.

2. Backfilling shall be placed in layers and solidly tamped or packed up to two feet above the pipe. Backfilling shall not be done until the section to be backfilled has been inspected and approved by the Public Works Director.

- F. Use of Existing Sewer Services: Existing sewer services or portions of such sewers may be approved for use by the Public Works Director. The Public Works Director may request that the old sewer be excavated for the purpose of facilitating inspection. No cesspool or septic tank shall be connected to any portion of a house sewer that is also laid across or over any existing cesspool or septic tank, the existing cesspool or septic tank shall first be pumped clean and filled with earth to the surrounding ground level. Where a sewer is laid across or over any existing cesspool or septic tank, only material approved by the Public Works Director shall be used for that portion of the connecting sewer which is laid across or over the existing cesspool or septic tank.

- G. Connections at "Y" Only: Every connecting sewer shall be connected to the Municipal sewer system at the "Y" designated for the property served by the connection, except where otherwise expressly authorized by the Public Works Director. Where expressly authorized by the Public Works Director, all connections made at points other than the designated "Y" shall be made only under the direct supervision of the Public Works Director in such manner as the Public Works Director may direct.

- H. Sump pumps:

- 168 1. All new and existing structures with sumps for which a building permit is issued shall be
 169 plumbed to the outside of the dwelling. All new structures shall be ~~and~~ inspected by City
 170 personnel before a certificate of occupancy is issued. A sump pump discharge system shall not
 171 be connected directly or indirectly to the City's sanitary sewer system. A sump pump shall
 172 have a permanently installed discharge line, which provides for year-round discharge to the
 173 outside of a building or structure. The discharge line shall be terminated on the private
 174 property for which the sump pump serves. The discharge line shall not be directly discharged
 175 and not into the public right of way unless approved by the Public Works Director. The
 176 discharge line shall not discharge water in locations that would cause negative impacts to
 177 adjacent property owners or the public. The discharge line ~~It~~ shall consist of a rigid discharge
 178 line inside the dwelling or building, with glued fittings that do not contain unions for other-
 179 than pump service, bypass valves or apparatus inside the dwelling or building that allow for
 180 altering the path of discharge.

- 181 .
- 182 I. Tunneling: Tunneling for distances of not more than six feet is permissible in yards, courts or
 183 driveways of any building site. When pipes are driven, the drive pipe shall be at least one size
 184 larger than the pipe to be laid.
- 185 J. Independent Systems Required:
- 186 1. The drainage and plumbing system of each new building and of new work installed in an
 187 existing building shall be separate from and independent of that of any other building except
 188 where provided in this subsection and every building shall have an independent connection
 189 with a public sewer when such is available. (Ord. 219, 9-4-56; amd. 1995 Code)
- 190 2. A separate connection shall be required for each dwelling unit constructed on or after
 191 September 19, 1979, in R-1, R-2, R-4, R-5 and R-6 Districts as defined in Title 10 of this
 192 Code. A separate connection shall not be required for apartment-type buildings as
 193 determined by the Public Works Director. (Ord. 855, 9-10-79; amd. 1995 Code)
- 194 K. Exception to Independent Sewer System Requirement: Under the following limited
 195 circumstances, the requirement for an independent sewer system provided in subsection I of
 196 this Section need not be met:
- 197 1. Where one building stands to the rear of another building on an interior lot and no private
 198 sewer is available or can be constructed to the rear building through an adjoining alley, court,
 199 yard or driveway, the building drain from the front building may be extended to the rear
 200 building and the whole will be considered as one building drain. Where such a building drain
 201 is extended, a cleanout shall be provided immediately inside the rear wall of the front
 202 building.
- 203 2. A new structure on one parcel may be permitted to connect to an existing sewer line
 204 serving an adjacent parcel when the following conditions are met:
- 205 a. The alternative construction of a new sewer service to serve the parcel would create a
 206 hardship due to the necessity of crossing a railroad or roadway by method other than open
 207 cut or as determined by the Public Works Director.
- 208 b. The owners of the property will sign and record an instrument, in perpetuity, for joint
 209 use and maintenance of the shared service, which instrument specifically holds the City
 210 harmless and releases the City from any and all claims relating to the shared service. A
 211 copy of said instrument will be filed with the City for approval by the City Attorney.
- 212 c. The Public Works Director determines that the shared sewer has adequate capacity for
 213 anticipated flows.
- 214 d. A cleanout is provided at the junction point of the two (2) services. (Ord. 926, 5-22-83;

amd. 1995 Code)

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

- M. Costs and Maintenance:

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

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

802.7 : USE OF CERTAIN BUILDINGS RESTRICTED:

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

802.8 : PROHIBITED DISCHARGES:

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

A. Waiver. The Public Works Director shall have the power and duty of hearing and deciding requests for waivers from the applicability of the provisions of this Section where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration or cause a safety problem. This may also include cases where it would not be practical or feasible to correct an otherwise prohibited discharge in the City's sewerage system.

1. Application for waivers pursuant to this Section shall be addressed in writing to the Public Works Director. The applications shall at a minimum identify the subject property, the name of the property owner/applicant, and describe in detail what characteristics of the subject property create an undue hardship. Within 30 days the Public Works Director shall make a decision on the matter and send a copy of such decision to the applicant by regular mail. Upon approval of an application for a waiver, a property owner shall be allowed to discharge directly into the sewerage system for a limited time specified in the written decision and in accordance with other terms and conditions specified. If a temporary waiver is granted, the property owner shall pay a fee in an amount duly adopted by City Council and set forth in the City's Fee Schedule.-

2. The Public Works Director may set conditions to the temporary waiver. The Public Works Director may terminate the temporary waiver upon a failure to comply with any conditions imposed on the temporary waiver. The Public Works Director must give a five-day written notice of the termination to the property owner and occupant setting forth the reasons for the

258 termination. After expiration or termination of a temporary waiver, the property owner shall
 259 comply with the provisions of this section.

260 3. Appeal: Any person may appeal the determination of the Public Works Director. A written
 261 notice of appeal must be received within 10 days from the date of the Public Works Director's
 262 decision. Hearing on the appeal before the City Council shall take place within 30 days from
 263 the date of receipt of the notice of appeal. The decision of the City Council shall be final.

264 B. Surcharge. A monthly surcharge in an amount duly adopted by City Council and set forth in
 265 the City's Fee Schedule shall be assessed against property owners who are found not in
 266 compliance with this section. The surcharge shall be added every month until the property is
 267 verified to be in compliance through the city's inspection program. The surcharge shall be
 268 added every month thereafter for properties until the property owner submits proof to the
 269 Director of Public Works that the property is brought into full compliance.

270
 271 C. Action to Collect Charges: Any amount due for the above referenced surcharge in excess of 90
 272 days past due shall be certified to the County Auditor for collection with real estate taxes. This
 273 certification shall take place regardless of who is responsible for water utility payments, whether it was
 274 the owner, tenant or other person. The City shall also have the right to bring a civil action or other
 275 remedies to collect unpaid charges.

276 **802.9 : TAMPERING PROHIBITED:**

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

280 **802.10 : CERTAIN CONNECTIONS PROHIBITED:**

281 No building located on property lying outside the limits of the City shall be connected to the
 282 Municipal sanitary sewer system unless authorization is obtained from the City Council. (Ord. 218,
 283 9-4-56; amd. 1995 Code)

284 **802.11 : ENTRY UPON PRIVATE PROPERTY:**

285 A. The Public Works Director and other duly authorized employees of the City, bearing proper
 286 credentials and identification, shall at reasonable times be permitted to enter upon all
 287 properties for the purpose of inspection, observation, measurement, sampling and testing in
 288 connection with the operation of the Municipal sanitary sewer system. (Ord. 218, 9-4-56;
 289 amd. 1995 Code)

290 B. Every person, owner, lessee or occupant of any parcel of land, building or premises that
 291 discharges into the City's sanitary sewer system shall allow an employee of the city or a
 292 designated representative of the City to inspect the building or premises for which the
 293 City possesses evidence of discontinuation of compliance with the requirements of
 294 Section 802.06 of this Chapter.

295 C. In lieu of the City inspection, the owner, lessee or occupant may furnish a certificate from a
 296 City registered State licensed plumber certifying that the building or premises are in
 297 compliance with the requirements of 802.06 of this Chapter.

298 D. Surcharges for buildings or premises that do not comply with this section will be

determined by the City Council and listed in the Fee Schedule.

802.12 : RATES AND CHARGES:

- A. Charges for Use: A charge is hereby imposed upon every person whose premises are served, either directly or indirectly, by the sanitary sewer system within the City, for the use of the facilities of said sewer system and for connection to the system. Such charges shall be in an amount set by the Council and shall be kept on file in the City Manager's office in the form of a rate schedule. (Ord. 592, 2-17-69; amd. 1990 Code)
- B. Supplemental Charges for Industrial Sewage Wastes: In respect to property which shall be connected to the City sewer for the disposal of industrial sewage wastes, which shall by virtue of its strength and volume be subject to supplementary charges by the Metropolitan Council Environmental Services, the City may impose a supplemental charge based generally upon and at least equal to the amount of the Metropolitan Council Environmental Services.
- C. Payment of Charges: Any prepayment or overpayment of charges may be retained by the City and applied on subsequent quarterly statements.
- D. Penalty for Late Payment: Each quarterly billing for sewer charges not paid when due shall incur a penalty charge of ten percent of the amount past due. (Ord. 592, 2-17-69; amd. 1995 Code)
- E. Action to Collect Charges: Any amount due for sewer charges, including Metropolitan Council Environmental Services sewer charges, in excess of ninety 90 days past due shall be certified to the County Auditor for collection with real estate taxes. This certification shall take place regardless of who applied for sewer services, whether it was the owner, tenant or other person. The City shall also have the right to bring a civil action or other remedies to collect unpaid charges. (Ord. 661, 3-13-72; amd. 1995 Code) (Ord. 1383, 6-08-2009)
- F. Utility Rate Discount: The City Council may establish reduced water and sewer rates for owner-occupied homes that meet financially need-based criteria as established by the City Council from time to time.

802.13 : INDUSTRIAL USER STRENGTH CHARGES:

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

802.14 : TRANSPORT AND DUMPING OF SEWAGE:

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

Section 2. Effective Date. This ordinance amendment to the City Code shall take effect upon the passage and publication of this ordinance.

Passed this 11th day of July 2016.

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

City of Roseville

Ordinance Summary No. _____

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE
TITLE 8, CHAPTER 802, SEWER USE AND REGULATIONS**

The following is the official summary of Ordinance No. _____ approved by the City Council of Roseville on July 11, 2016:

The Roseville City Code is hereby amended to modify/clarify specific requirements within Roseville City Code, Title 8, Chapter 802, Sewer Use and Regulations.

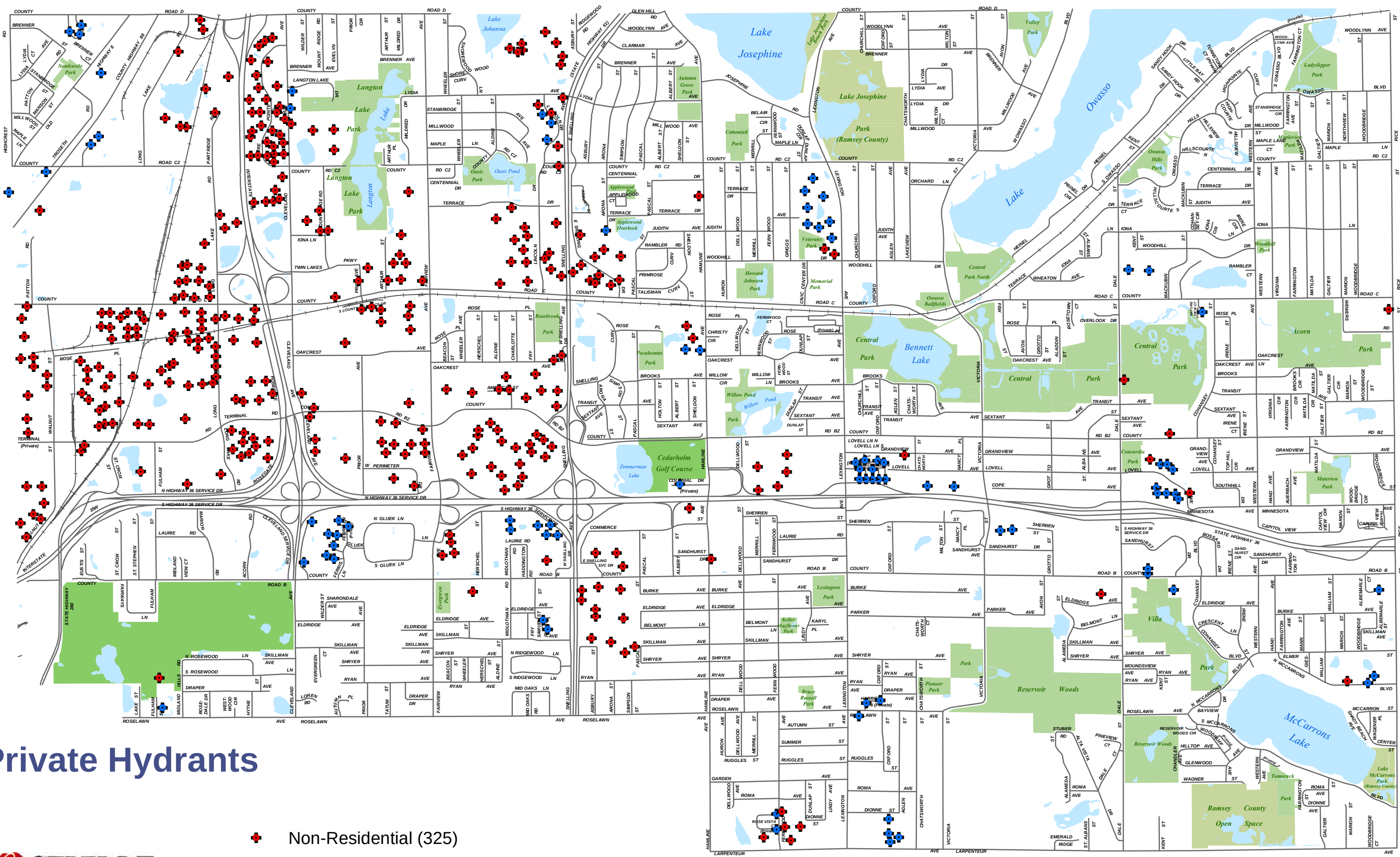
A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the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

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager



Private Hydrants

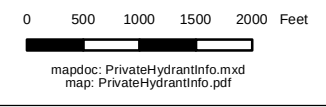


Prepared by:
Engineering Department
June 20, 2016

- ★ Non-Residential (325)
- ★ Multiple Family and Single Family Attached (84)

Data Sources and Contacts:
 * Ramsey County GIS Base Map (5/31/16)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



FIRE HYDRANT INSPECTION FORM

Hydrant ID #: _____ Location on Property: _____

Inspection Date: _____ Inspector Name: _____

Property Name: _____

Property Address: _____

TESTING, INSPECTION & MAINTENANCE	PASS	FAIL	IF FAIL, EXPLAIN
1) Hydrant can be easily opened/closed and nut in good condition?			
2) Hydrant opened fully and flowed until clear?			
3) Hydrant barrel is free from cracks, leaks, physical damage and corrosion?			
4) Does hydrant barrel drain?			
5) Is hydrant accessible for fire department use? (minimum 3' clearance around hydrant)			
6) Does hydrant have marker?			
7) All caps not damaged, rotating smoothly, cap gaskets present and outlet connection threads lubricated and in good condition?			
FAILED items shall be corrected IMMEDIATELY by a city approved contractor. MNFC Section 508.5.2 Fire hydrant systems shall be maintained in an operative condition at all times, and shall be repaired where defective. PLEASE CALL _____ WHEN FAILED ITEMS ARE FIXED FOR REINSPECTION.			
Upon completion of inspection was hydrant tagged OUT OF SERVICE? ☐ YES ☐ NO			



Engineering Department
2660 Civic Center Drive
Roseville, MN 55113

Application for Temporary Sump Pump Waiver

PLEASE PRINT OR TYPE ALL INFORMATION AND COMPLETE ALL ITEMS ON APPLICATION

1. Property Owner Name: _____ A. Property I.D. No.: _____
2. Street Address: _____ B. Lot: _____ Block: _____
3. City: _____ State: _____ Zip Code: _____ C. Subdivision: _____
4. Phone No.: _____ D. Number of Sump Pump Units: _____

Method of Disconnection/Reconnection	Point of Discharge
1. Simple Assembly ☐	Laundry Tub/Wash Basin ☐
2. T-Connection Fixture ☐	Floor Drain ☐
3. T-Valve ☐	Direct Connection to Sanitary Sewer Pipe ☐

Criteria for Waiver
1. Causing a dangerous condition such as ice buildup or flooding on either public or private property ☐
2. There is a danger that the sump pump or footing drain pipes will freeze up and result in either failure or damage to the sump pump unit or the footing drainage and cause basement flooding ☐
3. The water being discharged from the sump pump or footing drainage cannot be readily discharged into a storm drain or other acceptable drainage system ☐

Justification of criteria (attach additional information if necessary):

I hereby apply for a sewer use waiver and I acknowledge that the information above is complete and accurate; that I understand this application is not a permit and that no clear water discharge into the municipal sanitary sewer system is allowable without a waiver.

I understand and hereby agree that the use for which the waiver is issued shall be performed according to: (1) Conditions of the waiver; (2) The approved plans and specifications; (3) The applicable City ordinances and codes; and (4) The State building/plumbing codes and regulations.

I understand that the waiver will become null and void if the property under which the waiver is registered is found not to be in conformance with any of the conditions of the waiver.

Property Owner's Signature

Date

TO BE COMPLETED BY THE CITY

A waiver is issued for temporary discharge of clear water into the sanitary sewer for the above application. Any conditions/changes are indicated on the application. This connection can be made no earlier than _____ and must be removed by _____. Failure to remove and properly seal the connection will result in _____. An inspection will be made by the City after _____.

This waiver is issued in accordance with Roseville City Code, Subdivision 802.8.

Issued by Public Works Director

Date

REQUEST FOR COUNCIL ACTION

Date: July 11, 2016
Item No.: 11.a

Department Approval

City Manager Approval



Item Description: Accept the 2016 Community Survey and Analysis by William Morris and Peter Leatherman

BACKGROUND

Earlier this year, the City Council authorized staff to retain The Morris Leatherman Company to conduct a survey of Roseville residents. The 400-person random sample phone survey was conducted between April 22 and May 6, 2016. After survey data was entered and coded, survey results and executive summary were provided to the city. A copy of the survey, results, and an executive summary prepared by Morris Leatherman were provided to the City Council for acceptance at the June 13, 2016 meeting.

Bill Morris and Peter Leatherman of the Morris Leatherman Company will provide a complete presentation of the survey results, including an in-depth analysis of the data.

STAFF RECOMMENDATION

Receive presentation of survey findings by the Morris Leatherman Company and accept the 2016 community survey.

REQUESTED COUNCIL ACTION

No action is required. Material is provide for informational purposes.

Prepared by: Garry Bowman, Communications Manager

Attachments: A: Executive Summary – 2016 City of Roseville Resident Survey
B: Morris Leatherman PowerPoint - 2016 City of Roseville Resident Survey
C: City of Roseville 2016 Survey Results

The Morris Leatherman Company

Executive Summary 2016 City of Roseville

City Demographics:

Roseville is still a demographically balanced first-ring suburban community, but showing more generational change and somewhat greater diversity than in the 2014 study. The median longevity of adult residents is 13.0 years, down 2.7 years since the last study. Twenty-one percent of the sample report moving to the city during the past five years, while 17% were there for more than three decades. Seventeen percent report they will move in the next five years, six percent higher than in the 2014 study; in contrast, 61% have no plans to leave during the next ten years.

Thirty-three percent of city households classify themselves as “single, no other family at home.” Seven percent are “single parents with children at home.” Nineteen percent are “married or partnered, with children at home.” Forty-one percent are “married or partnered with no children or no children at home.” Seventy-one percent classify themselves as “White,” down six percent in two years. Eleven percent each are “African-American,” and nine percent are “Asian-Pacific Islanders.” Five percent are “Hispanic-Latino.” Two percent classify themselves as “Native American,” while two percent are “mixed/bi-racial.”

Twenty-six percent of Roseville households contain residents over 65 years old. Twenty-one percent report the presence of adults between the ages of 50 and 64; sixty-five percent contain adults between the ages of 18 and 49. Twenty-six percent of the households contain school-aged children or pre-schoolers. Sixty-six percent own their current homes, while 34% rent.

The average age of respondents is 49.3 years old. Thirty-seven percent of the sample fall into the over 55 years age range, while 21% are less than 35 years old. Women outnumber men by four percent in the sample. Fifteen percent live north of Highway 36 and west of Snelling Avenue. Forty-five percent reside north of Highway 36 and east of Snelling Avenue. Twenty-five percent are south of Highway 36 and east of Snelling Avenue, while 15% live south of Highway 36 and west of Snelling Avenue.

Quality of Life Issues:

Ninety-nine percent rate their quality of life as either “excellent” or “good.” In fact, a very high 46% deem it “excellent.” Only one percent rate the quality of life lower. The overall positive rating is at the top of suburban communities, while the “excellent” rating remains among the top five communities in the Metropolitan Area.

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June 2016

At 18% and 14%, respectively, “strong neighborhood/good housing” and “safe community” lead the list of attributes people like most about living in the community. “Friendly people” is third, at 13%, followed by “close to family,” at 10%, “close to job,” at nine percent, and “parks and trails,” also at nine percent. The most serious issues facing the city remain “rising crime” and “high taxes,” at 13% and 10%, respectively. Eight percent point to “poor city spending,” and seven percent cite “lack of jobs and businesses.” A “booster” group of 36%, twelve percent higher than in the 2014 study, says there are “no” serious issues facing the community; the size of the booster group in Roseville is five times higher than the norm for a Metropolitan Area suburb.

Ninety-five percent think things in Roseville are generally headed in the “right direction.” Only three percent regard things “off on the wrong track,” primarily due to “rising crime,” “poor City spending,” and “growing diversity.”

A top rating of 91% of the sample report the general sense of community in the City of Roseville is “very strong” or “somewhat strong”; only eight percent rate it lower. Twenty-five percent report a closer connection to the City of Roseville “as a whole,” while 48% have a closer connection to their “neighborhood.” Six percent report a closer connection to the “School District”; five percent, to their “church; four percent to their “workplace”; and, 12% to their “family and friends.” An almost-unanimous 99% feel “accepted” in the City of Roseville.

In thinking about a city’s quality of life, 25%, down seven percent in two years, feel the most important aspect is “safety.” Eighteen percent point to “sense of community,” while 17% cite “good schools.” Sixteen percent point to “city upkeep.” Fourteen percent each believe “better roads” and “more jobs” are aspects of the city which needs to be fixed or improved in the future. Thirteen percent feel the same about “lower taxes.” But, 33% think there is “nothing” or are unsure about anything needing fixing or improving. Fifty-nine percent believe there is “nothing” or are unsure about anything currently missing from the community which, if present, could greatly improve the quality of life for residents. Sixteen percent would like to see “more public transportation,” while eight percent want “more affordable housing,” and seven percent would like to see “more jobs.”

Community Characteristics:

In assessing the one or two most important characteristics of a high quality of life community, 53% point to “low crime rate” and 43% choose “good school system.” This reverses the order of the top two choices two years ago. Twenty-seven percent pick “well-maintained properties,” and 21% select “low property taxes.” There are two characteristics moderate percentages consider to be of least importance: “community events and festivals,” picked by 32%, and “variety of shopping opportunities,” chosen by 23%.

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June, 2016

In examining the number or quantity of various community characteristics, majorities of residents think Roseville has “about the right amount” of 11 of 12 discussed. In fact, in all but three cases, the percent of residents seeing “too few” or “too many” is relatively equal, indicating even splits in opinions about each of these characteristics. In the three cases where opinions are more skewed in one direction or the other, residents tended to see “too few.” When considering condominiums, 25% think there are “too few,” while 12% see “too many.” Similarly, with respect to townhomes, 28% see “too few” and 16% judge there to be “too many.” Finally, in thinking about assisted living for seniors, 25% feel there are “too few” opportunities, while 13% see “too many.” The 10 attributes posting higher levels of agreement about current numbers are: affordable rental units, market rate rental units, affordable owner-occupied housing, “move up” housing, higher cost housing, parks and open space, trails and bikeways, service and retail establishments, and entertainment and dining opportunities.

Ninety-four percent, six percent higher than the 2014 study, are either “very committed” or “somewhat committed” to stay in Roseville if they were going to move from their current home to upgrade. Just as impressive, 94%, a seven percent increase, are committed to stay in the city if they were going to move from their current home for downsizing.

City Services:

In evaluating specific city services, the mean approval rating is 90.4%, a significant 4.1% increase over the 2014 level. If we consider only residents holding opinions, the mean score is a high 94.6%, well within the top 10% of summary ratings in the Metropolitan Area. Over 95% rate police protection, fire protection, police protection, emergency medical services, drainage and flood control, building inspections, code enforcement, trail and pathway plowing in parks and pathway repair and maintenance in neighborhoods as either “excellent” or “good.” Between 90% and 94% favorably rate sewer and water, animal control, snow plowing, trail and pathway plowing in neighborhoods, and pathway repair and maintenance in the parks. The only exception: eighty-one percent rate street repair and maintenance, nevertheless 16% higher than the Metropolitan Area norm. Ironically, the major irritants leading to lower ratings are not street maintenance-specific; they are “turkeys and coyotes,” at 30%, “poor water taste,” at 22%, and “flooding,” at 17%.

Property Taxes:

Roseville residents can be classified as fiscal moderates. Forty-four percent think their property taxes are “high” in comparison with neighboring suburban communities, while 43% see them as

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June, 2016

“about average.” Ninety-four percent of the residents view city services as either an “excellent” or a “good” value for the property taxes paid; this endorsement level continues to place Roseville within the top decile of Metropolitan Area suburbs. While 58% of the sample would favor an increase in their city property taxes to maintain city services at their current level, 38% would oppose an increase under these circumstances; this split dramatically reverses the 2014 plurality, 49%-40%, opposed to this type of tax increase.

Solid majorities endorse the City continuing to invest in long-term infrastructure projects. By an 89%-11% margin, residents support investing in city roads. An 86%-13% majority favors investments in water and sewer pipes, and an 81%-19% majority feels the same about pedestrian pathways. Lower support levels, although still resounding, are the 75%-25% majority in favor of continued investment in bikeways and the 74%-25% in favor of City buildings. Overall, the average change in support in comparison with the 2014 study is +5.2%, reflecting a growing consensus in favor of long-term investments.

City Government and Staff:

Respondents give the Mayor and Council a job approval rating of 93%, up five percent in two years, and a disapproval rating of only four percent. The almost 23-to-one approval-to-disapproval rating of the Mayor and City Council remains among the top ratings in the Metropolitan Area suburbs.

Citizen empowerment is at a very high level. A comparatively low number of residents -- 14% -- feel they could not have a say about the way the City of Roseville runs things, if they want. This level of alienation is 8% lower than the 2014 level. Most communities score between 20% and 30% on this query. Overall, the inability to influence decision-makers is not a major issue.

Residents award the City Staff a job approval rating of 97% and a disapproval rating of only two percent. Both the absolute level of approval and the 49-to-one ratio of approval-to-disapproval are also among the top Metropolitan Area suburbs.

Neighborhoods and Businesses:

Ninety-eight percent rate the general appearance of the community as either “excellent” or “good”; only two percent are more critical in their evaluations. “Messy yards” and “rundown homes” are the chief complaints of the small number posting a negative judgment. Over the past two years, 61% think the appearance of Roseville “remained about the same,” while 31% – a five percent increase since the last study – see an “improvement,” and only seven percent, a “decline.” Code enforcement is also highly rated: 93% award this service either an “excellent” or “good” rating, a six percent increase since the 2014 study; only four percent are more critical,

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June, 2016

focusing on “messy yards,” “loose animals,” and “rundown homes.” Only 57% are aware that Roseville offers a housing program for residential home improvements; similarly, only 52% are aware the City also sponsors free home and garden workshops each February and Fall.

Curbside Recycling:

Seventy-five percent participate in the curbside recycling program by separating recyclable items from the rest of their garbage. The 25% who do not participate indicate they “don’t have enough recycling,” “don’t recycle at all,” and “don’t want to separate recyclables from their garbage.” A smaller percentage of nonparticipants report their “building or association handles it.” Most program participants, 72%, put their recyclables out for collection every two weeks; twenty-seven percent do so on a monthly basis. By a 70%-26% majority, participants oppose a change to an every week collection schedule for recyclable. Of the minority supporting the change, only 53% would still favor a change if it increased their costs. When changes or improvements are discussed only two suggestions are made by most numbers of current participants: Six percent would like “bigger containers” and four percent would like “more timely pick-ups.”

By a 49%-32% margin, residents oppose a curbside collection program for compostable waste for an additional fee. The main reason for opposition is the “additional cost,” while the main reason for support is “general environmental benefits.” If a curbside collection program for compostable waste were available, 50% of the household’s surveys would be at least “somewhat likely” to participate; but, using standard market projection techniques, only 16% would actually participate in the new program.

Public Safety:

In rating the seriousness of public safety concerns in the City of Roseville, 19% feel “youth crimes and vandalism” is their greatest concern. Eighteen percent feel similarly about “traffic speeding,” 11% point to “break-ins and theft from automobiles,” and nine percent each see the most serious concern as “residential crimes, such as burglary and theft” or “drugs.” As in the 2014 study, no one category clearly dominates. But, 21% consider none of these as serious concerns, up seven percent since the survey taken two years ago.

Ninety percent rate the amount of police patrolling in their neighborhood as “about the right amount,” while eight percent think it is “not enough,” and two percent see “too much.”

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April, 2016

Parks and Recreation:

Ninety-nine percent rate the park and recreation facilities in Roseville as either “excellent” or “good.” Only one percent is more critical. Among the City’s recreational facilities, 39% most frequently use “neighborhood parks,” 26% most often use “trails,” and seven percent most frequently use “athletic fields.” But, 28% of the City’s households do not use any of these facilities. Ninety-seven percent highly rate the upkeep and maintenance of Roseville City Parks; only two percent are more critical in their judgments. A nearly unanimous 98% feel existing recreational or sports facilities offered by the City of Roseville meet the needs of their households.

Forty-one percent again report household participation in a city-sponsored park and recreation program. While the vast majority have no suggestions for offering new or expanding current park and recreation programs, five percent support offering “more events in the parks.”

Twenty-six percent report household members use the trail system at least once per week, a 13% decrease since the last study; forty-five percent do so several times a monthly or just on a monthly basis, a 17% increase in two years; and, 10% are less frequent trail users. Twenty percent report no one in their household uses the trails at all. In prioritizing expansions or improvements of the City’s trail system, 41% choose “construction of trails connecting neighborhoods and parks,” 25% pick “construction of additional trails for exercise within parks,” and 21% favor “construction of trails connecting the neighborhood and shopping and business areas.”

Seventy-nine percent are aware the City opened new park buildings at Autumn Grove, Lexington, Oasis, Sandcastle and Villa Parks. Forty-nine percent of the sample visited or used one of the new park buildings. Among the 51% not visiting a new park building, 40% report “they have no time or are too busy,” 28% have “no interest,” 18% report “age or health issues,” and 10% think the distance is “too far.” But, 99% of park building visitors rate their experience as either “excellent” or “good,” and an emphatic 95% would consider using one of the new park buildings again in the future.

Community Center:

By a 75%-19% majority, residents support *in concept* the construction of a Community Center by the City of Roseville; this level of support is 11% higher than in the 2014 study. Sixty-six percent of the sample, up 14% in two years, indicate that a member of their household would be at least “somewhat likely” to use the facility if it were built; using standard market projection techniques, the expected user level would be 21% of the city’s households.

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April, 2016

Communications Issues:

The City Newsletter remains the most often indicated primary source of information about the community, at 44%. The local newspaper ranks second, at 17%, and the “City website,” is third, at 14%. The “grapevine” is relied upon by nine percent of the sample. Preferred sources of information about City Government and its activities are somewhat different from the existing communications pattern. This time, City publications and newsletters are at the top of the list, at 31%. Twenty-two percent choose “mailings to their home,” nineteen percent prefer “e-mail,” and 16% opt for the “City Website.”

Eighty-three percent receive the “Roseville City News,” and 85% of this group regularly read it. The reach of the publication is 71% of the community’s households, down eight percent in two years. The newsletter’s effectiveness as an information channel is highly regarded: ninety-one percent highly rate its effectiveness in keeping them informed about activities in the city.

Social media usage among Roseville residents is increasing. Twenty-two percent use Nextdoor, 35% use Speak Up Roseville, 41% tweet, 48% use YouTube, and 68% post or read Facebook. But, 76% use e-mail, and of this group, 72% are likely to use it to obtain information about the City of Roseville. In a similar fashion, 58% visit the City Website, and of this group, 95% are likely to access it for city information.

Ninety-three percent rate the City’s overall performance in communicating key local issues to residents as either “excellent” or “good.” Only six percent are more critical in their evaluations. This rating is also among the top three in the Metropolitan Area.

Conclusions:

Overall, Roseville citizens are extremely satisfied with their community, and very high ratings on nearly all aspects of city operations are commonplace. In fact, city service ratings, already very positive two years ago, improved even further across the board. The key issue facing decision-makers in the future is addressing perceptions about “rising crime,” particularly “youth crimes and vandalism,” “break-ins and theft from automobiles,” and “drugs” Property tax levels have diminished as a secondary concern, but their level is still a limiting factor; however, residents are willing to increase property taxes to maintain city services at their current level.

Community development efforts should primarily focus on helping seniors stay in the community, since moderate concerns are the lack of assisted living opportunities for seniors, townhomes, and condominiums. In addition, the attraction of more job-producing businesses to the city will address one of the key needs identified by residents.

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June, 2016

The parks and recreation system is the “crown jewels” in the City’s quality of life. Usage is higher than expected viewed against the demography of the community. The new park buildings have been well-received by the public. Trails and neighborhood parks play an unusually large role in city life, acting as key ingredients in a strong sense of community. In the last two years, support in concept for and likely use of a community center increased. Still, electoral success will in large part depend on the financing structure for its construction and operations.

Information levels about City Government activities are startlingly high in comparison with neighboring communities. Positive ratings of both the Mayor and City Council and City Staff are at the top of the Metropolitan Area. “Roseville City News,” the city’s newsletter, is exceptionally well regarded: it still possesses a higher readership and effectiveness ratings than most peer communities.

In the past study, citizens were clearly enthusiastic about their City. Now, with the “City Booster” percentage at 36% – a 12% increase in two years – an even larger reservoir of goodwill has been established. Once again, this will serve decision-makers very well as current issues are tackled, new issues are encountered, and relatively tough decisions must be made.

Methodology:

This study contains the results of a telephone survey of 400 randomly selected adult residents of the City of Roseville. Survey responses were gathered by professional interviewers across the community between April 22nd and May 6th, 2016. The average interview took 22 minutes. All respondents interviewed in this study were part of a randomly generated sample of adult residents of the City of Roseville. In general, random samples such as this yield results projectable to their respective universe within ± 5.0 percent in 95 out of 100 cases.

City of Roseville

2016 Quality of Life Study

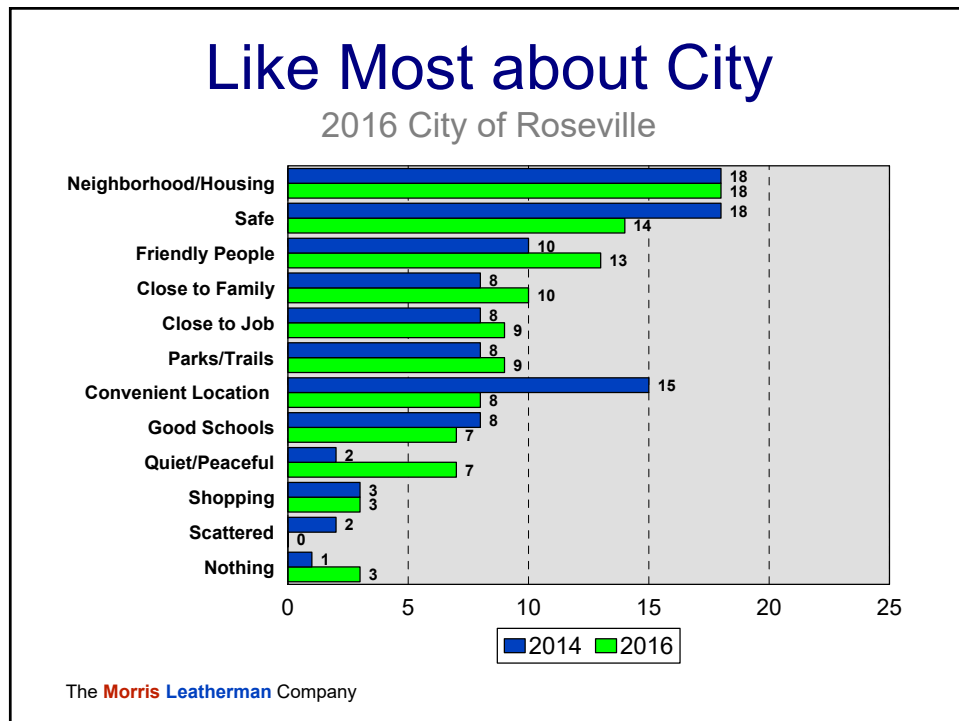
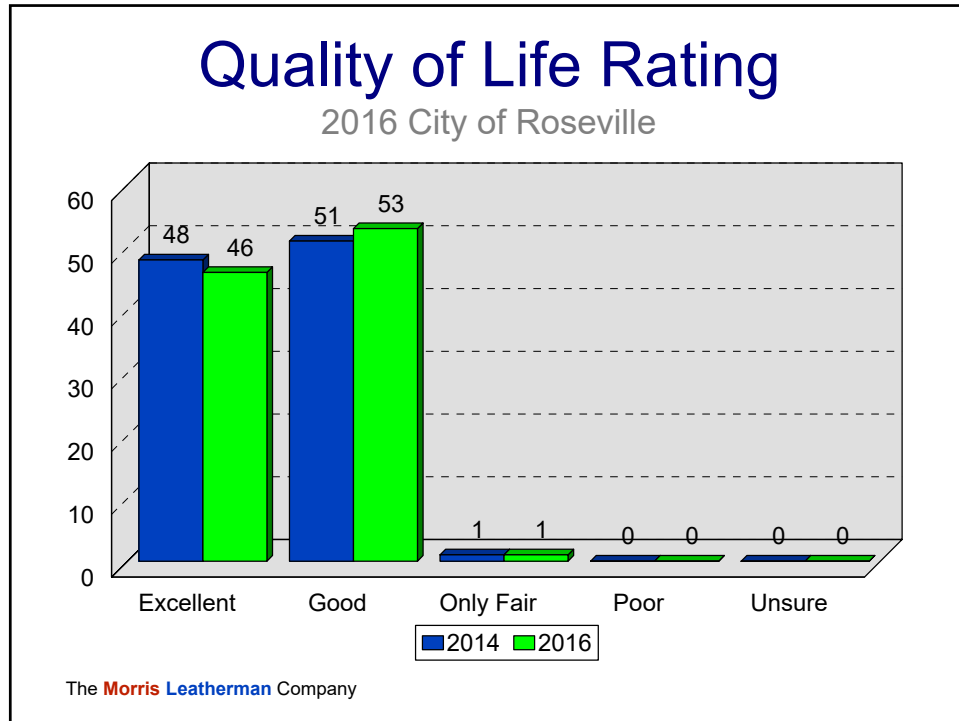
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Methodology

2016 City of Roseville

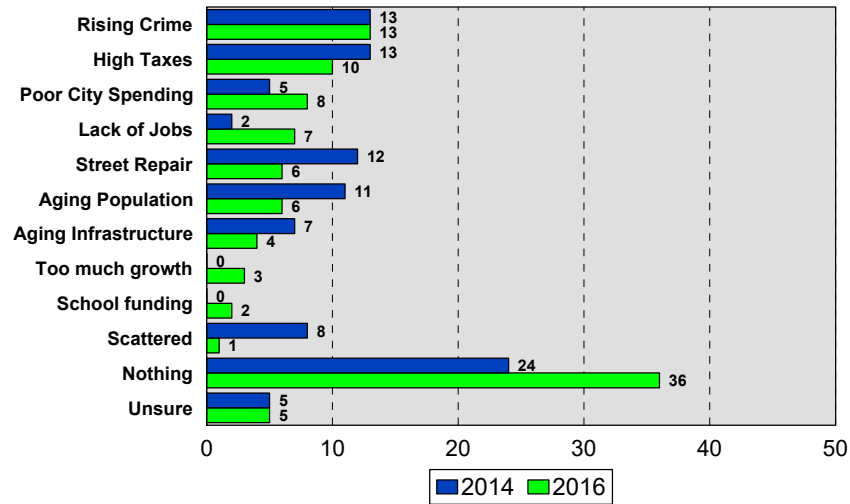
- ① 400 random sample of City of Roseville households
- ① Telephone interviews conducted between April 22nd and May 6th, 2016
- ① Average interview time of 22 minutes
- ① Non-response level of 4.5%
- ① City household sample projectable within +/- 5.0% in 95 out of 100 cases

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Most Serious Issue

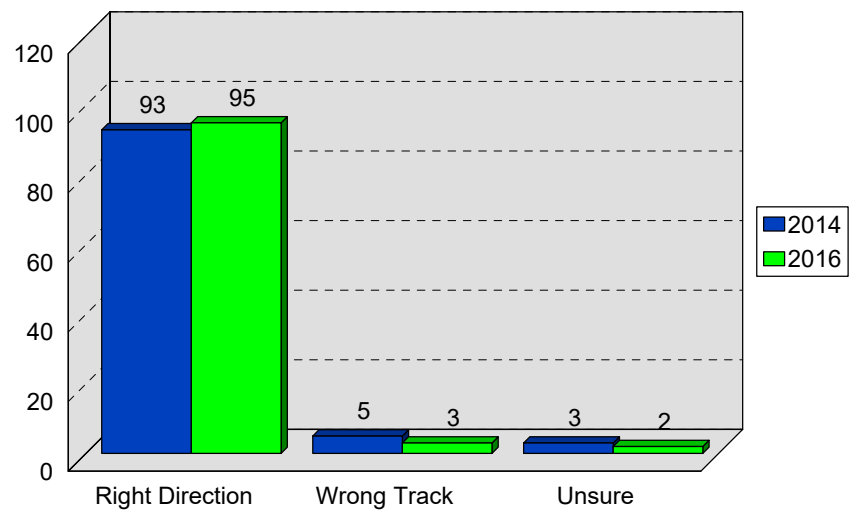
2016 City of Roseville



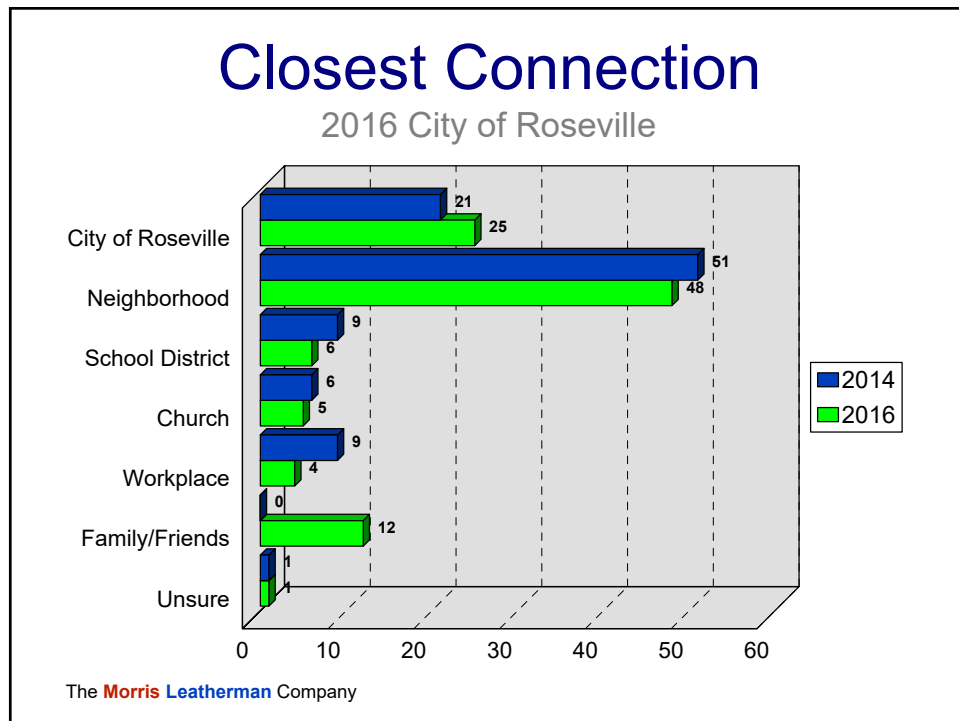
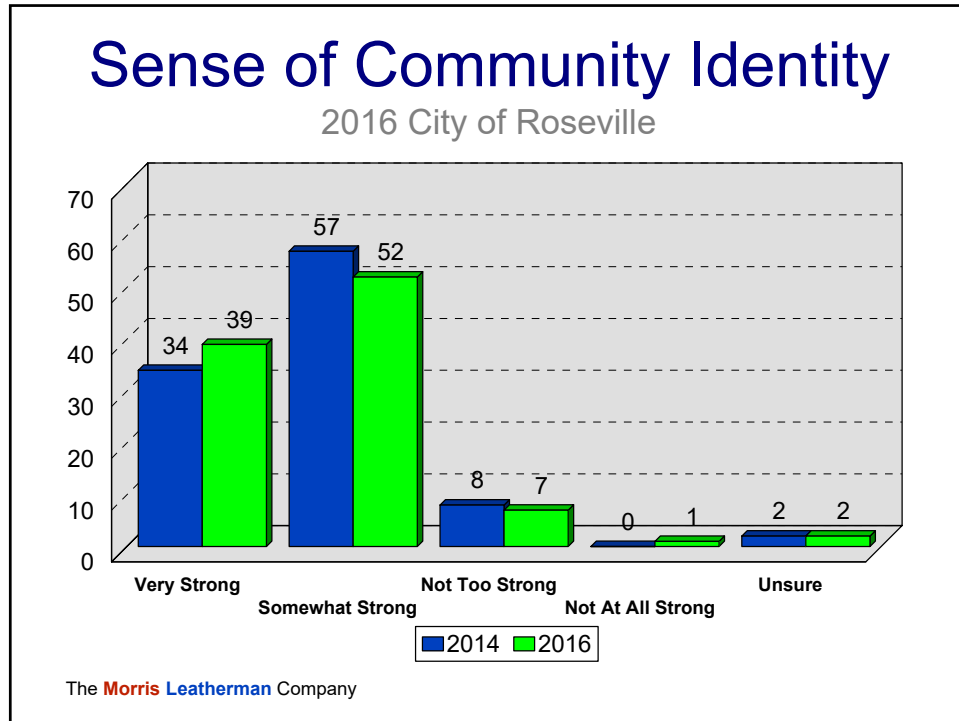
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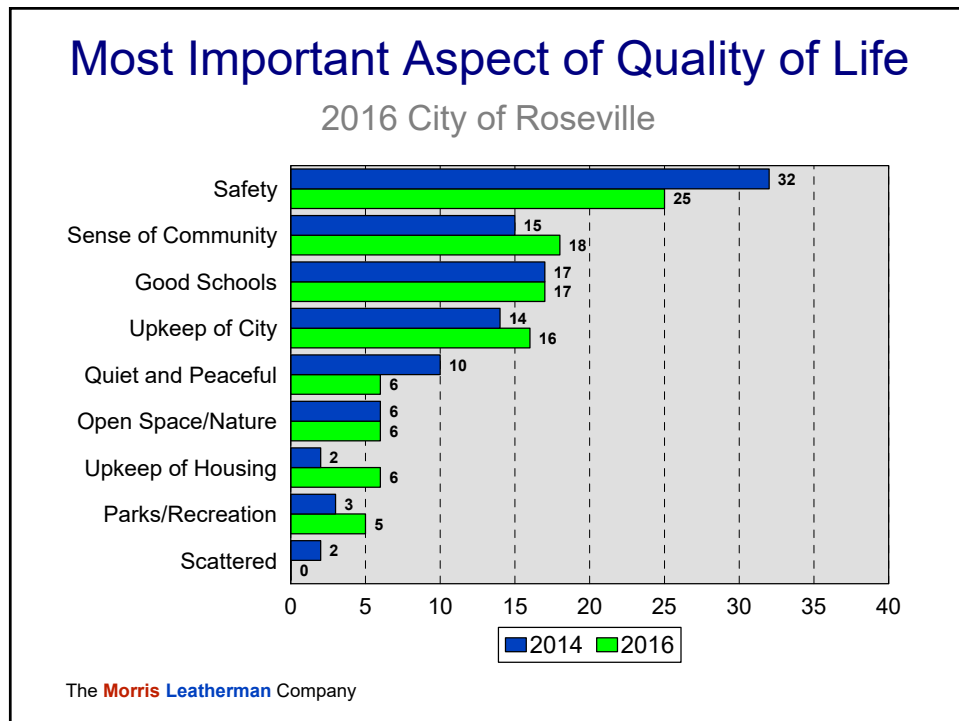
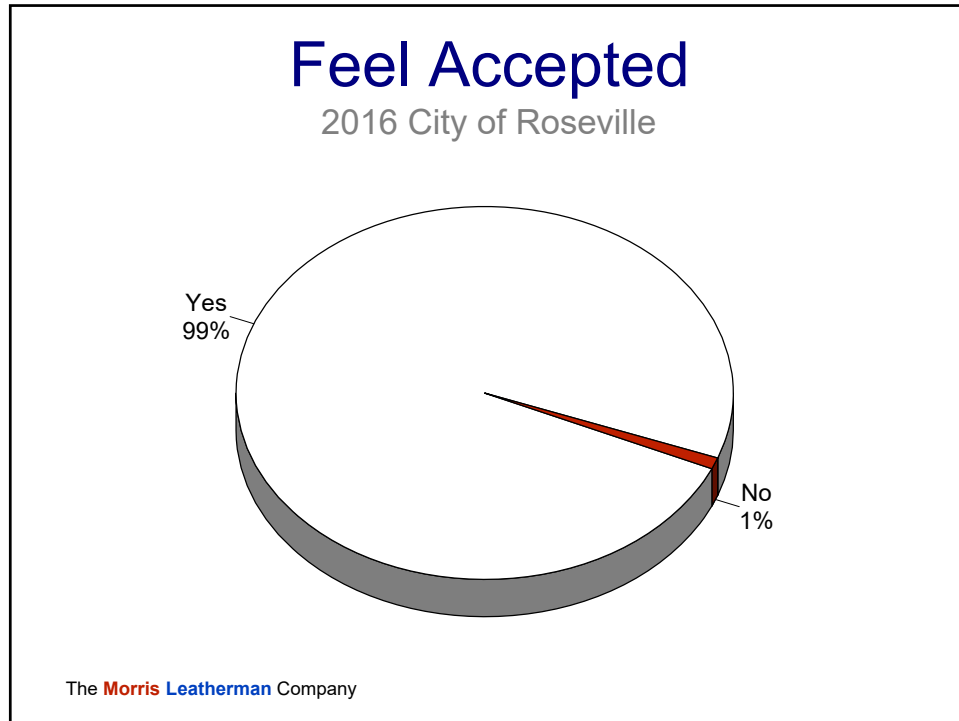
Heading of City

2016 City of Roseville



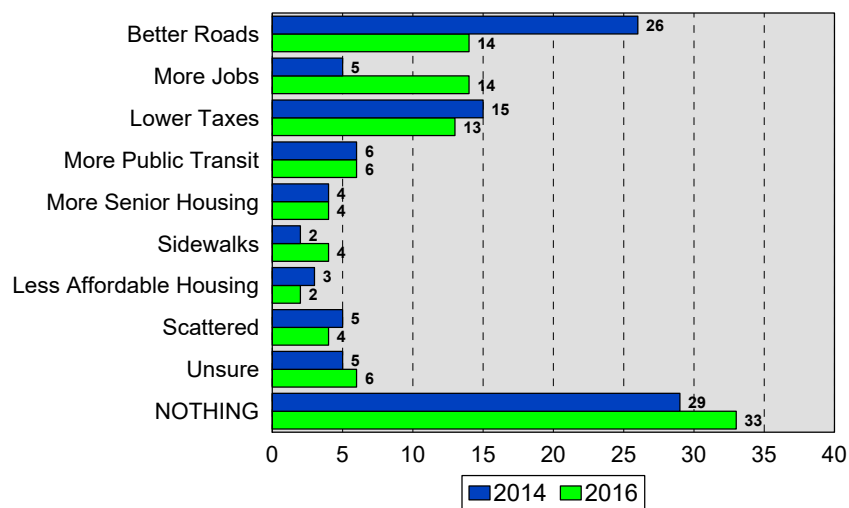
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City Aspects to Fix or Improve

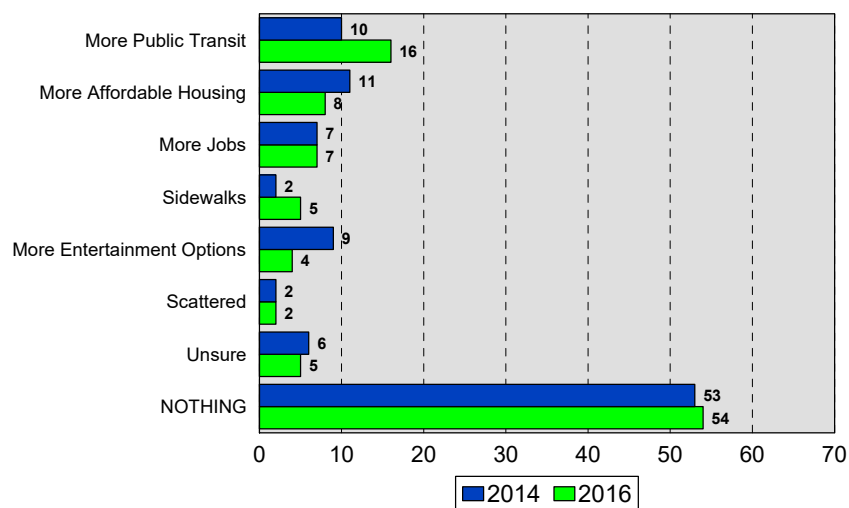
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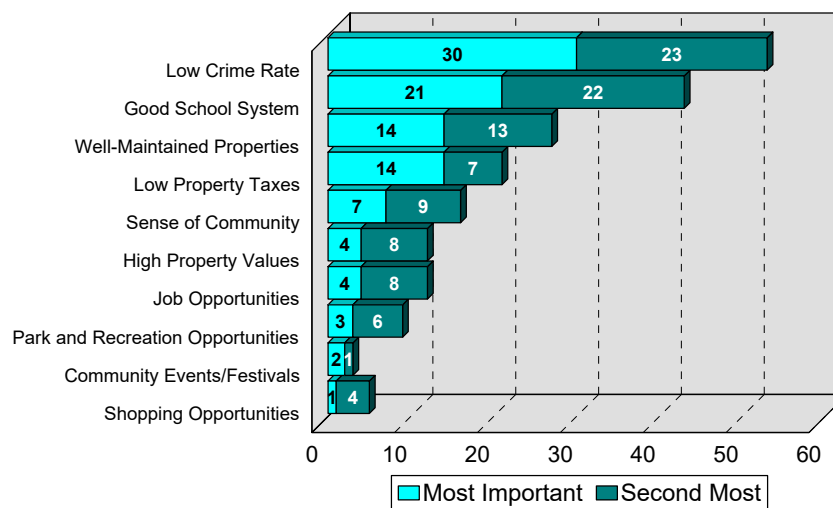
2016 City of Roseville



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Important for High Quality of Life

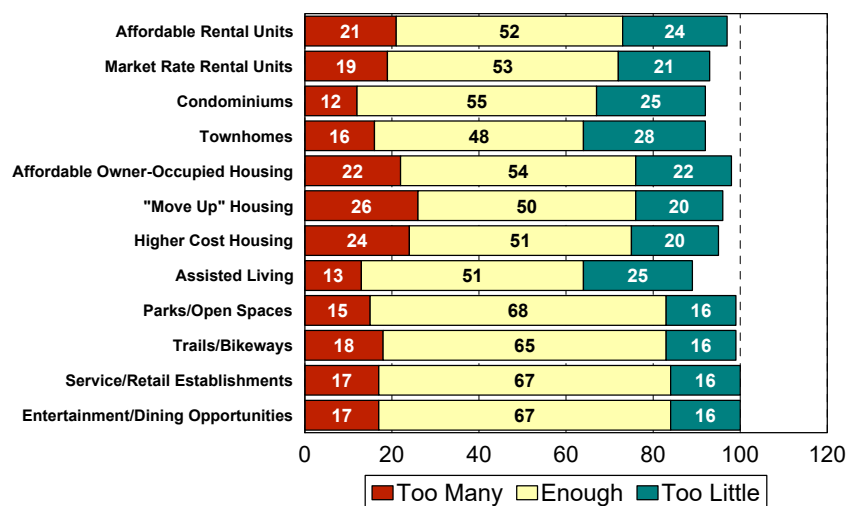
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Characteristics of City

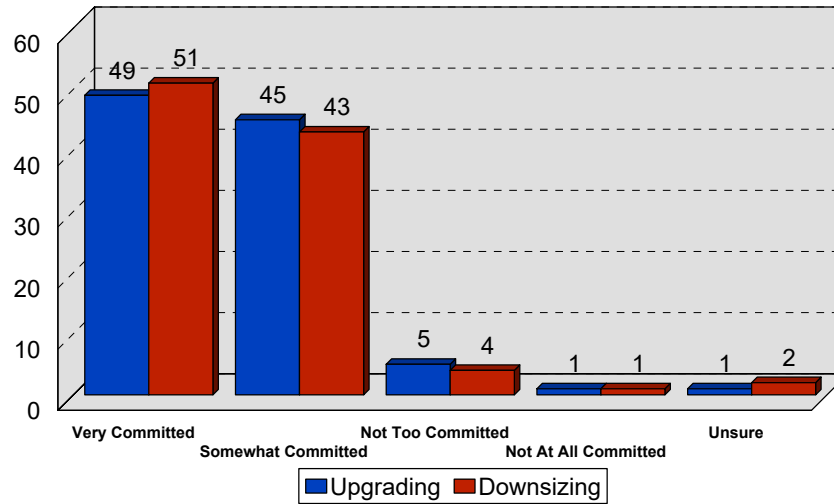
2016 City of Roseville



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Committed to Staying in Roseville

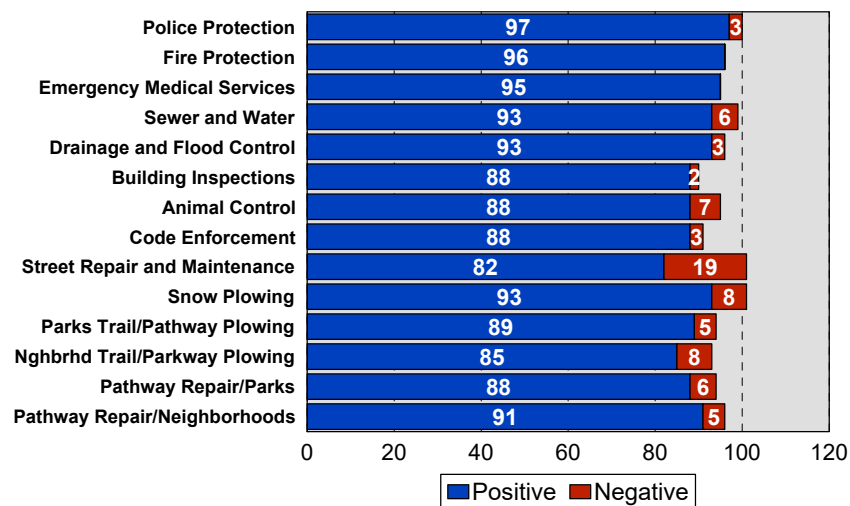
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City Service Ratings

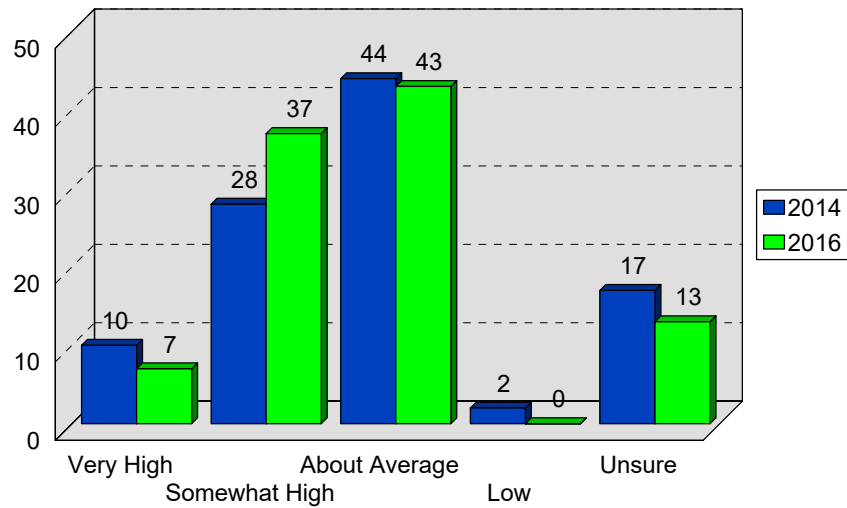
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City Share of Property Taxes

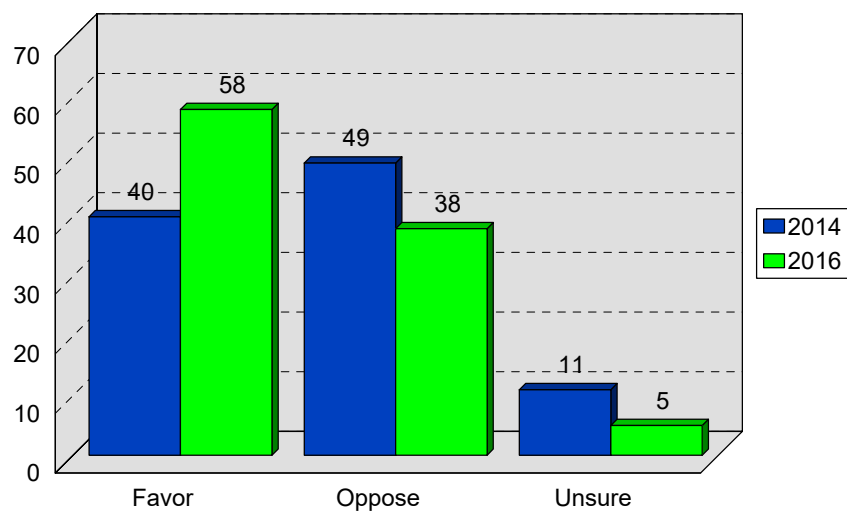
2016 City of Roseville



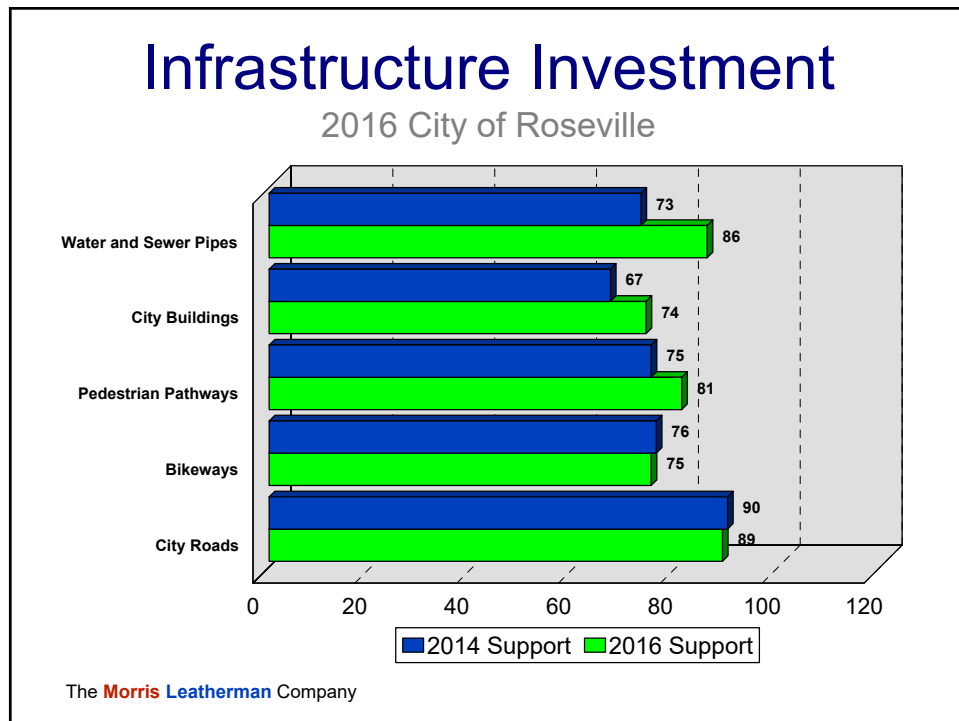
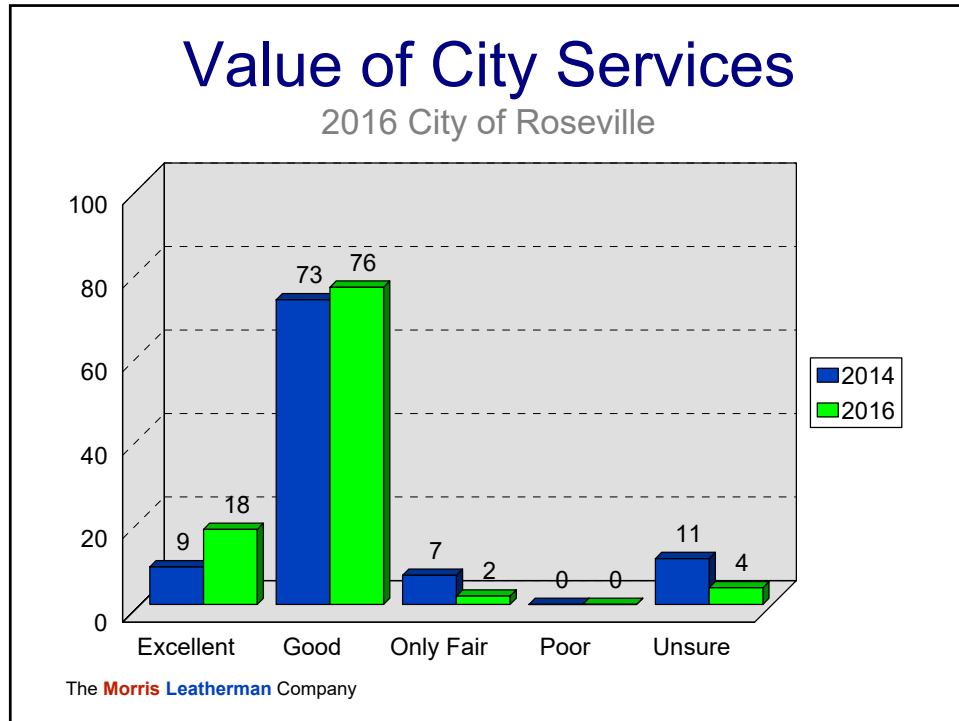
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Tax Increase to Maintain

2016 City of Roseville

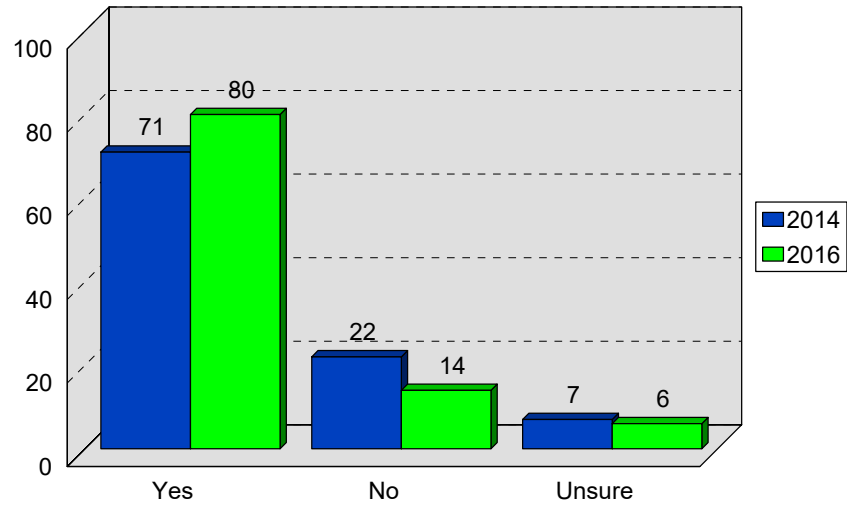


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Empowerment

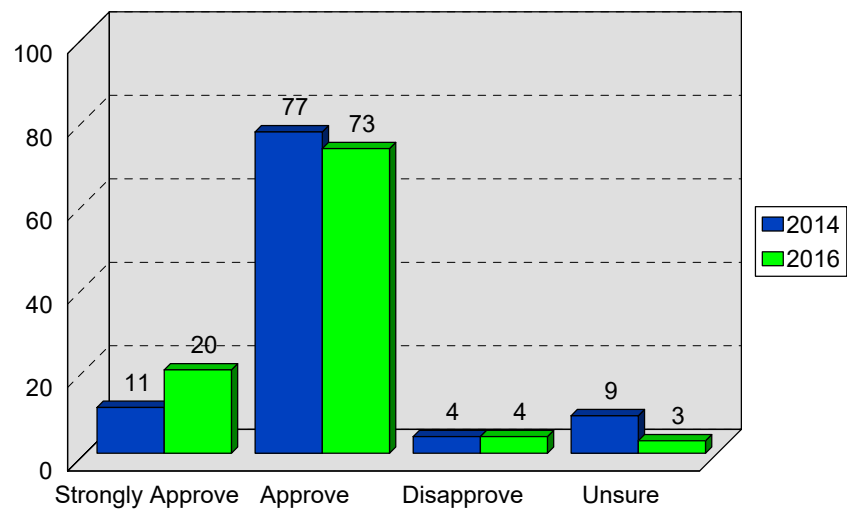
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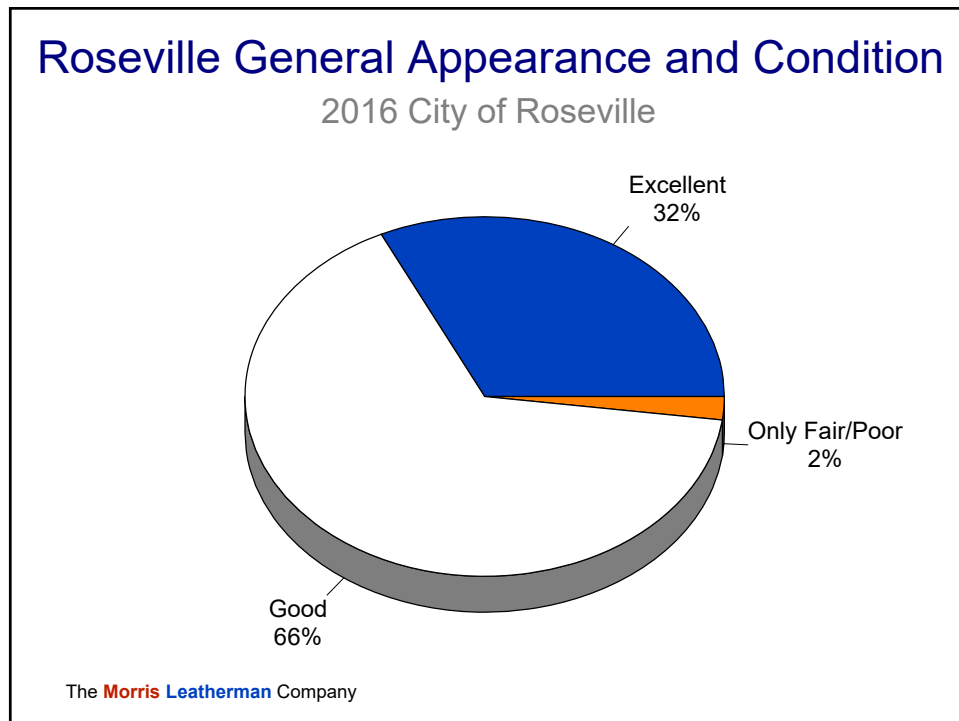
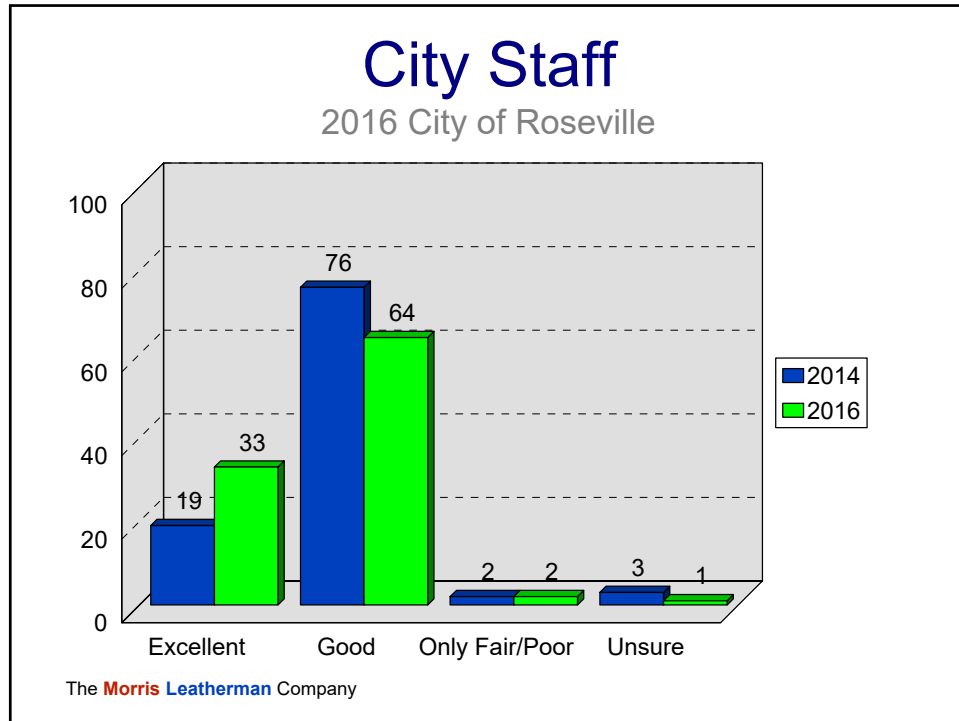
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Mayor and City Council

2016 City of Roseville

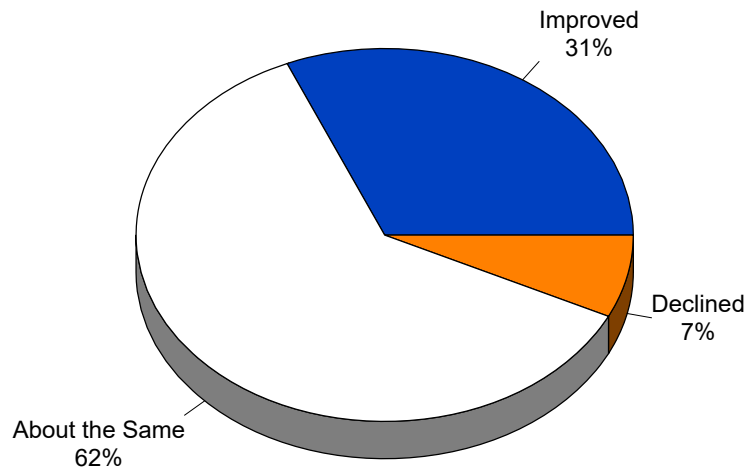


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Appearance during Past Two Years

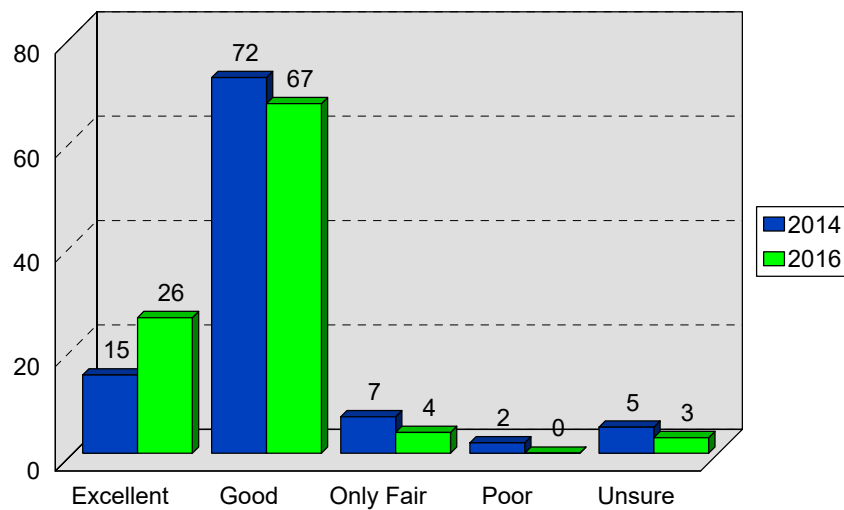
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Enforcement of Nuisance Codes

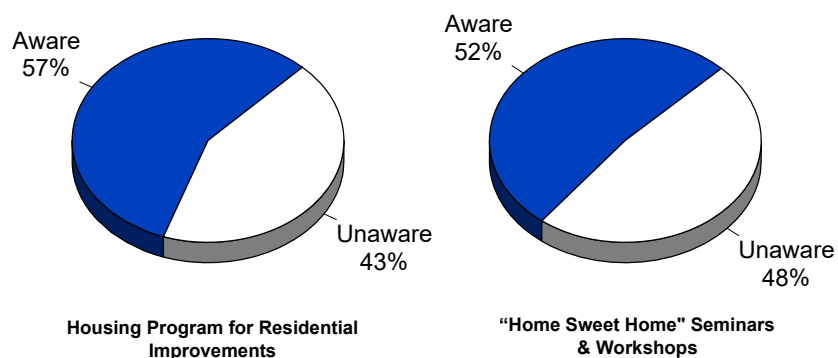
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Housing-Related Programs

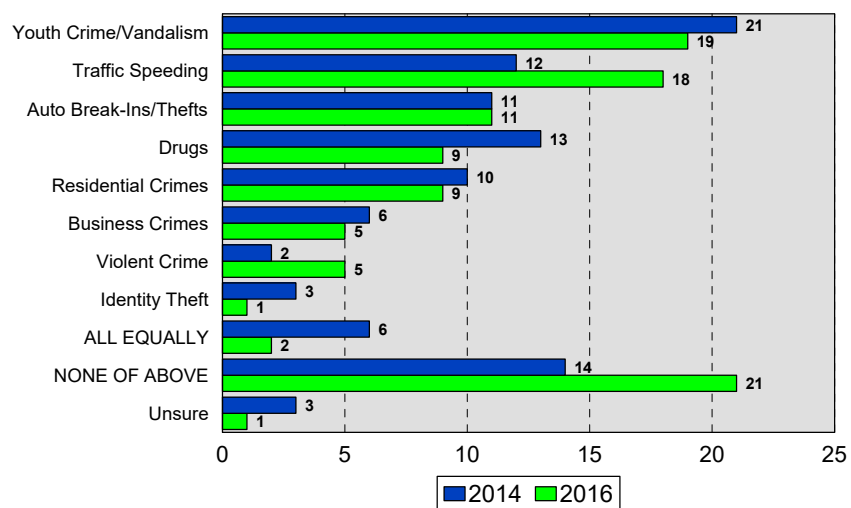
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Public Safety Concerns

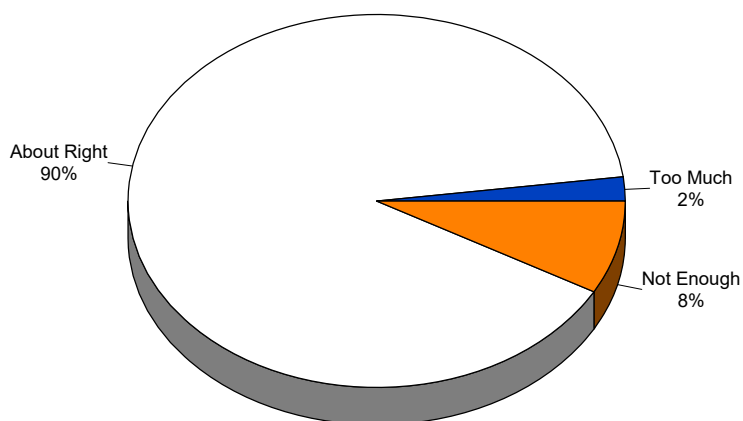
2016 City of Roseville



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Amount of Neighborhood Patrolling

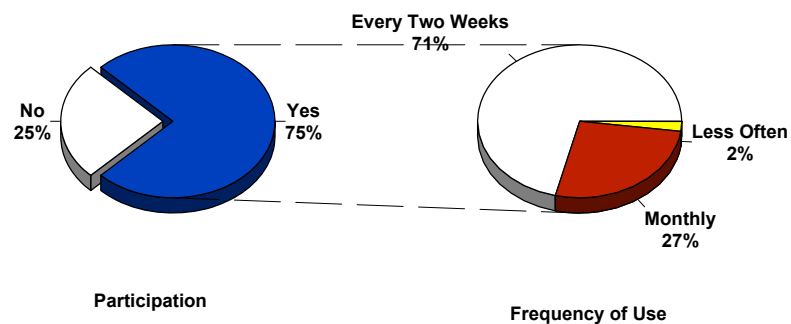
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The **Morris Leatherman** Company

Curbside Recycling Program

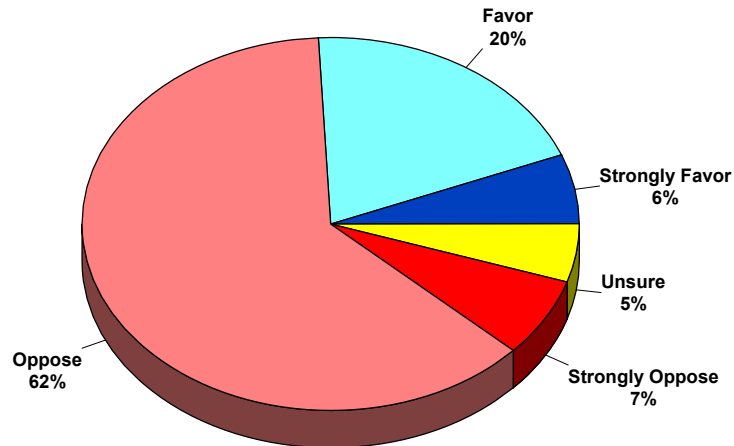
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The **Morris Leatherman** Company

Every Week Recycling Collection

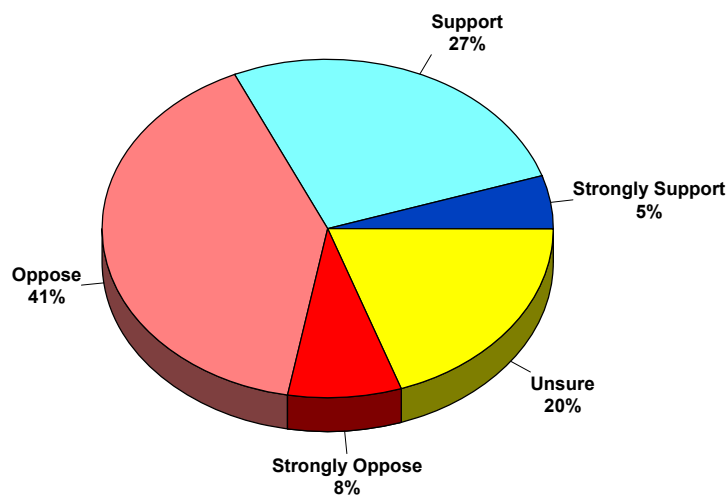
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“Organics” Program

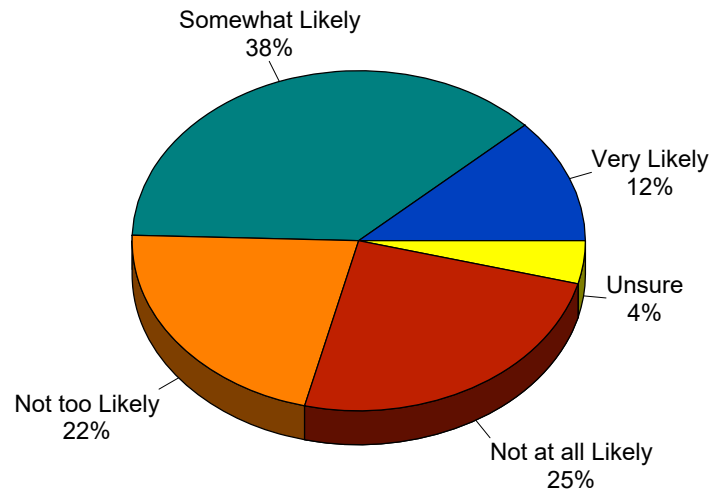
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Use "Organics" Program

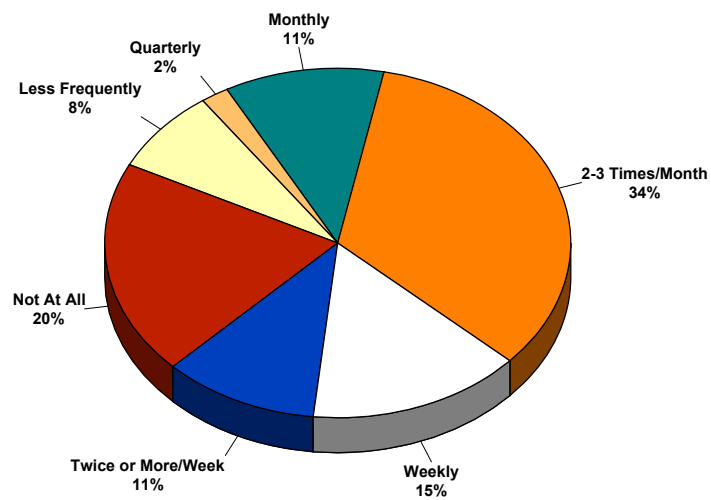
2016 City of Roseville



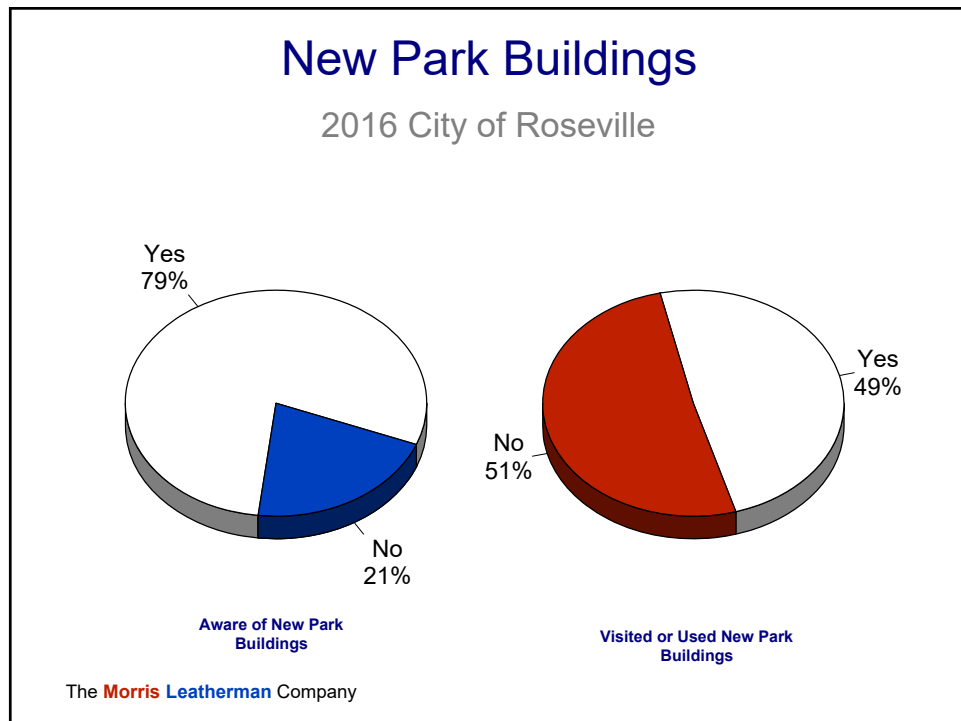
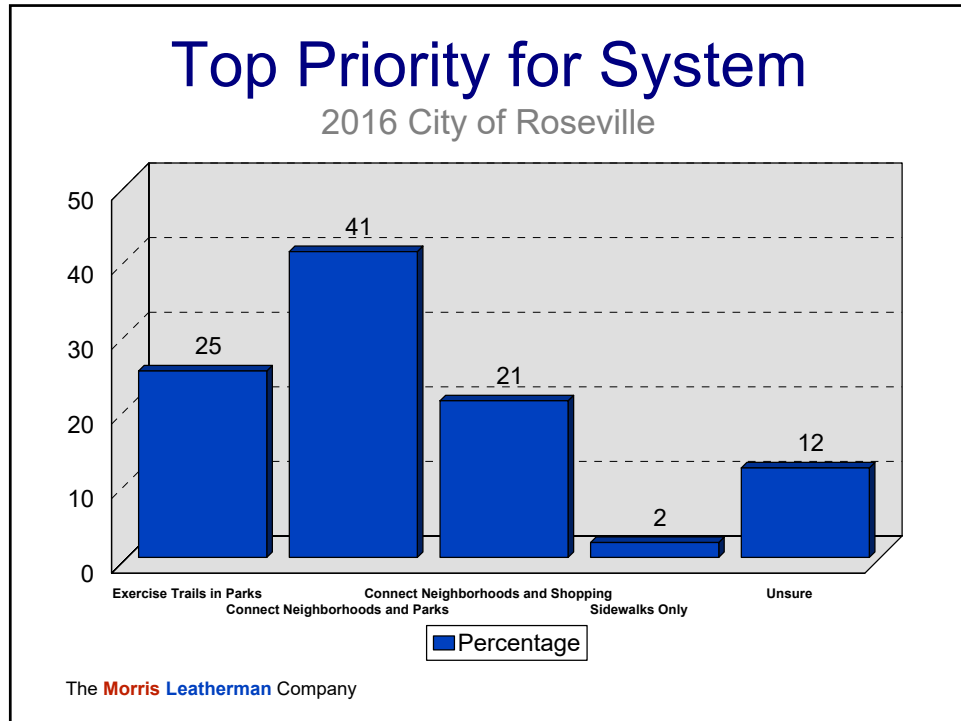
The Morris Leatherman Company

Use of City Trails

2016 City of Roseville

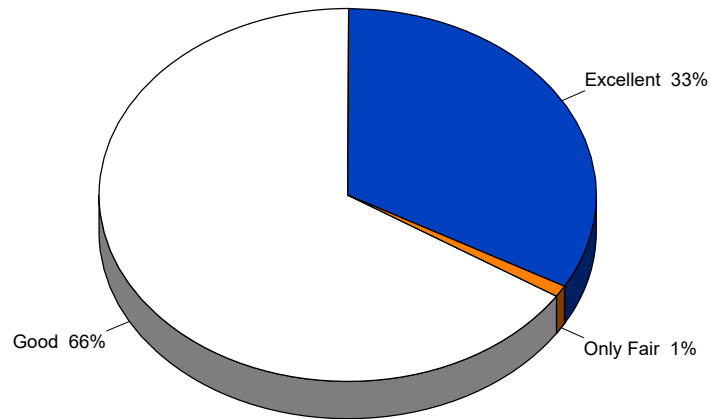


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City Park and Recreation Facilities

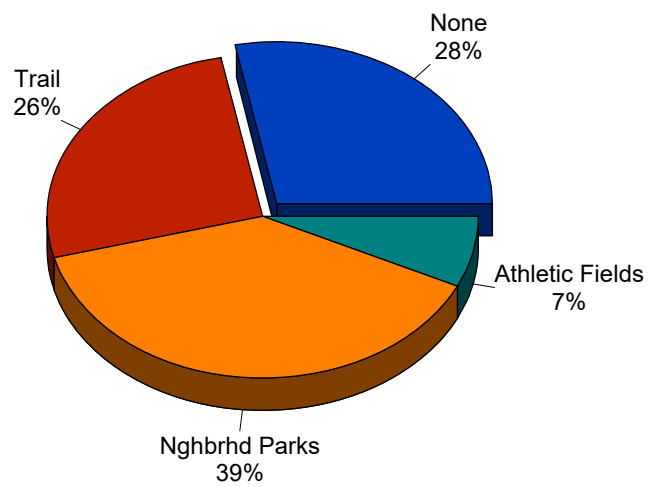
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Facility Used Most Often

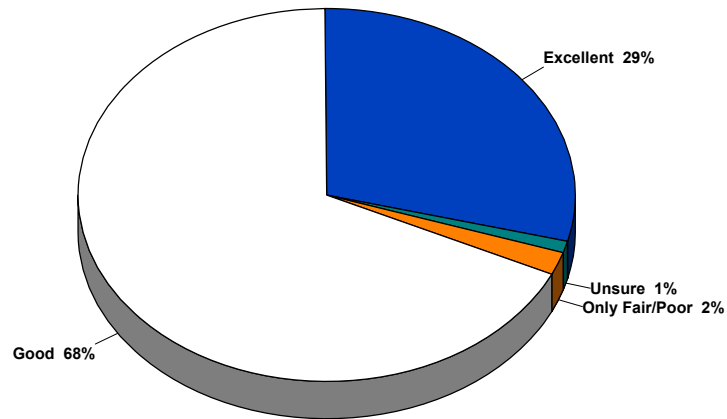
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Upkeep and Maintenance

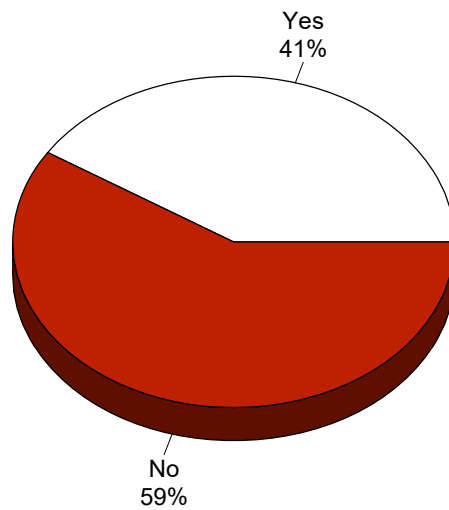
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Participation in City Programs

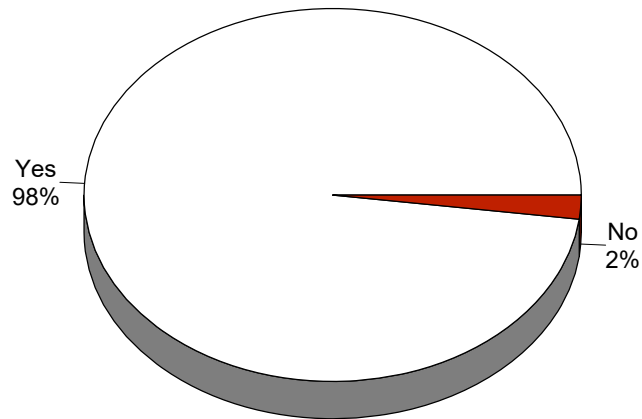
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Facilities Meet Needs

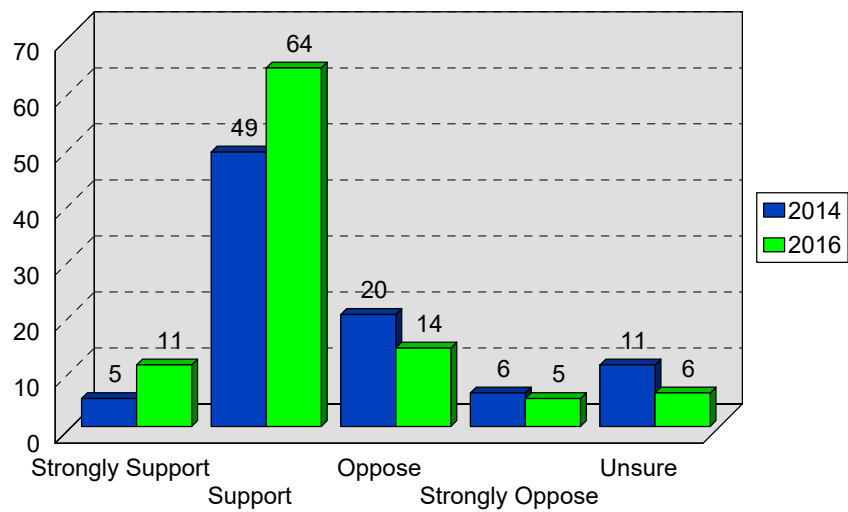
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Construction of Community Center

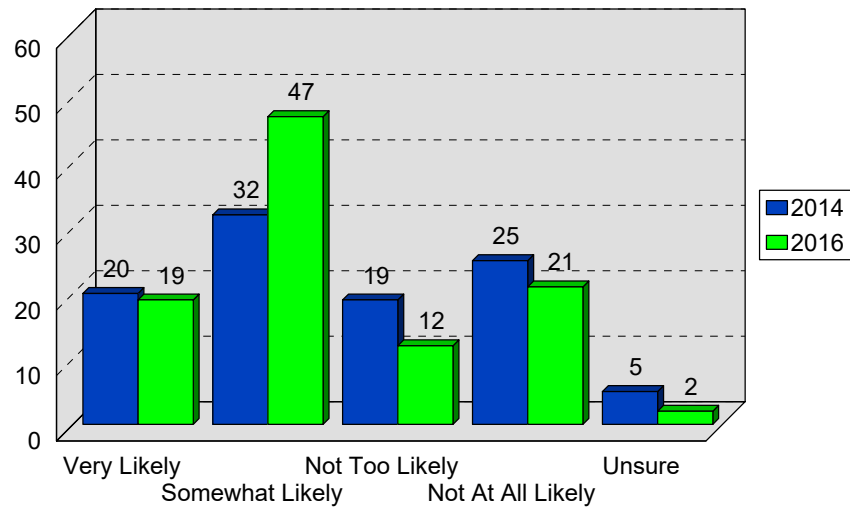
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Potential Use of Community Center

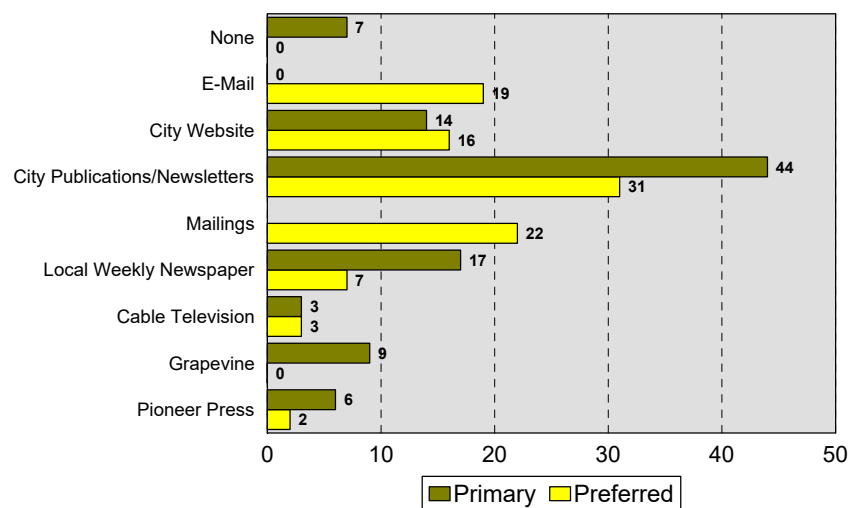
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Sources of Information

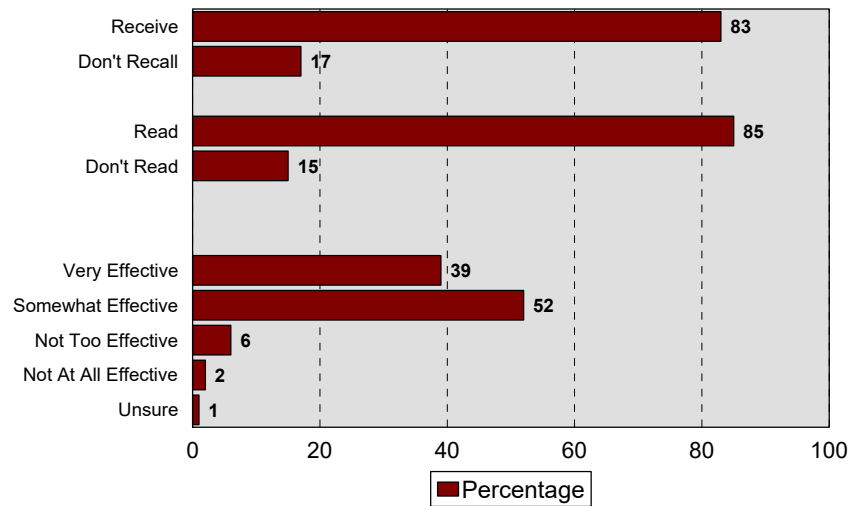
2016 City of Roseville



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"Roseville City News"

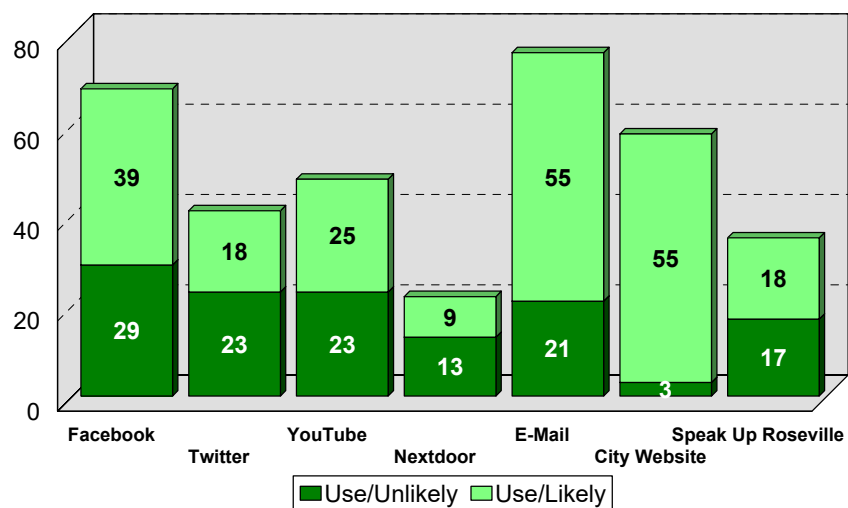
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The Morris Leatherman Company

Potential Use of Social Media

2016 City of Roseville



The Morris Leatherman Company

THE MORRIS LEATHERMAN COMPANY
3128 Dean Court
Minneapolis, Minnesota 55416

City of Roseville
Residential Survey
FINAL APRIL 2016

Hello, I'm _____ of the Morris Leatherman Company, a polling firm located in Minneapolis. We have been retained by the City of Roseville to speak with a random sample of residents about issues facing the community. This survey is being conducted because the City Council and City Staff are interested in your opinions and suggestions about current and future city needs. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported.

1. Approximately how many years have you lived in Roseville?	LESS THAN TWO YEARS.....6% TWO TO FIVE YEARS.....15% FIVE TO TEN YEARS.....21% TEN TO TWENTY YEARS....24% 20 TO 30 YEARS.....17% OVER THIRTY YEARS.....17% DON'T KNOW/REFUSED.....0%
2. As things stand now, how long in the future do you expect to live in Roseville?	LESS THAN TWO YEARS.....3% TWO TO FIVE YEARS.....14% SIX TO TEN YEARS.....23% OVER TEN YEARS.....57% DON'T KNOW/REFUSED.....4%
3. How would you rate the quality of life in Roseville – excellent, good, only fair, or poor?	EXCELLENT.....46% GOOD.....53% ONLY FAIR.....1% POOR.....0% DON'T KNOW/REFUSED.....0%
4. What do you like most, if anything, about living in Roseville?	DON'T KNOW/REFUSED.....1% NOTHING.....2% CONVENIENT LOCATION.....8% NEIGHBORHOOD/HOUSING...18% SAFE.....14% FRIENDLY PEOPLE.....13% CLOSE TO FAMILY.....10% CLOSE TO JOB.....9% SCHOOLS.....7% PARKS/TRAILS.....9% SHOPPING.....3% QUIET AND PEACEFUL.....7%

5. What do you think is the most serious issue facing Roseville today?

DON'T KNOW/REFUSED.....	5%
NOTHING.....	36%
HIGH TAXES.....	10%
RISING CRIME.....	13%
POOR CITY SPENDING.....	8%
LACK OF JOBS/BUSINESS...	7%
AGING POPULATION.....	6%
AGING INFRASTRUCTURE....	4%
STREET REPAIR.....	6%
TOO MUCH GROWTH.....	3%
SCHOOL FUNDING.....	2%
SCATTERED.....	1%

6. All in all, do you think things in Roseville are generally headed in the right direction, or do you feel things are off on the wrong track?

RIGHT DIRECTION.....	95%
WRONG TRACK.....	3%
DON'T KNOW/REFUSED.....	2%

IF "WRONG TRACK," ASK: (n=13)

 7. Please tell me why you feel things have gotten off on the wrong track?

DON'T KNOW/REFUSED.....	0%
HIGH TAXES.....	8%
POOR CITY SPENDING.....	39%
STREET REPAIR.....	8%
RISING CRIME.....	15%
GROWING DIVERSITY.....	23%
NEED MORE JOBS.....	8%

 8. How would you rate the sense of community identity among residents in Roseville -- would you say it is very strong, somewhat strong, not too strong, or not at all strong?

VERY STRONG.....	39%
SOMEWHAT STRONG.....	52%
NOT TOO STRONG.....	7%
NOT AT ALL STRONG.....	1%
DON'T KNOW/REFUSED.....	2%

 9. Please tell me which of the following do you feel the closest connection to -- the City of Roseville as a whole, your neighborhood, your School District or something else? (IF "SOMETHING ELSE," ASK:) What would that be?

CITY OF ROSEVILLE.....	25%
NEIGHBORHOOD.....	48%
SCHOOL DISTRICT.....	6%
CHURCH.....	5%
WORKPLACE.....	4%
FAMILY/FRIENDS.....	12%
DON'T KNOW/REFUSED.....	1%

 10. Do you feel accepted in the City of Roseville?

YES.....	99%
NO.....	1%
DON'T KNOW/REFUSED.....	0%

IF "NO," ASK: (n=4)

11. Why do you feel that way?

UNFRIENDLY PEOPLE, 50%; DON'T KNOW NEIGHBORS, 50%.

Let's spend a few minutes discussing the future of the City of Roseville.

12. When thinking about a city's quality of life, what do you think is the most important aspect of that quality?	DON'T KNOW/REFUSED.....1% SAFETY.....25% SENSE OF COMMUNITY.....18% GOOD SCHOOLS.....17% UPKEEP OF CITY.....16% OPEN SPACE/NATURE.....6% PARKS/RECREATION.....5% UPKEEP OF HOUSING.....6% QUIET AND PEACEFUL.....6%
13. What aspects, if any, of the community should be fixed or improved in the future?	DON'T KNOW/REFUSED.....6% NOTHING.....33% LOWER TAXES.....13% BETTER ROADS.....14% MORE JOBS.....14% MORE PUBLIC TRANSIT.....6% MORE SENIOR HOUSING.....4% LESS AFFORDABLE HOUSING.2% SIDEWALKS.....4% SCATTERED.....4%
14. What, if anything, is currently missing from the City of Roseville which, if present, would greatly improve the quality of life for residents?	DON'T KNOW/REFUSED.....5% NOTHING.....54% MORE PUBLIC TRANSIT....16% MORE JOBS.....7% MORE ENTERTAINMENT.....4% MORE AFFORDABLE HOUSING.....8% SIDEWALKS.....5% SCATTERED.....2%

I would like to read a list of characteristics others have mentioned that indicate a city has a high quality of life.

15. Please tell me which one you think is most important for a city to have? (ROTATE AND READ LIST)

16. Which is second most important? (RE-READ LIST; OMITTING FIRST CHOICE)
17. Which is least important? (RE-READ LIST; OMITTING FIRST TWO CHOICES)

	MOST	SEC	LST
HIGH PROPERTY VALUES.....	4%	8%	12%
WELL MAINTAINED PROPERTIES.....	14%	13%	4%
LOW PROPERTY TAXES.....	14%	7%	1%
LOW CRIME RATE.....	30%	23%	1%
GOOD SCHOOL SYSTEM.....	21%	22%	3%
VARIETY OF SHOPPING OPPORTUNITIES.....	1%	4%	23%
VARIETY OF PARK AND RECREATION OPPORTUNITIES.....	3%	6%	8%
JOB OPPORTUNITIES.....	4%	8%	5%
COMMUNITY EVENTS AND FESTIVALS.....	2%	1%	32%
SENSE OF COMMUNITY.....	7%	9%	7%
ELSE.....	0%	0%	1%
DON'T KNOW/REFUSED.....	0%	0%	4%

Let's discuss recreational opportunities in the community....

18. How would you rate park and recreational facilities in Roseville -- excellent, good, only fair, or poor?
EXCELLENT.....33%
GOOD.....66%
ONLY FAIR.....1%
POOR.....0%
DON'T KNOW/REFUSED.....0%
19. Which Roseville recreation facilities, if any, do you or members of your household use most frequently?
DON'T KNOW/REFUSED.....0%
NONE.....28%
TRAILS.....26%
NEIGHBORHOOD PARKS.....39%
ATHLETIC FIELDS.....7%
20. How would you rate the upkeep and maintenance of Roseville City Parks -- excellent, good, only fair, or poor?
EXCELLENT.....29%
GOOD.....68%
ONLY FAIR.....1%
POOR.....1%
DON'T KNOW/REFUSED.....1%
21. In the past year, have you or any members of this household participated in any city-sponsored park and recreation programs?
YES.....41%
NO.....59%
DON'T KNOW/REFUSED.....0%

22. Are there any park and recreation programs you would like to see offered or expanded?

NO, 86%; EVENTS IN PARKS, 5%; FARMERS MARKET, 2%; SENIOR PROGRAMS, 2%; TEEN PROGRAMS, 2%; SCATTERED, 3%.

23. How often do you or members of your household use the trail system, weather permitting -- twice or more per week, weekly, two or three times per month, monthly, quarterly, less frequently or not at all?
- | | |
|-------------------------|-----|
| TWICE OR MORE A WEEK... | 11% |
| WEEKLY..... | 15% |
| TWO/THREE PER MONTH.... | 34% |
| MONTHLY..... | 11% |
| QUARTERLY..... | 2% |
| LESS FREQUENTLY..... | 8% |
| NOT AT ALL..... | 20% |
| DON'T KNOW/REFUSED..... | 0% |

24. Are there any areas in the City of Roseville that are lacking trails or pathways? (IF "YES," ASK:) Where would that be?

UNSURE, 3%; NO, 95%; CONNECT EXISTING TRAILS, 2%.

25. Which of the following would be your top priority for the City's trails and sidewalk system? (ROTATE)

CONSTRUCTION OF ADDITIONAL TRAILS FOR EXERCISE WITHIN PARKS.....	25%
CONSTRUCTION OF TRAILS CONNECTING NEIGHBORHOODS AND PARKS.....	41%
CONSTRUCTION OF TRAILS CONNECTING NEIGHBORHOODS AND SHOPPING AND BUSINESS AREAS.....	21%
ELSE (.....)	2%
DON'T KNOW/REFUSED.....	12%

In the past year, the City has opened new park buildings at Autumn Grove, Lexington, Rosebrook, Oasis, Sandcastle and Villa Parks.

26. Are you aware of these new park buildings?
- | | |
|-------------------------|-----|
| YES..... | 79% |
| NO..... | 21% |
| DON'T KNOW/REFUSED..... | 1% |
27. Have you or members of your household visited or used one of the new park buildings?
- | | |
|-------------------------|-----|
| YES..... | 49% |
| NO..... | 50% |
| DON'T KNOW/REFUSED..... | 1% |

IF "YES," ASK: (n=197)

28. How would you rate your experience – excellent, good, only fair or poor?	EXCELLENT.....43%
	GOOD.....56%
	ONLY FAIR.....1%
	POOR.....0%
	DON'T KNOW/REFUSED.....0%
29. Would you consider using one of the new park buildings again the future?	YES.....95%
	NO.....3%
	DON'T KNOW/REFUSED.....2%

IF "NO" IN QUESTION #27, ASK: (n=200)

30. Why haven't you or members of your household visited or used one of the new park buildings?

UNSURE, 5%; NO INTEREST, 28%; NO TIME/TOO BUSY, 40%; AGE/HEALTH, 18%; TOO FAR, 10%.

31. Do you feel the current mix of recreational or sports facilities meet the needs of members of your household?	YES.....98%
	NO.....2%
	DON'T KNOW/REFUSED.....1%

IF "NO," ASK: (n=6)

32. What facilities do you feel are missing?

TENNIS COURTS, 33%; HANDICAP ACCESS, 50%; COMMUNITY CENTER, 17%.

There have been on-going discussions in the community about the need for a Community Center that would provide community gathering space for recreation, programs and meetings.

33. Do you support or oppose the construction of a Community Center by the City of Roseville? (WAIT FOR RESPONSE) Do you feel strongly that way?	STRONGLY SUPPORT.....11%
	SUPPORT.....64%
	OPPOSE.....14%
	STRONGLY OPPOSE.....5%
	DON'T KNOW/REFUSED.....6%
34. If a Community Center were built, how likely would you or members of your household be to use the facility -- very likely, somewhat likely, not too likely, or not at all likely?	VERY LIKELY.....19%
	SOMEWHAT LIKELY.....47%
	NOT TOO LIKELY.....12%
	NOT AT ALL LIKELY.....21%
	DON'T KNOW/REFUSED.....2%

Moving on....

I would like to read you a list of a few city services. For each one, please tell me whether you would rate the quality of the service as excellent, good, only fair, or poor? (ROTATE)

	EXCL	GOOD	FAIR	POOR	DK/R
35. Police protection?	62%	35%	2%	1%	1%
36. Fire protection?	63%	33%	0%	0%	4%
37. Emergency medical services?	56%	39%	0%	0%	5%
38. Sewer and water?	27%	66%	6%	0%	1%
39. Drainage and flood control?	26%	67%	3%	0%	4%
40. Building inspections?	29%	59%	2%	0%	11%
41. Animal control?	40%	48%	5%	2%	6%
42. Code enforcement?	31%	57%	2%	1%	10%

IF ANY SERVICES WERE RATED "ONLY FAIR" OR "POOR," ASK: (n=71)

43. Why did you rate _____ as (only fair/poor)?	DON'T KNOW/REFUSED.....0%
	COULD IMPROVE.....3%
	FLOODING.....17%
	MORE PATROLLING.....9%
	POOR INSPECTIONS.....4%
	TURKEYS/COYOTES.....30%
	RUNDOWN HOMES.....10%
	POOR WATER TASTE.....22%
	LOOSE DOGS.....3%
	SCATTERED.....3%

Now, for the next six city services, please consider only their job on city-maintained streets and roads in neighborhoods. That means excluding interstate highways, state and county roads that are taken care of by other levels of government. Hence, Interstate 35W, Highway 36, County Road C or Lexington Avenue, should not be considered. How would you rate

	EXCL	GOOD	FAIR	POOR	DK/R
44. Street repair and maintenance?	32%	50%	16%	3%	0%
45. Snow plowing?	34%	59%	7%	1%	0%
46. Trail and pathway plowing in parks?	28%	61%	5%	0%	7%
47. Trail and pathway plowing in neighborhoods?	37%	48%	8%	0%	7%

	EXCL	GOOD	FAIR	POOR	DK/R
48. Pathway repair and maintenance in the parks?	33%	55%	5%	1%	7%
49. Pathway repair and maintenance in neighborhoods?	23%	68%	4%	1%	5%
50. Do you consider the city portion of your property taxes to be very high, somewhat high, about average, somewhat low, or very low in comparison with neighboring cities?		VERY HIGH.....7%	SOMEWHAT HIGH.....37%	ABOUT AVERAGE.....43%	SOMEWHAT LOW.....0%
		VERY LOW.....0%	DON'T KNOW/REFUSED.....13%		
51. Would you favor or oppose an increase in YOUR city property tax if it were needed to maintain city services at their current level?		FAVOR.....58%	OPPOSE.....38%	DON'T KNOW/REFUSED.....5%	
52. When you consider the property taxes you pay and the quality of city services you receive, would you rate the general value of city services as excellent, good, only fair, or poor?		EXCELLENT.....18%	GOOD.....76%	ONLY FAIR.....2%	POOR.....0%
		DON'T KNOW/REFUSED.....4%			

For each of the following long-term infrastructure projects, please tell me if you strongly support the City continuing to invest in it, somewhat support, somewhat oppose or strongly oppose.

	STS	SMS	SMO	STO	DKR
53. Water and sewer pipes?	39%	47%	12%	1%	1%
54. City buildings?	33%	41%	15%	10%	1%
55. Pedestrian pathways?	37%	44%	14%	5%	1%
56. Bikeways?	37%	38%	19%	6%	1%
57. City roads?	43%	46%	7%	4%	0%

Changing topics....

58. Other than voting, do you feel that if you wanted to, you could have a say about the way the City of Roseville runs things?	YES.....80%
	NO 14%
	DON'T KNOW/REFUSED.....6%

59. From what you know, do you approve or disapprove of the job the Mayor and City Council are doing? (WAIT FOR RESPONSE) And do you feel strongly that way?

STRONGLY APPROVE.....	20%
APPROVE.....	73%
DISAPPROVE.....	4%
STRONGLY DISAPPROVE.....	0%
DON'T KNOW/REFUSED.....	3%

IF "DISAPPROVE" OR "STRONGLY DISAPPROVE," ASK: (n=16)

60. Why do you feel that way?

POOR JOB.....	6%
POOR SPENDING.....	31%
COULD IMPROVE.....	13%
HIGH TAXES.....	19%
DON'T LISTEN.....	31%

61. From what you have heard or seen, how would you rate the job performance of the Roseville City staff -- excellent, good, only fair, or poor?

EXCELLENT.....	33%
GOOD.....	64%
ONLY FAIR.....	1%
POOR.....	1%
DON'T KNOW/REFUSED.....	1%

IF "ONLY FAIR" OR "POOR," ASK: (n=7)

62. Why do you feel that way?

POOR SPENDING.....	43%
COULD IMPROVE.....	29%
DON'T LISTEN.....	29%
RUDE/UNPROFESSIONAL.....	04%

Thinking about another topic....

63. How would you rate the general condition and appearance of Roseville -- excellent, good, only fair, or poor?

EXCELLENT.....	32%
GOOD.....	66%
ONLY FAIR.....	2%
POOR.....	0%
DON'T KNOW/REFUSED.....	0%

IF "ONLY FAIR" OR "POOR," ASK: (n=9)

64. Why do you feel that way?

RUNDOWN HOMES.....	44%
MESSY YARDS.....	33%
RUNDOWN BUSINESSES.....	11%
JUNK CARS.....	11%

65. Over the past two years, has the appearance of Roseville improved, declined or remained the same?

IMPROVED.....	31%
DECLINED.....	7%
REMAINED THE SAME.....	61%
DON'T KNOW/REFUSED.....	1%

66. How would you rate the job the City does enforcing city codes on nuisances – excellent, good, only fair or poor?

EXCELLENT.....	26%
GOOD.....	67%
ONLY FAIR.....	4%
POOR.....	0%
DON'T KNOW/REFUSED.....	3%

IF "ONLY FAIR" OR "POOR," ASK: (n=16)

67. What nuisances does the City need to do a better job of enforcing?

DON'T KNOW/REFUSED.....	0%
MESSY YARDS.....	44%
RUNDOWN HOMES.....	25%
JUNK CARS.....	6%
LOOSE ANIMALS.....	25%

The City of Roseville offers a housing program for residential home improvements.

68. Prior to this survey, were you aware of this housing program?

YES.....	57%
NO.....	43%
DON'T KNOW/REFUSED.....	0%

The City also sponsors free "home sweet home" seminars and workshops at the Roseville Library. In the past, these workshops have featured information about home remodeling, landscaping and gardening, aging in place and energy efficiency.

69. Prior to this survey, were you aware of these workshops?

YES.....	52%
NO.....	48%
DON'T KNOW/REFUSED.....	0%

Turning to the issue of public safety in the community....

I would like to read you a short list of public safety concerns.

70. Please tell me which one you consider to be the greatest concern in Roseville? If you feel that none of these problems are serious in Roseville, just say so.

Violent crime.....	5%
Drugs.....	9%
Youth crimes and vandalism.....	19%
Break-ins and theft from automobiles.....	11%
Business crimes, such as shop- lifting and check fraud.....	5%
Residential crimes, such as burglary, and theft.....	9%
Traffic speeding.....	18%
Identity theft.....	1%
ALL EQUALLY.....	2%
NONE OF THE ABOVE.....	21%
DON'T KNOW/REFUSED.....	1%

71. How would you rate the amount of patrolling the Roseville Police Department does in your neighbor- hood -- would you say they do too much, about the right amount, or not enough?	TOO MUCH.....	2%
	ABOUT RIGHT AMOUNT.....	90%
	NOT ENOUGH.....	8%
	DON'T KNOW/REFUSED.....	0%

Changing topics...

I would like to read you a list of characteristics of a community. For each one, please tell me if you think Roseville currently has too many or too much, too few or too little, or about the right amount.

	MANY /MCH	FEW/ LITT	ABT RGHT	DK/ REFD
72. Affordable rental units?	21%	24%	52%	4%
73. Market rate rental units?	19%	21%	53%	8%
74. Condominiums?	12%	25%	55%	8%
75. Townhomes?	16%	28%	48%	8%
76. Affordable owner-occupied housing?	22%	22%	54%	3%
77. "Move up" housing?	26%	20%	50%	4%
78. Higher cost housing?	24%	20%	51%	6%
79. Assisted living for seniors?	13%	25%	51%	12%
80. Parks and open spaces?	15%	16%	68%	1%
81. Trails and bikeways?	18%	16%	65%	2%
82. Service and retail establish- ments?	17%	16%	67%	1%
83. Entertainment and dining oppor- tunities?	17%	16%	67%	1%

84. If you were going to move from your current home for upgrading, how committed would you be to stay in Roseville -- very committed, somewhat committed, not too committed or not at all committed?
- | | |
|---------------------------|-----|
| VERY COMMITTED..... | 49% |
| SOMEWHAT COMMITTED..... | 45% |
| NOT TOO COMMITTED..... | 5% |
| NOT AT ALL COMMITTED..... | 1% |
| DON'T KNOW/REFUSED..... | 1% |
85. And, if you were going to move from your current home for downsizing, how committed would you be to stay in Roseville -- very committed, somewhat committed, not too committed, or not at all committed?
- | | |
|---------------------------|-----|
| VERY COMMITTED..... | 51% |
| SOMEWHAT COMMITTED..... | 43% |
| NOT TOO COMMITTED..... | 4% |
| NOT AT ALL COMMITTED..... | 1% |
| DON'T KNOW/REFUSED..... | 2% |

IF "NOT TOO COMMITTED" OR "NOT AT ALL COMMITTED" IN QUESTIONS #84 OR #85, ASK: (n=21)

86. Is there anything missing or could be improved in Roseville that would make you committed to staying?

NO, 33%; LOWER PROPERTY TAXES, 33%; IMPROVE SAFETY, 14%; MORE PARKS AND TRAILS, 5%; MORE DIVERSITY, 14%.

Changing topics....

The City contracts with a local company for curbside recycling services. Currently, residents are provided a single-sort recycling cart, and recyclables are picked up every two weeks.

87. Do you participate in the curbside recycling program by separating recyclable items from the rest of your garbage?
- | | |
|-------------------------|-----|
| YES..... | 75% |
| NO..... | 25% |
| DON'T KNOW/REFUSED..... | 1% |

IF "NO," ASK: (n=99)

88. Could you tell me one or two reasons why your household does not participate in the curbside recycling program?

UNSURE, 1%; DON'T HAVE ENOUGH, 40%; DON'T WANT TO SEPARATE FROM GARBAGE, 18%; BUILDING/ASSOCIATION TAKES CARE OF, 13%; DON'T RECYCLING, 27%.

89. Are there any changes or improvements in the service which could be made to induce you to participate in it?

DON'T KNOW/REFUSED, 3%; NO, 96%; DON'T SEPARATE FROM GARBAGE, 1%.

IF "YES" IN QUESTION #87, ASK: (n=298)

90. How often do you put recycle-ables out for collection -- every two weeks, monthly, or less often?

EVERY TWO WEEKS.....	72%
MONTHLY.....	27%
LESS OFTEN.....	2%
DON'T KNOW/REFUSED.....	0%

When you think of the recyclables your household generates...

91. Would you favor or oppose a change to an every week collection schedule for recyclables? (WAIT FOR RESPONSE) Do you feel strongly that way?

STRONGLY FAVOR.....	6%
FAVOR.....	20%
OPPOSE.....	63%
STRONGLY OPPOSE.....	7%
DON'T KNOW/REFUSED.....	5%

IF "STRONGLY FAVOR" OR "FAVOR, ASK: (n=77)

92. Would you still favor a change to an every week recycling collection schedule if it increased your costs?

YES.....	53%
NO.....	36%
DON'T KNOW/REFUSED.....	10%

93. Are there any changes or improvements in the curbside recycling program you would like to see?

NO, 87%; MORE TIMELY PICKUP, 4%; BIGGER CONTAINERS, 6%; SCATTERED, 2%

As you may know, some cities have begun a curbside collection program for compostable waste called "organics," such as food scraps and non-recyclable paper.

94. Do you support or oppose a curbside collection program for compostable waste for an additional fee? (WAIT FOR RESPONSE) Do you feel strongly that way?

STRONGLY SUPPORT.....	5%
SUPPORT.....	27%
OPPOSE.....	41%
STRONGLY OPPOSE.....	8%
DON'T KNOW/REFUSED.....	20%

IF A RESPONSE IS GIVEN, ASK: (n=318)

95. Why do you feel that way?

DON'T KNOW/REFUSED, 4%; DON'T WANT AN ADDITIONAL FEE, 32%; HOUSEHOLD WOULD USE, 6%; HOUSEHOLD WOULD NOT USE, 15%; BETTER FOR THE ENVIRONMENT, 31%; DON'T WANT TO SEPARATE, 8%; BAD ODORS, 5%.

96. If a curbside collection program for compostable waste was available, how likely would your household be to participate in it – very likely, somewhat likely, not too likely or not at all likely?	VERY LIKELY.....12% SOMEWHAT LIKELY.....38% NOT TOO LIKELY.....22% NOT AT ALL LIKELY.....25% DON'T KNOW/REFUSED.....4%

Continuing....

97. How would you rate the City's overall performance in communicating key local issues to residents in its publications, website, mailings, and on cable television -- excellent, good, only fair, or poor?	EXCELLENT.....16% GOOD.....77% ONLY FAIR.....6% POOR.....0% DON'T KNOW/REFUSED.....1%

98. What is your primary source of information about the City of Roseville?	DON'T KNOW/REFUSED.....0% NONE.....7% CITY NEWSLETTER.....44% LOCAL NEWSPAPER.....17% CITY WEBSITE.....14% CABLE TELEVISION.....3% WORD OF MOUTH.....9% PIONEER PRESS.....6%

99. How would you most prefer to receive information about Roseville City Government and its activities -- (ROTATE) e-mail, information on the city's website, city publications and newsletters, mailings to your home, local weekly newspaper coverage, cable television programming, the city's Facebook page, the City's Twitter feed or Nextdoor?	E-MAIL.....19% CITY WEBSITE.....16% PUBLICATIONS/NEWSLTRS..31% MAILINGS TO HOME.....22% LOCAL WEEKLY PAPERS.....7% CABLE TV.....3% CITY FACEBOOK PAGE.....0% TWITTER.....0% NEXTDOOR.....0% PIONEER PRESS.....2%

100. Do you recall receiving the City publication -- "Roseville City News" -- during the past year? YES.....83%
NO.....17%
DON'T KNOW/REFUSED.....0%

IF "YES," ASK: (n=333)

101. Do you or any members of your household regularly read it? YES.....85%
NO.....15%
DON'T KNOW/REFUSED.....0%

102. How effective is this city publication in keeping you informed about activities in the city -- very effective, somewhat effective, not too effective, or not at all effective? VERY EFFECTIVE.....39%
SOMEWHAT EFFECTIVE.....52%
NOT TOO EFFECTIVE.....6%
NOT AT ALL EFFECTIVE....2%
DON'T KNOW/REFUSED.....1%

I would like to ask you about social media sources. For each one, tell me if you currently use that source of information; then, for each you currently use, tell me if you would be likely or unlikely to use it to obtain information about the City of Roseville.

	NOT USE	USE LIK	USE NLK	DK/ REF
103. Facebook?	33%	39%	29%	0%
104. Twitter?	59%	18%	23%	0%
105. YouTube?	52%	25%	23%	0%
106. Nextdoor?	77%	9%	13%	1%
107. E-mail?	25%	55%	21%	0%
108. City website?	42%	55%	3%	0%
109. Speak Up Roseville?	64%	18%	17%	2%

Now, just a few more questions for demographic purposes....

Could you please tell me how many people in each of the following age groups live in your household.

110. Persons 65 or over? NONE.....74%
ONE.....14%
TWO OR MORE.....12%

111. Adults between the ages of 50 and 64 years of age? NONE.....79%
ONE.....13%
TWO MORE.....8%

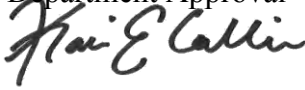
112. Adults between the ages of 18 and 49 years of age?	NONE.....35%
	ONE.....22%
	TWO.....41%
	THREE OR MORE.....2%
113. School-aged children and pre-schoolers?	NONE.....75%
	ONE.....13%
	TWO.....11%
	THREE OR MORE.....2%
114. Do you own or rent your present residence?	OWN.....66%
	RENT.....34%
	REFUSED.....0%
115. What is your age, please? (READ CATEGORIES, IF NEEDED)	18-24.....6%
	25-34.....15%
	35-44.....18%
	45-54.....25%
	55-64.....15%
	65 AND OVER.....22%
116. Which of the following best describes your household: (READ)	SINGLE/NO OTHER.....33%
A. Single, no other family at home.	SINGLE PARENT.....7%
B. Single parent with children at home.	MAR/PARTN/CHILDREN.....19%
C. Married or partnered, with children at home.	MAR/PARTN/NO CHILD.....41%
D. Married or partnered with no children or no children at home.	SOMETHING ELSE.....0%
E. Something else.	DON'T KNOW/REFUSED.....0%
117. Which of the following categories represents your ethnicity --	WHITE.....71%
White, African-American, Hispanic-Latino, Asian-Pacific Islander, Native American, or something else? (IF "SOMETHING ELSE," ASK:) What would that be?	AFRICAN-AMERICAN.....11%
	HISPANIC-LATINO.....5%
	ASIAN-PACIFIC ISLAND.....9%
	NATIVE AMERICAN.....2%
	SOMETHING ELSE.....0%
	MIXED/BI-RACIAL.....2%
	DON'T KNOW.....0%
	REFUSED.....1%

118. Do you live north or south of Highway 36? (WAIT FOR RESPONSE) Do you east or west of Snelling Avenue?	NORTHWEST.....	15%
	NORTHEAST.....	45%
	SOUTHEAST.....	25%
	SOUTHWEST.....	15%
	DON'T KNOW/REFUSED.....	0%
119. Gender (DO NOT ASK)	MALE.....	48%
	FEMALE.....	52%

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **07/11/16**
Item No.: 11.b

Department Approval



City Manager Approval



Item Description: Planning Commission Meeting with the City Council

BACKGROUND

Each year, the Planning Commission meets with the City Council to review activities and accomplishments and to discuss the upcoming year's work plan and issues that may be considered.

Activities and accomplishments:

- Zoning code text amendments
 - Planned Unit Development
 - Tree Preservation
 - Building materials
- Rosedale, Cherrywood Pointe, Applewood Pointe, and Wheaton Woods plats.
- Completion of Twin Lakes Zoning amendments
- Public Notification policy on land use applications

Discussion items with the City Council:

- Drop Home
- Level of Planning Commission involvement in small area planning projects (e.g. SE Roseville)

Work Plan (generated by City Planner) items for the upcoming year:

- Zoning Code Text Amendments (as needed)
- Subdivision Ordinance
- Comprehensive Plan
- Medium and High Density

Prepared by: Thomas Paschke, City Planner; Staff Liaison to the Planning Commission

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 7/11/2016

Agenda Item: 12.a

Department Approval



City Manager Approval



Item Description: Request for approval of a minor subdivision of 2201 Acorn Road into two parcels (PF16-018)

APPLICATION INFORMATION

Applicant: Dick Kotoski

Location: 2201 Acorn Road; Planning District 12

Property Owner: Lee Homes, by contract with Arthur Mueller

Application Submission: submitted and considered complete June 3, 2016

City Action Deadline: October 1, 2016, per Minn. Stat. §462.358 subd. 3b

GENERAL SITE INFORMATION

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site has many trees and existing drainage concerns on nearby parcels.

Planning File History: **PF3766:** (2006) 4-lot PUD with 26-foot private street. Planning Commission recommended approval (4 – 1); City Council denied (3 – 2), based on concerns over parking, emergency access, and other complications related to street width, loss of trees and open space, drainage, and compatibility with neighborhood.

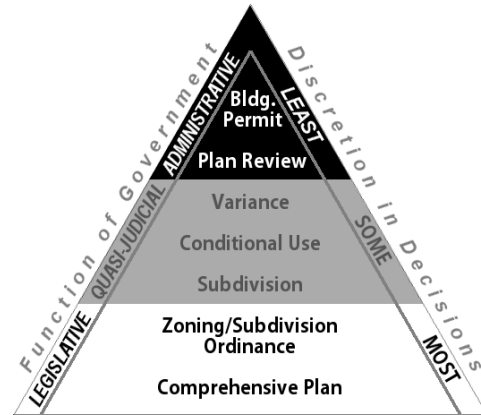
PF3791: (2007) 4-lot preliminary plat with 26-foot public street. Planning Commission recommended approval (6 – 0); City Council approved (3 – 2).

PF07-039: (2007) City Council approved (3 – 2) final plat with 28-foot public street; final plat was not filed since legal delays led to financing difficulties.

PF07-039: (2014) Application for re-approval of 4-lot preliminary plat with 26-foot wide private street. Planning Commission recommended approval (6 – 0); City Council denied (3 – 2), based on concerns over drainage, loss of trees, and inadequate parking available on the proposed street and Acorn Road due to substandard widths

PF10-010: (2015) 4-lot preliminary plat with 32-foot private street. Planning Commission recommended approval (3 – 2); City Council denied (4 – 1), based on concerns over drainage.

PF15-023: (2016) 3-lot preliminary plat with 32-foot private street. Planning Commission recommended approval (6 – 0); City Council approved (4 – 1). Preliminary plat approval expires if application for final plat approval is not submitted by August 8, 2016, per City Code §1102.01.G.1.



LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on subdivision requests is **quasi-judicial**; the City's role is to determine the facts associated with the request and weigh those facts against the legal standards contained in State Statute and City Code.

PROPOSAL

The applicant has entered into an agreement with Arthur Mueller, longtime owner of the subject property, which is contingent on the approval of the proposal to subdivide the existing property into three parcels, creating two additional parcels for future development of one-family, detached homes. The existing residential improvements would be demolished or moved off-site. The proposed subdivision is illustrated in the subdivision sketch plan included with this report as RCA Exhibit C.

When exercising the “quasi-judicial” authority on a subdivision request, the role of the City is to determine the facts associated with a particular request and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to a subdivision approval to ensure that the likely impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare, and to provide for the orderly, economic, and safe development of land, and to promote housing affordability for all levels.

SUBDIVISION ANALYSIS

In this case, a minor subdivision application has been submitted instead of preliminary plat and final plat applications because City Code §1104.04.E (Minor Subdivision) provides a Three Parcel Minor Subdivision process to simplify subdivisions that create a total of three or fewer parcels, which are adequately served by public utilities and streets, and which meet or exceed the size requirements of the zoning code. The minor subdivision application requirements in City Code §1104.04.E also specify that the City Council considers a proposal in “sketch plan form.” Because exact or final dimensions of proposed parcels may not be known at the time of application (or because conditions of approval might necessitate changes to the proposed dimensions), the City Council’s action on an application is essentially the review and approval (or denial) of a conceptual proposal—of the approximate locations of the proposed new property boundaries. If the City Council approves a minor subdivision, then the Subdivision Code instructs the applicant to commission the preparation of a survey to formalize the dimensions and legal descriptions of the newly-formed parcels, and to demonstrate that the parcels conform to all of the applicable, standard City Code requirements as well as any conditions of approval.

As illustrated in Exhibit C, the proposed minor subdivision would introduce two new side property lines that are parallel with the side boundaries of the parcel being subdivided. The sketch plan shows the total existing lot width divided equally into the three proposed parcels; given the 265-foot width of the existing property, however, the new parcels could range from 85 feet to 95 feet in width. Distribution of the overall width among the newly created parcels may be affected by the asymmetric drainage and utility easements being granted (discussed below), since the easements were revised after the application was submitted. The least possible parcel area in this scenario, about 25,600 square feet, would be the result of the southernmost parcel having the minimum 85 feet of width. By contrast, the largest possible parcel area, about 31,900 square feet, would be the result of the northernmost parcel being 95 feet wide.

Planning Division staff finds that the proposed minor subdivision satisfies all of the applicable zoning and subdivision requirements, but one such requirement deserves additional discussion.

City Code §1103.04 (Easements): This section of the code requires drainage and utility easements 12 feet in width, centered on side and rear property lines. The applicant, however, is widening the easements along the western property lines by 19 feet, widening the easement along the southernmost property line by 4 feet, and granting an additional 10-foot easement along the Acorn Road right-of-way, as shown on the sketch plan in Exhibit C, in recognition of the drainage concerns raised by nearby property owners during consideration of previous plat proposals. It should be recalled that the easements centered on the proposed new, interior side property lines are shown in their approximate locations because the exact locations of the property lines have not been determined.

At its meeting of June 4, 2013, Roseville’s Parks and Recreation Commission reviewed a preliminary plat proposal against the park dedication requirements of §1103.07 of the City Code and recommended a dedication of cash in lieu of land, and the Parks and Recreation Director has recently confirmed that the Commission’s recommendation remains valid for the present minor subdivision application. Since the existing parcel comprises one residential unit, the proposed three-lot subdivision would create two new building sites. The 2016 Fee Schedule establishes a park dedication amount of \$3,500 per residential unit; for the two, newly-created residential lots

the total park dedication would be \$7,000, to be collected prior to filing the subdivision at Ramsey County.

Roseville's Development Review Committee (DRC) met on June 9, 2016, to discuss this application. Beyond the above comments pertaining to the zoning and subdivision codes, the DRC acknowledged that the future development of the new parcel will be subject to all standard City requirements, including those of the recently adopted tree preservation and replacement ordinance.

PUBLIC COMMENT

At the time this report was prepared, Planning Division staff has not received any comments or questions from the public.

RECOMMENDED ACTION

Pass a motion approving a minor subdivision of the property at 2201 Acorn Road into three parcels, based on the comments and findings of this report and input received during the public hearing, subject to the following conditions:

- a. The location and orientation of the new side property lines, and the new parcels created for future development, shall be essentially the same as illustrated in the sketch plan reviewed for this application and shall otherwise meet all applicable zoning and subdivision standards.
- b. Drainage and utility easements shall be granted in conformance with the standards of City Code §1103.04, and as illustrated on the sketch plan reviewed with this application.
- c. Pursuant to City Code §1103.07, the City Council will accept park dedication of cash in lieu of land. Because the proposed three-lot plat would add two, one-family residential building sites to the subject land area and the 2016 City of Roseville fee schedule establishes a park dedication fee of \$3,500 per residential unit, a payment of the \$7,000 park dedication shall be made by the applicant before the signed subdivision documents are released for recording at Ramsey County.
- d. The applicant shall provide written documentation to Planning Division staff waiving the right to apply for final approval of the *Oak Acres* plat, which received preliminary approval on February 8, 2016, before the signed subdivision documents are released for recording at Ramsey County.

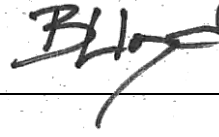
ALTERNATIVE ACTIONS

- A. **Pass a motion to table the request for future action.** Tabling beyond October 4, 2016, may require extension of the 120-day action deadline established in Minn. Stat. §462.358 subd. 3b to avoid statutory approval.
- B. **Pass a motion to deny the request.** Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable zoning or subdivision regulations, and the public record.

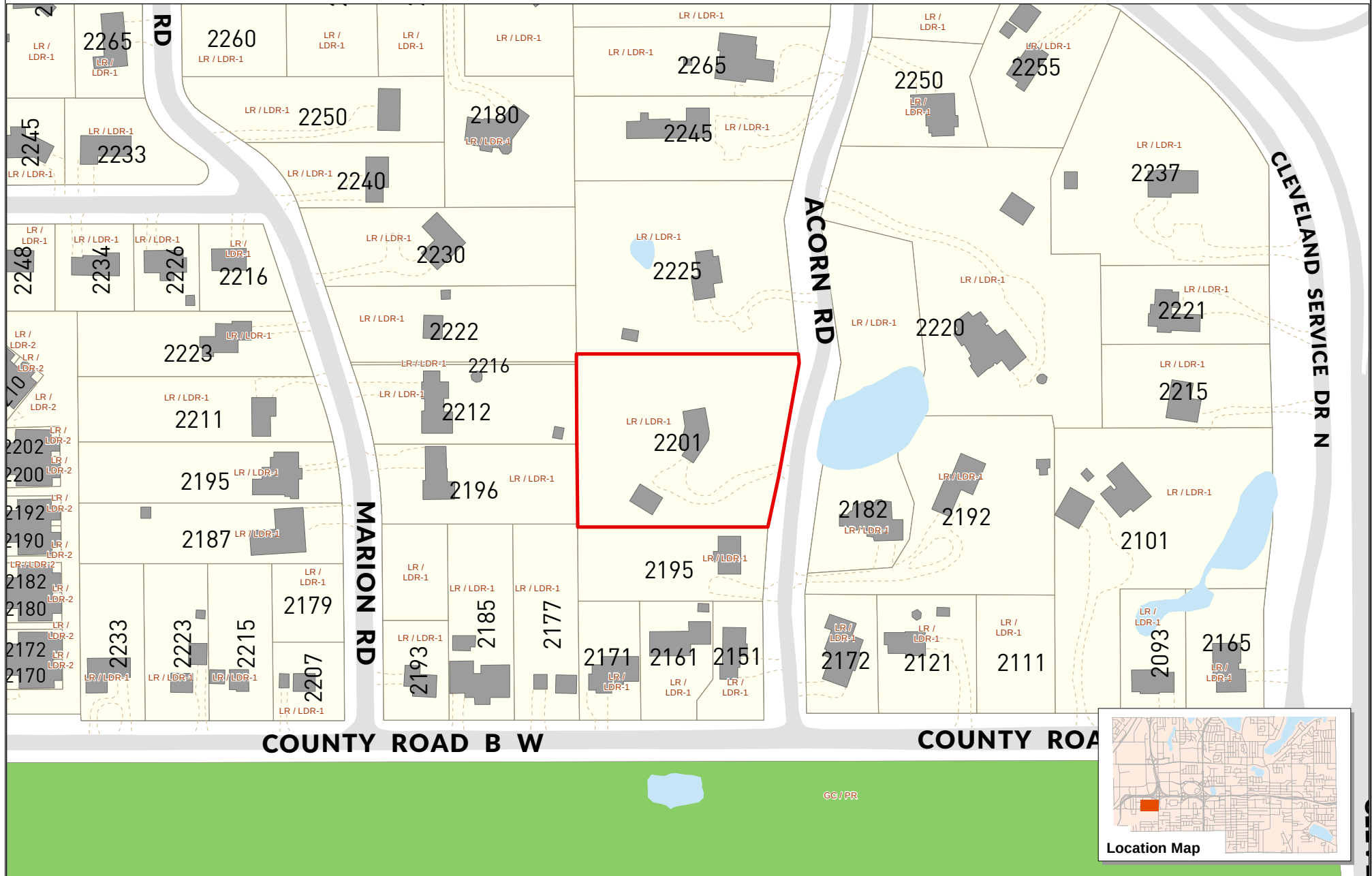
Attachments: A: Area map
B: Aerial photo

C: Subdivision sketch plan

Prepared by: Senior Planner Bryan Lloyd
651-792-7073
bryan.lloyd@cityofroseville.com

A handwritten signature in black ink, appearing to read 'B. Lloyd', is positioned to the right of the contact information.

Attachment A for Planning File 16-018



Prepared by:
Community Development Department
Printed: July 6, 2016



Site Location

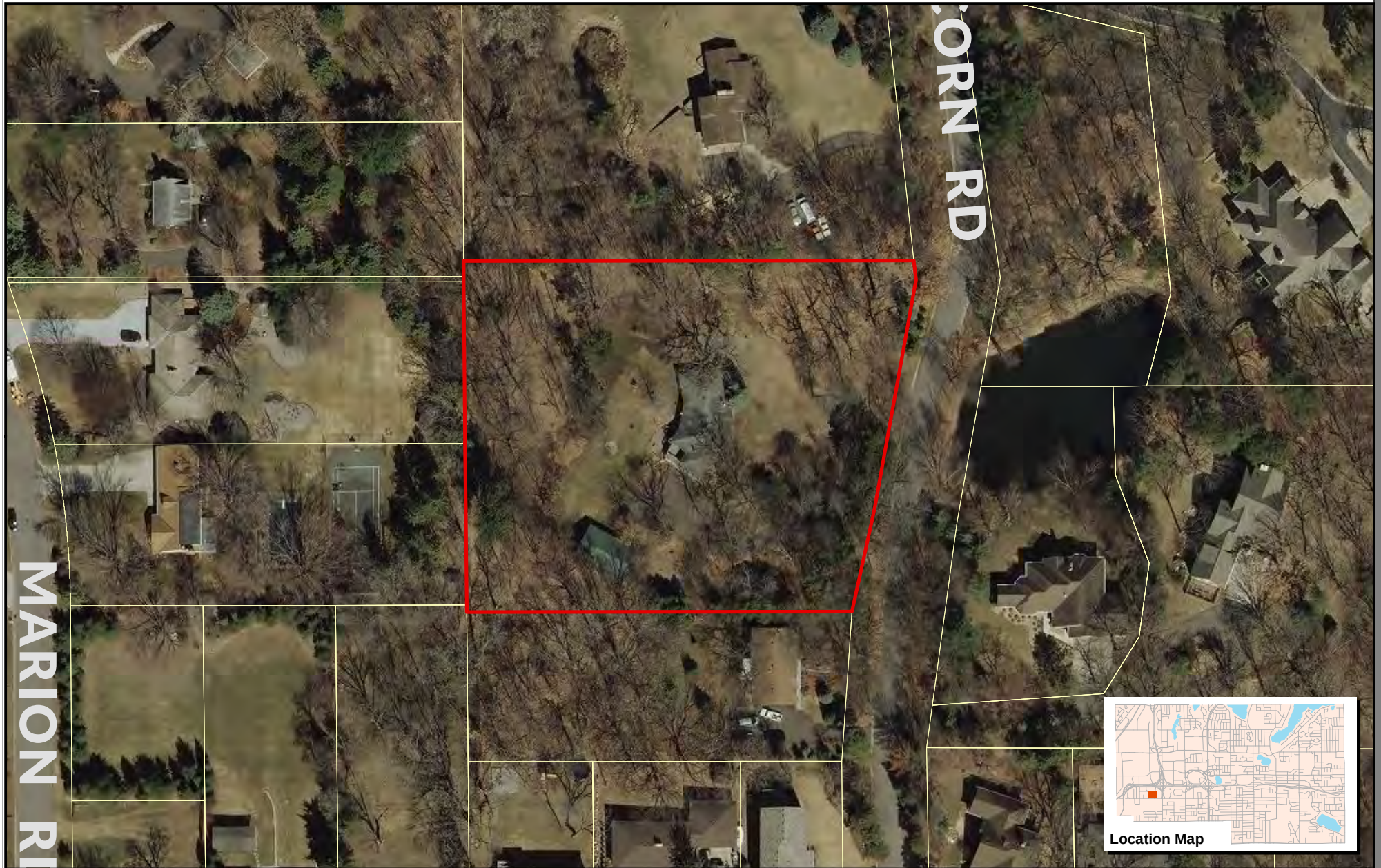
Data Sources

* Ramsey County GIS Base Map (7/5/2016)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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

Attachment B for Planning File 16-018



Prepared by:
Community Development Department
Printed: July 6, 2016



Site Location

Data Sources

- * Ramsey County GIS Base Map [7/6/2016]
- * Aerial Data: Surdex [4/2015]

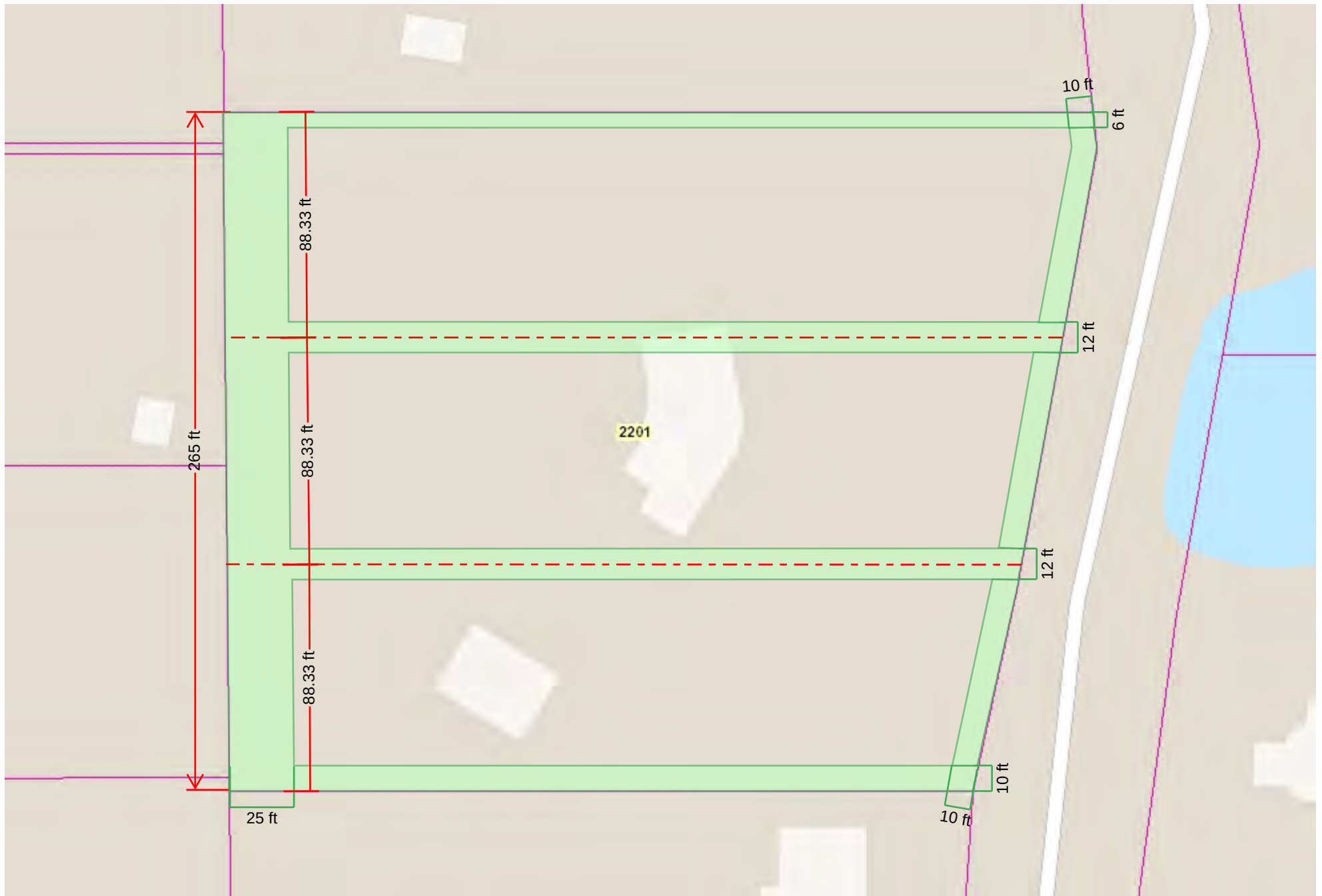
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0 50 100 Feet





ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 7/11/2016

Agenda Item: 12.b

Department Approval



City Manager Approval



Item Description: Request for approval of a minor subdivision of 1926 Gluek Lane into two parcels (PF16-014)

APPLICATION INFORMATION

Applicant: Brad Koland

Location: 1926 Gluek Lane; Planning District 13

Property Owner: Brad Koland

Application Submission: submitted April 28, 2016; considered complete June 6, 2016

City Action Deadline: October 4, 2016, per Minn. Stat. §462.358 subd. 3b

GENERAL SITE INFORMATION

Land Use Context

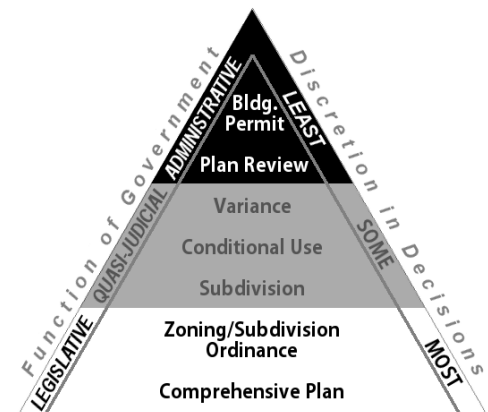
	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site has some mature trees, particularly along the front and northern side property line.

Planning File History: none

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on subdivision requests is **quasi-judicial**; the City's role is to determine the facts associated with the request and weigh those facts against the legal standards contained in State Statute and City Code.



PROPOSAL

The applicant proposes to subdivide the existing parcel into two parcels, creating one new parcel for future development of a one-family, detached home. The proposed subdivision is illustrated in the subdivision sketch plan included with this report as RCA Exhibit C.

When exercising the “quasi-judicial” authority on a subdivision request, the role of the City is to determine the facts associated with a particular request and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to a subdivision approval to ensure that the likely impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare; and to provide for the orderly, economic, and safe development of land; and to promote housing affordability for all levels.

SUBDIVISION ANALYSIS

In this case, a minor subdivision application has been submitted instead of preliminary plat and final plat applications because City Code §1104.04.E (Minor Subdivision) provides a Three Parcel Minor Subdivision process to simplify subdivisions that create a total of three or fewer parcels, which are adequately served by public utilities and streets, and which meet or exceed the size requirements of the zoning code. The minor subdivision application requirements in City Code §1104.04.E also specify that the City Council considers a proposal in “sketch plan form.” Because exact, final dimensions of proposed parcels may not be known at the time of application (or because conditions of approval might necessitate changes to the proposed dimensions), the City Council’s action on an application is essentially the review and approval (or denial) of a conceptual proposal—of the approximate locations of the proposed new property boundaries. If the City Council approves a minor subdivision, then the Subdivision Code instructs the applicant to commission the preparation of a survey to formalize the dimensions and legal descriptions of the newly-formed parcels, and to demonstrate that the parcels conform to all of the applicable, standard City Code requirements as well as any conditions of approval.

The intent of the proposed minor subdivision is to locate and orient the new side property boundary such that it:

- provides a 30-foot rear property line, per the minimum requirement specified in City Code §1103.06.B;
- is approximately radial or perpendicular to the front property line, per City Code §1103.06.E.1.a;
- achieves a width of at least 85 feet, per the minimum requirement specified in City Code §1004.08.B;
- passes at least 6 feet (i.e., the width of the southern half of the required drainage and utility easement centered on the property line) from the paved parking area adjacent to the northern end of the existing principal structure; and

- reasonably attempts to create a width between the front property corners that is a round, whole number of “feet” that can be easily measured by a future homeowner (although this is least important among these goals).

The specific location of the new parcel boundary in this proposal cannot be precisely drawn on the sketch plan to meet all of these goals for the proposed new boundary because the exact location of the existing paved parking area with respect to the property boundaries cannot be determined from the available data. This is why the sketch plan in Exhibit C shows more than one possible alignment of the proposed new side property line. The range suggested by the multiple alignments may give the impression that the level of uncertainty in this application is greater than usual, but the uncertainty is merely more obvious than usual. In this case, as in every other minor subdivision application, the approximate location of the proposed new side property line is being reviewed and, if the City Council approves the proposal (or approves the proposal with some conditions about the location or alignment of the proposed new side property line), the applicant will be required to commission a survey with subdivision details that conform to the approval.

Planning Division staff finds that the proposed minor subdivision satisfies nearly all of the applicable zoning and subdivision requirements; what follows is a brief discussion of requirements that either remain to be met or simply warrant additional discussion.

City Code §1004.08 (LDR-1 Dimensional Standards): Table 1004-3 specifies that interior lots must be at least 85 feet wide, 110 feet deep and comprise at least 11,000 square feet in area. Both proposed parcels are interior lots, and the proposed new property boundary will allow all of them to meet or exceed all width, depth, and area requirements. Following are the proposed approximate width, depth, and area figures:

1926 Gluek Lane
200 ft. – 300 ft. wide *
300 ft. deep
46,000 – 47,000 sq. ft.

Proposed New Parcel
90 – 100 ft. wide
300 ft. deep
18,000 – 21,000 sq. ft.

* The City Code specification for measuring parcel width is difficult to apply to parcels of this size with convex front property lines.

City Code §1103.04 (Easements): This section of the code requires drainage and utility easements 12 feet in width, centered on side and rear property lines. The green, annotated easements on the sketch plan in Exhibit C will meet these requirements, although it should be recalled that the easement centered on the proposed new side property line is shown in its approximate location and alignment because the exact location and alignment of the property line itself has not been determined.

City Code §1103.06.B (Minimum Rear Lot Line Length): As noted previously in this RCA, rear lot lines are required to be at least 30 feet in length. While the proposed new parcel is being designed to meet this requirement, the remainder of 1926 Gluek Lane will continue to have a rear vertex rather than a rear property line. The existing lot was created in the 1955 *Midway Acres* plat, which predates the adoption of Roseville’s Subdivision Code in 1956, and so the substandard rear property line dimension is a legal nonconformity. Because the present minor subdivision proposal does not create a new nonconforming condition, the perpetuation of the

substandard rear property line at 1926 Gluek Lane represents a continuation of the legal, nonconforming condition.

Roseville's Development Review Committee (DRC) met on June 9, 2016, to discuss this application. Beyond the above comments pertaining to the zoning and subdivision codes, the DRC acknowledged that the future development of the new parcel will be subject to all standard City requirements, including those pertaining to grading and storm water management as well as the recently-adopted tree preservation and replacement ordinance. With respect to drainage, the City Engineer has indicated that the storm sewer system in the area is significantly undersized, which leads to flooding near the proposed minor subdivision. The contributing drainage area to the Fairview Trunk storm sewer, starting at Roselawn Avenue and terminating at County Road B, is 120 acres. The system in place is under capacity to handle the general design standard of the 10 year/24 hour storm event, and the City needs to store approximately 9 acre-feet (3 million gallons) of storm water to resolve localized flooding issues. For this reason, the flooding issues observed in the Gluek Lane neighborhood are largely the result of the under-sized regional system surcharging from the storm drains located in the neighborhood and not the residential development itself. Nevertheless, due to existing drainage issues on or near this lot, at the time a grading permit is pulled, staff will review the grading plan for impacts to the flooded areas during high rain events. Grading impacts to this floodway will require mitigation to prevent additional flooding in this area.

PUBLIC COMMENT

Planning Division staff has spoken to, and received a letter from, the homeowners of two adjacent properties; the letter, along with supporting photographs, is included with this RCA as Exhibit D. These homeowners are supportive of their neighbors' subdivision proposal, but they felt compelled them to share publicly their concerns about the existing drainage problem so that development of plans for a new home on the subdivided parcel would, from the beginning, account for storm water requirements.

RECOMMENDED ACTION

Pass a motion approving a minor subdivision of the property at 1926 Gluek Lane into two parcels, based on the comments and findings of this report and input received during the public hearing, subject to the following conditions:

- a. The location and orientation of the new side property line, and the new parcel created for future development, shall be essentially the same as illustrated in the sketch plan reviewed for this application and shall meet all applicable zoning and subdivision standards.
- b. Drainage and utility easements shall be granted in conformance with the standards of City Code §1103.04, as illustrated on the sketch plan reviewed with this application.
- c. The new side property line and its attendant drainage and utility easements shall be located such that minimum required setbacks are met or exceeded with respect to the existing improvements at 1926 Gluek Lane.

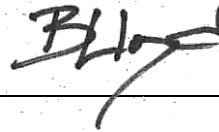
125 **ALTERNATIVE ACTIONS**

- 126 **A. Pass a motion to table the request for future action.** Tabling beyond October 4, 2016,
127 may require extension of the 120-day action deadline established in Minn. Stat. §462.358
128 subd. 3b to avoid statutory approval.
- 129 **B. Pass a motion to deny the request.** Denial should be supported by specific findings of
130 fact based on the City Council's review of the application, applicable zoning or
131 subdivision regulations, and the public record.

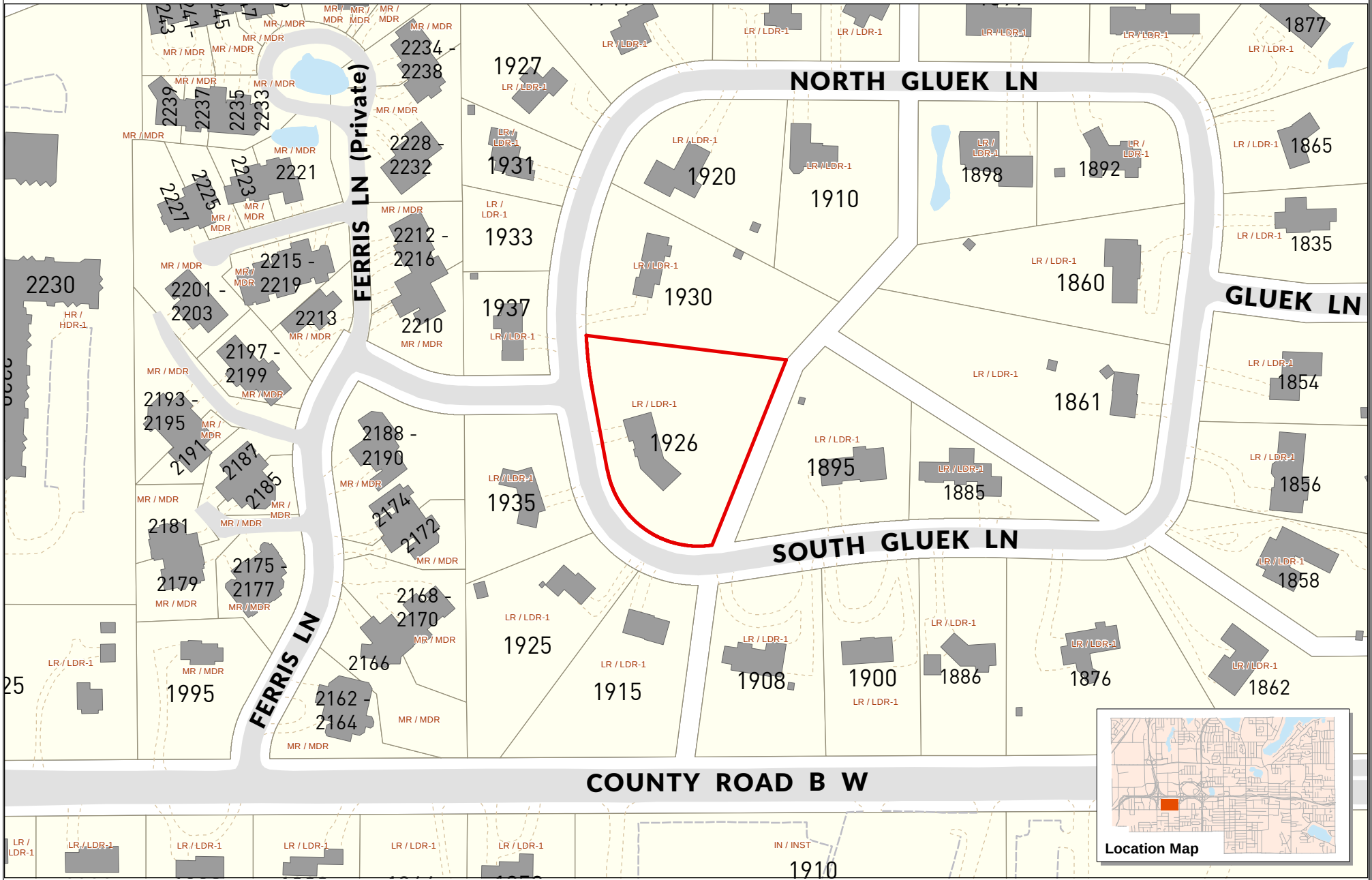
Attachments: A: Area map
B: Aerial photo

C: Subdivision sketch plan

Prepared by:	Senior Planner Bryan Lloyd 651-792-7073 bryan.lloyd@cityofroseville.com



Attachment A for Planning File 16-014



Prepared by:

Community Development Department

Printed: July 6, 2016



Site Location

Data Sources

* Ramsey County GIS Base Map (7/5/2016)

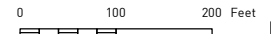
For further information regarding the contents of this map contact:

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

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Attachment B for Planning File 16-014



Prepared by:
Community Development Department
Printed: July 6, 2016



Site Location

Data Sources

- * Ramsey County GIS Base Map (7/6/2016)
- * Aerial Data: Surdex (4/2015)

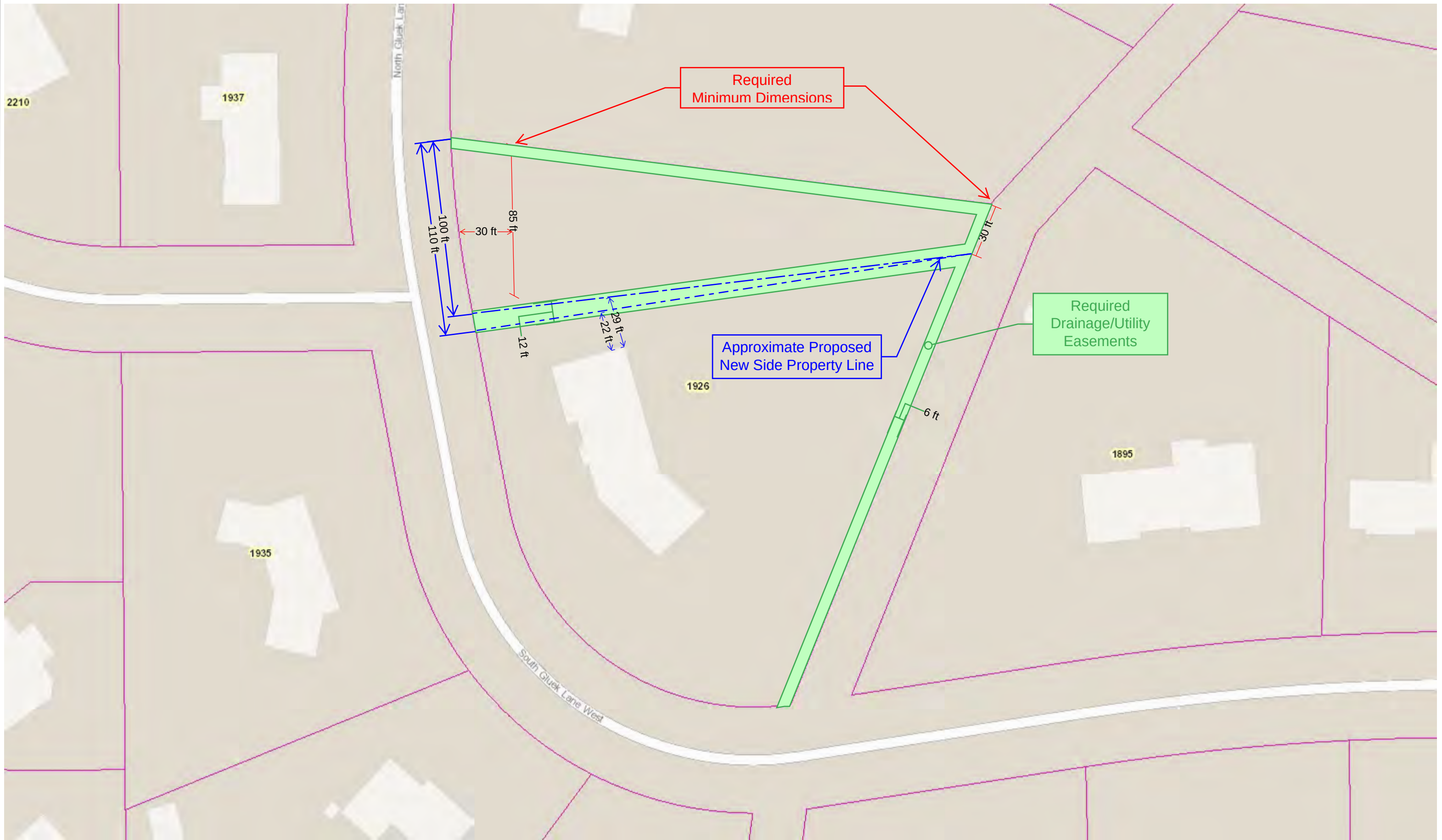
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0 50 100 Feet





Carl and Charity Willis
1885 Gluek Ln
Roseville, MN 55113
763-229-3984

Jim and Jan House
1895 Gluek Ln
Roseville, MN 55113
651-636-0372

June 28, 2016

To: City Council of Roseville

We reside at 1885 and 1895 Gluek Ln, south and west of 1861 Gluek Ln, and south and east of 1926 Gluek Ln. We were informed that both of these neighbors have requested approval to subdivide their lots into two lots with plans for future site development. We are not opposed to these minor subdivisions or to future site development. Our concern is that the current owners have a clear understanding of the impact that storm water drainage could have on future development of the properties.

Gluek Ln consists of homes built in a circle, with the center area being a wetland area. A storm water drainpipe runs underneath the city easement between the 1885 property and the 1861 property carrying water from the south that includes Gluek, Roselawn Ave. and Fairview Ave, including several residential streets west of Fairview. A second drainpipe also enters the neighborhood from the south between 1895 Gluek and 1926 Gluek carrying water from Gluek, Ferris Lane, County B and several residential streets south of B. These two pipes converge into one pipe that travels north through the inner circle of Gluek. The pipe then exits the neighborhood between 1910 Gluek and 1898 Gluek, picking up additional water from Gluek on the north side. The water then flows north under Highway 36, eventually ending up in Rice Creek. There is inadequate capacity for the egress of storm water through this system during heavy rainfalls, as it was installed before much of the development in the area occurred.

During the past five years, storm water has exceeded the capacity of the drainage system numerous times. Because the drainage system becomes filled with water, street water rushes out the drain pipe through the manhole cover behind 1885 Gluek, causing standing water on our properties, the 1861 Gluek property, the adjoining easement and numerous other properties and easements in the center of the wetland area. Storm water is also unable to enter the drainpipe through the street drains in front of 1885 Gluek, causing street flooding and additional standing water on the above properties. (See enclosed photos.)

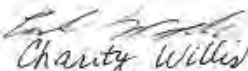
Because the groundwater around the 1885 home is high year-round, two interior sump pumps (one exiting the front and one exiting the rear), one exterior sump pump in the front and a back-up electric generator have all been installed.

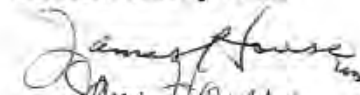
If site development is done on the 1861 and 1926 Gluek properties without storm water mitigation plans, the addition of fill dirt, the addition of impervious concrete for driveways and houses, the loss of current water retention (on the 1861 property), and the loss of large trees (particularly on the 1926 property), would result in substantially more storm water runoff pushed into the inner circle, as well as into our yards, and possibly into the 1885 Gluek finished basement.

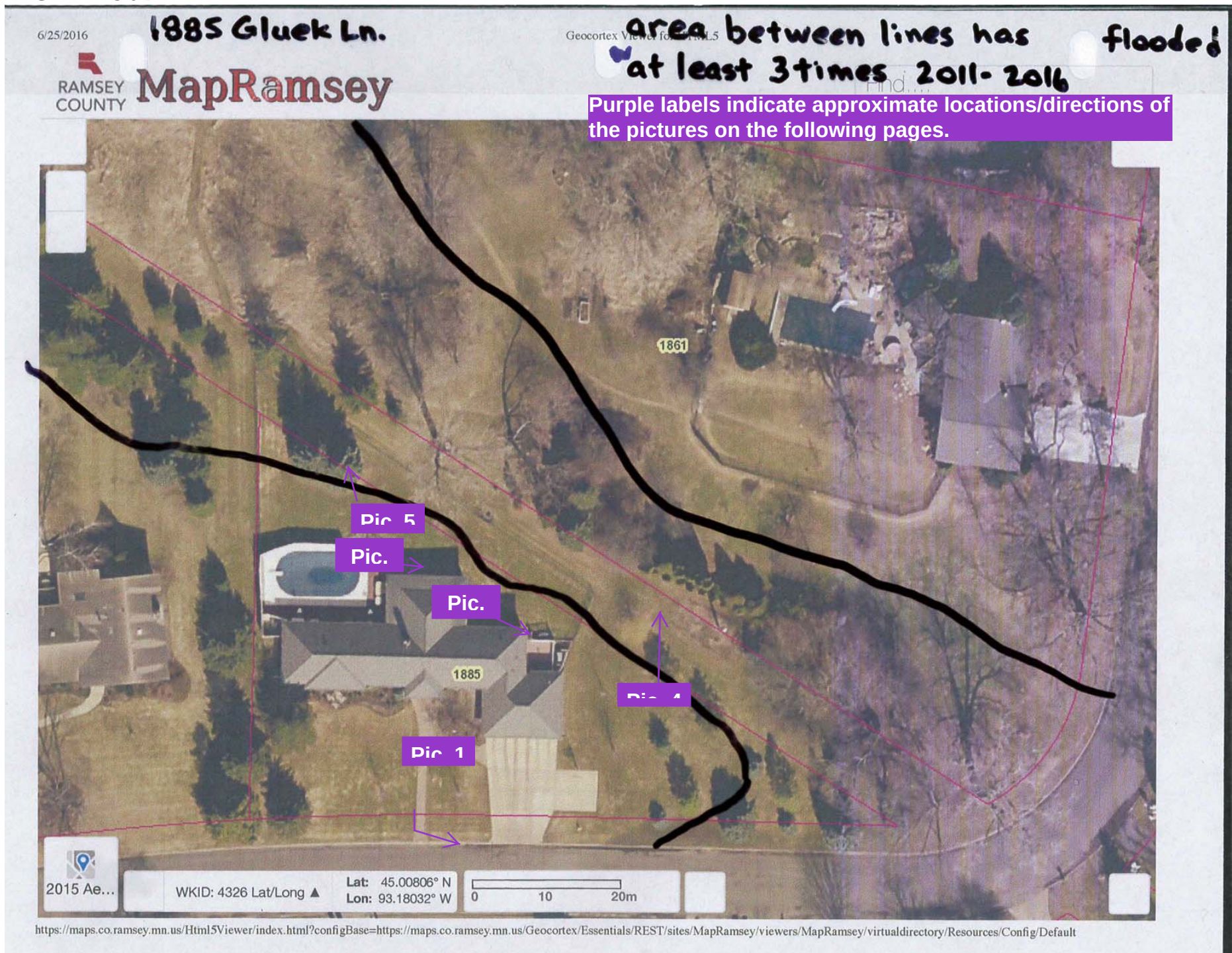
We are requesting that the applicable city departments review the concerns outlined in this letter, paying particular attention to the following three points, prior to the issuance of permits for site improvements on the two lots that are proposed for subdivision:

- a. The impact proposed site improvements would have on drainage and storm water management and the requirement for a mitigation plan;
- b. Evidence of an approved permit from the Rice Creek watershed district;
- c. Approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated.

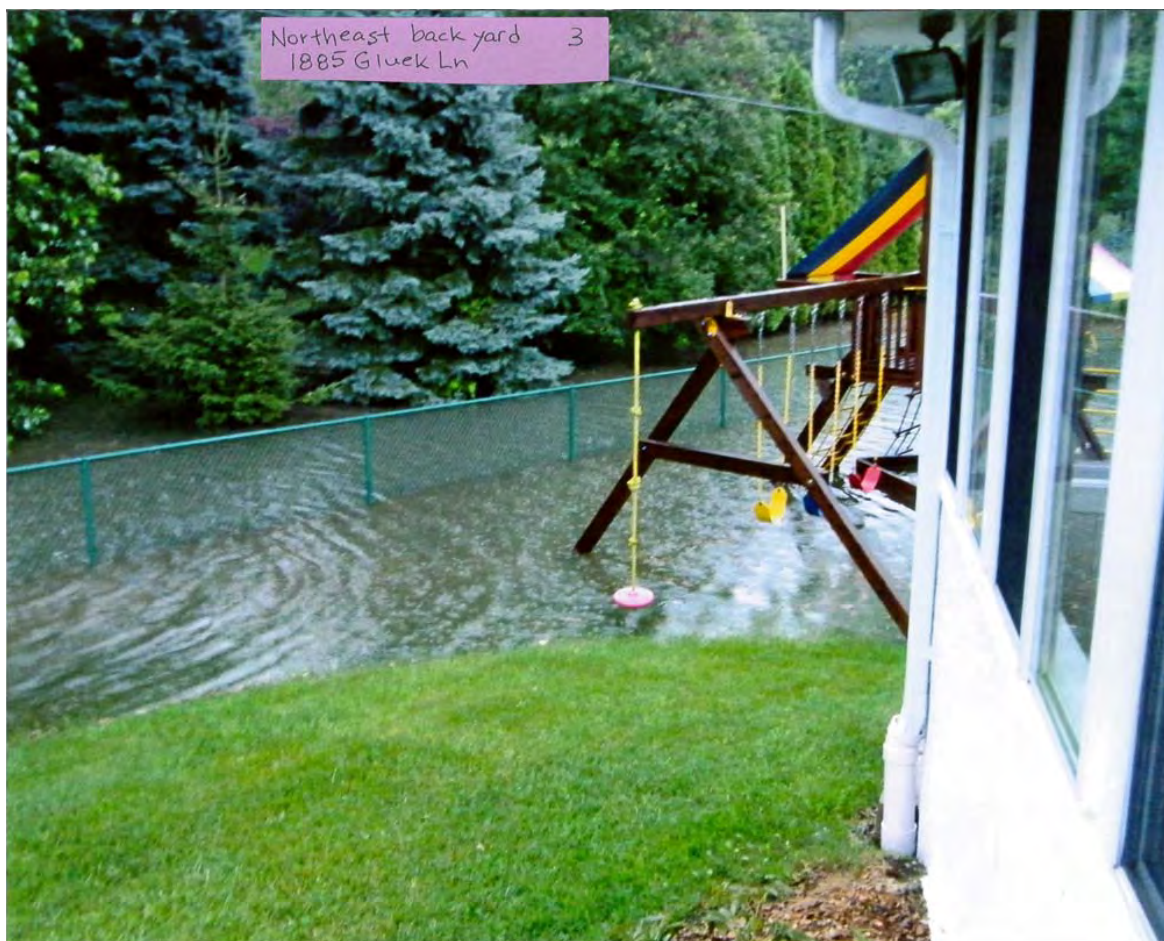
Sincerely,

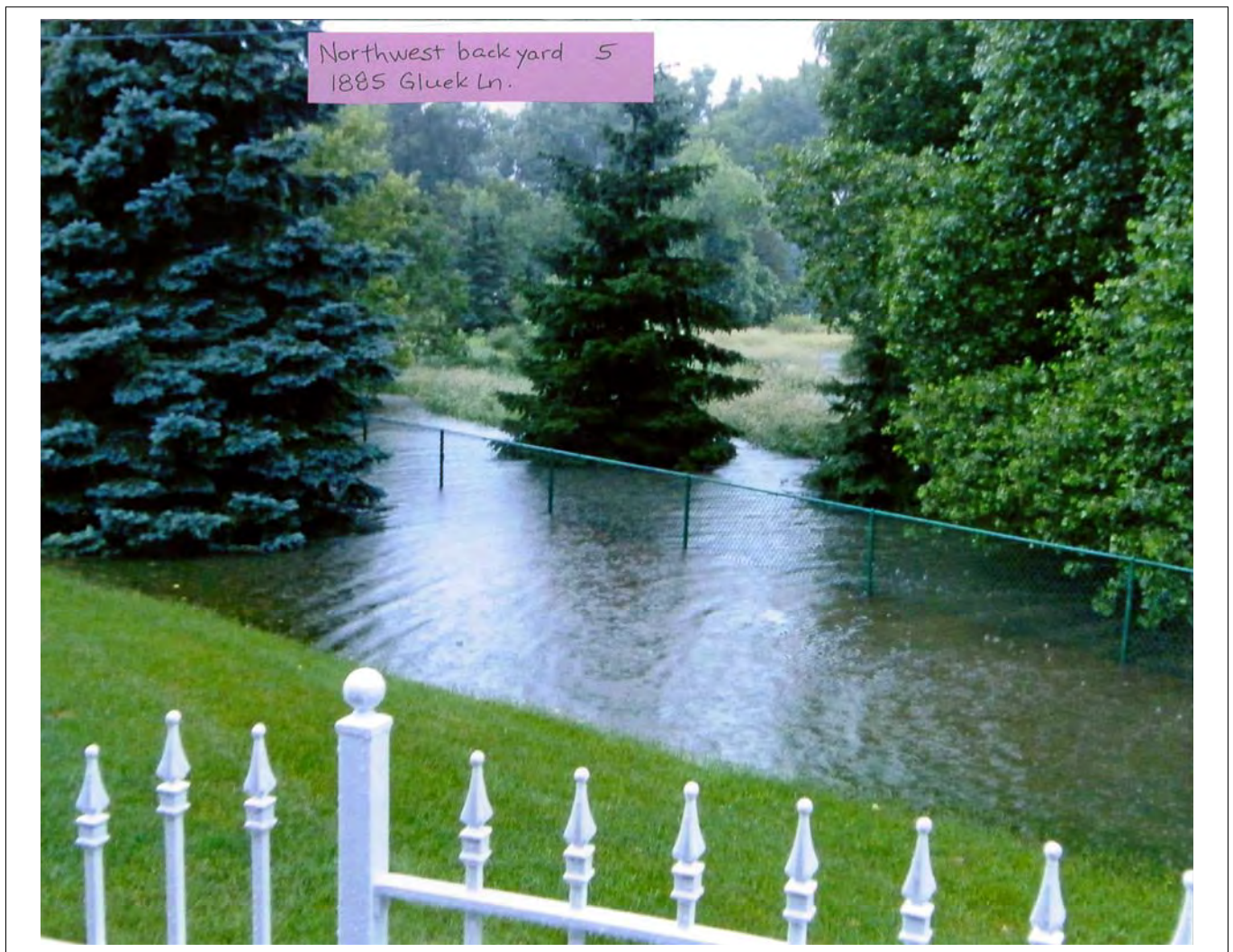

Charity Willis
Carl and Charity Willis


Jim House
Jim and Jan House









ROSEVILLE
REQUEST FOR COUNCIL ACTION

Agenda Date: 7/11/2016

Agenda Item: 12.c

Department Approval

City Manager Approval

Item Description: Request for approval of a minor subdivision of 1861 Gluek Lane into two parcels (PF16-016)

APPLICATION INFORMATION

Applicant: Arlene Mencke

Location: 1861 Gluek Lane; Planning District 13

Property Owner: Arlene Mencke

Application Submission: submitted and considered complete May 27, 2016

City Action Deadline: September 23, 2016, per Minn. Stat. §462.358 subd. 3b

GENERAL SITE INFORMATION

Land Use Context

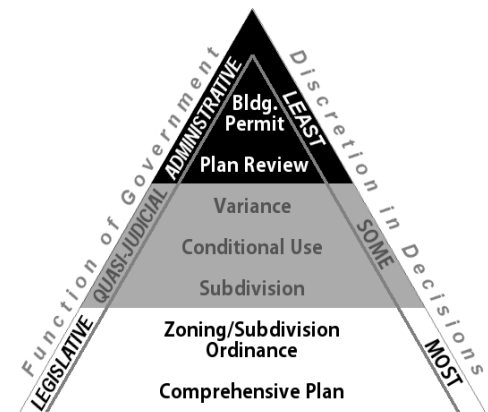
	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site has some mature trees, particularly along the periphery of the site, and existing drainage concerns on nearby parcels.

Planning File History: none

LEVEL OF CITY DISCRETION IN DECISION-MAKING

Action taken on subdivision requests is **quasi-judicial**; the City's role is to determine the facts associated with the request and weigh those facts against the legal standards contained in State Statute and City Code.



PROPOSAL

The applicant proposes to subdivide the existing parcel into two parcels, creating one new parcel for future development of a one-family, detached home. The proposed subdivision is illustrated in the subdivision sketch plan included with this report as RCA Exhibit C.

When exercising the “quasi-judicial” authority on a subdivision request, the role of the City is to determine the facts associated with a particular request and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the application meets the relevant legal standards and will not compromise the public health, safety, and general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add conditions to a subdivision approval to ensure that the likely impacts to parks, schools, roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed. Subdivisions may also be modified to promote the public health, safety, and general welfare; and to provide for the orderly, economic, and safe development of land; and to promote housing affordability for all levels.

SUBDIVISION ANALYSIS

In this case, a minor subdivision application has been submitted instead of preliminary plat and final plat applications because City Code §1104.04.E (Minor Subdivision) provides a Three Parcel Minor Subdivision process to simplify subdivisions that create a total of three or fewer parcels, which are adequately served by public utilities and streets, and which meet or exceed the size requirements of the zoning code. The minor subdivision application requirements in City Code §1104.04.E also specify that the City Council considers a proposal in “sketch plan form.” Because exact, final dimensions of proposed parcels may not be known at the time of application (or because conditions of approval might necessitate changes to the proposed dimensions), the City Council’s action on an application is essentially the review and approval (or denial) of a conceptual proposal—of the approximate locations of the proposed new property boundaries. If the City Council approves a minor subdivision, then the Subdivision Code instructs the applicant to commission the preparation of a survey to formalize the dimensions and legal descriptions of the newly-formed parcels, and to demonstrate that the parcels conform to all of the applicable, standard City Code requirements as well as any conditions of approval.

The intent of the proposed minor subdivision is to locate and orient the new side property boundary such that it:

- evenly splits the existing rear property line;
- passes at least 6 feet (i.e., the width of the northern half of the required drainage and utility easement centered on the property line) from the southern end of the existing principal structure; and
- reasonably attempts to create two relatively large parcels that are appropriate for residential development from an irregularly shaped platted lot.

The specific location of the new parcel boundary in this proposal cannot be precisely drawn on the sketch plan to meet all of these goals for the proposed new boundary because the exact location of the existing principal structure with respect to the property boundaries cannot be determined from the available data. Nevertheless, the subject property is two acres in area; with the proposed new side property line lying southerly of the current home, the parcel with the

existing 1861 Gluek Lane improvements would be slightly greater than one acre, and the proposed new parcel would be slightly less than one acre. If the City Council approves the proposal (or approves the proposal with some conditions about the location or alignment of the proposed new side property line), the applicant will be required to commission a survey with subdivision details that conform to the approval.

Planning Division staff finds that the proposed minor subdivision satisfies nearly all of the applicable zoning and subdivision requirements; what follows is a brief discussion of requirements that either remain to be met or simply warrant additional discussion.

City Code §1103.04 (Easements): This section of the code requires drainage and utility easements 12 feet in width, centered on side and rear property lines. The green, annotated easements on the sketch plan in Exhibit C will meet these requirements, although it should be recalled that the easement centered on the proposed new side property line is shown in its approximate location and alignment because the sketch plan may not reflect the exact location and alignment of the property line itself.

City Code §1103.06.E (Lot Shape): This provision of the Subdivision Code calls for new residential lots to be “appropriate for their location and suitable for residential development,” and it indicates that new property lines which are parallel or perpendicular/radial to existing property boundaries are most likely to create parcels that conform to this requirement. The proposed new side property line is neither very perpendicular to the front property line, nor is it quite parallel to the side property lines of the lot being subdivided, Planning Division staff believes that the proposed new side property line creates two generously sized lots are appropriate for their location and suitable for residential development.

Roseville’s Development Review Committee (DRC) met on June 2, 2016, to discuss this application. Beyond the above comments pertaining to the zoning and subdivision codes, the DRC acknowledged that the future development of the new parcel will be subject to all standard City requirements, including those pertaining to grading and storm water management as well as the recently-adopted tree preservation and replacement ordinance. With respect to drainage, the City Engineer has indicated that the storm sewer system in the area is significantly undersized, which leads to flooding near the proposed minor subdivision. The contributing drainage area to the Fairview Trunk storm sewer, starting at Roselawn Avenue and terminating at County Road B, is 120 acres. The system in place is under capacity to handle the general design standard of the 10 year/24 hour storm event, and the City needs to store approximately 9 acre-feet (3 million gallons) of storm water to resolve localized flooding issues. For this reason, the flooding issues observed in the Gluek Lane neighborhood are largely the result of the under-sized regional system surcharging from the storm drains located in the neighborhood and not the residential development itself. Nevertheless, due to existing drainage issues on or near this lot, at the time a grading permit is pulled, staff will review the grading plan for impacts to the flooded areas during high rain events. Grading impacts to this floodway will require mitigation to prevent additional flooding in this area.

PUBLIC COMMENT

Planning Division staff has spoken to, and received a letter from, the homeowners of two adjacent properties; the letter, along with supporting photographs, is included with this RCA as Exhibit D. These homeowners are supportive of their neighbors’ subdivision proposal, but they felt compelled them to share publicly their concerns about the existing drainage problem so that

development of plans for a new home on the subdivided parcel would, from the beginning, account for storm water requirements.

RECOMMENDED ACTION

Pass a motion approving a minor subdivision of the property at 1861 Gluek Lane into two parcels, based on the comments and findings of this report and input received during the public hearing, subject to the following conditions:

- a. The location and orientation of the new side property line, and the new parcel created for future development, shall be essentially the same as illustrated in the sketch plan reviewed for this application and shall meet all applicable zoning and subdivision standards.
- b. Drainage and utility easements shall be granted in conformance with the standards of City Code §1103.04, as illustrated on the sketch plan reviewed with this application.
- c. The new side property line and its attendant drainage and utility easements shall be located such that minimum required setbacks are met or exceeded with respect to the existing improvements at 1861 Gluek Lane.

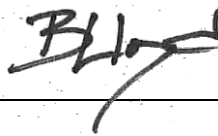
ALTERNATIVE ACTIONS

- A. **Pass a motion to table the request for future action.** Tabling beyond October 4, 2016, may require extension of the 120-day action deadline established in Minn. Stat. §462.358 subd. 3b to avoid statutory approval.
- B. **Pass a motion to deny the request.** Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable zoning or subdivision regulations, and the public record.

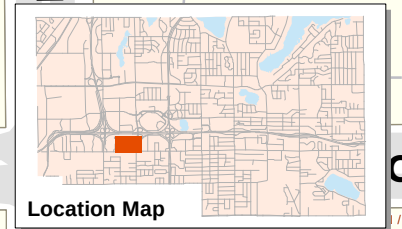
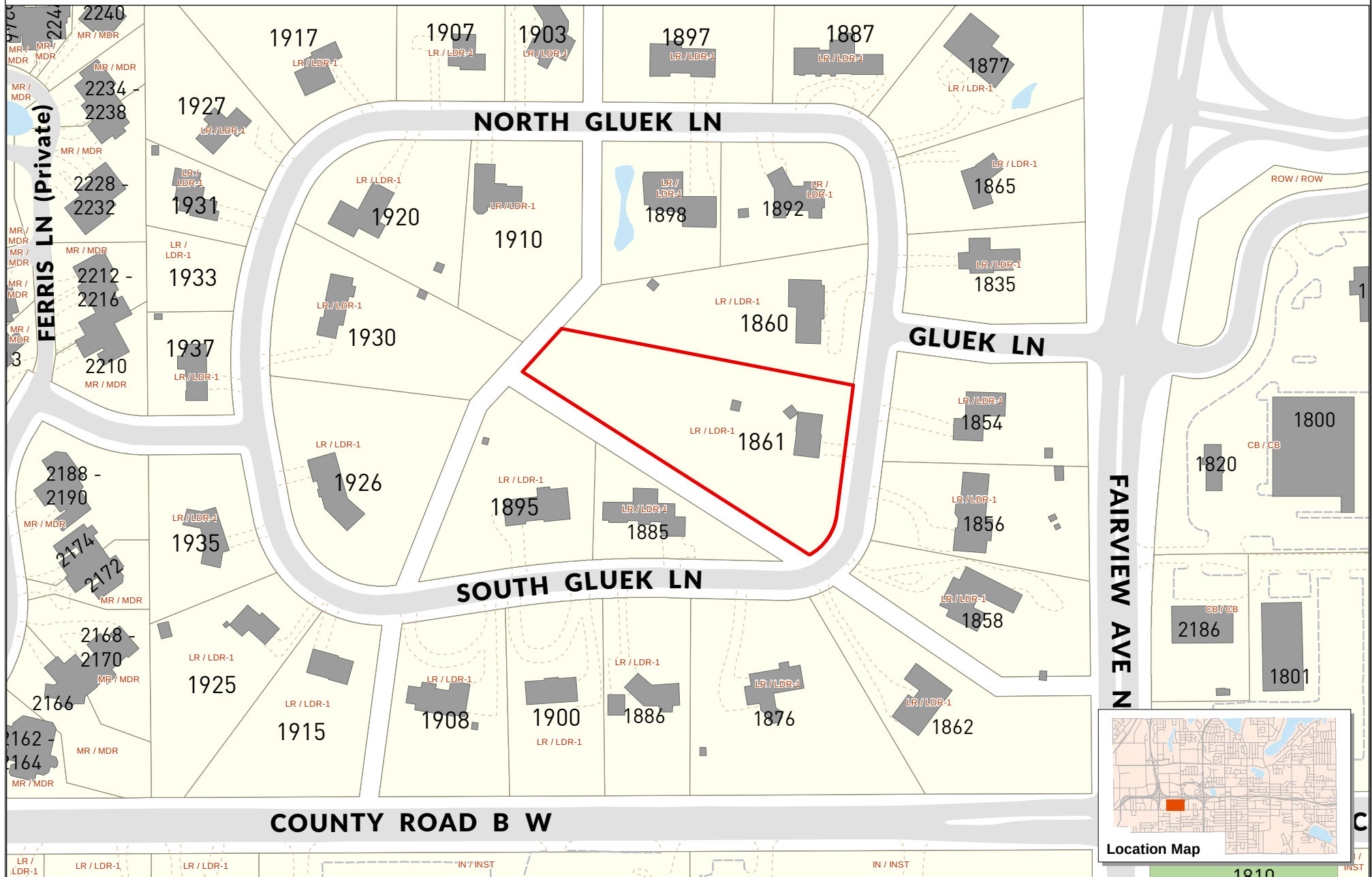
Attachments: A: Area map
B: Aerial photo

C: Subdivision sketch plan
D: Public comment

Prepared by: Senior Planner Bryan Lloyd
651-792-7073
bryan.lloyd@cityofroseville.com



Attachment A for Planning File 16-016



Prepared by:
Community Development Department
Printed: July 6, 2016



Site Location

Data Sources

* Ramsey County GIS Base Map (7/5/2016)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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0 100 200 Feet



Attachment B for Planning File 16-016



Prepared by:
Community Development Department
Printed: July 6, 2016



Site Location

Data Sources

- * Ramsey County GIS Base Map [7/6/2016]
- * Aerial Data: Surdex [4/2015]

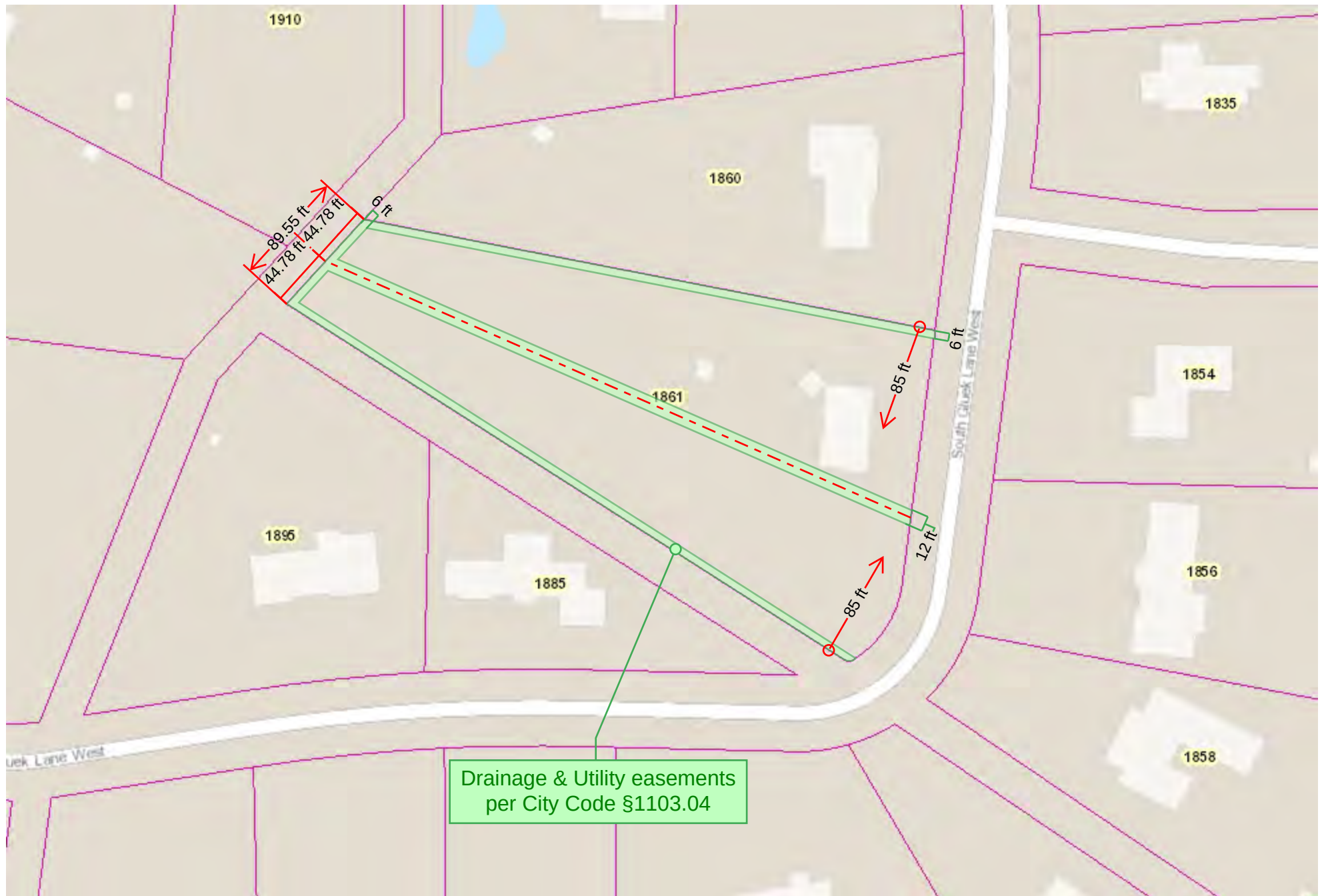
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0 50 100 Feet





Carl and Charity Willis
1885 Gluek Ln
Roseville, MN 55113
763-229-3984

Jim and Jan House
1895 Gluek Ln
Roseville, MN 55113
651-636-0372

June 28, 2016

To: City Council of Roseville

We reside at 1885 and 1895 Gluek Ln, south and west of 1861 Gluek Ln, and south and east of 1926 Gluek Ln. We were informed that both of these neighbors have requested approval to subdivide their lots into two lots with plans for future site development. We are not opposed to these minor subdivisions or to future site development. Our concern is that the current owners have a clear understanding of the impact that storm water drainage could have on future development of the properties.

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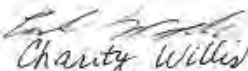
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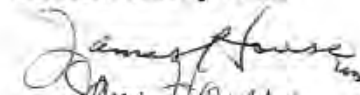
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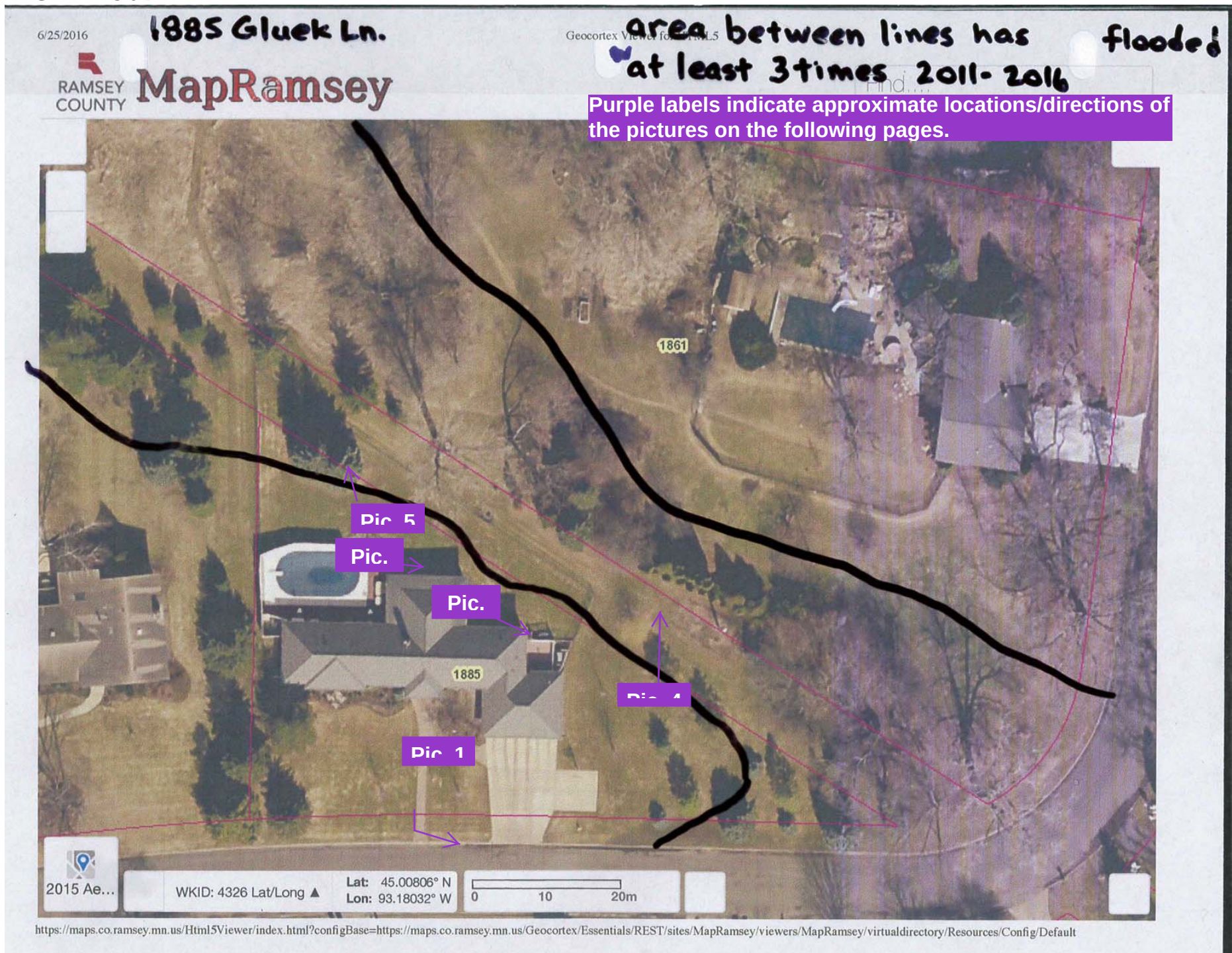
We are requesting that the applicable city departments review the concerns outlined in this letter, paying particular attention to the following three points, prior to the issuance of permits for site improvements on the two lots that are proposed for subdivision:

- a. The impact proposed site improvements would have on drainage and storm water management and the requirement for a mitigation plan;
- b. Evidence of an approved permit from the Rice Creek watershed district;
- c. Approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated.

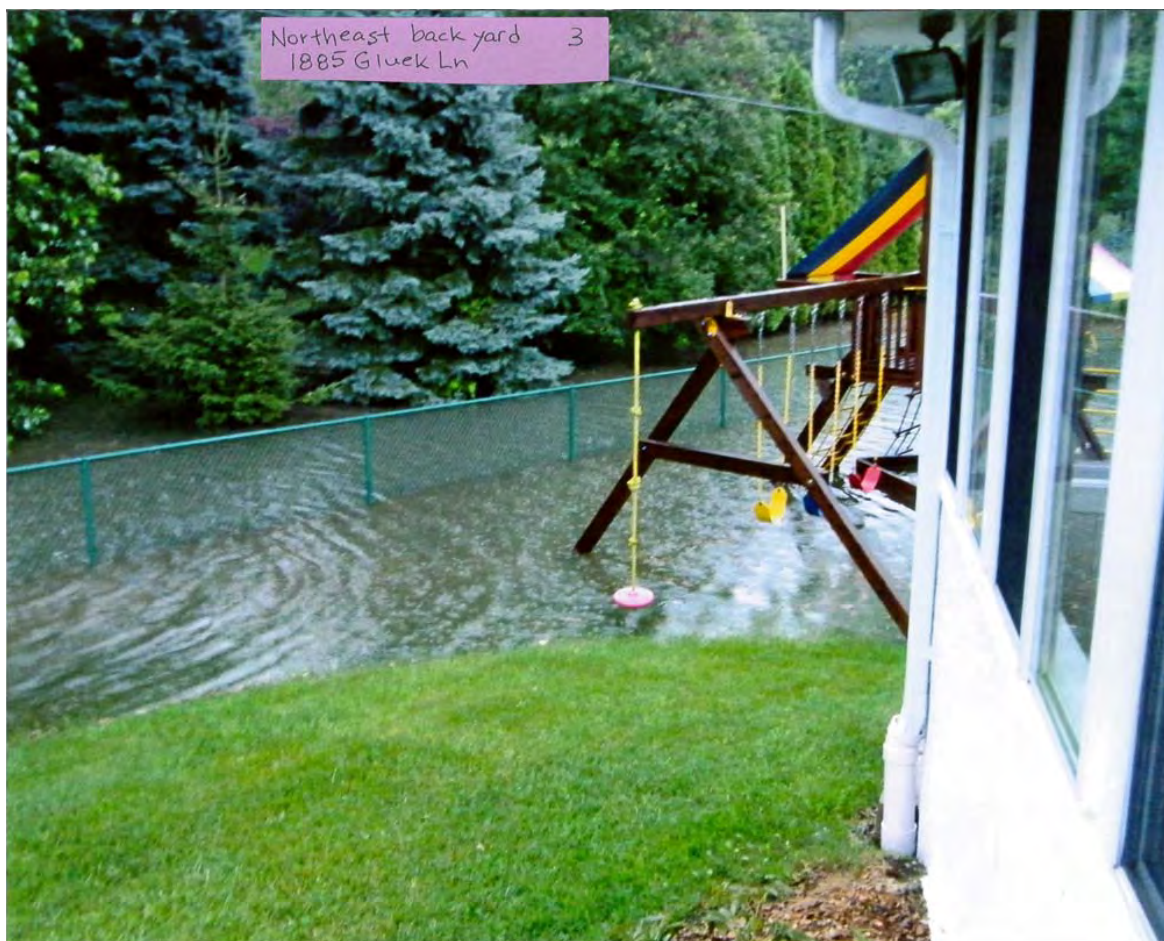
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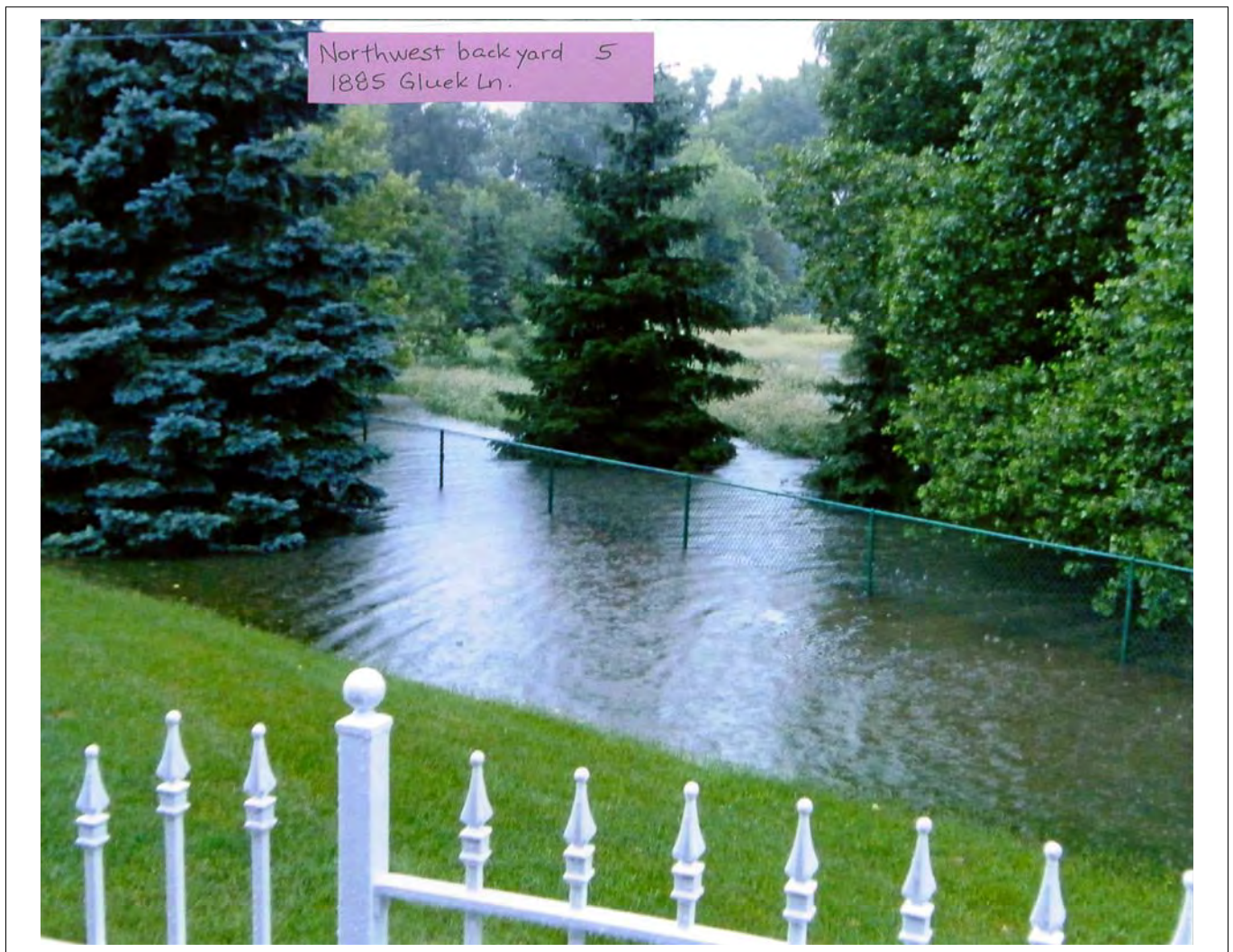

Charity Willis
Carl and Charity Willis


Jim House
Jim and Jan House









ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 11, 2016
Item No.: 14.a

Department Approval



City Manager Approval



Item Description: Receive Feasibility Report and Order Public Hearing for South Lake
Owasso Private Drive Storm Sewer Improvements

BACKGROUND

At the March 28, 2016, meeting the City Council order the preparation of a feasibility report for the construction of a storm water best management practice (BMP) on Owasso Private Drive, located east of South Owasso Boulevard between Lake Owasso and the railroad tracks.

The project will address many issues in the area related to storm water. Currently this private road is a gravel road with little or no drainage. The water that does drain from the roadway area, discharges directly to Lake Owasso with little or no treatment. Further, there have been numerous requests to correct drainage and to pave this road in the past. Due to the nature of the road being a private road and the limited space to construct a standard road design, it has remained unpaved.

The overall proposed project would include the construction of a subsurface storm water system BMP. The system would have an underdrain with drain tile that would discharge to the lake. The subsurface media would provide treatment and retention. The surface of the BMP would be a permeable paver system that would also provide a hard driving surface.

Two neighborhood meetings, May 21, 2014 and January 19, 2016, were held by staff to meet with residents that would be directly affected by this project. The feedback from both of these meetings for this project has been very positive.

Staff presented the project to the Public Works Environment and Transportation Commission on March 22, 2016. The commission unanimously recommended that the City Council move forward with the project.

Since this neighborhood has never been assessed for storm water, the cost participation of the storm water infrastructure will follow the City's Special Assessment Policy. Residents will be assessed up to 25% of the cost of the storm water improvements. Staff will receive the Benefit Analysis from an outside licensed appraiser which will determine the maximum benefit to the assessed properties. Per State law, this will be the maximum amount the City can assess properties for the proposed project.

At their March 28th meeting, the City Council directed staff to prepare a feasibility report for this project. Staff was also directed to explore the cost of a traditional paved road and the cost per resident for that improvement.

In accordance with City Council direction, a feasibility report has been prepared that details the proposed design, neighborhood impact, and estimated cost of the South Lake Owasso Private

Drive Storm Sewer Improvements. The next step in the process is for the Council to accept the feasibility report, determine the amount of preliminary assessments and to schedule a public hearing.

As part of the Feasibility Report, a benefit analysis was prepared to determine the maximum value benefit to each impacted property as a result of the improvements. The benefit analysis showed a maximum benefit of \$10,000 for seven of the lots and \$3,333 for the western most property (349 South Owasso Blvd W).

If the residents were to construct a traditional bituminous roadway, it is estimated to the total cost would be \$96,900, or \$12,122.50 per lot (if evenly divided eight ways). The City can only assess the maximum benefit amount, unless all abutting property owners waive their right to the 429 process through formal written agreement and agree to have up to the entire cost of the project assessed against their properties.

POLICY OBJECTIVE

The feasibility report details the proposed design, neighborhood impact, estimated cost and proposed funding for the construction of these public improvements. Assessments shall be equivalent or less than the anticipated increase in market value for properties being assessed. It is the City's policy to assess the cost to construct the drainage improvements:

- Adjacent residential property owner assessed for up to 25% of the cost.
- Appraisals will be completed prior to the Public Hearing to determine the influence of the improvement project on the value of the properties proposing to be assessed.

BUDGET IMPLICATIONS

This project has financial implications for the city including the following:

1. Assessments levied in accordance with the City's assessment policy.
2. The City would receive a \$50,000 grant from Ramsey Washington Metro Watershed District.
3. The remaining project costs would be covered by the City's Stormwater Utility Fund.

The following is a summary of the preliminary estimated costs and financing for the South Lake Owasso Private Drive Storm Sewer Improvements.

	Estimated cost	Assessments*	Watershed Grant	Stormwater Fund
Stormwater Improvements	\$310,263	\$73,333	\$50,000	\$186,930

*Assessment total above assumes the maximum benefit amount. If property owners waive their right to the 429 process, this amount could be increased.

STAFF RECOMMENDATION

Staff recommends that the City Council receive the feasibility report and order a public improvement hearing for the Owasso Private Drive Storm Water Project for August 8, 2016 at 6:00 p.m.

64 **REQUESTED COUNCIL ACTION**

65 Adoption of a resolution receiving the feasibility report and ordering public improvement
66 hearings for the Owasso Private Drive Storm Water Project for August 8, 2016 at 6:00 p.m.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer

Attachments: A: Resolution
B: Feasibility Report

**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 July, 2016, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RECEIVING THE FEASIBILITY REPORT FOR OWASSO PRIVATE DRIVE
STORMWATER IMPROVEMENTS AND ORDERING PUBLIC HEARING FOR
IMPROVEMENT**

WHEREAS, pursuant to resolution of the Council adopted July 11, 2016, a report has been prepared by the City Engineer with reference to the improvement of Owasso Private Drive, and;

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEVILLE, MINNESOTA, as follows:

1. The City Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$310,263.03.

2. A public hearing shall be held on such proposed improvement on the 8th day of August, 2016, in the council chambers of the city hall at 6:00 p.m. and the City Engineer shall give mailed and published notice of such hearing and improvement as required by law.

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

41

42 WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Owasso Private Drive Feasibility Report

[illegible]

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 11th day of July, 2016 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 11th day of July, 2016.

Patrick Trudgeon, City Manager

(Seal)



Public Works
Engineering Department

Feasibility Report

Project 14-21

South Lake Owasso Drainage Improvements

Prepared by: Jesse Freihammer
City Engineer/Asst. Public Works Director
City of Roseville

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in black ink, appearing to read 'Jesse Freihammer', written over a horizontal line.

_____, P.E.
Registration No. 47272

**SOUTH LAKE OWASSO DRAINAGE IMPROVEMENTS
FEASIBILITY REPORT
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July 11, 2016

City Council
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

RE: PROJECT 14-21, South Lake Owasso Drainage Improvements
Feasibility Report

Dear Mayor and City Council Members:

At their March 28, 2016 meeting, the City Council adopted Resolution No. 11310 ordering the preparation of a Feasibility Report for the South Lake Owasso Drainage Improvements.

The total estimated project cost is \$310,000 which includes contingencies.

During the process of studying the existing conditions within the project area, two Public Information meetings were held and input was received from area residents and other City department staff. The comments from these meetings are incorporated into the report.

In accordance with the City Council request, the study has been completed. It is my recommendation that the project as proposed in this study is feasible.

If you have questions regarding the findings and recommendations in the report please contact me directly.

Sincerely,

Jesse Freihammer, P. E.
City Engineer/Asst. Public Works Director
651-792-7042
jesse.freihammer@cityofroseville.com

INTRODUCTION

On March 28, 2016, the Roseville City Council adopted Resolution No. 11310 ordering the preparation of a Feasibility Report for drainage improvements along South Lake Owasso Boulevard. This report details that investigation.

Currently the roadway is a private road and it is gravel. The road narrows as you travel east until you eventually reach a dead end. Residents have noted that there has been drainage issues along the road for many years. Washouts or holes that develop in the gravel road are very common. Because of the grade standing water can often be found after rain events. Untreated runoff also eventually flows north through the properties and into Lake Owasso.

The proposed project involves the installation of a permeable paver drain system. This system would address the drainage issues and direct discharge into Lake Owasso. This system would also provide the residents with a hard surface to drive on.

It is expected that if this improvement is approved, the work will start in the summer of 2017, with completion within 2-4 weeks. The project was initiated by council/staff as part of our ongoing drainage improvement projects. As outlined by state law, projects initiated by council/staff require a 4/5 vote by the City Council for approval.

PUBLIC INVOLVEMENT

The public involvement process for this proposed project consisted of two neighborhood meetings, one in 2014 and one in 2016. Meeting notices were sent out at least two weeks in advance to all property owners abutting the street to be reconstructed.

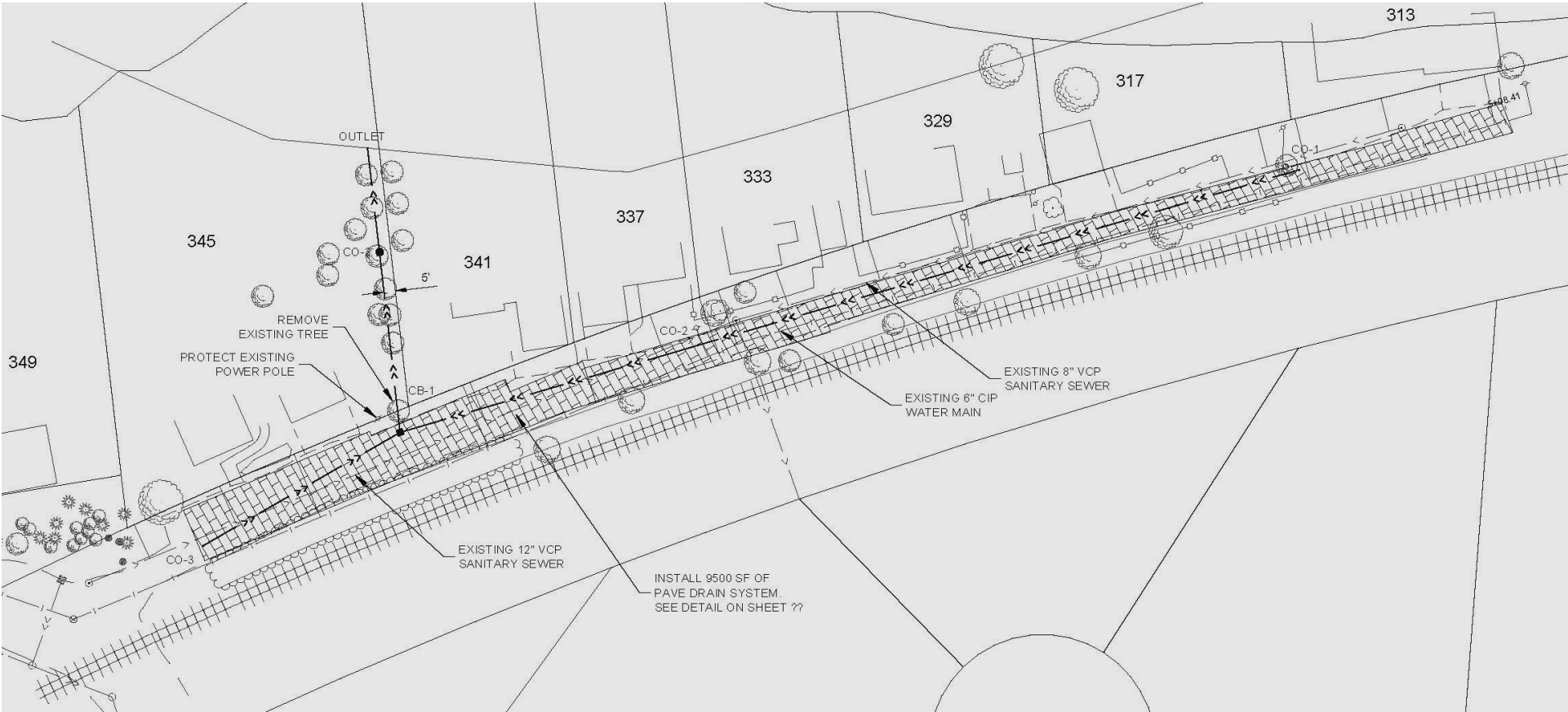
The first meeting was held at 6:00 p.m. on May 21, 2014, at Roseville City Hall, where staff presented information regarding the issues with the drainage in the area. Residents provided input regarding neighborhood concerns along the corridor.

The second meeting was on January 19, 2016, at 6:00 p.m., at Roseville City Hall, where staff showed the residents a proposed drainage improvements. At this meeting staff showed the permeable paver drain system. Contour maps and drainage plans were also shown.

At the January 19 meeting staff also reviewed the estimated project costs and estimated assessments for the benefiting properties.

This report summarizes the design items that were discussed during the public involvement process.

Project Map



Property Map



ST-14-21 South Lake Owasso Drainage Improvement Project



Prepared by:
Engineering Department
January 14, 2018



Properties Impacted

Data Sources and Contacts:
- Secondary County GIS Base Map (7/1/2015)
- City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department
Email: roseville@cityofroseville.com

This map is a representation of the information provided and is not intended to be used as a legal document. The City of Roseville is not responsible for any errors or omissions in this map. The City of Roseville is not responsible for any damages or losses resulting from the use of this map. The City of Roseville is not responsible for any damages or losses resulting from the use of this map. The City of Roseville is not responsible for any damages or losses resulting from the use of this map.

0 50 100 150 200 Feet

mapdoc: SouthLakeOwassoDrainageImprovement.mxd

map: SouthLakeOwassoDrainageImprovement.pdf



CONCLUSIONS & RECOMMENDATIONS

- A. All portions of the project proposed are feasible.
- B. Estimated project cost:

	Project Cost
Drainage Improvements	\$310,263
Total	\$310,263

The following is a summary of the recommendations discussed in this report.

- A. Construct the project in 2017.
- B. Construct roadway using Pave Drain system.
- C. Construct storm sewer improvements to address water quality, meet watershed requirements, and address drainage concerns along the corridor.
- D. Fund the project with storm water utility funds and assessments as detailed this report.
- E. Schedule a public hearing for the South Lake Owasso Drainage improvements project on August 8, 2016.

EXISTING CONDITIONS

General Comments

South Owasso Boulevard is a private gravel road that serves 8 properties and terminates at the farthest east property. The width of road varies. At the west end it is approximately 16 feet and get as narrow as 10 feet at the east end. The road is gravel and shows many signs of rutting and washouts. Residents have commented that water overland flows off the road and through their yards to get to the lake.

Special Considerations

A. Storm Water

The runoff from this entire area flows directly in to Lake Owasso.

B. Utilities

This is a mature neighborhood that has the majority of the utilities located on overhead power poles. A summary of the existing private utilities:

- Xcel Power: Overhead lines run along the roadway.

C. Railroad

The construction limits of this work will be within a private easement within the railroad's right-of-way.

PROPOSED CONSTRUCTION

General Comments

City staff has worked closely with the neighborhood to develop preliminary plans that meet the needs of both the neighborhood and the City at large. This is a stormwater and drainage improvement project and stormwater funds will be used to pay for a portion of the costs along with a grant from the Ramsey-Washington Metro Watershed District and the proposed assessments.

The benefit of a permeable road is that it will provide a structural surface to drive on, and also capture stormwater which will alleviate drainage issues that the adjacent private property owners have, and also improve the water quality of Lake Owasso. The permeable system captures stormwater by having open joints between the blocks that will allow water to be stored in the rock base. Once in the rock base, the underlying soils will allow for some infiltration, and the additional water will be stored before being routed into a perforated drain tile system that will carry water to the storm sewer.

This permeable system will capture a 2.5" rainfall before it is routed into the storm sewer, and it can reduce the rate at which water goes to the lake by 80% for the 100 year rainfall. Ramsey-Washington Metro Watershed District label Lake Owasso's water quality as "At Risk" for being impaired for nutrients. This project will help protect the lake by improving the quality of stormwater going to the lake by removing 2 lbs of phosphorus on an annual basis. Two pounds of phosphorus could produce up to 1,000 lbs of algae if it makes it into Lake Owasso.

The proposed improvements will fit within the existing footprint of the private road. This is necessary in order to stay within the access easement that the property owners have with the railroad.

The vertical concrete curb will only be installed on the south side of the project. The curb was requested by the residents as a means to prevent sediment from washing down the railroad embankment and onto the permeable paver surface.

Existing street grades will be altered to slope away from the properties. This will allow the water to flow away from the existing homes and then infiltrate through the permeable pavers system.

The existing manholes and other structures will be adjusted as necessary as part of this project. Two additional storm sewer structures will need to be added for the underdrain portion of the permeable paver system. The sanitary sewer mains are scheduled to be lined in 2016 before this project. Staff is not recommending replacement of the watermain due to the low historical occurrence of watermain breaks in this area. There may be some maintenance work on sanitary and water main structures such as manholes, valves and hydrants as a part of this project that will be funded by the appropriate utility fund. The sanitary sewer mains in this area have already been re-lined.

If unsuitable material is encountered beneath the existing pavement during construction, it will be removed and replaced with suitable backfill material. Any sod that is damaged as a result of the project will be replaced.

Efforts will be made to protect and retain the trees that currently exist in the corridor. When necessary, however, trees will be removed to allow for the proposed improvements. Several trees are expected to be removed as part of the storm sewer piping that will run through one property and into the lake.

Staff will work with other public and quasi-public utilities to coordinate other utility improvements with the street reconstruction project. Minor changes to the existing electric, telephone, and cable TV may be necessary for this project.

Since the improvements will provide a better driving surface, staff looked at a scenario as if the road surface were constructed to determine the costs for comparison. The estimated cost to construct a new bituminous roadway in place of the existing gravel roadway comes out to \$96,900. If this type of roadway was constructed, 100% of the costs would be assessed to the property owners because it is a private road.

Special Considerations

All items in this section of the report have been presented and discussed with the residents during the public involvement process.

A. Storm Water

The goal of the project is to collect stormwater and treat the water before it discharges into the Lake. This will be achieved by using the pervious pave drain system as well as underdrains. These infiltration trenches will capture the water, treat it, and then pipe it into the Lake. This will help to preserve future water quality in Lake Owasso.

B. Erosion Control

As part of the project plans and specifications, staff is required to prepare a storm water pollution prevention plan (SWPPP) for the purposes of enforcing erosion and sediment control rules. The SWPPP will include erosion and sediment control methods that will be implemented throughout the project. Silt fence, bio-rolls, erosion control blanket, and other best management practices will be utilized where direct runoff might occur. Inlet protection will be used to protect both the existing and new catch basins during construction. Street sweeping will occur, as needed, on all paved street surfaces throughout the project, including intersecting streets. Exposed soils and aggregate material will be watered as needed as a dust-control measure. An erosion and sediment control plan sheet and storm water pollution prevention plan will be created during the design phase of this project. Immediate turf establishment in areas of soil disturbance will be required such as placing seed and erosion control blanket. After street and utility work is completed, sod and/or hydro mulched seed will be placed as the permanent turf establishment in all disturbed areas. The City, in coordination with the watershed district, will closely monitor all erosion and sediment

control measures throughout the construction process. The selected contractor will be required to install all preventative measures and maintain them as required by the City, CRWD, MPCA, and other regulatory agencies.

C. Private Utilities

Private utility companies have been notified that this project is being considered for construction in 2016. The Xcel overhead powerlines should not be affected by this work.

D. Railroad

City Staff has already contacted the railroad and approval for this project has already been received. It should be noted that this proposed work will be in a private easement, not road right of way. This private easement is for access and is between the property owners and the railroad.

E. Permits

Permits will be required from the following agencies for the proposed project:

Agency	Required Permit
Minnesota Pollution Control Agency (MPCA)	NPDES Erosion & Storm water
Ramsey Washington Metro Watershed District (RWMWD)	Storm water

During final design for the project, City staff will coordinate with each of the agencies to ensure all requirements are met.

PROPOSED FUNDING

A. Special Assessments

State Statute 429 has two major points to consider when justifying assessments, first, the assessment has to treat similar properties equally, and second, the amount of the assessment has to be equal to or less than the resulting increase in property value. Assuming this project is completed by summer 2017, the final assessment amount would be determined following an assessment hearing in the fall of 2017 and a thorough review of the proposed assessments by the Council. The following City of Roseville assessment policies are being followed:

- For new storm sewer improvements, all properties that benefit that have not been assessed for storm water in the past, will be assessed 25% of the stormwater improvement costs.

Assessment Summary	
Estimated total project cost	\$310,263
Lots Benefitting	8
Cost per Lot	\$38,782.87
Assessment Rate	
25% of cost/lot	\$9,695.72

- Alternatively, if surface improvements to the road were to be assessed, all properties that access the private road would be assessed 100% of a private road improvement costs.

Assessment Summary

Estimated total project cost \$96,900

Assessment Rate

100% of cost/lot **\$12,112.50**

- Benefit Appraisal study was conducted to determine the potential benefit to the assessed properties within the project area. The result of the study is as follows:

o Maximum Assessment Rate

- 313 S Owasso Blvd W - \$10,000
- 317 S Owasso Blvd W - \$10,000
- 329 S Owasso Blvd W - \$10,000
- 333 S Owasso Blvd W - \$10,000
- 337 S Owasso Blvd W - \$10,000
- 341 S Owasso Blvd W - \$10,000
- 345 S Owasso Blvd W - \$10,000
- 349 S Owasso Blvd W - \$3,333

Since the property owners would see more benefit than just the storm water improvements and would also see a new pavement benefit, staff reasons the assessment rate be more similar to the private road improvement assessment rate of \$12,112.50 per lot. Since this rate is greater than the maximum assessment rate based on the Benefit appraisal, staff recommends that the improvements be assessed at the maximum assessment rate.

B. Proposed Funding Summary

	Estimated cost	Assessments	Watershed Grant	Stormwater Fund
Stormwater Improvements	\$310,263	\$73,333	\$50,000	\$186,930

C. Schedule

If the City Council approves the project for construction the following is the recommended schedule for this project.

City Council Receives Feasibility Report and Orders the Public Improvement Hearing	July 11, 2016
Conduct Public Improvement Hearing and Order Preparation of Plans and Specifications	August 8, 2016
City Council Approves Plans and Specifications and Orders Ad for Bids	September 14, 2016
Anticipated Bid Opening	February 2017
City Council Accepts Bids and Awards the Construction Contract	March 2017
Begin Construction	Summer 2017
Complete Construction	Summer 2017
City Council Conducts the Final Assessment Hearing	Fall 2017

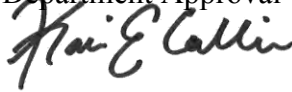
Preliminary Assessment Roll

Parcel ID	Site Address	Assessment	Notes
12923120040	349 South Owasso Blvd W Roseville, MN 55113	\$3,333.00	Maximum assessed rate based on benefit appraisal. This parcel does not receive the full benefits from the Stormwater improvements.
12923120006	341 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120005	337 South Owasso Blvd SW Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120004	333 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120003	329 South Owasso Blvd Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120002	317 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120007	345 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.
12923120001	313 South Owasso Blvd W Roseville, MN 55113	\$10,000.00	Maximum assessed rate based on benefit appraisal.

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: **07/11/16**
Agenda Item: **14.b**

Department Approval



City Manager Approval



Item Description: Approval of planned unit development fees necessary to implement and process the recently adopted Planned Unit Development Ordinance (PROJ0017, Amdt26).

BACKGROUND

On April 11, 2016, the Roseville City Council adopted Ordinance 1497, which established new planned unit development requirements. The new ordinance requires three distinct processes (sketch, concept, and final), two open house meetings (one prior to sketch plan submittal and prior to one prior to concept plan submittal) and a public hearing before the Planning Commission. Given the complexity of this process, the Planning Division has looked into the costs associated with each step in the PUD process to determine appropriate fees.

The previous PUD process included three phases (sketch, general concept and final development) and the following fee structure:

Sketch Plan application fee - \$200
General Concept application fee - \$500
General Concept escrow fee - \$2,000
Final Development application fee - \$400
Amendment application fee - \$400
Amendment escrow fee - \$2,000
Total Cost - \$5,500

Regarding fees in general, one of the challenges for City staff is determining proper or appropriate reimbursement of staff time associated with projects requiring formal reviews and approvals. History on such charges has been inconsistent, however, considering the recently adopted PUD process and the costs associated with the greater notification procedures, the Planning Division supports increasing the base PUD fee and required PUD escrow to more effectively reimburse staff for their hours reviewing, managing, and processing PUD proposals.

STAFF RECOMMENDATION

In review of the previous PUD application fees, escrows, the zoning notification program, and a conservative estimate of professional staff hours, the Planning Division recommends establishing the following fee structure:

Sketch Plan PUD Open House Application Fee - \$1,100 (\$800 waived till December 2016)
PUD Sketch Application Fee - \$350
PUD Concept Open House Application Fee - \$1,100 (\$800 waived till December 2016)

30 PUD Concept Application Fee - \$2,500

31 PUD Concept Escrow Fee - \$4,200

32 PUD Final Application Fee - \$1,200

33 PUD Final Escrow Fee - \$1,800

34 **POLICY OBJECTIVE**

35 Approval of the proposed fees would complete the policy objective set forth in the recently
36 adopted Planned Unit Development ordinance and allow staff to create the applicable
37 applications with the approved fees.

38 **BUDGET IMPLICATIONS**

39 The establishment of the proposed notification and application fees is not intended to directly
40 impact the Community Development Fund or other Department budgets as applicants will be
41 responsible for most all fees associated with their PUD approval process.

42 **CITY COUNCIL ACTION**

43 By Motion, approve the establishment of PUD fees in the Fee Schedule.

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

thomas.paschke@cityofroseville.com

Attachment A: Draft resolution

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

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

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

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

**RESOLUTION NO. ____
A RESOLUTION CREATING APPLICATION AND ESCROW FEES PERTAINING TO
THE PLANNED UNIT DEVELOPMENT PROCESS**

WHEREAS, the Roseville City Council adopted Ordinance 1497 which established a new Planned Unit Development process; and

WHEREAS, the Planned Unit Development process requires three distinct phases of approvals, three open house meetings, and a minimum of two public hearings, all of which have associated costs; and

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the following fees associated with the Planned Unit Development process:

Sketch Plan PUD Open House Application Fee - \$1,100 (\$800 waived till December 2016)
PUD Sketch Application Fee - \$350
PUD Concept Open House Application Fee - \$1,100 (\$800 waived till December 2016)
PUD Concept Application Fee - \$2,500
PUD Concept Escrow Fee - \$4,200
PUD Final Application Fee - \$1,200
PUD Final Escrow Fee - \$1,800

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

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Planned Unit Development Fees

[illegible]

I, the undersigned, being the duly qualified Interim 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 11th day of July 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 11^h day of July 2016.

Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: July 11, 2016
Item No.: 14.c

Department Approval



City Manager Approval



Item Description: Recycling Services Proposal

BACKGROUND

At their March 28, 2016 meeting, the Roseville City Council approved the release of a Request for Proposals (RFP) for Recycling Services beginning January 1, 2017. Staff released the RFP in April and accepted four proposals at the end of May.

As a review, in October of 2013, the City entered into an Agreement for Comprehensive Recycling Services with the Neighborhood Recycling Corporation, d.b.a. Eureka Recycling, for the years of 2014-2016. That contract expires at the end of 2016.

City staff updated the RFP used in 2013 in order to solicit proposals for recycling services beyond 2016. As part of this process, we have made presentations to the Public Works, Environment and Transportation Commission (PWETC), posted questions on Speak Up Roseville to solicit feedback from the public on the current state of recycling in Roseville and received input from the City Council.

We received proposals from the following contractors:

- Eureka Recycling
- Republic Services
- Walters Recycling & Refuse
- Waste Management

All four contractors currently provide curbside recycling services to communities in the Twin Cities metropolitan area and are all very capable of providing the service to the City of Roseville. Staff has reviewed the proposals and scored them independent of price based on the criteria and scoring structure listed below. Staff has also toured all of the Material Recovery Facilities (MRF, spoken as “merf”) that the contractors would use and have confirmed that they meet the requirements of the RFP.

24 Below is the scoring structure used for the proposals:

25

Category	Weight
Project Capability	20%
<i>Reference RFP Sections 5 - 9</i>	
How Well Proposal Meets Community Values	10%
<i>Reference RFP Introduction and Sections 5 - 9</i>	
*Price	40%
Past Performance (Survey of Other Cities)	15%
Value Added Plan	15%
Total	100%

26

27 Some of the key components and options that will be components of the overall decision are:

- 28 • Cart Ownership – City vs Contractor owned (currently contractor owned)
- 29 • Based on input from the Community and to keep costs lower, we are only considering Bi-
30 Weekly Service (currently bi-weekly)
- 31 • Recycling service in Parks – the contractors responded with pricing for different methods of
32 collecting recyclables in Parks including dumpster pick up, individual cart pick up in parking
33 lots, walk service to buildings and drive up service to bins along trails in Parks
- 34 • Organics Collection – the contractors identified options, mostly individual opt in service at
35 an additional cost, for the collection of organics
- 36 • Revenue Share – two of the four contractors identified revenue sharing components
- 37 • Term of contract – All four contractors provided costs for three year and five contract terms

38 All materials leading up to the Council meeting on July 11th will reference the Contractors and
39 “Proposer 1,” “Proposer 2,” etc. At the meeting we will match the contractors with their scores.

40 Below is the scoring from the proposals prior to the consideration of price (which would add an
41 additional maximum 40 points to the overall score):

42

Criteria	Max Points	Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	20	16.7	18.0	18.8	17.9
Community Values	10	8.0	8.4	8.8	7.6
Value Added Plan	15	10.1	11.3	12.0	9.0
Past Performance	15	13.4	12.9	11.7	12.9
Total		48.2	50.6	51.3	47.4

43 The final scores vary based on the options included in the overall contract, particularly city vs.
44 contractor owned carts as well as if we include recycling in Parks.

Staff is asking that the City Council receive a presentation from staff summarizing the proposals and scores then select a contractor and options for the Recycling Services contract beyond 2016. Staff will then negotiate a final contract with the selected contractor and return to the Council, likely in August, for final approval of the contract.

POLICY OBJECTIVE

Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for Residential Dwellings and Multi-Family Complexes in the City. In order to meet the goals and requirements of this Chapter the City must contract with a private contractor for the collection of recyclable materials.

BUDGET IMPLICATIONS

The City has established a Recycling Fee that all residential properties pay. This fee is analyzed annually in order to fund the recycling pick-up service. This fee will be adjusted as a result of the final cost for recycling services as provided by the selected contractor.

STAFF RECOMMENDATION

Staff recommends that the City Council receive the staff presentation on the submitted proposals for recycling services and authorize staff to negotiate a final contract with the selected contractor.

REQUESTED COUNCIL ACTION

Receive the staff presentation on the submitted proposals.

Authorize staff to negotiate a contract with the selected contractor and return to the City Council for final approval of the contract.

Prepared by: Marc Culver, Public Works Director
Attachments: A: 2017 Recycling Request for Proposals
B: Proposal Scores with Pricing



**Specifications and Request For Proposal
for
Comprehensive Recycling Service**

April 15, 2016

Proposal accepted until 4:00 p.m. CDT
May 13, 2016

Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

**Request For Proposals
City Recycling Services**

City of Roseville, Minnesota

The City of Roseville is requesting proposals for comprehensive recycling services to all residential, single unit and multi-unit dwellings within the

**City of Roseville
For
January 1, 2017 to December 31, 2019
or
January 1, 2017 to December 31, 2021**

The proposals shall be made in accordance with the Specifications and must be submitted to the City by:

**4:00 p.m. CDT
May 13, 2016**

The proposals shall be made on forms identical in content to those contained in the Specifications. All completed forms shall be submitted to:

**Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113**

Questions and request for packets should be directed to:

Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
(651) 792-7049
Ryan.johnson@cityofroseville.com

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CITY OF ROSEVILLE
REQUEST FOR PROPOSALS FOR COMPREHENSIVE RECYCLING
SERVICES
TO ALL SINGLE UNIT AND MULTI-UNIT DWELLINGS

1. INTRODUCTION

The City of Roseville, Minnesota seeks to enter into a new recycling contract with a company to provide comprehensive residential recycling services for the City. Those services include collection, processing, marketing, staffing for recycling information at special events, and public education.

Among the goals of the City are to maximize recovery of recyclables from all residents in the City, to market materials so they achieve their highest and best use, to achieve the most cost-effective solution, and to encourage innovation in recycling and waste diversion.

Roseville residents have identified a city-wide goal to be an environmentally healthy community, and residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values expressed by residents include:

- Collection Operations – which includes Clean and quiet; Low impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, Collecting more materials as markets become available, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, multi-unit dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, effective Frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, outreach to low participating communities, outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, reduced carbon footprint, use of Clean Diesel Technology and Natural Gas powered vehicles, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and Material Recovery Facilities (MRF) locations

These evaluation criteria are not presented in any special order. No ranking of these criteria within this RFP is intended or implied.

The RFP defines the service standards and specifications and proposal requirements of the Comprehensive Recycling Program for the City of Roseville.

For the purpose of this RFP, the City of Roseville has identified 9,361 Residential Dwelling Units, defined as single unit dwellings, duplexes, triplexes, four-plexes and townhomes. These units will be serviced as Single unit dwellings (SUD's) as specified herein. The City has identified 6,112 Multi-unit dwellings (MUD's) as detailed in Exhibit B, defined as units in 5 or more unit buildings or mobile home parks. These units will be serviced as multi-units, as specified herein. The City has allowed faith organizations and small businesses that have similar recyclables composition to SUD's, to opt into the recycling program. There are 12 additional locations with a total of 19, 96 gallon carts. The City will allow other organizations and small businesses to opt-in to the recycling program, as long as the composition of materials is similar.

2. CONTRACTOR SELECTION PROCESS AND SCHEDULE

To the best of its ability, the City will use the following process and schedule for its decision-making:

Event	Date/Time
RFP Issued	April 15, 2016
Mandatory Pre-proposal Meeting	April 26, 2016 at 1:00p.m.
Questions Regarding RFP to be Submitted to City	April 29 by 4:00 p.m.
References Submitted to City	April 29 by 4:00 p.m.
Notification of Intent Submitted to City	April 29 by 4:00 p.m.
Answers to Questions Issued to Pre-Proposal Meeting Attendees	May 6 by 4:00 p.m.
Proposals Due to City	May 13 by 4:00 p.m.
Interviews of Finalists	Week of May 30
Tour of designated MRF for RFP	Before June 3, 2016
Council Meeting to Authorize Contract Negotiations	July 11, 2016
Execution of Contract	August 15, 2016 (approximately)

These dates are subject to change as the City deems necessary.

- 2.01.** All contact by prospective Contractors and their agents regarding the City's RFP and procurement decision-making must only be made with the City's designated contact person, Ryan Johnson, until after final execution of a contract for the RFP services. Prospective Contractors are encouraged to contact Mr. Johnson with questions or requests for more information. Contacts made with other City residents, officials or employees may, at the sole discretion of the City, disqualify the Proposer from consideration.
- 2.02.** Contractors are required to attend the pre-proposal meeting at 1:00 p.m. CDT on April 26 at Roseville City Hall. Proposals from Contractors that do not attend the meeting will not be considered.
- 2.03.** Questions, requests for clarification or requests for information about this RFP or process must be submitted no later than 4 p.m. April 29, 2016, in writing (preferably by email) to:
- Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
ryan.johnson@cityofroseville.com

All questions and requests for more information and the City's responses will be summarized in writing and emailed to all parties recorded by the City as having attended the pre-proposal meeting. Responses will be emailed by 4:00 p.m. May 6, 2016

- 2.04.** Contractors interested in responding to this RFP shall notify the City in writing of their interest and submit a list of references no later than 4:00 p.m. CDT, April 29, 2016, in writing (preferably by email) to:
- Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
ryan.johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name and title, phone number and email address.

References shall include the name, phone number and email address of a contact person from at least five cities. Proposers may submit up to ten references (See evaluation criteria). References will be asked by the City to complete a survey rating the proposer's service.

- 2.05.** All proposals must be sealed and delivered to the Engineering Department Office at City Hall no later than 4:00 p.m. CDT, **May 13, 2016**, to be considered eligible. See Section 10 for details on how to submit a proposal.
- 2.06.** The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals (See “Evaluation Criteria” Section of this RFP). Finalists will be invited to interview with the review committee to be held the week of **May 30**. Following the interviews the committee will recommend Proposers with whom to negotiate further to the City Council.
- 2.07.** Upon direction from the City Council, City staff will negotiate terms of the agreement with the top-ranked Contractor.
- 2.08.** After a draft contract has been negotiated, City staff will present recommended contract to the City Council. The City Council may then award the contract and authorize staff to execute it.
- 2.09.** The new recycling contract will commence on January 1, 2017.

3. BACKGROUND AND HISTORY

Roseville has contracted for curbside recycling of single unit dwellings, duplexes, triplexes and four-plexes since July 1987. Once a month collection occurred from July 1987 – July 1988, twice a month collection from August 1988 – December 1998, every other week collection from January 1999 – April 2006, weekly collection from April 2006 – February 2014, and every other week collection has occurred at SUDs after February 2014.

The program began with collection of old newspaper (ONP) and aluminum cans. Over the years commodities have been added to include collection of old magazines (OMG), old corrugated containers (OCC), household office paper and mail, boxboard (OBB), phone books, carrier stock cardboard, aseptic packaging, glass bottles and jars, steel food cans, PET and HDPE plastic bottles, pizza boxes, and clothing and textiles.

In 1999 Roseville switched from source separated recycling to a two-sort system. In 2014 Roseville switched to a Single Stream program that is collected every other week.

Participation rates reported by Contractors were between 56 and 71 percent from 1999 – 2007, between 74 and 82 percent from 2007 – 2012, and between 76 and 93 percent for 2013 & 2014. City-wide recycling tonnages

were fairly constant ranging from 2,900 to 3,300 tons collected annually since the program began.

Multi-unit dwellings were added to the program in 2003. Currently there are 97 buildings with a total of 6,112 units in the program. All new buildings are required to join the program.

4. DEFINITIONS

4.01 Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

4.02 American Metal Market (AMM)

Industry publication containing prices for secondary scrap metals.

4.03 Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food. (e.g. gable-top milk cartons, juice boxes and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (LDPE), and aluminum.

4.04 Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

4.05 City's designated contact person

The City has designated Environmental Specialist Ryan Johnson as the City's sole point of contact for prospective Contractors.

4.06 City-designated recyclables, or Recyclable materials, or Recyclables

The following recyclable materials: bottles and cans including aluminum cans; clean aluminum foil; steel cans; glass food and beverage jars and bottles; plastic food and beverage bottles and containers, pails, and trays with any of the resin identification codes #1-#7 (excluding black plastic & Styrofoam); aseptic packaging, paper products including newspapers; magazines; boxboard; phone books; household office paper and mail; carrier stock cardboard; and corrugated cardboard (including boxes for delivery and take out pizzas); and clothes and linens as defined herein this RFP. The City encourages the Contractor to explore markets for additional types of recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written agreement between the City and the Contractor.

4.07 Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, shoes and boots that are dry, clean and free of mold, mildew and excessive stains.

4.08 Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

4.09 Commodity

Any individual material, including specific industrial grade, as defined by this Agreement.

4.10 Contractor

The City's recycling service Contractor under the new contract beginning operation on January 1, 2017.

4.11 Corrugated cardboard (OCC)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or, wax.

4.12 Curbside

The area of public right of way between the property line and the curb or edge of the street, but not on the street.

4.13 Curbside recycling carts

Wheeled carts used as part of a single-stream collection system. If the Contractor owns the carts, carts shall be consistent in colors and design with a recycling symbol that is at least 4" tall on two sides and approved instruction label on each lid, so as to be easily identified by the resident/customer and the Contractor Driver as the container for recyclable materials collection.

4.14 Curbside recycling service

The recycling collection services, specified in this RFP and the subsequent contract, serving customers with recycling pickup at the curb or alley at their residence.

4.15 Glass jars and bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

4.16 HDPE - Colored

Plastic bottles and thermoforms made from high density polyethylene resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

4.17 HDPE – Natural

Plastic bottles and thermoforms made from high density polyethylene resin without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

4.18 Holidays

Days on which Recycling service is deferred one calendar day, including January 1, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

4.19 Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

4.20 Markets

Any person or company that buys (or charges) for recycling of specified materials and may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.

4.21 Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

4.22 Multi-unit dwellings (MUD)

A building or a portion thereof containing five or more dwelling units.

4.23 Multi-unit dwelling (MUD) recycling containers

Recycling containers used for multi-unit dwellings (MUD's) including any bin, cart, dumpster or other receptacle for temporary storage and collection of designated recyclables from residents in MUDs prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to recyclables included, and colored differently from other containers for mixed solid waste or trash.

4.24 Multi-unit dwelling (MUD) recycling service

Recycling collection service, together with related public education and other customer services, provided to MUD residents that utilize MUD recycling containers as specified in 4.23 and use MUD recycling stations as specified in 4.25.

4.25 Multi-unit dwelling (MUD) recycling stations

The location of MUD recycling containers will be designated by the City with agreement of the recycling Contractor and the MUD building owner. MUD recycling stations will likely be a cluster of recycling carts and/or recycling dumpsters.

4.26 Non targeted materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include, but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

4.27 Official Board Markets (OBM)

Industry publication containing prices for secondary fiber or recovered paper in the form of the OBM "Yellow Sheet."

4.28 Organics

Residential organic materials derived from plant and animal matter including food waste and non-recyclable paper that is collected for composting.

4.29 Paper

Paper includes the following: newspapers including inserts (ONP); household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard (OCC) including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs (OMG).

4.30 Participation Rate

The number of single unit dwellings (SUDs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible SUDs in the City.

4.31 Plastic containers

Rigid plastic containers; lids; and toy and electronic packaging – excluding black plastic, with a resin identification code of: #1 (PET, PETE); #2 (HDPE); #3 (PVC); #4 (LDPE); #5 (PP); #6 (PS) excluding Styrofoam; or #7 (other).

4.32 PET

Plastic bottles made from polyethylene terephthalate (e.g. soft drink, water and other bottles).

4.33 Process residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants, sorted tailings,

floor sweepings and rejects from specific processing equipment (e.g. materials cleaned from screens, etc). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low-value because of depressed market demand conditions.

4.34 Processing

The sorting, volume reduction, baling, containment or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

4.35 Processing Fee

Agreed upon unit fee allocated towards Contractor's cost of processing recyclables.

4.36 Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

4.37 Set-Out Rate

The number of single unit dwellings (SUD's) that set out recyclable material each week as a percentage of the number of eligible SUDs in the City.

4.38 Single Unit Dwelling (SUD)

A building containing up to four (4) dwelling units.

4.39 Steel cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

4.40 Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop or other designated location to collect recyclable material. The driver returns the bins/carts to the same location.

4.41 Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items.

4.42 Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring recyclable or compostable packaging and products, and recycling or composting those materials.

5 GENERAL REQUIREMENTS FOR ALL COLLECTIONS

5.01. Service Requirements

The Contractor shall provide comprehensive recycling services described herein and as described in the Proposal. Collection shall occur bi-weekly on the day of the week designated in Exhibit A “Recycling Collection Zones” map. Contractor may submit an alternate bid for weekly collection.

5.02. Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor’s name and telephone number. In addition, all Collection vehicles used in performance of the Contract shall:

- Be duly licensed and inspected by the State of Minnesota;
- Operate within the weight allowed by Federal and Minnesota Statutes and local road weight limits;
- Be Minnesota Department of Transportation (DOT)-compliant at all times;
- Be leak-proof; and,
- Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

1. Two-way communications device
2. First aid kit
3. All safety equipment required by Federal, State of Minnesota, and local governing bodies; including federal and state Departments of Transportation
4. Universal Spill Kits, or other appropriate equipment for cleaning up spills and/or leaks
5. Receptacle for driver’s cigarette or cigar butts, tobacco ashes and chewing tobacco residue.

5.03. Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Agreement. The Contractor will provide a Route Supervisor to oversee the recycling route drivers servicing the City. The Route Supervisor will be available to address customer complaints by cell phone or voice mail at minimum 6 hours per day. The Contractor shall have on duty Monday through Friday from 7:00 a.m. to 5:00 p.m. a dispatch customer service representative to receive customer calls and route issues. The Contractor shall provide a 24 hour answering service line or device to receive customer calls. The Route Supervisor and all

collection vehicles must be equipped with 2-way communication devices.

The Contractor shall certify that each employees of the Contractor that will be performing work in the city shall have been found free of offenses of felony, gross misdemeanor or misdemeanor punishable by jail. The certification shall be approved by the Roseville Police Department.

Contractor's personnel will be trained both in program operations and in customer service and Contractor shall insure that all personnel maintain a courteous and positive attitude with the public and in the work place.

Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including, but not limited to, the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive or foul language.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the Federal, State of Minnesota, and local governing bodies, including federal and state Departments of Transportation.
3. Be clean and presentable in appearance, as so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe and considerate manner.
6. Manage containers in a careful manner, by picking them up, emptying their contents into the collection vehicle, and placing – not throwing or sliding – the container back in its curbside location so as to avoid spillage and littering or damage to the container.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

5.04. Recycling Containers

Contractor must submit proposals for options in which the Contractor owns the carts **and** in which the City owns the carts. Please see Attachment E.

The standard cart approximate dimensions shall be:
36-gallon cart 36" height x 18.5" wide x 23.5" deep
64-gallon cart 39" height x 25" wide x 31" deep
96-gallon cart 41" height x 30" wide x 36" deep

If the Contractor owns the carts, cart surface shall be smooth for ease in cleaning. Carts shall be consistent in colors and design with a recycling symbol that is at least 4" tall on two sides and approved lid, so as to be easily identified by the resident/customer and the Contractor Driver as the container for recyclable materials collection. The City shall approve the cart, color and labeling prior to manufacture.

The Driver is required to record and report to Contractor Dispatch the location of any cart that is damaged and that cart shall be repaired or replaced by the Contractor or designated subcontractor within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

Multi-unit dwellings (Option One Contractor-Owned Carts)

The Contractor or designated subcontractor shall purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute 96-gallon carts (and cardboard dumpsters where requested) for all multi-unit dwellings as specified in definition 4.22 in sufficient quantity to adequately contain the materials between weekly collections, to be placed in recycling stations as specified in definition 4.25. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Ongoing cart distribution shall be done on a weekly basis.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Multi-unit buildings can also be serviced by using single sort dumpsters, or another appropriately sized receptacle to contain the recycling materials. It will be the responsibility of the Contractor or designated subcontractor to purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute the appropriate sized receptacles.

Multi-unit dwellings (Option Two City-Owned Carts)

The City shall procure 96-gallon carts for use in the single stream collection program. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory that will be purchased by the City. The Contractor shall service and repair carts to meet supply and demand needs for the entire term of the contract. The Contractor or designated subcontractor shall ship, assemble, deliver, store/inventory, maintain and distribute the carts (and Contractor owned cardboard dumpsters where requested) for all multi-unit dwellings in sufficient quantity to adequately contain the materials between weekly collections, to be placed in recycling stations as specified in definition 4.25. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Damaged carts shall be repaired or replaced within two business days.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Multi-unit buildings can also be serviced by using single sort dumpsters, or another appropriately sized receptacle to contain the recycling materials. It will be the responsibility of the Contractor or designated subcontractor to purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute the appropriate sized receptacles.

Curbside Single Stream (Option One Contractor-Owned Carts)

The Contractor or designated subcontractor shall purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute 64-gallon carts. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Ongoing cart distribution shall be done on a weekly basis.

The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Damaged carts shall be repaired or replaced within two business days.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Thirty-two and ninety-six gallon carts of similar design shall be provided to residents who request a different level of service. Additional carts will be provided at no extra charge to residents who request them.

Curbside Single Stream (Option Two City-Owned Carts)

The Contractor or designated subcontractor shall work with the City to procure 64-gallon carts for use in the single stream collection program. The carts will become the property of the City of Roseville at the end of the contract period for use in the next contract cycle.

The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory that will be purchased by the City. Damaged carts shall be repaired or replaced within two business days.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Thirty-two and ninety-six gallon carts of similar design shall be provided to residents who request a different level of service. Additional carts will be provided at no extra charge to residents who request them.

The cart manufacturer selected by the City under a separate procurement process shall be responsible for preparing a comprehensive cart rollout plan and schedule for the initial cart distribution. This cart roll-out plan shall include:

1. Final cart, label and logo specifications (including details of cart color, lid color, and draft content of any label instructions) to be proposed by the Contractor and approved by the City.
2. Cart order quantity (including specified overage to have in stock as excess inventory).
3. Contractor's plan for cart roll-out to customers, including start and end dates.

The Contractor will work with the City to create the educational materials for distribution to customers.

At a minimum, the educational materials must have the following items:

1. Single stream system instructional brochure for customers.

2. Single stream system instructions (text and images) for the City's website and newsletters.

Cart rollout, or an approved cart rollout plan, shall be completed by the Contractor, no later than December 30, 2016. The Contractor shall provide initial distribution of single stream carts to customers, whether carts are owned by the City or the Contractor.

5.05. Collection

Multi-unit dwellings

Contractor shall empty all acceptable materials from inside the containers and acceptable materials that may be set adjacent to the containers. After emptying the containers, the Contractor shall return the containers to their appropriate locations.

Multi-unit dwellings shall receive service once a week unless a different service frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week multi-unit dwellings shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street. The Contractor shall collect from each participation household all acceptable materials. The Driver is required to place the emptied cart back down in the same curbside location as set by the resident. In no case is the cart to be left in the street.

Walk-up service shall be provided at no additional charge for all customers who request it. The City will compile a list of seniors, disabled and/or special needs residents who request such service.

The Contractor must, at least once per quarter, or as agreed upon by the City and the Contractor, conduct curbside recycling cart checks. Geographic regions for cart checks must rotate between each recycling zone. The Contractor shall audit the contents by visually inspecting the material of carts from at least 25 households and leave education tags if any Non-Targeted Materials are found in the carts. A log shall be kept of all resident addresses where education tags were left and the addresses shall be included in the annual report to the City.

Zero Waste Events

Roseville holds four Zero Waste events each year at which organic material is collected for composting:

- Earth Day Celebration, 3rd Saturday in April
- Taste of Rosefest, 4th Thursday in June
- Run for the Roses, 4th Saturday in June
- Wild Rice Festival, 2nd Saturday in September

The contractor shall be responsible for attending the events to staff and monitor the zero waste collection stations, and educate residents. The contractor will also be responsible for educating any vendors, prior to the event date, that attend and hand out, sell, etc., any goods or services. All material (organic, recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing, or disposal. Organics shall be disposed of at a permitted organics composting facility. The Contractor shall provide a report to the City after the event highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event, and any other successes/opportunities that were identified.

As part of their Value Added Plan, Proposers are encouraged to describe their experience conducting Zero Waste events.

Curbside Collection of Residential Organics

The City may consider the option to offer curbside organics (food waste and non-recyclable paper) collection during the term of the agreement. Proposers should address in their Value Added Plan, including cost and collection method, a proposal for curbside collection of organics. The City retains the rights to initiate negotiations with the Contractor to implement curbside organics collection.

Opt-in Program

The City allows small businesses and faith organizations to opt-in to the City's recycling program through an application process. To opt-in, organizations and businesses need to send in an application to the City, have a similar composition to a single unit dwelling (SUD), and be able to recycle materials in a 96 gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to contractor. The contractor is then responsible to drop of the cart(s) and start collection on the next scheduled service date.

Procedure for Unacceptable Recyclables

If Contractor determines that a resident has set out unacceptable recyclables, the driver shall use the following procedures:

Curbside

Contractor shall leave the unacceptable recyclables and leave an “education tag” indicating acceptable materials and the proper method of preparation (**Note: a copy of the tag is to be included with the proposal**).

If the unacceptable recyclables have been tipped into the collection truck, the driver shall record the address of the stop. The Contractor shall send a letter to the resident noting the unacceptable recyclables and providing information on what are accepted recyclables. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month (**Note: a copy of the form is to be included with the proposal**).

Upon request, the City Recycling Coordinator will undertake efforts to educate the resident or owner regarding proper materials preparation.

Multi-unit dwellings

Contaminated carts or dumpsters of material will not be collected and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by phone that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced.

5.06. City’s annual recycling public education flyer

The Contractor will be responsible for providing an annual public education flyer to be sent to all residents that contains the following recycling information:

- List of materials to be included for recycling
- List of materials excluded that cannot be recycled in the City’s program
- How to prepare materials
- How to receive additional information about the program
- Annual calendar of curbside recycling districts

The flyer shall be delivered to homes no later than January 31 of each year.

5.07. City Retains Right to Specify Resident Preparation Instructions

The Contractor shall agree that it is the City's sole right to clearly specify the resident sorting and setout requirements. Such information shall be included in the annual public education flyer as detailed in 5.06.

5.08. Collection Zones

By Ordinance the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling as detailed in Exhibit A. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in Exhibit B.

5.09. Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7 a.m. and are completed by 6:00 p.m. on the scheduled collection day.

Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of recyclables will not be completed by 6:00 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4:00 p.m., and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

5.10. Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Driver shall take all precautions possible to prevent littering of acceptable and unacceptable recyclables.

Contractor shall immediately clean up any spills or leaks from equipment, and will follow proper reporting. **All** spills must be reported to the City, and spills over 5 gallons must also be reported to the MPCA Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

5.11. Missed & Partial Dump Collection Policy & Procedures

Contractor shall have a duty to pick up missed & partially dumped collections. Contractor agrees to pick up all missed & partially dumped collections on the same day that the Contractor receives notice of a missed collection, provided notice is received by Contractor before 11:00 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11:00 a.m. on a business day, Contractor agrees to pick up that missed or partially dumped collection before 6:00 p.m. on the business day immediately following.

Contractor shall provide staffing of a local telephone-equipped office with specific knowledge of the City's contract to receive missed & partially dumped collection complaints between the hours of 7:00 a.m.-5:00 p.m. on weekdays, except holidays, and on Saturdays during weeks in which a holiday has delayed pickup in the Friday zone until Saturday. The Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours. Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report.

5.12. Severe Weather

Recycling collections may be postponed due to severe weather at the sole discretion of the Public Works Director. "*Severe Weather*" shall include, but shall not be limited to, those cases where the temperature at 6:00 a.m. is -20 degrees F or colder. Upon postponement, Collector shall immediately notify the City, put notice on the Contractor's website, alert the news media and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification and any other means identified by the City. Collection will be made the following business day.

5.13. Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver's identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each

loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the contractor for at least three years in the event of an audit by the City or County.

5.14. Ownership

Ownership of the recyclables shall remain with the person placing them for collection until Contractor's personnel physically touches the recyclables for collection, at which time ownership shall transfer to the Contractor.

5.15. Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a Single Unit Dwelling or the owner or manager of a multi-unit dwelling Complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville's Police dispatch at 651-767-0640.

5.16. Utilities

The Contractor shall be obligated to protect all public and private utilities whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed contract, he/she shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made and the cost of doing so shall be deducted from payment to be made to the Contractor.

5.17. Damage To Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Agreement. The Contractor shall repair or replace any private or public property, including, but not limited to sod, mailboxes, or recycling bins/carts, which are damaged by the Contractor. Such property damage shall be addressed for repair or replacement, at no charge to the property owner, within 48 hours with property of the same or equivalent value at the time of the damage.

If the Contractor fails to address the repair or replacement damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

5.18. Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting recyclables. The Contractor agrees not to make any claim for compensations against a City for such interference. The City of Roseville shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

5.19 Municipal Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. City Hall – 2660 Civic Center Drive
2. Roseville Skating Center – 2661 Civic Center Drive
3. Public Works Maintenance Facility – 1140 Woodhill Drive
4. Fire Station One – 2701 Lexington Avenue
5. Cedarholm Golf Course – 2395 Hamline Avenue
6. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street
7. Other mutually agreed upon City facilities.

Contractor will provide on-call recycling service to:

1. License Center – 2737 Lexington Avenue
2. Fire Station Two – 2501 Fairview Avenue (currently not in service)

City Park Recycling

Contractor shall provide a proposal for recycling services in City Parks. The proposal should include servicing carts on a \$ per pull basis that are adjacent to parking lots, adjacent to buildings (< 25' from parking lot), and on trails/pathways. The contractor should also provide a recommended schedule for servicing the parks, and include a removal and placement plan of carts in the spring and fall. The Recycling Coordinator will inform the contractor on scheduling the servicing, dates for removal and placement of the carts.

Exhibit D is the list of parks and number of carts that will need servicing either weekly, or every other week.

Contractor will provide carts, dumpster, or other mutually agreed upon containers to facilitate Municipal Facility recycling service.

6. ANNUAL REPORTING AND PROMOTIONAL ACTIVITIES

6.01. Monthly and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons)
2. Net amounts of materials marketed, by recyclable material (in tons)
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons)
4. The markets generally used for the sale of recyclables
5. Amounts of process residuals disposed (in tons)
6. Revenue share credits back to the City (if any)
7. Total number of stops
8. End Market Certification as specified in 7.06
9. Monthly reports shall be due to the City by the 15th day of each month

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education, multi-unit recycling, etc.). **Examples of monthly and annual reports shall be included with the Contractor's proposal.**

6.02. Customer Relations Report

Monthly the Contractor shall provide the City with

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pick ups, and partial dumps, reported to the Contractor.

6.03. Annual Report to Multi-unit dwellings (MUD) Owners

The City's Contractor shall provide an annual report by January 31 of each year to the MUD owners served by the City's contractor. A copy of each report to the MUD owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager and contact information (mailing address, phone numbers, e-mail, etc.)
2. Street address of each MUD served.
3. Number of dwelling units for each MUD.
4. Description of collection services made available to occupants, including number of MUD recycling stations, number of MUD recycling containers, location of stations and dates of collection.
5. Description of public education tools used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

An example of the Contractor's annual report to MUD building owners shall be included with the proposal.

6.04 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but not limited to):

- Review Contractor's annual report, including trends in recovery rate and participation.
- Efforts the Contractor has made to expand recyclable markets.
- Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- Review staff and Committee recommendations for improving Contractor's service.
- Discuss other opportunities for improvement with the remaining years under the current contract.
- Discuss actions Contractor is taking to reduce its carbon footprint.

6.05. Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions. Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing and mailing of at least 9,361 copies of a curbside program flyer. The Contractor will provide a PDF or other mutually agreed upon electronic format version of the flyer, and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes, and City, no later than January 31 of each year.

The Contractor will be required to provide annually a one-page multi-unit dwelling complex recycling flyer to multi-unit dwelling owners, landlords or other designated contact person in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for multi-unit dwelling owners, landlords or other designated contact person to post in common areas.

The Contractor must be able to provide public education material in languages other than English (e.g., Spanish, Hmong, Somali, Karen, etc.). The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the contract the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City. Proposers shall describe their experience in providing Collection services and Zero Waste services at community events and what, if any, Collection opportunities could be provided at Roseville community events or City-sponsored events, and whether there would be a cost associated with the service.

In addition, proposers are encouraged to specify other public education tools that they will provide (e.g., recycling education materials targeted for a specific neighborhood, targeting a specific material type, etc.).

As part of this proposal, proposers shall provide examples of public education materials they have developed for other municipalities.

6.06. City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and release of any such literature.

6.07. Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling program. These initiatives may include (but is not limited to) expansion of materials collected, voluntary expansion to businesses, effective education of residents - with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year. (see also Sections 6.08 and 6.09)

6.08. Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically the City seeks to engage immigrant communities, and encourages the Contractor to provide translated materials for education. Contractor's prior experience with outreach such as this should be identified in the Value Added Plan.

6.09. Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format. Contractor's prior experience with outreach such as this should be identified in the Value Added Plan.

7. MATERIALS PROCESSING AND MARKETING

7.01. Processing Facilities Must Be Specified

It is intended that all recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Upper Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City material collected. **The proposals must clearly specify the location(s) of its materials recovery facility (MRF), or subcontractor's facility, where material collected from the City will be delivered and / or processed, and a copy of the Contractor's written agreement with the MRF.** The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing recyclables collected from the City.

Proposers shall arrange a tour of the designated MRF for the RFP review committee. The tour shall occur before June 3, 2016.

Upon collection, the City's Contractor shall deliver the collected recyclables to a recyclable material recovery facility (MRF), an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all recyclables collected in the City are not landfilled or incinerated except for process residuals as designated in 4.34 or with written authorization from the City and the Minnesota Pollution Control Agency.

7.02 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources, and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.

- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the disagreement shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and decide said question within 60 days following agreement by the arbitrators to serve on the panel. The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue pending outcome of arbitration.

7.03. Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include: (1) percent by weight of each recyclable commodity by grade as collected from the City; (2) relative change compared to the previous year's composition; and (3) a description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year and a copy of the analysis provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

As part of this proposal, proposers shall provide their methodology for estimating Materials Composition.

7.04. Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in 4.33, derived from the City's recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be

updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

7.05. Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

7.06. End Market Certification

The Contractor shall provide in its Proposal and by January 31 of each year through the term of the contract written certification to the City that all recyclable commodities identified are indeed recycled and not disposed. Such written certification shall identify *all* end markets manufacturers or processors used for each of the recyclable commodities. The Contractor shall attach written certification from each end market and a list of products manufactured using the recyclable materials collected from the City. The Contractor shall specify the percentage of each material collected that goes to each end market. Contractor must request in writing if it wishes to have the certification be considered proprietary information.

8. PAYMENT AND PENALTIES

8.01. Term of Contract

The term of the new recycling contract will be a period of three years from January 1, 2017 through December 31, 2019 or a period of 5 years from January 1, 2017 through December 31, 2021. The City is requesting that Contractors provide pricing for both options, and also provide an option for two extensions, each for one year.

8.02. Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as described in the proposal, and made part of an executed contract, based on the number of units certified by the City. For 2017 the City certifies that there are 9,361 curbside units that will receive service (see Attachment C). By December 1 of each year the City will review the number of certified units and notify Contractor of any changes.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit the monthly documentation and reports as detailed 6.01, 6.02 and 7.03 with the monthly bill. Payment to the Contractor will not be released unless the required paperwork is included in the monthly bill or submitted separately according to the deadlines as specified in 6.01.

8.03 Multi-unit dwellings Billing

Contractor will send an itemized bill for the number of pulls designated to receive service that month. For 2017, the City has identified 6,112 multi-unit dwellings at 94 locations. City will designate new or additional buildings to receive service with 30 days notice to Contractor.

8.04. Revenue Sharing

All qualified proposals shall state explicitly if the Contractor elects to participate in revenue sharing with the City. If the City awards the contract to a Contractor that elected to propose revenue sharing, and if the final contract negotiated includes revenue sharing, the Contractor shall, on a quarterly basis, rebate an amount to the City based on a mutually agreed upon formula.

If the sale of the material does not generate sufficient revenue to cover processing costs, the revenue share will be zero. The City shall not be responsible for covering processing costs if the sale of the material does not generate sufficient revenue to cover processing costs.

The City initiated revenue sharing outline for purposes of this RFP consists of per ton payment based on the following formulae:

A. All paper grades collected from the City based on the published index less the proposed paper processing cost per ton.

The published index used shall be:

- The Official Board Markets (OBM) Yellow Sheet, Chicago region for Old Newspapers (ONP) # 8, high side of range.
- The Official Board Markets (OBM) Yellow Sheet, Chicago region for OCC #11, high side of range.
- The Official Board Markets (OBM) Yellow Sheet, Chicago region for Mixed Paper #1, high side of range, old magazines (OMG), Boxboard, and Carrier Stock.

B. Aluminum collected from the City based on the published index less the proposed aluminum processing cost per ton.

The published index used shall be the American Metal Market (AMM), Aluminum (1st issue of the month), high side nonferrous scrap prices: scrap metals, domestic aluminum producers, buying prices for processed used aluminum cans in carload lots, f.o.b. shipping point, used beverage can scrap.

C. Each: clear glass, brown glass and green/blue glass collected from the City based on the market price less the proposed glass processing cost per ton. The market price used shall be the price paid by Anchor Glass Corporation's Shakopee, Minnesota plant, or a designated glass processing facility. Glass composition is assumed to be: Flint 30%, Amber 21%, Green 26% and Mixed 14%.

D. Steel collected from the City based on the published index less the proposed steel processing cost per ton. The published index used shall be the American Metal Market (AMM), Steel (1st issue of the month), high side ferrous scrap prices.

E. Plastic Bottles: PET, HDPE-natural, HDPE-colored collected from the City based on the published index less the proposed plastic processing cost per ton. The published index used shall be the Waste News, Chicago Region (1st issue of the month).

F. Other Plastic: plastic food and beverage containers, pails, and trays with any of the resin identification codes #1-#5 (excluding PET and HDPE bottles) collected from the City based on the published index less the proposed plastic

processing cost per ton. The published index used shall be www.SecondaryMaterialsPricing.com.

G. Aseptic Cartons based on the published index less the proposed containers processing cost per ton. The published index used shall be www.SecondaryMaterialsPricing.com.

H. Clothes, linens and rags collected from the City based on the market price less the proposed processing cost per ton. The market price used shall be the price paid by USAgain or other designated clothing recycler.

Proposers must state on the price worksheet what percent of each index/market price will be used for the gross revenue and the proposed processing cost per ton for each commodity.

If a revenue sharing component is offered (i.e., greater than zero percent) for any commodity, each month the Contractor shall provide, together with the monthly rebate to the City, adequate documentation of the corresponding monthly estimate of tons of all corresponding commodities collected from the City even in the case where the City were to receive no rebate for the month. Also, the Contractor shall provide copies of the referenced market indexes with each monthly statement. The Proposers shall provide a detailed explanation of how they will calculate the tonnage estimates in conjunction with the required composition analysis in 7.03.

Each proposal scenario must contain a percent revenue share offer for all commodities as described immediately above. Proposers may offer from zero percent to 100 percent revenue share.

The City or the Contractor may propose other revenue sharing commodities and corresponding proposed pricing formulae, at any time during the duration of the contract. The parties shall enter into negotiations in good faith and any new revenue sharing agreement shall be reduced to writing in the form of an amendment to the contract.

8.05. Performance Penalties

The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as performance penalties for failure of the Contractor to fulfill its obligations.

The following acts or omissions shall be considered a breach of the Agreement:

- a) **Missed Curbside Collection: \$50.00 per miss**
For each missed collection above two misses per collection day, to be assessed at the end of each collection month. A missed collection would be defined as a report by a resident that their material was out by 7:00 a.m. and the address did not appear on the Contractor's conveyance sheet as a "Late Set Out".. Also included in Missed Curbside Collection are Partial Dumps. Partial Dumps would be defined as a report by a resident that their recycling cart was not fully emptied, and the recyclables were not over-packed into the cart.
- b) **Missed Walk Up Collection: \$50.00 per miss**
Missed collection address above two misses at that address in any four consecutive collection weeks.
- c) **Missed Multi-Unit Dwelling Complex Collection: \$100.00 per miss**
- d) **Partial Dumps: \$50.00 per miss**
Partial Dumps would be defined as a report by a resident that their recycling cart was not fully emptied, and the recyclables were not over-packed into the cart.
- e) **Throwing or Dropping Carts: \$50.00 per incident**
For each witnessed report of a driver throwing rather than placing, the curbside recycling container or deliberately dropping the container when the bottom of the container is more than four feet above the ground.
- f) **Failure to Collect Material on a Block: \$500.00 per incident**
For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7:00 a.m., the material was not picked up, the recyclables were properly sorted, and the addresses did not appear on the Contractor's conveyance sheets as "Late Set Outs."
- g) **Failure to Collect an Entire Zone: \$1,000 per incident**
For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A when the Contractor has not received an extension of

collection hours from the Recycling Coordinator or designated alternate.

- h) Failure to Complete a Majority (50%) of the Collection District: \$2,500 for each incident.**
- i) Failure of the Contractor to immediately, or within 6 hours maximum, clean up a spill or material spilled by Contractor within six (6) hours of an incident: \$250 each incident PLUS any additional costs accrued by the City to ensure proper MS4 compliance.**
- j) Failure to leave an education tag when non-recyclable material or material that is inappropriately prepared according to specifications in Item 5.08 is not collected: \$100 each incident**
- k) Failure or neglect to collect recycling from a missed pickup location according to specifications in 5.11: \$250 each incident**
- l) Distributing recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels: \$100 each incident**
- m) Failure to maintain recycling carts in proper working order as specified in 5.05: \$100 each incident**
- n) Failure to provide a complete monthly report as specified in 6.01 and 6.02. : \$250 each incident**
- o) Failure to return cart to curbside location: \$100 each incident**
- p) Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container as specified in 5.02, or not following general no smoking rules: \$50 each incident**
- q) Failure to collect recyclables according to specifications in 5.05 and 5.08: \$250 for each incident.**

The Contractor shall be liable for performance penalties in the amount(s) upon determination of the City of Roseville that performance has not occurred consistent with the provisions of the

contract. The City shall notify Contractor in writing or electronically of each act or omission in this Agreement reported to or discovered by the City. It shall be the duty of Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint.

The City may deduct the full amount of any damages from any payment due to the Contractor. The remedies available to the City under this paragraph shall be in addition to all other remedies which the City may have under law or at equity.

8.06. Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

9. INSURANCE AND OTHER LEGAL REQUIREMENTS

9.01. Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the contract and shall remain continuously in force for the duration of the contract.

Contractor shall provide a Certificate of Insurance as proof of general liability coverage for bodily injury or death in the amount specified by state law.

The Certificate of Insurance shall name the City as an additional insured, and state that the Contractor's coverage shall be the primary coverage in the event of a loss.

The Contractor shall also provide a Certificate of Vehicle Liability Insurance in the amount of at least \$1,000,000.

The Contractor shall further provide a Certificate of Professional Liability Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Contractor or its sub-contractors and 2) the negligence or failure to render a professional service by the Contractor or its sub-contractors. The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work. Acceptance of the

insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate.

Contractor agrees that it shall obtain and maintain environmental liability insurance in compliance with local, state and federal regulations for all matters related to in this recycling services agreement. Contractor shall add the City as an additional insured under said insurance policy(s). The policy coverage shall include Environmental Impairment Liability. Contractor shall provide the City with appropriate documentation of said environmental liability insurance for verification upon written request from the City. Contractor further indemnifies the City, its employees, agents and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the City, its employees or agents.

A 30-day written notice is required if the policy is canceled, not renewed or materially changed.

The Contractor shall require any of its subcontractors, if subcontracting is allowable under this contract, to comply with these provisions.

9.02. Workers Compensation

The Contractor shall provide evidence of Workers Compensation insurance covering all employees of the Contractor and subcontractors engaged in the performance of the Contract, in accordance with the Minnesota Workers Compensation Law.

9.03. Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation or safety violations and standard operating procedures documents.

9.04. Equal Opportunity

During the performance of the executed contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41CFR, Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to insure that applicants for employment are qualified, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this contract, this contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

9.05. Compliance with Laws & Regulations

In providing services hereunder and in the executed contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed contract.

9.06. Governing Law

The laws of the State of Minnesota shall govern all interpretations of this contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

9.07. Waiver

Any waiver by either party of a breach of any provisions of the executed contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

9.08. Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

9.09. Severability

The provisions of the executed contract are severable. If any portion hereof and in the executed contract is, for any reason, held by a court of competent jurisdiction, to be contrary to law, such decision shall not affect the remaining provisions of the same contract.

9.10. Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this contract

9.11. Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this contract shall be retained for three years after final disposition of such property.

9.12. Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests.

The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. All Proposals shall be treated as non-public information until a contract is signed by the City and the Contractor. At that time the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minn. Stat. C. 13.

9.13. Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this agreement shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future contract shall not be made available by the Contractor to any other person or party without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and report prepared by the Contractor shall become the property of the City upon termination of the City's contract with the Contractor.

9.14. Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

9.15. Transfer of Interest

The Contractor shall not assign any interest in the contract, and shall not transfer any interest in the contract, either by assignment or novation, without the prior written approval of the City. The

Contractor shall not subcontract any services under this contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate contract termination for cause.

9.16. Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said agreement without prior written approval from the City. In the event Contractor, its successors or assigns files for Bankruptcy as provided by federal law, this agreement shall be immediately deemed null and void relieving all parties of their contract rights and obligations.

9.17. Indemnification

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from malfeasance, misfeasance, negligence or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

9.18. Performance & Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal ("*equal*" may include a Letter of Credit from a banking institution approved by the City). This agreement shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a

payment bond, in the above amounts to cover the period of extension or renewal.

9.19. Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed contract or the proceeds thereof. Violation of this provision shall cause the executed contract to be null and void and the Contractor will forfeit any payments to be made under the executed Contract.

9.20. Entire Contract

The executed contract supersedes all verbal agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of the executed contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

9.21. Contract Conditions

- a) The City reserves the right to waive minor irregularities in the proposal documents and to reject any or all proposals. The City reserves the right to enter into a contract with a contractor who does not submit the lowest cost proposal.
- b) The Bond and Certificate of Insurance shall be provided when the contract is executed.
- c) No proposal can be withdrawn after three (3) days after the date for submission of proposals.
- d) The Contractor shall review and return signed copies of the contract within 30 days of receipt of the contract.

10. SUBMITTING PROPOSALS

10.01. Proposals May Be Rejected in Whole or Part

The City of Roseville reserves the right, at its sole discretion, to:

- Reject any or all proposals;
- Reject parts of proposals;
- Negotiate modifications of proposals submitted;

- Accept part or all of the proposals on the basis of consideration(s) other than proceeds or cost; and
- Negotiate specific work elements with the preferred Contractor into a contract of lesser or greater expense than described in this RFP or the respondent's reply.

10.02. Contractors May Team with Other Companies

It is recognized that some prospective haulers may wish to subcontract with other companies for processing services. This may be allowed as needed, but all such Contractor-subcontractor relationships must be explicitly described in each proposal scenario. The City will contract with only one primary Contractor for the recycling services.

Multiple Contractors may team up with other complementary hauling or recycling companies provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

10.03. RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful Contractor and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing contract. If any provision of the contract RFP or proposal is in conflict, the contract takes precedence over the RFP, and the RFP takes precedence over the proposal.

10.04. Notification of Intent

Prospective Contractors interested in responding to this RFP shall notify the City in writing of their interest and submit a list of references by 4:00 p.m. CDT, April 29, 2016, in writing (preferably by email) to:

Ryan Johnson
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
ryan.johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name and title, phone number and email address.

References shall include the name, phone number and email address of a contact person from at least five cities. Proposers may submit up to ten references. References will be asked to complete an evaluation form in which they rate the proposer's service. Ratings will be compiled to create an average score that will be included in the overall scoring evaluation.

It is the responsibility of the vendor to ensure their Notification of Intent and References are received by the City.

10.05. How to Submit Proposals

Proposal shall be submitted to the Engineering Department Office at City Hall no later than 4:00 p.m. CDT, May 13, 2016 in a sealed envelope with the name of the proposing company on the outside and addressed as follows:

Enclosed: Recycling Services Proposal.
c/o Ryan Johnson
Environmental Specialist
City of Roseville, City Hall
2660 Civic Center Drive
Roseville, MN 55113

Proposals will be treated in accordance with Mn. Statutes 13.591, Subdivision 3 (b), Data Practices Act.

Six written, hard copies of the proposal and all attachments shall be submitted. An electronic copy of the proposal must be submitted on a USB Flash Drive (or suitable alternative format) inside the sealed envelope. The proposal file must be formatted in Microsoft WORD.

Pricing sheets should be submitted within a separate sealed envelope, that is contained within the Recycling Services Proposal packet.

Any pages that contain Proprietary Information should be clearly marked as Confidential.

10.06. Assumptions to be Used for Proposals

The City shall use following assumptions for purposes of evaluating all proposals on the same basis:

- Annual recyclable tonnage collected curbside under the City contract = 3,300 tons per year
- Annual recyclable tonnage collected at Multi-unit dwellings under the City contract = 600 tons per year
- Single unit dwellings and other units that receive curbside service using curbside bins = 9,361 units
- Multi-unit dwellings that will receive MUD type of service = 6,112 housing units at 94 locations

10.07. Proposal Content

Qualified proposals must include the Proposal Checklist Attachment A and items listed on the checklist.

10.08. Evaluation Criteria

Roseville residents have identified a city-wide goal to be an environmentally healthy community. And residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values are:

- Collection Operations– which includes Clean and quiet; Impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, Collecting more materials as markets become available, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, multi-unit dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, effective Frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, outreach to low participating communities, outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, reduced carbon footprint, use of Clean Diesel Technology and Natural Gas powered vehicles, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and MRF locations
- References
- Net Price to the City

These evaluation criteria are not presented in any special order. No ranking of these criteria within this RFP is intended or implied.

A review committee will evaluate all proposals submitted based on price, how well the proposal meets RFP base specifications, how well the proposal meets community values, and value added beyond the base specifications. Those scores will be added to scores from the reference survey to develop a score for the first round. Finalists may, at the sole discretion of the City, be invited to interviews (see chart below).

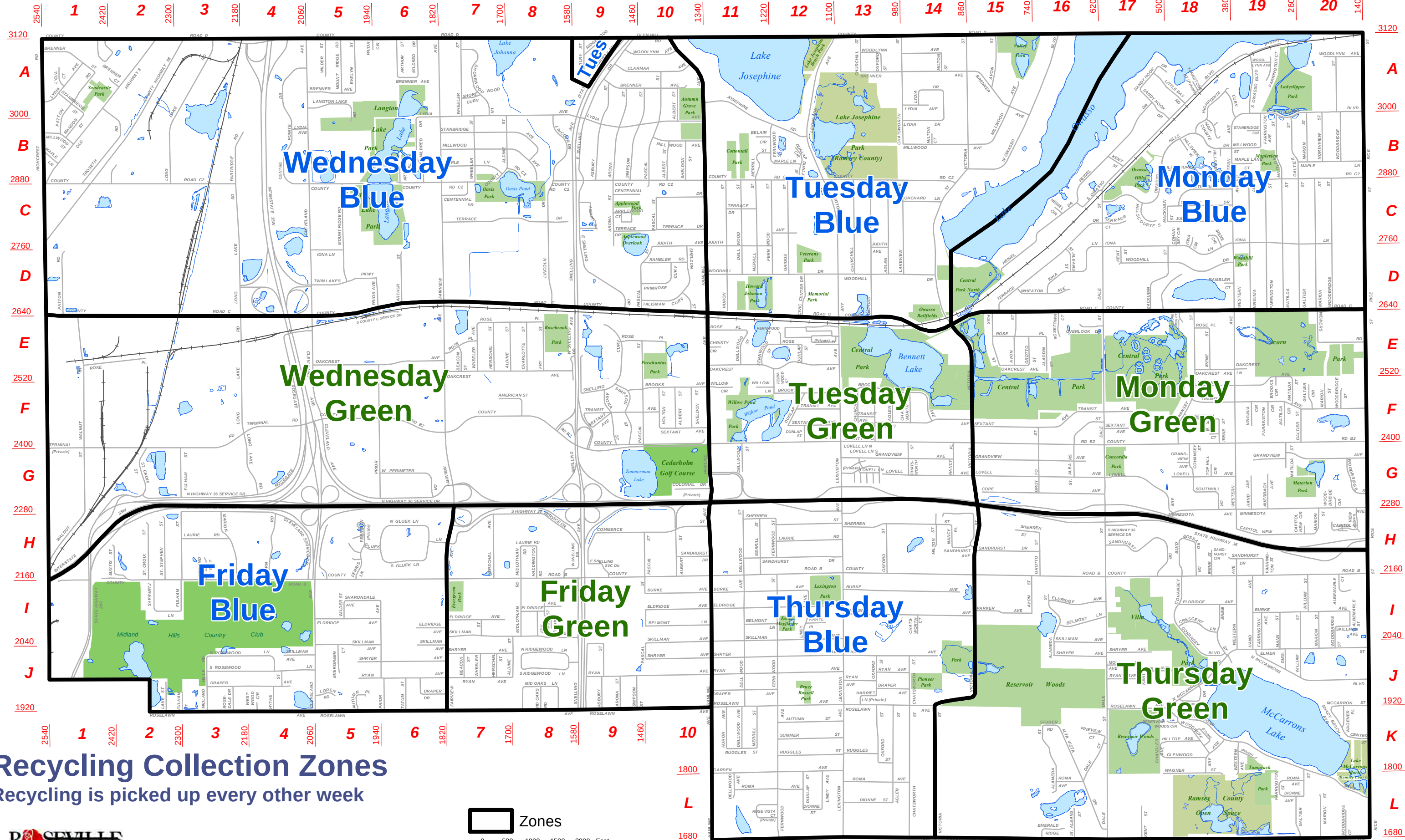
At the interview, proposers will answer any questions regarding their proposal and expound on how their proposal will meet community values, added value beyond the base specifications, and answer other questions deemed relevant to evaluating the proposals.

Evaluation Criteria and Weighting	
RFP Base Specifications	Pass/Fail
<i>Reference RFP Sections 5.04, 5.05, 5.19, 5.21, 6.01, 6.03, 7.01, proposal forms</i>	
Category	Weight
Project Capability	20%
<i>Reference RFP Sections 5 - 9</i>	
How Well Proposal Meets Community Values	10%
<i>Reference RFP Introduction and Sections 5 - 9</i>	
*Price	40%
Past Performance (Survey of Other Cities)	15%
Value Added Plan	15%
Total	100%
Finalists	
Interview – clarification phase	

The review committee will present its recommendation to the City Council at the **July 11** meeting. (See Section 2, Contractor Selection Process and Schedule).

***The City will use the following formula to score the Price:**

Low bid divided by proposers price multiplied by the maximum score of 40 points.



Recycling Collection Zones

Recycling is picked up every other week

ROSEVILLE
www.ci.roseville.mn.us
Prepared by:
Engineering Department
December 18, 2015

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Data Sources and Contacts (11/02/15):
* Ramsey County GIS Base Map
* City of Roseville Engineering Development



mapdoc: RecyclingZones.mxd
map: RecyclingZones.pdf

Street Index <i>(key to grid locator on map)</i>											
Acorn Rd N	H:4	Fernwood Ct N	E:12	Midland Hills Rd N	J:3	Sextant Ave W	F:9-10,12,15-16,18				
Aglen Ave N	C,D:13	Fernwood St N	C-E,G,J:11	Midland View Ct N	H:3	Shady Beach Ave N	K:20				
Aglen St N	F,K:13	Ferris Ln N	H:5	Midlothian Rd N	H-I:8	Sharondale Ave W	I:5				
Aladdin St N	E:16	Fisk St N	E:15	Mildred Dr N	A-B:6	Sheldon St N	B,D,F:15				
Alameda St N	I,K:16	Fry St N	E-F,I:8	Millwood Ave W	B:7-8,10,13-15	Sherren St W	H:11-15				
Albemarle Ct N	I:20	Fulham St N	G-J:2	Millwood St N	B:1,19	Shorewood Curv W	A:7				
Albemarle St N	I:20	Galtier Cir N	F:20	Milton St N	A,H:14	Shorewood Ln W	A:7				
Albert St N	A,B,F,H:10	Galtier St N	B-D,F,I:19	Minnesota Ave W	G:18-20	Shryer Ave W	J:5-7,10-14,16-17				
Aldine St N	B,E,J:7	Garden Ave W	K:11-12	Moundsview Ave W	J:17	Simpson St N	A-B:9-10; F,J:9				
Alta Vista Dr N	K,L:16	Giesmann St N	I-J:19	Mount Ridge Rd	A:5	Skillman Ave W	J:5-6,10-12,16,20; I:7				
American St N	F:7,8	Glen Hill Rd W	A:10	Nancy Pl N	G-H:14	Snelling Ave N	A-J:9				
Applewood Ct W	C:9	Glenwood Ave W	K:17-18	Nature View Ct N (Private)	E:18	Snelling Curv N	E-F:9				
Arona St N	A-C,F,J:9	Gluek Ln W	H:5-6	Northview St N	B:20	E Snelling Service Dr	A-D,H:9				
Arthur Pl N	B:6	N Gluek Ln W	H:6	Oakcrest Ave W	E:5-8,11-12,15,18	W Snelling Dr N	B-D:8				
Arthur St N	A,D:6	S Gluek Ln W	H:6	Oakcrest Ln W	E:19	Southhill Dr N	G:18				
Asbury St N	A,B,J:9	Grandview Ave W	G:13-16,18-20	Old Highway 8	A,B:1-2	Stanbridge Ave W	B:7-8				
Auerbach Ave N	G:19	Griggs St N	C,D:12	Orchard Ln W	C:14	Stanbridge Cir W	B:19				
Autumn Pl W	J:5	Grotto St N	E-H:15	Overlook Dr W	E:16	Stanbridge St W	A:1				
Autumn St W	K:12	Haddington Rd N	H:6	Owasso Hills Dr W	B:18; C:17	Stubber Rd W	K:16				
Avon St N	A,E,I:15	Hand Ave N	G,I:19	S Owasso Blvd	A-C:16-20	Summer St W	K:12				
Bayview Dr W	J:18	Harriet Ln W (Private)	J:13	W Owasso Blvd	A-B:15-16	Talisman Curv W	D:10				
Beacon St N	E,J:7	Heinel Cir W	C:16	Oxford St N	A,C-F,H,J,K:13	Tatum St N	J:6				
Belair Cir W	B:11	Heinel Dr W	A-D:15-17	Parker Ave W	I:13-15	Terminal Rd W	F:1-3				
Belmont Ln W	I:10,11,16	Herschel Ave N	H:7	Partridge Rd N	B:3-4	Terrace Ct W	C:17				
Bossard Dr N	H:18	Herschel St N	J:7	Pascal St N	A-F,H,J:10	Terrace Dr W	C:7-8,10-11,18; D:15-16				
Brenner Ave W	A:5-6,9-10,13-15	Highcourte N	B:18	Patton Rd N	A-B,D:1	Top Hill Cir N	G:18				
Brenner Ct W	A:2	Highcrest Rd N	A-B,G,H:1	W Perimeter Dr W	G:6	Transit Ave W	F:9-14,16-20				
Brenner St W	A:1	Highpointe Curv N	A-B:18	Pineview Ct W	K:16	Troseth Rd N	B:1-2				
Brooks Ave W	F:8-10,12-14,18-19	Hillscourte N	B:18	Primrose Curv W	D:10	Turnstone Ct (Private)	A:18				
Brooks Cir N	F:19	Hillscourte S	C:17	Prior Ave N	B-G,I,J:5	Victoria St N	A-L:14				
Burke Ave W	I:10-14,19-20	Hillsview E	B:18	Rambler Ct W	D:18	Virginia Ave N	C-D:19				
Capitol View (Private)	H:20	Hillsview W	B:18	Rambler Rd W	D:10	Virginia Cir N	F:19				
Capitol View Ave W	H:19-20	Hilltop Ave W	K:17	Reservoir Woods Cir	K:17	Wagener Pl N	K:20				
Capitol View Cir N	H:19	Holton St N	F:10	Rice St N	A-L:20	Wagner St W	K:17-19				
Centennial Dr W	C:7,9-10,18	Huron Ave N	K:11	N Ridgewood Ln W	J:8	Walnut St N	E-H:1				
Center St W	K:20	Huron St N	C-D:11	S Ridgewood Ln W	J:8	Western Ave N	B-K:18				
Centre Pointe Dr N	A-B:4	Highway 35W	A,B:4; G-H:1-4	Ridgewood Rd N	A:9	Westwood Cir N	J:4				
Chandler Ave N	K:17	N Highway 36 Service Dr	G:3-4,6	Roma Ave W	L:11-13,16,19	Wewers Rd N	E:20				
Charlotte St N	E:8	S Highway 36 Service Dr	H:3-4,7-8,17	Rose Pl W	E:1-2,7-12,15-16,18	Wewers Rd W	E:20				
Chatsworth Ct N	I:14	Highway 88	A-C:1-3	Rosedale Dr N	J:3	Wheaton Ave W	D:15-16				
Chatsworth St N	A-B,F,G,J-L:13	Highway 280	H-J:1	Rosegate	F-G:4	Wheeler Ave N	E:7				
Christy Cir W	E:11	Hythe St N	J:4	Roselawn Ave W	J:2-14,17	Wheeler St N	A-B,I-J:7				
Churchill St N	A,C-D,F:13	Iona Cir N	C:18	Rose Vista Ct W (Private)	L:11	Wildor St N	A,I:5				
Civic Center Dr N	D:12	Iona Ln W	C-D:16-20	N Rosewood Ln W	J:3-4	William St N	I-J:19				
Clarmar Ave W	A:9-10	Irene Cir N	C:18	S Rosewood Ln W	J:3-4	Willow Cir W	E:11				
Cleveland Ave N	A-F,I-J:4; G:4-6	Irene Ct W	F:18	Ruggles St W	K:11-13	Willow Ln W	G:17				
Cleveland Service Dr N	F-G:5; H:4	Irene St N	E-F,H-I:18	Ryan Ave W	J:5-7,9-13,17	Woodbridge Cir N	G:20				
Cohansey Blvd N	H-J:18	Josephine Rd W	B:11-12	Saint Albans St N	C,F-G,L:16	Woodbridge Ct N	L:20				
Cohansey Cir N	C:18	Saint Croix Ave W	C:10-13,18	Saint Croix St N	G-H:2	Woodbridge St N	A-G:1,20				
Cohansey St N	E-G:18	Karyl Pl W	I:12	Saint Stephen St N	H:2	Woodhill Dr W	D:11-14,17-18				
Colonial Dr W (Private)	G:10	Kent St N	B,D,I,J-L:17	Samuel St N (Private)	I:8	Woodlynn Ave W	A:9-10,13-14,19-20				
Commerce St W	H:9-10	Lake St N	J:2	Sanhurst Cir W	H:18	Woodruff Ave N	K:18				
Cope Ave W	G:15-16	Lakeview Ave N	C-D:13	Sandhurst Dr W	H:10-12,14-15,17,19	Woodruff Ave W	K:18				
County Road B W	H:1-20	Larpenteur Ave W	L:11-20	Sandy Hook Dr N	A:17						
County Road B2 W	F:4-20	Laurie Rd W	H:3,8,12								
County Road C W	D:1-20	Lexington Ave N	A-L:12								
County Road C2 W	B:1-14	Lincoln Dr N	B-D:8								
County Road D W	A:1-7,12-16	Lindy Ave N	I,L:12								
S County Service Dr W	E:5	Little Bay Rd N	A:17-18								
Crescent Ln W	I:19	Long Lake Rd N	A-F:3								
Dale Ct N	K:16	Loren Rd W	J:5								
Dale St N	C-L:16	Lovell Ave W	G:13-16								
Dellwood Ave N	I-L:11	Lovell Ln W (Private)	G:13								
Dellwood St N	C-E,G,H:11	N Lovell Ln (Private)	G:13								
Dellwood St N (Private)	G:11	S Lovell Ln	G:13								
Dionne Ave W	L:19	Lydia Ave W	A-B:1,4,6-14								
Dionne St W	L:12-13	Lydia Ct N	A:1								
Draper Ave W	J:3-4,11,13	Lydia Dr W	A-B:14								
Draper Dr W	J:6	Mackubin St N	C-D,J,L:17								
Dunlap St N	E-F,L:12	Manson St N	B:1								
Eldridge Ave W	I:5,7-8,10-12,16,18	Maple Ln W	B:1,7-8,20								
Elmer St W	J:19-20	Maple Lane Ct W	B:19								
Emerald Ridge W	L:16	Marion Rd N	H:3								
Eustis St N	E,H:1	Marion St N	B-I,L:20								
Evelyn St N	A:5	Matilda Cir N	F:19								
Evergreen Ct N	J:5	Matilda St N	B-D,F-G:19								
Fairview Ave N	A-J:6	McCarron St W	J:20								
Fairways Ln N	I:2	N McCarrons Blvd W	J:18-20								
Farrington Ave N	B,I:19	S McCarrons Blvd W	K-L:18-20								
Farrington Cir N	F:19	Merrill St N	B-C,H,K:11								
Farrington Ct N	A:19	Mid Oaks Ln	J:8								
Farrington St N	B-D,H,L:19	Mid Oaks Rd	J:8								
Fernwood Ave N	K-L:11	Midland Grove Rd N	H:4								

Places of Worship			
Name (Alphabetical by Denomination)	Address	Phone	Map
Frontline Church & Outreach Center (All)	2819 Hamline Ave N	636-2594	C:10
Christ Temple (Apostolic)	2651 Hamline Ave N	628-9090	D:10
Real Life Church (Assemblies of God)	2353 Chatsworth St N	490-5433	G:13
Bethany Baptist Church (Baptist)	2025 Skillman Ave W	631-0211	I:5
Calvary Baptist Church (Baptist Gen. Conf.)	2120 Lexington Ave N	487-2855	I:13
Roseville Baptist Church (Baptist SBC)	211 County Road B2 W	484-9604	F:20
Vietnamese Buddhist Association (Buddhist)	475 Minnesota Ave W	482-7990	G:18
Corpus Christi Catholic Church (Catholic)	2131 Fairview Ave N	639-8888	I:6
St. Rose of Lima (Catholic)	2048 Hamline Ave N	645-9389	I:11
Rose Hill Alliance (Christian Alliance)	2105 Roselawn Ave W	631-0173	J:4
Church of Christ Roseville (Church of Christ)	241 Larpenteur Ave W	488-5688	L:20
St. Christopher's Episcopal Church (Episcopal)	2300 Hamline Ave N	633-4589	G:11
Roseville Covenant Church (Evangelical Covenant)	2865 Hamline Ave N	633-5526	C:10
Grace Church of Roseville (Independent Bible)	1310 County Road B W	633-6479	D:20
North Heights Lutheran Church (Lutheran)	2701 Rice St N	484-2049	G:11
Galilee Lutheran Church (Lutheran)	145 N McCarrons Blvd W	488-6769	J:20
Lutheran Church of the Resurrection (Lutheran)	910 County Road D W	484-1292	A:14
St. Michael's Lutheran Church (Lutheran)	1660 County Road B W	631-1510	I:8
Advent Lutheran Church (Lutheran ELCA)	3000 Hamline Ave N	633-3232	A:11
Roseville Lutheran Church (Lutheran ELCA)	1215 Roselawn Ave W	487-7752	J:12
Prince of Peace Lutheran Church (Lutheran ELCA)	2561 Victoria St N	454-4144	E:14
King of Kings Lutheran Church (Lutheran LCMS)	2330 Dale St N	484-5142	G:17
Emmanuel Mennonite Church (Mennonite GC MC)	2800 Arona St N	636-9303	C:9
Centennial United Methodist Church (Methodist)	1524 County Road C2 W	633-7644	B:9
North Como Presbyterian Church (Presbyterian USA)	965 Larpenteur Ave W	488-5581	L:14

City Parks and Facilities			
Park Name	Acres	Map Ref	
Acorn	44.25	E:19,20	
Applewood Overlook	2.42	C:9,10	
Applewood Park	2.09	C:9,10	
Autumn Grove	6.61	A,B:10	
Bruce Russell	1.93	J:12	
Central Park	225.00	D:15,E:13-17,F:17	
Concordia Park	4.75	G:17	
Cottontail	6.40	B:11	
Evergreen	3.94	I:7	
Howard Johnson	9.05	D:11	
Keller Mayflower	2.26	I:12	
Ladyslipper	16.52	A:19,20	
Langton Lake	53.54	A-C:6	
Lexington	8.45	I:12	
Mapleview	3.26	B:19	
Materion	8.51	G:19,20	
Memorial Park		D:12	
Oasis	14.44	B,C:7,8	
Owasso Ballfields	4.37	D:14	
Owasso Hills	8.51	B,C:17	
Pioneer	4.71	J:14	
Pocahontas	5.69	E:10	
Reservoir Woods	109.75	J:15-16,K:17	
Rosebrook	8.28	E:8	
Sandcastle	3.37	A:1,2	
Tamarack	6.46	K,L:19	
Valley	10.61	A:15	
Veterans	3.57	D:12	
Villa	40.83	I,J:17,18	
Willow Pond	14.76	F:11	
Woodhill	2.63	D:19	
Facility	Address	Phone	Map Ref
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course	2323 Hamline Ave N	792-7011	G:10
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12
* For all police or fire emergencies, dial 911			
Library / Post Office			
Facility	Address	Phone	Map Ref
Ramsey County Library	2180 Hamline Ave N	628-6803	H:11
Roseville Post Office	2000 County Road B2 W	631-0628	F:5
Schools / Colleges			
Name	Address	Phone	Map Ref
Brimhall Elementary School	1744 County Road B W	638-1958	I:7
Central Park Elementary School	535 County Road B2 W	481-9951	F:17
Concordia Academy	2400 Dale St N	484-8429	G:17
Fairview Community Center	1910 County Road B W	631-1013	I:6
King of Kings	2400 Dale St N	484-9206	G:17
Northwestern College	3003 Snelling Ave N	631-5100	A:8
North Heights Lutheran Christian Day School	2701 Rice St N	484-7825	D:20
Parkview Center School	701 County Road B W	487-4360	H:16
Roseville Area High School	1240 County Road B2 W	635-1660	G:11-12
Roseville School District 623	1251 County Road B2 W	635-1600	F:11
St. Rose of Lima	2072 Hamline Ave N	646-3832	I:11
Financial Institutions			
Key	Name	Address	Map Ref
B1	Affinity Plus Federal Credit Union	2730 Snelling Ave N	D:9
B2	Bremer Bank	1715 County Road B2 W	F:8
B3	Community National Bank	1501 County Road C W	D:9
B4	Interbank	1875 County Road B2 W	F:6
B5	North Star Bank	1820 Lexington Ave N	K:13
B6	Premier Bank	1875 Highway 36 W	G:6
B7	TCF	Har Mar Mall	I:9
B8	TCF	2167 Lexington Ave N	H:12
B9	Teacher's Federal Credit Union	2150 Lexington Ave N	I:13
B10	Twin City Co-op Credit Union	1935 County Road B2 W	F:6
B11	US Bank	2690 Snelling Ave N	D:9
B12	US Bank (Byerly's)	1601 County Road C W	D:8
B13	Wells Fargo Bank	2440 Fairview Ave N	F:7

Medical Clinics				
Key	Facility	Address	Phone	Map Ref
M1	Now Care	1955 County Road B2 W	635-0054	F:7
M2	Rosedale Medical Center	1835 County Road C W	(763)785-4300	D:6
M3	Twin Lakes Eye Center	1835 County Road C W	638-1555	D:6
Major Shopping Centers				
Name	Address		Stores	Map Ref
Crossroads of Roseville	1643-1655 County Road B2 W		20	F:8
Hamline Center	2797-2833 Hamline Ave N		18	C:10
Har Mar	2100 Snelling Ave N		54	I:9
Lexington Plaza	1680-1754 Lexington Ave N		25	L:13
Lexington Plaza Shoppes	1739-1787 Lexington Ave N		12	L:12
McCarron Hills	1681-1717 Rice St N			L:20
Rosedale	1595 Highway 36 W		143	G:7,8
Rosedale Commons	2480 Fairview Ave N		19	F:7
Rosedale Marketplace	2401-2439 Fairview Ave N		12	F,G:6
Rosedale Square	1601-1677 County Road C W		25	D:8
Rosedale Square North	2701-2717 Lincoln Dr N		14	C:8
Roseville Center	1121-1215 Larpenteur Ave W		21	L:12
Roseville Crossings	Lincoln Dr at Snelling/County C		8	D:8
Rosewood	2181-2195 Snelling Ave N		6	H:8
Supermarkets				
Name	Address		Phone	Map Ref
Byerly's	1601 County Road C W		633-6949	D:8
Cub Foods	2100 Snelling Ave N		633-9740	I:9
Rainbow Foods	1201 Larpenteur Ave W		488-1825	L:12
Super Target	1515 County Road B W		633-0000	H:9
Hotels / Motels				
Name	Address		Phone	Map Ref
Comfort Inn	2715 Long Lake Rd N		636-5800	D:3
Country Inns & Suites	2905 Snelling Ave N		628-3500	B:8
Courtyard by Marriott	2905 Centre Pointe Dr		746-8000	B:4
Days Inn	2550 Cleveland Ave N		636-6730	E:5
Fairfield Inn	3045 Centre Pointe Dr N		636-7869	A:4
Marriott Residence Inn	2985 Centre Pointe Dr N		636-0680	B:4
Motel 6	2300 Cleveland Ave N		639-3988	G:5
Radisson	2540 Cleveland Ave N		636-4567	E:5
Super 8	2401 Prior Ave N		636-8888	G:5
Restaurants				
Key	Restaurant	Address	Phone	Map Ref
<i>American</i>				
R1	Applebee's	1893 Highway 36 W	697-0648	G:6
R2	Arby's	2105 Snelling Ave N	636-6222	I:8
R3	Arby's	Rosedale Center	636-4460	G:7
R4	Baker's Square	1881 Highway 36 W	631-3322	G:6
R5	Boston Market	2720 Lincoln Dr N	631-1110	D:8
R6	Buffalo Wild Wings	Har Mar Mall	636-9464	I:9
R7	Byerly's Minnesota Grill	1601 County Road C W	633-6949	D:8
R8	Charley's on Centre Pointe	2905 Centre Pointe Dr N	746-8000	B:4
R9	Chili's Grill & Bar	1840 County Road B2 W	633-7718	F:6
R10	Countryside	2851 Snelling Ave N	633-4422	C:8
R11	Eddington's	Har Mar Mall	697-9794	I:9
R12	Fuddrucker's	2740 Snelling Ave N	636-3833	D:9
R13	Great Steak and Potato	Rosedale Center	697-1710	G:7
R14	Granite City Food and Brewery	The Plaza at Rosedale	209-3500	G:8
R15	Joe Senser's Sport Grill & Bar	2350 Cleveland Ave N	631-1781	G:5
R16	KFC	2087 Snelling Ave N	631-8133	I:8
R17	Key's Cafe & Bakery	1682 Lexington Ave N	487-5397	L:13
R18	Macy's Marketplace	Rosedale Center	639-6721	G:7
R19	Major's Sports Cafe	2801 Snelling Ave N	379-1180	C:8
R20	Old Chicago	Har Mar Mall	639-0303	I:9
R21	Old Country Buffet	2480 Fairview Ave N	639-0088	F:7
R22	Perkins	1495 County Road B W	633-8080	H:9
R23	Pippins	2887 Snelling Ave N	639-0633	B:8
R24	Ruby Tuesday	Rosedale Center	635-0985	F:7
R25	TGI Friday's	2480 Fairview Ave N	636-9539	F:7
<i>Bagels</i>				
R26	Bruegger's Bagels	2712 Lincoln Dr N	635-0185	D:8
R27	St. Paul Bagelry	1702 Lexington Ave N	488-1700	L:13
<i>Burgers</i>				
R28	Burger King	2080 County Road C W	631-1798	E:4
R29	Burger King	2151 Snelling Ave N	636-7972	I:8
R30	McDonald's	2075 Snelling Ave N	631-1630	I:8
R31	Snuffy's Malt Shop	1125 Larpenteur Ave W	488-0241	L:12
R32	Wendy's	1899 Perimeter Dr W	636-3545	G:6
<i>Chinese / Asian</i>				
R33	Big Bowl Asian Kitchen	Rosedale Center	636-7173	G:8
R34	China Jen Restaurant	2193 Snelling Ave N	633-3113	H:8
R35	China Restaurant	2811 Hamline Ave N	636-8385	C:10
R36	Chinese Gourmet Express	Rosedale Center	631-0622	G:7
R37	E Noodle Cafe	1711 Rice St N	488-1246	L:20

Recycling Day	Single Unit		Other				Total
	Single Unit	Townhome	Double Dwelling	Half Double Dwelling	Two Family	Three Family	
Monday	2,124	504	14	10	2	3	2,657
Tuesday	1,317	85	10	12	10	3	1,437
Wednesday	1,338	118	28	28	16	3	1,531
Thursday	2,332	80	36	6	14	0	2,468
Friday	1,159	90	8	0	8	3	1,268
City Wide	8,270	877	96	56	50	12	9,361

Source: Single Unit + Other
Ramsey County Total 8,484
Property Records Townhome
19-Jan-16 Total 877
Total SFD 9,361

City of Roseville - Multi Family Complex Recycling Service Level

Apartments - Rental	Address	# units	# Carts
Aquarius Apartments	2425 County Road C2	99	3 paper, 3 containers
Brittany Apartments	175 Larpenteur Avenue	17	1 paper, 1 containers per building,
	1722, 1725, 1735, 1738 Woodbridge Court	62	weighted to prevent blowing over
Centennial Gardens East	1405-1425 Terrace Drive / 1400-1420 Centennial Drive	95	2 paper, 2 containers per complex
Centennial Gardens West	2815-2845 Pascal Street	95	
1363 County Road B		11	1 paper 1 containers
1610 County Road B		11	1 paper 1 containers
1647 County Road B		11	1 paper 1 containers
2447 County Road B		17	1 paper 1 containers
Coverdale Apartments	1725 Dellwood Street	12	1 paper 1 containers
Dale Terrace Apartments	720 County Road B	42	2 paper, 2 containers
1144 Dione Street		23	2 paper 2 containers
1614 Eldridge Avenue		11	1 paper 1 containers
1615 Eldridge Avenue		11	1 paper 1 containers
1624 Eldridge Avenue		11	1 paper 1 containers
1625 Eldridge Avenue		11	1 paper 1 containers
1634 Eldridge Avenue		11	1 paper 1 containers
1635 Eldridge Avenue		11	1 paper 1 containers
Garley Apartments	1634 County Road B	11	1 paper 1 containers
2180 Haddington Road		5	1 paper 1 containers
Hamline Terrace	1360-1410 Terrace Drive	102	3 paper, 3 containers
2900 Highcrest Road		11	1 paper 1 containers
2950 Highcrest Road		12	1 paper 1 containers
Hillsborough Apartments	240-250 Grandview Avenue	86	1 paper, 1 container per station in
	2335-2345 Woodbridge Street	120	garage, 4 stations, caretakers bring
			carts to west parking garage
			entrance
Hilltop Apartments	160-170 Elmer Street	34	2 paper 2 containers
Karie Dale Apartments	2355-2393 Dale Street	44	1 paper, 1 containers per dumpster -
			two dumpsters
Lar Dale Apartments	655 Larpenteur Avenue	17	1 paper 1 containers
The Lexington	2755 Lexington Avenue	150	4 containers, 4 3 yd cardboard
			dumpsters
Lexlawn	1943 Lexington Avenue	17	1 paper 1 containers
Lexington Court	2192-2206 Lexington Avenue	52	1 paper, 1 containers per dumpster -

City of Roseville - Multi Family Complex Recycling Service Level

			two dumpsters
Lexington Twins	1890-1900 Lexington Avenue	22	2 paper 2 containers
Marion Apartments	195-221 Larpenteur	58	1 paper, 1 containers per building, weighted to prevent blowing over
	1720 Marion Street	29	
	1735, 1740, 1745 Marion Street	87	
1705 Marion Street		3	1 paper, 1 containers
1750 Marion Street		24	1 paper 1 containers
McCarrons Apartments	166-204 North McCarrons Boulevard	56	1 paper, 1 containers per dumpster - two dumpsters
161 McCarrons Street		11	1 paper 1 containers
161 Minnesota Avenue		6	1 paper 1 containers
Northwestern College Apartments	1610 Lydia Avenue	23	1 paper 1 containers
Talia Place	3020 Old Highway 8	11	1 paper 1 containers
Parkview Manor	2202-2210 Dale Street	34	3 paper, 2 containers
Palisades	535-570 Sandhurst Drive	330	1 paper 1 containers per building in garage 5 buildings
2125 Pascal	2125-2133 Pascal Street	22	1 paper 1 containers per building - two buildings
Riviera Apartments	885-965 Highway 36	32	1 paper 1 containers
Riviera Apartments	925, 965 W. Highway	64	1 paper 1 containers per building - two buildings
Rose Hill Estates	591-601 County Road B	35	2 paper 2 containers
	2194 Dale Street	17	
Rose Mall Apartments	2201-2221 Albert Street	54	15 carts total
	1430-1440 Commerce Street	36	
	2190-2220 Pascal Street	72	
Rose Park Apartments	2128-2136 Fry Street	22	2 paper, 2 containers
Rose Vista Apartments	1222-1238 Rose Vista Court	154	14 carts total
Rosedale Estates	2735-2855 Rice Street	360	16 carts total
Roselawn Apartments	1125 Roselawn Avenue	17	1 paper 1 containers
Roselawn Village	1074 Roselawn Avenue	22	2 paper 2 containers
Rosetree Apartments	655 Highway 36	48	2 paper 2 containers
Roseville Terrace	1759 Dunlap Street	18	1 paper 1 containers per building - two buildings
	1760 Fernwood Street	17	
Sienna Green	2225-2265 Snelling Avenue	120	1 paper, 1 container per building, 6 buildings
Sienna Green II	2275 Snelling Ave. N	46	2 paper 2 containers

City of Roseville - Multi Family Complex Recycling Service Level

1629 Skillman Avenue	1629-1635 Skillman Avenue	14	1 paper 1 containers
Snelling Terrace	2906-2930 Snelling Avenue	48	2 paper 2 containers
2980 Snelling Avenue	Northwestern College	17	1 paper 1 containers
2610 Snelling Curve		17	1 paper 1 containers
South Oak Apartments	1080 County Road D	25	1 paper 1 containers
Sun Place Apartments	1721 Marion Street	30	1 paper 1 containers
Terrace Park	1420 Terrace Drive	36	2 paper 2 containers in garage
Valley 8 Apartments	3050 Old Highway 8	85	1 paper 1 containers per dumpster - two dumpsters
Victoria Place	2250 Victoria Street	58	4 carts, 1 2 yd for cardboard
Apartments - Senior Housing Rental	Address	# units	# Carts
Applewood Pointe	1480 Applewood Court	94	1 paper 1 containers per floor - three floors - caretaker brings to driveway
Applewood Pointe - Langton Lake	1996 Langton Lake Drive	48	1 paper 1 containers per floor
Cherrywood Pointe	2996 Cleveland Ave	50	3 paper, 3 containers
Eagle Crest	2925-2945 Lincoln Drive	216	4 paper, 4 containers
Coventry Seniors Apartments	2820 Snelling Ave (109) 2775-2839 Asbury St (40)	149	10 carts
Greenhouse Village	1024 Larpenteur	102	8 carts - 4 of each
Heritage Place	563 County Road B W	50	2 paper 2 containers 3 yd cardboard dumpster
Rosepointe	2545-2555 Hamline Avenue	190	6 carts, 2 2-yd for cardboard
Roseville Seniors	1045 Larpenteur Avenue	127	3 paper, 3 containers
Rosewood Estates	2750 Victoria Street	106	2 paper, 2 containers
Sunrise Assisted Living	2555 Snelling Avenue N	77	6 carts
Villas at Midland Grove	1940 Fulham Street	32	1 paper, 1 containers each floor, 3 floors
Condominiums	Address	# units	# Carts
Bonaventure	3090 Lexington Avenue	30	3 paper, 2 containers
Executive Manor Condos	3153-3155 Old Highway 8	72	3 containers, 3 paper
Hamline House Condos	2800 Hamline Avenue	150	4 paper, 4 containers
Lake Josephine	3076 Lexington Avenue	23	3 carts of each
McCarrons Lake Condos	185 N McCarrons Blvd	42	3 carts of each

City of Roseville - Multi Family Complex Recycling Service Level

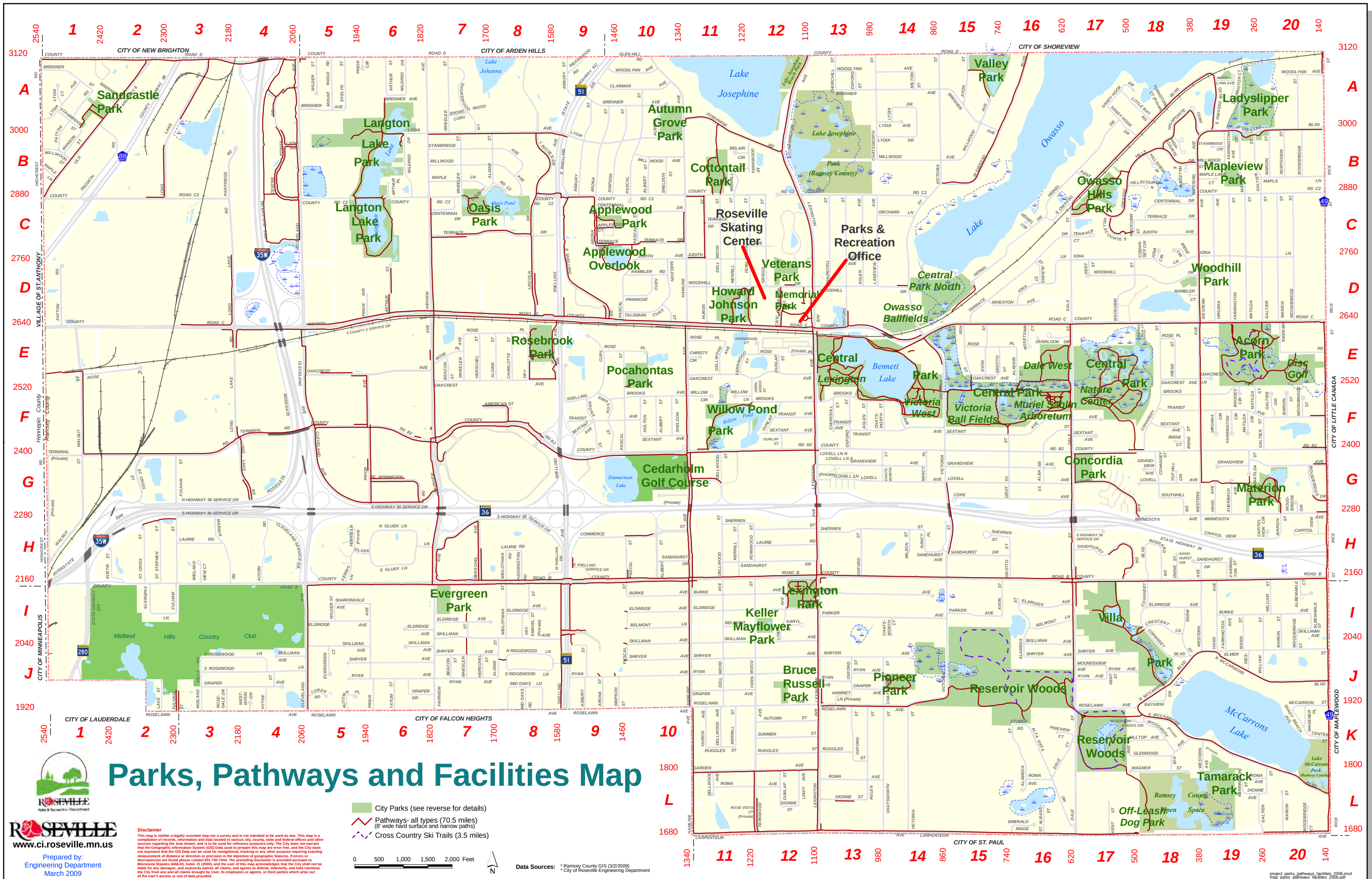
Midland Grove Condos	2200-2250 Midland Grove Road (private)	174	9 carts 3 4-yd for cardboard
Parkview Estate	2670-2700 Oxford Street	204	2 paper, 3 containers in each building - 4 buildings
Ramsey Square	2700-2730 Dale Street	192	1 paper, 1 containers per building, 4 buildings
Roseville Commons	2496 County Road C2 W	30	2 paper, 2 containers in garage
Rosewood Village	1620-1690 Highway 36	201	4 sets caretaker brings to tipping location on east edge of parking lot
Villa Park	500 County Road B	95	2 carts 1 2-yd for cardboard
Townhomes - Rental	Address	# units	# Carts
Roseville Townhomes	3085 Old Highway 8	40	2 containers, 1 paper dumpster per building, 2 buildings
Samuel Street (2086-2090)	2086 units 5-8, 2087 units 1-4, 2090 units 9-12	12	2 paper 2 containers
Mobile Home Parks	Address	# units	# Carts
Roseville Mobile Home Park	2599 Lexington Avenue	107	3 paper, 3 containers
Office Building	Address	# units	# Carts
State Farm Office Bldg	2201 Lexington	8	1 paper, 1 containers

2006 – 2014 Roseville Recycling Composition

Type of Material	2006	2007	2008	2009	2010	2011	2012	2013	2014
	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage
Total Annual Tons	3,441	3,681	3,556	3,281	3,322	3,244	3,173	3,225	3,212
Papers									
News Mix	63.98%	56.46%	66.00%	61.65%	59.68%	51.53%	56.86%	54.40%	56.27%
Cardboard	6.71%	13.23%	4.50%	5.48%	7.34%	10.33%	9.09%	8.78%	8.59%
Boxboard	2.37%	7.60%	2.60%	5.48%	3.79%	7.04%	5.81%	2.54%	4.48%
Wet Strength	0.36%	0.10%	0.50%	0.00%	1.77%	0.46%	0.50%	0.58%	0.84%
Phone Books	1.33%	0.11%	0.10%	0.02%	0.12%	0.14%	0.28%	0.37%	0.00%
Milk Cartons & Juice Boxes	Not collected	Negligible	Negligible	Negligible	0.02%	0.03%	0.47%	0.07%	0.31%
Textiles	0.40%	Negligible	Negligible	0.02%	0.02%	Negligible	0.20%	0.09%	0.11%
Residual	0.24%	0.11%	0.50%	0.06%	0.07%	0.27%	0.19%	0.07%	N/A
TOTAL	75.40%	76.60%	74.20%	72.72%	72.81%	69.79%	73.40%	66.90%	70.60%
Containers									
Total Glass	14.89%	15.15%	16.70%	17.54%	17.31%	18.08%	16.94%	18.78%	17.58%
Steel Cans	2.64%	2.00%	2.40%	2.43%	2.65%	2.49%	2.38%	3.30%	2.09%
Aluminum	1.48%	1.10%	1.40%	1.40%	1.43%	2.10%	1.37%	1.99%	1.13%
Total Plastics	4.70%	4.01%	4.60%	5.75%	5.67%	6.94%	5.63%	7.29%	6.13%
Residual	0.89%	0.15%	0.70%	0.17%	0.12%	0.60%	0.28%	1.74%	N/A
TOTAL	24.60%	22.40%	25.80%	27.28%	27.19%	30.21%	26.60%	33.10%	26.93%
									2.47%

2015 Roseville Recycling Composition

Type of Material	Percentage
News Mix	54.08
Cardboard	7.35
Mixed Paper	4.38
Carrier Stock	0.74
Phone Books	0.00
Textiles	0.16
Aluminum Cans	0.98
Steel Cans	2.12
HDPE Natural	1.12
HDPE Col	1.00
PET	3.11
Tubs and Lids	0.66
Thermoform	0.20
Mix Glass	21.36
Milk Cartons/Juice Boxes	0.19
Residual	2.55
2015 Total Tonnage	3,305



Street Index (key to grid locator on city map)					
Acorn Rd N	H:4	Fisk St N	E:15	Mildred Dr N	A,B:6
Aglen Ave N	C,D:13	Fry St N	E-F:I:8	Millwood Ave W	B:7,8,10,13-15
Aglen St N	F,K:13	Fulham St N	G-J:2	Millwood St W	B:1,19
Aladdin St N	E:16	Galtier Cir N	F:20	Milton St N	A,H:14
Alameda St N	I,K:16	Galtier St N	B-D,F,L:19	Minnesota Ave W	G:18-20
Albemarle Ct N	I:20	Garden Ave W	K:11,12	Moundsview Ave W	J:17
Albemarle St N	I:20	Giesmann St N	I,J:19	Nancy Pl N	G,H:14
Albert St N	A,B,F,H:10	Glen Hill Rd W	A:10	Nature View Ct N (Private)	E:18
Aldine St N	B,E,J:7	Glenwood Ave W	K:17,18	Northview St N	B:20
Alta Vista Dr N	K,L:16	Gluek Ln W	H:5,6	Oakcrest Ave W	E:5-8,11,12,15,18
American St N	F:7,8	N Gluek Ln W	H:6	Oakcrest Ln W	E:19
Applewood Ct W	C:9	S Gluek Ln W	H:6	Old Highway 8 N	A,B:1,2
Arona St N	A-C,F,J:9	Grandview Ave W	G:13-16,18-20	Orchard Ln W	C:14
Arthur Pl N	B:6	Griggs St N	C,D:12	Overlook Dr W	E:16
Arthur St N	A:6,D:6	Grotto St N	E-H:15	Owasso Hills Dr W	B:18,C:17
Asbury St N	A,B,J:9	Haddington Rd N	H:8	S Owasso Blvd W	A-C:16-20
Auerbach Ave N	G:19	Hamline Ave N	A-L:10	W Owasso Blvd N	A,B:15-16
Autumn Pl W	J:5	Hand Ave N	G,I:19	Oxford St N	A,C-F,H,J,K:13
Autumn St W	K:12	Harriet Ln W (Private)	J:13	Parker Ave W	I:13-15
Avon St N	A,E,I:15	Heinel Cir W	C:16	Partridge Rd N	B:3,4
Bayview Dr W	J:18	Heinel Dr W	A-D:15-17	Pascal St N	A-F,H,J:10
Beacon St N	E,J:7	Herschel Ave N	H:7	Patton Rd N	A,B,D:1
Belair Cir W	B:11	Herschel St N	J:7	W Perimeter Dr W	G:6
Belmont Ln W	I:10,11,16	Highcourte N	B:18	Pineview Ct W	K:16
Bossard Dr N	H:18	Highcrest Rd N	A-B,G-H:1	Primrose Curv W	D:10
Brenner Ave W	A:5,6,9,10,13-15	Highpointe Curv N	A-B:18	Prior Ave N	B-G,I-J:5
Brenner Ct W	A:2	Hillscourte North W	B:18	Prior Cir N	A:5
Brenner St W	A:1	Hillscourte South N	C:17	Rambler Ct W	D:18
Brooks Ave W	F:8,9,10,12-14,18,19	Hillsvieview East N	B:18	Rambler Rd W	D:10
Brooks Cir N	F:19	Hillsvieview West N	B:18	Rice St N	A-L:20
Burke Ave W	I:10-14,19,20	Hilltop Ave W	K:17	N Ridgewood Ln W	J:8
Capitol View (Private)	H:20	Holton St N	F:10	S Ridgewood Ln W	J:8
Capitol View Ave W	H:19,20	Huron Ave N	K:11	Ridgewood Rd N	A:9
Capitol View Cir N	H:19	Huron St N	C-D:11	Roma Ave W	L:11-13,16,19
Centennial Dr W	C:7,9,10,18	Highway 35W N	A,B:4,G-H:1-4	Rose Pl W	E:1,2,7-12,15,16,18
Center St W	K:20	N Highway 36 Service Dr W	G:3-4,6	Rosedale Dr N	J:3
Centre Pointe Dr N	A-B:4	S Highway 36 Service Dr W	H:3-4,7-8,17	Rosegate	F-G:4
Chandler Ave N	K:17	Highway 88 N	A-C:1-3	Roselawn Ave W	J:2-14,17
Charlotte St N	E:8	Highway 280 N	H-J:1	Rosetown Ct N	E:16
Chatsworth St N	A,B,F,G,J,L:13	Hythe St N	J:4	Rose Vista Ct W (Private)	L:11
Christy Cir W	E:11	Iona Cir N	C:18	N Rosewood Ln W	J:3,4
Churchill St N	A,C,D,F:13	Iona Ln W	C-D:16-20	S Rosewood Ln W	J:3,4
Civic Center Dr N	D:12	Irene Cir N	C:18	Ruggles St W	K:11-13
Clamar Ave W	A:9,10	Irene Ct W	F:18	Ryan Ave W	J:5-7,9-13,17
Cleveland Ave N	A-F,I,J:4,G:4-6	Irene St N	E,F,H,I:18	St Albans St N	C,F,G,L:16
Cleveland Service Dr N	F-G:5,H:4	Josephine Rd W	B:11,12	St Croix St N	G,H:2
Cohansey Blvd N	H-J:18	Judith Ave W	C:10-13,18	St Stephen St N	H:2
Cohansey Cir N	C:18	Karyl Pl W	I:12	Samuel St N (Private)	I:8
Cohansey St N	E-G:18	Kent St N	B, D, J, I, L:17	Sandhurst Cir W	H:18
Colonial Dr W (Private)	G:10	Lake St N	J:2	Sandhurst Dr W	H:10-12,14,15,17,19
Commerce St W	H:9,10	Lakeview Ave N	C,D:13	Sandy Hook Dr N	A:17
Cope Ave W	G:15,16	Larpenteur Ave W	L:11-20	Sextant Ave W	F:9,10,12,15,16,18
County B Rd W	H:1-20	Laurie Rd W	H:3,8,12		
County B2 Rd W	F:4-20	Lexington Ave N	A-L:12		
County C Rd W	D:1-20	Lincoln Dr N	B-D:8		
County C2 Rd W	B:1-14	Lindy Ave N	I,L:12		
County D Rd W	A:1-7,12-16	Little Bay Rd N	A:17-18		
Crescent Ln W	I:18	Long Lake Rd N	A-F:3		
Dale Ct N	K:16	Loren Rd W	J:5		
Dale St N	C-L:16	Lovell Ave W	G:13-18		
Dellwood Ave N	H-L:11	Lovell Ln W (Private)	G:13		
Dellwood St N	C-E, G-H:11	N Lovell Ln W (Private)	G:13		
Dellwood St N (Private)	G:11	S Lovell Ln W (Private)	G:13		
Dionne Ave W	L:19	Lydia Ave W	A,B:1,4,6-14		
Dionne St W	L:12,13	Lydia Ct N	A:1		
Draper Ave W	J:3,4,11,13	Lydia Dr W	A,B:14		
Draper Dr W	J:6	Mackubin St N	C,D,J,L:17		
Dunlap St N	E,F,L:12	Manson St N	B:1		
Eldridge Ave W	I:5,7,8,10-12,16,18	Maple Ln W	B:1,7,8,20		
Elmer St W	J:19-20	Maple Lane Ct W	B:19		
Emerald Ridge W	L:16	Marion Rd N	H:3		
Eustis St N	E,H:1	Marion St N	B-I,L:20		
Evelyn St N	A:5	Matilda Cir N	F:19		
Evergreen Ct N	J:5	Matilda St N	B-D,F,G:19		
Fairview Ave N	A-J:6	McCarron St W	J:20		
Fairways Ln N	I:2	N McCarrons Blvd W	J:18-20		
Farrington Ave N	B, I:19	S McCarrons Blvd W	K,L:18-20		
Farrington Cir N	F:19	Merrill St N	B,C,H,K:11		
Farrington Ct N	A:19	Mid Oaks Ln	J:8		
Farrington St N	B-D,H,L:19	Mid Oaks Rd	J:8		
Fernwood Ave N	K-L:11	Midland Grove Rd N	H:4		
Fernwood Ct N	E:12	Midland Hills Rd N	J:3		
Fernwood St N	C-E,G-J:11	Midland View Ct N	H:3		
Ferris Ln N	H:5	Midlothian Rd N	H,I:8		

City Parks and Facilities			
Park	Acreeage	Map Ref	
Acorn	44.25	E:19,20	
Applewood Overlook	2.42	C:9,10	
Applewood Park	2.09	C:9,10	
Autumn Grove	6.61	A,B:10	
Bruce Russell	1.93	J:12	
Central Park	225.00	D:15,E:13-17,F:17	
Concordia Park	4.75	G:17	
Cottontail	6.40	B:11	
Evergreen	3.94	I:7	
Howard Johnson	9.05	D:11	
Ladyslipper	16.52	A:19,20	
Langton Lake	53.54	A-C:6	
Lexington	8.45	I:12	
Mapleview	3.26	B:19	
Materion	8.51	G:19,20	
Mayflower	2.26	I:12	
Memorial Park		D:12	
Oasis	14.44	B,C:7,8	
Owasso Ballfields	4.37	D:14	
Owasso Hills	8.51	B,C:17	
Pioneer	4.71	J:14	
Pocahontas	5.69	E:10	
Reservoir Woods	109.75	J:15-16,K:17	
Rosebrook	8.28	E:8	
Sandcastle	3.37	A:1,2	
Tamarack	6.46	K,L:19	
Valley	10.61	A:15	
Veterans	3.57	D:12	
Villa	40.83	I,J:17,18	
Willow Pond	14.76	F:11	
Woodhill	2.63	D:19	
Facility	Address	Phone	Map Ref
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym.	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course	2323 Hamline Ave N	792-7011	G:10
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12

*For all police or fire emergencies - dial 911

Park Name	Address	Total # of		Building/Field	Pathway	Service
		Carts	Parking Lot			
Acorn	2806 Cty Rd C W	17	2	2	13	Weekly
Applewood	2838 Arona St	1			1	Every other week
Applewood Overlook	2838 Arona St	1			1	Every other week
Autumn Grove	1365 Lydia Ave W	5	1	2	3	Every other week
Bruce Russell	1175 Roselawn Ave W	1		1		Every other week
Central Park - Dale East, HANC	2520 Dale St N	4	1	1	2	Weekly
Central Park - Dale West	2525 Dale St N	5	2	1	2	Weekly
Central Park - Lexington	2540 Lexington Ave N	24	2	4	18	Weekly
Central Park - North	816 Heinel Dr N	1			1	Weekly
Central Park - Victoria Ballfields	2490 Victoria St N	9	3	3	3	Weekly
Central Park - Victoria West	2495 Victoria St N	10			10	Weekly
Concordia	2394 Dale St N	2		2		Every other week
Cottontail	1281 Cty Rd C2 W	1			1	Every other week
Evergreen	1810 Cty Rd B W	6	1	1	4	Weekly
Howard Johnson	1260 Woodhill Dr	4	1		3	Every other week
Keller Mayflower	2070 Fernwood St	1		1		Every other week
Langton	1894 Cty Rd C2 W	8	4		4	Weekly
Lexington	2131 Lexington Ave N	7	1	1	5	Every other week
Mapleview	2917 Matilda St	2			2	Every other week
Oasis	1700 Cty Rd C2 W	5	1		4	Every other week
Owasso Ballfields	2659 Victoria St N	2	2			Weekly
Owasso Hills	593 Owasso Hills Dr	1			1	Every other week
Pocohontas	2540 Pascal St	2			2	Every other week
Reservoir Woods	1901 Alta Vista Dr	2			1	Every other week
Rosebrook	2590 Fry St	5	2	1	2	Every other week
Sandcastle	3060 Patton Rd	2	1		1	Every other week
Tamarak	1745 Farrington St	1			1	Every other week
Valley	3110 Avon St	2			2	Every other week
Veterans	1135 Woodhill Dr	2			2	Every other week
Villa	2055 Cohansey Blvd	5			5	Every other week
Willow Pond	1283 Cty Rd B2 W	1			1	Every other week
Total		139	24	20	95	

Attachment A - Proposal Content Checklist

Proposers must prepare six hard copies and one electronic copy of the submissions that follow the format and sequence specified in this RFP. Submission must be printed on 100% post-consumer recycled content paper and one electronic copy of the proposal formatted in Microsoft WORD on a USB flash drive.

Proposers shall complete and submit this checklist of items for inclusion in the proposal. Each item must be submitted on a separate page. This checklist may also be filled out electronically using the attached Form version.

Responsiveness (Pass/Fail)

The Contractor must submit the following in order to be considered responsive:

- ☐ Completed Proposal Submittal Form and Affidavit of Non-Collusion (Attachment B)
- ☐ Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation
- ☐ List of firm's Principal Officers' names, and name, addresses and contact information (telephone, email, fax) for designated contact person
- ☐ A comprehensive cart rollout plan and schedule for the initial cart distribution (Section 5.04)
- ☐ Examples of monthly and annual reports (Section 6.01)
- ☐ Example of the Contractor's annual report and educational materials sent to MUD building owners (Section 6.03)
- ☐ A statement clearly specifying the location(s) of its recyclables processing facility (or subcontractor's facility) where material collected from the City will be delivered and / or processed (Section 7.01)
- ☐ Certification of end markets (Section 7.06)
- ☐ Examples of proposer's public education materials including education tags (Section 5.06 and 6.05)
- ☐ List of references – similar to what was previously submitted electronically
- ☐ Project Capability Plan (Attachment C)
- ☐ Project Community Values Capability Form (Attachment D)
- ☐ Pricing Forms (Attachment E)
- ☐ Value Added Plan (Attachment F)

Formatting Requirements

Contractor must follow the formatting requirements of the following Attachments.

- ☐ Project Capability Plan (Attachment C)
- ☐ Project Community Values Form (Attachment D)
- ☐ Value Added Plan (Attachment F)

In order to minimize bias, the attachments identified above must NOT contain any names that can be used to identify the Contractor. Templates of these Attachments in Word format are available for download.

Contractors are NOT allowed to re-create, re-format, or modify the Attachment templates (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.).

Attachment B

**PROPOSAL SUBMITTAL FORM
COMPREHENSIVE RECYCLING COLLECTION SERVICES**

**CITY OF ROSEVILLE
2660 CIVIC CENTER DRIVE
ROSEVILLE, MN 55113**

TO: Ryan Johnson
Environmental Specialist
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Sir:

- 1. The following proposal is made for Comprehensive Recycling Collection Services as described in the Specifications provided to the prospective contractors.
- 2. The undersigned certifies that the specifications contained herein have been carefully examined and understood and that at no time will misunderstanding of said specifications be pleaded.
- 3. In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals and to waive any informalities and technicalities without explanation.
- 4. If a corporation, what is the State of Incorporation? _____
- 5. If a partnership, state full names of all co-partners: _____

- 6. The contractor, in compliance with the Notice Requesting Proposals for Comprehensive Recycling Services, hereby submits the following proposal:

Official Address:

Firm Name:

By: _____
Title: _____
Date: _____

**AFFADAVIT AND INFORMATION REQUIRED OF BIDDERS
(RFP SUBMITTERS)**

Affidavit of Non-Collusion

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the proposer (if the proposer is an individual), a partner with the proposer (if the proposer is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the proposer is a corporation);
- (2) That the attached proposal or proposals have been arrived at by the proposer, independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposals, designed to limit independent proposing or competition;
- (3) That the contents of the proposal or proposals have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal or official reviewing the proposal or proposals; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public
My Commission expires _____, 20____

Attachment C

Project Capability Plan

This template must be used. The Project Capability Plan should identify the Contractor’s capability to meet the requirements for recycling service. The capability claims should be prioritized (list the most important claims first). The Contractor may add or delete Project Capability Claim table templates, but do not exceed the two-page limit. Do NOT include any identifying information in your Plan. Information listed under the “Documented Performance” line may describe where the Contractor has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Project Capability 1 Claim: _____

Documented Performance: _____

Project Capability 2 Claim: _____

Documented Performance: _____

Project Capability 3 Claim: _____

Documented Performance: _____

Project Capability 4 Claim: _____

Documented Performance: _____

Project Capability 5 Claim: _____

Documented Performance: _____

Project Capability 6 Claim: _____

Documented Performance: _____

Attachment D

Project Community Values Capability

This template must be used. The Contractor must identify its capability to meet the Community Values:

- Collection Operations – which includes Clean and quiet; Impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, More materials picked up – particularly plastics, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, Multi-family dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, Effective frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, Outreach to low participating communities, Outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, Reduced carbon footprint, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and MRF locations

The capability claims should be prioritized (list the most important claims first). The Contractor may add or delete Project Capability Claim table templates, but do not exceed the two-page limit. Do NOT include any identifying information in your Plan. Information listed under the “Documented Performance” line may describe where the Contractor has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Community Values Capability 1 Claim: _____

Documented Performance: _____

Community Values Capability 2 Claim: _____

Documented Performance: _____

Community Values Capability 3 Claim: _____

Documented Performance: _____

Community Values Capability 4 Claim: _____

Documented Performance: _____

ATTACHMENT E

PRICE WORKSHEET

Instructions for Roseville RFP price worksheet

All proposers must fill out at least one proposal scenario price worksheet. Pages two and three may be filled out electronically using the attached Form version of this attachment. In addition, proposers also may complete the optional Additional alternate proposal scenario worksheet. Proposers may submit multiple scenarios.

Proposers may fill in the attached form or use their own in similar formats. However, the contents in the attached price worksheet must be included if alternative formats are submitted.

The basic revenue share formula outline within this RFP can be summarized as a portion of the Proposer's materials sales revenue from commodities less processing costs for these commodities. Alternative revenue sharing formula may be proposed. The City has a stated preference for using the specified published indexes as a means to simplify the accounting of proposed revenue share. Proposers can indicate from zero to 100 percent revenue share for percent of published price index. Thus, vendors can opt out of the revenue share component by simply inserting zero percent for the commodities for each scenario proposed. Alternate revenue sharing formula can be proposed, but these must be clear with examples for each alternate formula. Also, vendors proposing alternate revenue sharing formula must justify how the monitoring and accounting of the alternate formula will be at least as simple as the basic revenue share formula contained within this RFP.

The City will use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share back to the City from all proposers. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any revenue sharing proposals.

ATTACHMENT E – 1

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 3 Year Term

Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 2

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 3 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 3

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month \$_____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 4

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 3 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month

\$_____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 5

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 6

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 3 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 7

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 8

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 3 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 9

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 10

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 3 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 11

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 5 Year Term

Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 12

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 5 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 13

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month

\$_____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 14

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 5 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month

\$_____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 15

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 16

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 5 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 17

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 18

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 5 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 19

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 20

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 5 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

Attachment F

Value Added Plan

Identify any options, ideas, alternatives, or suggestions to add value to this service. Include a short description of how it adds value to the project and identify if the items will increase or decrease cost or satisfaction. All cost impacts associated with these value added options must NOT be included in your base cost. You may add or delete rows if necessary, but do not exceed the two-page limit.

Item 1 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact: _____

Item 2 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact: _____

Item 3 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact: _____

Item 4 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact: _____

Item 5 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact: _____

Item 6 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact: _____

Costs: 3 Year Base

	Service Frequency (check one)		Cart Owner (check one)				
Proposer	Weekly	Bi-weekly	Vendor	City	Proposal Scoring Total (with fees)	Ranking	Notes
Proposer 1 - Proposal B	M	S		X	88.2	1	
Proposer 3 - Proposal A-2	M	S	X		85.7	2	
Proposer 2 - Proposal B		M,S		X	84.1	3	
Proposer 3 - Proposal A-1	M	S	X		84.0	4	
Proposer 3 - Proposal B-2	M	S		X	83.7	5	
Proposer 3 - Proposal A-3	M	S	X		83.0	6	
Proposer 3 - Proposal B-1	M	S		X	82.2	7	
Proposer 3 - Proposal B-3	M	S		X	80.1	8	
Proposer 2 - Proposal A		M,S	X		78.9	9	
Proposer 1 - Proposal A	M	S	X		75.4	10	
Proposer 4 - Proposal A-2	M	S	X		72.7	11	
Proposer 4 - Proposal B-2	M	S		X	72.1	12	
Proposer 4 - Proposal A-1	M	S	X		66.4	13	Basic Service Only (No Events)
Proposer 4 - Proposal B-1	M	S		X	66.2	14	Basic Service Only (No Events)

Costs: 3 Year Base + Parks

	Service Frequency (check one)		Cart Owner (check one)				
Proposer	Weekly	Bi-weekly	Vendor	City	Proposal Scoring Total (with fees)	Ranking	Notes
Proposer 3 - Proposal A-2	M, P	S, P	X		91.3	1	
Proposer 3 - Proposal A-1	M, P	S, P	X		89.4	2	
Proposer 2 - Proposal B		M, S, P		X	89.3	3	Only Parking Lot Pickup for Parks
Proposer 3 - Proposal B-2	M, P	S, P		X	89.1	4	
Proposer 3 - Proposal A-3	M, P	S, P	X		88.3	5	
Proposer 3 - Proposal B-1	M, P	S, P		X	87.4	6	
Proposer 1 - Proposal B	M	S, P		X	86.6	7	
Proposer 3 - Proposal B-3	M, P	S, P		X	85.0	8	
Proposer 2 - Proposal A		M, S, P	X		83.2	9	Only Parking Lot Pickup for Parks
Proposer 4 - Proposal A-2	M, P	S	X		76.9	10	Base Service Only (No Events)
Proposer 4 - Proposal B-2	M, P	S		X	76.3	11	Base Service Only (No Events)
Proposer 1 - Proposal A	M	S, P	X		75.8	12	
Proposer 4 - Proposal A-1	M, P	S	X		69.6	13	
Proposer 4 - Proposal B-1	M, P	S		X	69.5	14	

Costs: 5 Year Base

	Service Frequency (check one)		Cart Owner (check one)				
Proposer	Weekly	Bi-weekly	Vendor	City	Proposal Scoring Total (with fees)	Ranking	Notes
Proposer 3 - Proposal C-2	M	S	X		91.3	1	
Proposer 3 - Proposal C-1	M	S	X		89.1	2	
Proposer 3 - Proposal D-2	M	S		X	88.9	3	
Proposer 3 - Proposal C-3	M	S	X		87.9	4	
Proposer 2 - Proposal D		M,S		X	87.5	5	
Proposer 3 - Proposal D-1	M	S		X	87.0	6	
Proposer 3 - Proposal D-3	M	S		X	84.5	7	
Proposer 1 - Proposal D	M	S		X	83.1	8	
Proposer 2 - Proposal C		M,S	X		83.0	9	
Proposer 4 - Proposal C-2	M	S	X		76.5	10	Basic Service Only (No Events)
Proposer 1 - Proposal C	M	S	X		75.9	11	
Proposer 4 - Proposal D-2	M	S		X	74.1	12	Basic Service Only (No Events)
Proposer 4 - Proposal C-1	M	S	X		69.2	13	
Proposer 4 - Proposal D-1	M	S		X	67.7	14	

Costs: 5 Year Base + Parks

	Service Frequency (check one)		Cart Owner (check one)				
Proposer	Weekly	Bi-weekly	Vendor	City	Proposal Scoring Total (with fees)	Ranking	Notes
Proposer 3 - Proposal C-2	M, P	S, P	X		91.3	1	
Proposer 3 - Proposal C-1	M, P	S, P	X		89.2	2	
Proposer 2 - Proposal D		M, S, P		X	89.1	3	Only Parking Lot Pickup for Parks
Proposer 3 - Proposal D-2	M, P	S, P		X	89.0	4	
Proposer 3 - Proposal C-3	M, P	S, P	X		88.1	5	
Proposer 3 - Proposal D-1	M, P	S, P		X	87.1	6	
Proposer 3 - Proposal D-3	M, P	S, P		X	84.7	7	
Proposer 2 - Proposal C		M, S, P	X		84.4	8	Only Parking Lot Pickup for Parks
Proposer 1 - Proposal D	M	S, P		X	78.4	9	
Proposer 4 - Proposal C-2	M, P	S	X		77.3	10	Base Service Only (No Events)
Proposer 4 - Proposal D-2	M, P	S		X	74.9	11	Base Service Only (No Events)
Proposer 1 - Proposal C	M	S, P	X		72.8	12	
Proposer 4 - Proposal C-1	M, P	S	X		69.8	13	
Proposer 4 - Proposal D-1	M, P	S		X	68.3	14	