



City Council Agenda

Monday, April 24, 2017

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: Laliberte, McGehee, Willmus, Etten and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:05 p.m. **4. Public Comment**
- 6:10 p.m. **5. Recognitions, Donations and Communications**
a. Recognition of Commissioners for their Service to the City of Roseville
b. Police Officer's Memorial Day/National Police Week
c. Asian-American and Pacific Islander Heritage Month
- 6:15 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:20 p.m. a. Consider Roseville Firefighters Relief Association Benefit Increase
- 6:30 p.m. b. Consider Approval of Newly Created Position and Additional FTE's for IT
- 6:45 p.m. c. Consider an Interim Use Renewal, Pursuant to Section 1009.03 of City Code, Approving Park-and-Ride Facilities at Nine Locations During the 12 day Minnesota State Fair (PF17-002)
- 7:15 p.m. d. Consider Amending City Code Title 2 (Commissions) Regarding the Human Rights Commission and Community Engagement Commission
- 7:45 p.m. e. Review Cedarholm Community Building Site Plan and Image Options

- 8:15 p.m. f. Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 735 County Road B2
- 8:20 p.m. g. Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 966 Sherren Street W.
- 8:25 p.m. h. Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2096 Fry Street
- 8:30 p.m. i. Consider Community Development Department Requests Approval of Proposed Text Ordinance Amendments of the Roseville City Code, Section 307.06 Duration
- 8:35 p.m. j. Review and provide comment on the first two chapters of a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) (PROJ-0042)

8. Approve Minutes

- 9:05 p.m. a. Approve City Council Minutes – April 10th

9. Approve Consent Agenda

- a. Approve Payments
- b. Approve Business & Other Licenses
- c. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000
- d. Approve Resolution Awarding Bid for 2017 Pavement Management Project
- e. Approve Entering Into an Agreement for the Water Booster Station Improvements
- f. Award Contract for Engineering Services for Rehabilitation of Walsh Lift Station
- g. Approve Retaining Wall Agreement at 1995 County Road B
- h. Consider a Comprehensive Plan Land Use Map Change at 211 North McCarrons Boulevard (PROJ0041)
- i. Approve Authorization to Accept Grant Funding from Ramsey County Emergency Management & Homeland

Security for Night Vision Optics

- j. Consider an Interim Use Renewal pursuant to §1009.03 of the City Code to permit seasonal household hazardous waste collection at Ramsey County Kent Street property (PF17-003)

- k. Appoint Annual Variance Board Members

9:15 p.m. **10. Council and City Manager Communications, Reports and Announcements**

9:20 p.m. **11. Councilmember Initiated Future Agenda Items and Future Agenda Review**

9:25 p.m. **12. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	Apr 25	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Apr 26	6:30 p.m.	Comp Plan 2040 Update
May			
Tuesday	May 2	6:30 p.m.	Parks & Recreation Commission
Wednesday	May 3	5:30 p.m.	Variance Board
Wednesday	May 3	6:30 p.m.	Planning Commission
Monday	May 8	6:00 p.m.	City Council Meeting
Tuesday	May 9	6:30 p.m.	Finance Commission
Thursday	May 11	6:30 p.m.	Community Engagement Commission

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

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 5.a

Department Approval

City Manager Approval



Item Description: Recognition of Commissioners for their Service to the City of Roseville

1 **BACKGROUND**

2 The City has eight advisory commissions that assist the council on specific areas of interest.
3 Commissioners are appointed by the City Council to serve three-year terms. Commissioners
4 serve on a volunteer basis, donating many hours to the City of Roseville.

5 **POLICY OBJECTIVE**

6 Publicly acknowledge the contributions of the outgoing commissioners and thank them for
7 volunteering their time and talents to the City of Roseville.

8 **REQUESTED COUNCIL ACTION**

9 Present certificates of appreciation to retiring commissioners.

10

Prepared by: Patrick J. Trudgeon, City Manager



**Police Officers' Memorial Day
May 15, 2017**

**National Police Week
May 15-21, 2017**

Whereas: The Congress and President of the United States have designated the week in which May 15 occurs as National Police Week and May 15 as Peace Officers' Memorial Day; and

Whereas: The Roseville Police Department plays an essential role in safeguarding the rights and freedoms of all members of the community; and

Whereas: It is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas: The men and women of the Roseville Police Department unceasingly provide this vital public service.

Now, Therefore Be It Resolved, that the Roseville City Council hereby declare the week of May 15 to May 21, 2017, to be National Police Week in the City of Roseville and May 15 as Peace Officers' Memorial Day.

Be It Further Resolved, that the Roseville City Council calls upon all citizens to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens

Be It Further Resolved, to observe May 15 as Peace Officers' Memorial Day in honor of law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community, to include Roseville Officer Howard Johnson and Officer Bruce Russell, or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this twenty-fourth day of April, 2017.

Mayor Daniel J. Roe



Asian-American and Pacific Islander Heritage Month May 2017

Whereas: The month of May commemorates the first Japanese immigrants to the United States on May 7, 1843, and the transcontinental railroad completion on May 10, 1869 (Golden Spike Day); and

Whereas: In 1978, President Jimmy Carter designated the first week of May as Asian-American and Pacific Islander Heritage Week, and in 1990, President George Bush expanded the holiday to the entire month of May; and

Whereas: From the early 1800s to today, Asian and Pacific Islander peoples have made lasting contributions to and have played a vital role in the development of our nation; and

Whereas: Roseville recognizes the rich cultural heritage representing many languages, ethnicities and religious traditions that Asian-American and Pacific Islanders bring to our community; and

Whereas: Roseville celebrates the contributions of millions that Asian-American and Pacific Islanders have made to the American story and reminds us of the challenges they face as they continue to embrace the American dream; and

Whereas: Roseville recognizes Asian-American and Pacific Islander Heritage Month's 2017 theme of "Belonging" and

Whereas: By recognizing the accomplishments and contributions of Asian-Americans and Pacific Islanders, Roseville celebrates the inclusion of all people in building a better future for our citizens.

Now, Therefore Be It Resolved that the City Council hereby declare May 2017 to be Asian-American and Pacific Islander Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this twentieth fourth day of April 2017.

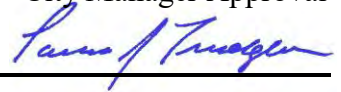
Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 7.a

Department Approval

City Manager Approval



Item Description: Consider Roseville Firefighters Relief Association Benefit Increase

BACKGROUND

On October 28, 2006, the City Council approved Resolution 10442. (Attachment A). The resolution included a clause that provided a simplified, long term solution for the Roseville Firefighter Relief Association with respect to granting benefit increases to the retirees (hereafter referred to as "pensioners") of the Roseville Fire Department.

This clause stated: "Beginning January 1, 2008 and each year thereafter, increases in the monthly and lump sum benefits shall equate to the same cost of living adjustment provided to Social Security recipients."

Currently the Relief Association Members' benefit is set at \$32 per month, per year of service or a lump sum payment of \$3,200 per year of service for any member who completes 20 years or more of service to the city.

Based upon calculations with respect to Resolution 10442, the current benefit level has not kept pace with the Social Security cost of living adjustments. As a result, the benefit level should be \$34.24 per month, per year of service and a lump sum payment of \$3,424 per year for any member who completes 20 years or more of service to the city. (Attachment B).

POLICY OBJECTIVE

To comply with Resolution 10442

BUDGET IMPLICATIONS

None. In the most recent actuarial commissioned by the Relief Association, the numbers were calculated to include implications with and without a benefit increase. Currently, without the increase, the financials show that the fund is 111% funded with respect to benefit obligations and would still be 109% funded if we comply with Resolution 10442 and grant the proposed benefit increase. (Attachment C).

STAFF RECOMMENDATION

It is the recommendation of Staff, that the City complies with Resolution 10442 and grant the proposed benefit increase.

REQUESTED COUNCIL ACTION

The Roseville Firefighter's Relief Association requests that the City Council approve:

33 Retroactive to January 1, 2017, a benefit increase of \$2.24 per month, per year of service, for
34 pensioners selecting the monthly benefit option and an increase of \$224 per year of service
35 for those pensioners selecting the lump sum payment benefit.
36

37 This action would increase the benefit levels to:

- 38 - Monthly: \$34.24 per month, per year of service
- 39 - Lump sum: \$3,424 per year of service

40
41
42 Prepared by: Scott D. Wemyss, Relief Association Secretary
43 David W Breen, Relief Association President

Attachments: A: City Council Resolution #10442
B: Social Security COLA's and resulting benefit increase
C: Relief Association actuarial December 31, 2016
D: Resolution approving 2017 benefit increase

**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 23rd day of October, 2006 at 6:00 p.m.

The following members were present: Kough, Maschka, Ihlan, Pust and Klausing, and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

RESOLUTION 10442

**RESOLUTION AUTHORIZING A NEW FIRE RELIEF PENSION PLAN BENEFIT
FOR THE FISCAL YEAR OF 2007 AND BEYOND**

WHEREAS, The City of Roseville recognizes the valuable contributions by Roseville Firefighters and has therefore established a Fire Relief Pension Plan, and;

WHEREAS, Eligible members in the Fire Relief Pension Plan are currently entitled to a monthly benefit in the amount of \$27 per month per year of service in the form of a monthly annuity, and;

WHEREAS, Eligible members in the Fire Relief Pension Plan are currently entitled to elect a one-time lump-sum payout in the amount of \$2,700 per year of service in lieu of a monthly annuity, and;

WHEREAS, the City of Roseville and Roseville Fire Relief Association have mutually agreed to a revised Plan benefit.

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

- 1) Beginning November 1, 2006, the monthly benefit shall be \$29 per month per year of service for those that elect a monthly annuity; and \$2,900 per year of service for those that elect a one-time lump-sum payout.
- 2) Beginning January 1, 2008 and each year thereafter, increases in the monthly and lump-sum benefits shall equate to the same cost of living adjustment provided to Social Security recipients.
- 3) Future benefit increases shall be withheld if it is demonstrated through an actuarial analysis that the Pension Plan's unfunded liability is less than 70%.

The motion for the adoption of the foregoing resolution was duly seconded by Member Ihlan and upon a vote being taken thereon, the following voted in favor thereof: Kough, Maschka, Ihlan, Pust and Klausing and the following voted against the same: none.

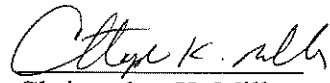
WHEREUPON, said resolution was declared duly passed and adopted.

Resolution – Fire Relief Pension Plan

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 23rd day of October, 2006 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of October, 2006.

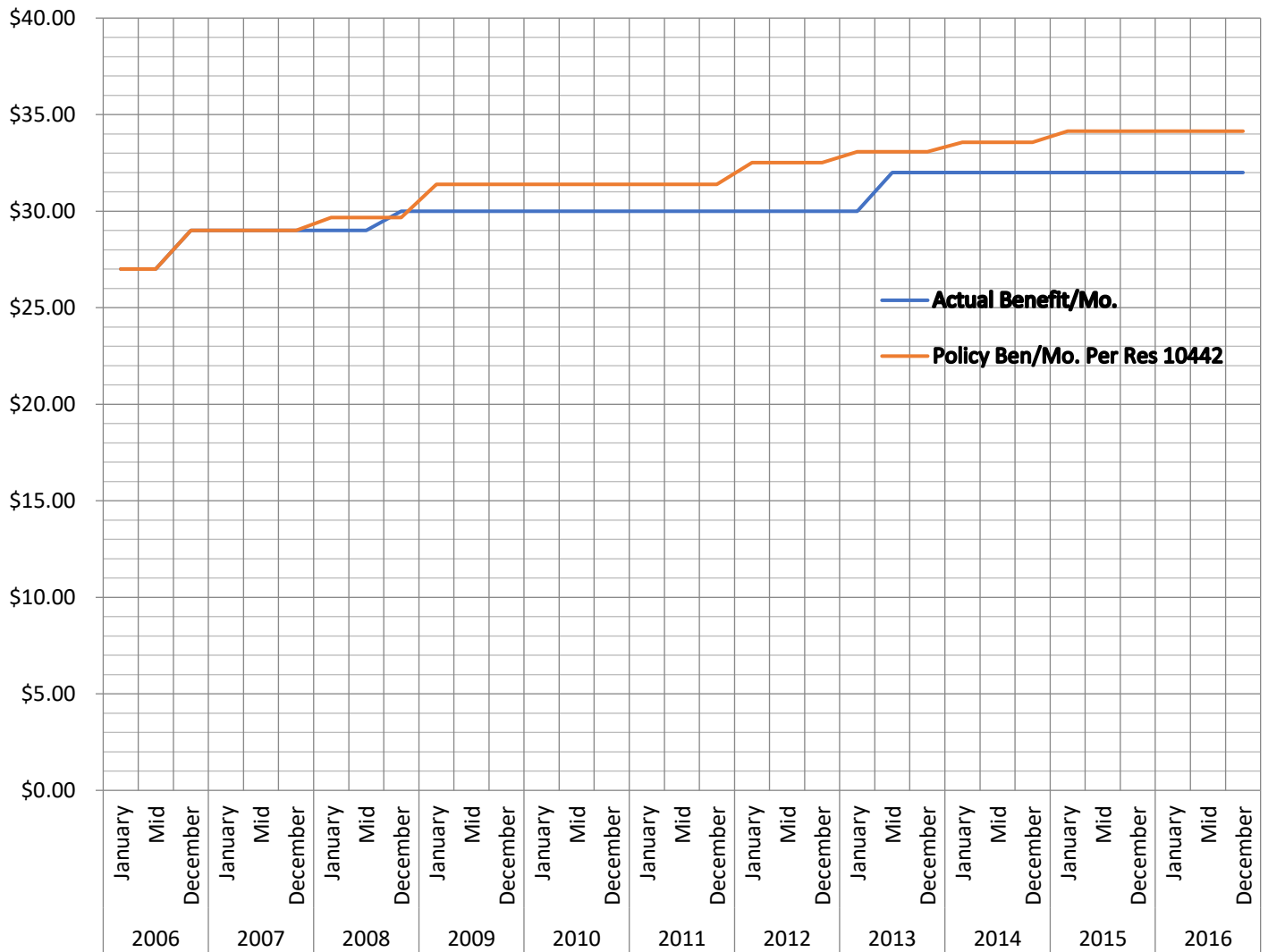

Christopher K. Miller,
Interim City Manager

(Seal)

Benefit History vs. SSA COLA

Year		Actual Benefit/Mo.	Policy Ben/Mo. Per Res 10442	2017 Proposed	SSA COLA
2006	January	\$27.00	\$27.00	\$27.00	3.30%
	Mid	\$27.00	\$27.00	\$27.00	
	December	\$29.00	\$29.00	\$29.00	
2007	January	\$29.00	\$29.00	\$29.00	2.30%
	Mid	\$29.00	\$29.00	\$29.00	
	December	\$29.00	\$29.00	\$29.00	
2008	January	\$29.00	\$29.67	\$29.00	5.80%
	Mid	\$29.00	\$29.67	\$29.00	
	December	\$30.00	\$29.67	\$29.00	
2009	January	\$30.00	\$31.39	\$30.00	0%
	Mid	\$30.00	\$31.39	\$30.00	
	December	\$30.00	\$31.39	\$30.00	
2010	January	\$30.00	\$31.39	\$30.00	0%
	Mid	\$30.00	\$31.39	\$30.00	
	December	\$30.00	\$31.39	\$30.00	
2011	January	\$30.00	\$31.39	\$30.00	3.60%
	Mid	\$30.00	\$31.39	\$30.00	
	December	\$30.00	\$31.39	\$30.00	
2012	January	\$30.00	\$32.52	\$30.00	1.70%
	Mid	\$30.00	\$32.52	\$30.00	
	December	\$30.00	\$32.52	\$30.00	
2013	January	\$30.00	\$33.07	\$30.00	1.50%
	Mid	\$32.00	\$33.07	\$32.00	
	December	\$32.00	\$33.07	\$32.00	
2014	January	\$32.00	\$33.57	\$32.00	1.70%
	Mid	\$32.00	\$33.57	\$32.00	
	December	\$32.00	\$33.57	\$32.00	
2015	January	\$32.00	\$34.14	\$32.00	0%
	Mid	\$32.00	\$34.14	\$32.00	
	December	\$32.00	\$34.14	\$32.00	
2016	January	\$32.00	\$34.14	\$32.00	0.30%
	Mid	\$32.00	\$34.14	\$32.00	
	December	\$32.00	\$34.14	\$32.00	
2017	January	\$32.00	\$34.24	\$34.24	
	Mid	\$32.00	\$34.24	\$34.24	
	December	\$32.00	\$34.24	\$34.24	

RFRA Benefit Comparison





ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

*January 1, 2017
Actuarial Valuation*

March 07, 2017

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

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ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Introduction and Actuarial Certification

Purposes of the valuation

This report presents the results of the January 1, 2017 valuation for the Roseville Firefighter's Relief Association. Its sole purpose is to determine the annual municipal obligation to the plan and should not be used for any other purpose, such as financial reporting.

Sources of data

The Relief Association supplied the January 1, 2017 data for all active and retired members, and asset data for the special fund. We have relied on that data in preparing this report.

Changes from the previous valuation

Mortality, termination, and disability rates were changed to those used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.

Retirement rates were changed from the later of age 55 or 20 years service to a schedule that allows for some delayed retirements.

Summary of valuation results

The actuarial accrued liability used for determining the minimum required contribution decreased from \$9,709,587 as of January 1, 2015 to \$9,314,796 as of January 1, 2017. Special Fund assets increased from \$10,171,186 as of January 1, 2015 to \$10,302,168 as of December 31, 2016. As a result, the fund has increased its funded status from 104.75% to 110.60%.

The municipal contribution based on the results of this report before any offset for State Aid is \$2,541, down from \$55,689 determined by the 2015 valuation.

The State Aid amount is not yet known, but if the amount stays at the level paid in 2015 (\$220,324), the remaining municipal obligation would be \$0 annually for fiscal years ending 2018 and 2019.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Introduction and Actuarial Certification (continued)**Actuarial certification**

To the best of our knowledge, this report is complete and accurate and all Relief Association liabilities were determined in accordance with generally accepted actuarial principles and practices. Upon receipt of the report, the Relief Association should notify us if you disagree with any information contained in the report or if you are aware of any information that would affect the results that has not been communicated to us. The report will be deemed final and acceptable to the City and the Relief Association unless you notify us otherwise.

Chapter 356.216 of Minnesota Statutes requires that an actuarial valuation of the fund be conducted periodically. The State Auditor has determined that a valuation must be conducted at least every two years. An actuarial valuation is a calculation to determine the normal cost and accrued liability of the fund and includes a determination of the payment necessary to amortize the unfunded liability over the stated period.

The actuarial assumptions and methods are the responsibility of the plan sponsor with the exception of the discount rate which is set by statute and is only appropriate to comply with statutory funding. We have reviewed the other assumptions and believe that they are reasonable estimates of future plan experience, both individually and in the aggregate.

We are available to answer questions on the material contained in this report or to provide explanations or further details on the results. The undersigned credentialed actuary is a consulting actuary for Van Iwaarden Associates and meets the Qualifications Standards of the American Academy of Actuaries to render the actuarial opinion contained herein. In addition, the undersigned actuary meets the requirements of an "approved actuary" under Minnesota statutes, Section 356.215, Subdivision 1, Paragraph (c). We are not aware of any direct or material indirect financial interest or relationship that could create a conflict of interest or impair the objectivity of our work.

Respectfully submitted,



Sandra L. Bruns, EA, FSA
Consulting Actuary

March 7, 2017

L/D/C/R: 4/st/sb/bh

v.11/10/2016

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Valuation of the Current Plan

	2015	2017
A. Actuarial accrued liability (AAL)		
1. Active members	\$ 2,630,820	\$ 2,260,913
2. Vested terminated members	146,038	318,729
3. Retired members	6,179,887	5,941,011
4. Spouses receiving benefits	752,842	794,143
5. Disabled members receiving benefits	0	0
6. Total actuarial accrued liability	\$ 9,709,587	\$ 9,314,796
B. Special fund assets	\$ 10,171,186	\$ 10,302,168
C. Unfunded actuarial accrued liability	\$ (461,599)	\$ (987,372)
D. Credit for surplus	\$ (46,160)	\$ (98,737)
E. Amortization payment		
1. Amortization period	0	0
2. Payment	\$ 0	\$ 0
F. Normal cost	\$ 77,548	\$ 75,299
G. Annual contribution payable:	2016, 2017	2018, 2019
1. Preliminary contribution (D. + E. + F.)	\$ 31,388	\$ (23,438)
2. Administrative expense (previous year x 1.035)	24,301	25,979
3. Annual contribution (1. + 2.)	\$ 55,689	\$ 2,541
4. Estimated State Aid	(266,800)	(220,324)
5. Estimated municipal contribution (3. + 4., not less than zero)	\$ 0	\$ 0
H. Funded Status	104.75%	110.60%

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Reconciliation of Plan Assets

	<u>2015</u>	<u>2016</u>
A. Value of assets on January 1	\$ 10,171,186	\$ 9,828,926
B. Contributions for the year		
1. Municipal contributions	0	0
2. State contributions	220,012	220,324
3. Supplemental benefits	0	1,000
4. Total contributions	<u>220,012</u>	<u>221,324</u>
C. Benefits paid during the year	(563,896)	(569,784)
D. Expenses (non-investment) paid from plan assets	(20,569)	(25,100)
E. Investment earnings for the year	<u>22,193</u>	<u>846,802</u>
F. Asset value on December 31 (sum of A. thru E.)	\$ 9,828,926	\$ 10,302,168
G. Investment return		
1. By year	0.2%	8.8%
2. Two year period		4.3%

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Changes in the Unfunded Actuarial Accrued Liability

A. Liability gain or loss

1. Expected actuarial accrued liability (AAL)	
a. AAL as of January 1, 2015	\$ 9,709,587
b. Normal cost 2015	77,548
c. Normal cost 2016	77,548
d. Benefit payments 2015	(563,896)
e. Benefit payments 2016	(569,784)
f. Interest to December 31, 2016 on a. through e.	950,172
g. Expected AAL on December 31, 2016 (sum of a. through f.)	<u>9,681,175</u>
2. Actual AAL on January 1, 2017	
a. Before any assumption, method or plan changes	9,315,411
b. After assumption and method changes, but before plan changes	9,314,796
c. After assumption, method and plan changes	9,314,796
3. Difference from the expected AAL	
a. (Gain) or loss due to plan experience diff from that expected (2.a. - 1.g.)	(365,764)
b. Due to changes in actuarial assumptions and methods (2.b. - 2.a.)	(615)
c. Due to plan changes (2.c. - 2.b.)	0
d. Total (a. + b. + c.)	<u>(366,379)</u>

B. Asset gain or loss

1. Expected value of assets	
a. Value of assets on January 1, 2015	10,171,186
b. Benefit payments	(1,133,680)
c. Contributions	441,336
d. Interest to December 31, 2016 on a., b. and c.	1,005,390
e. Expected assets on December 31, 2016 (sum of a. through d.)	<u>10,484,232</u>
2. Actual assets as of December 31, 2016	10,302,168
3. (Gain) or loss due to plan experience different from expected (1.e. - 2.)	182,064

C. Changes in the unfunded actuarial accrued liability

1. Unfunded AAL on January 1, 2015 (A.1.a. - B.1.a.)	(461,599)
2. Expected unfunded AAL on December 31, 2016 (A.1.g. - B.1.e.)	(803,057)
3. Changes	
a. Actuarial (gain) or loss (A.3.a. + B.3.)	(183,700)
b. Changes in actuarial methods and assumptions (A.3.b. + B.3.b.)	(615)
c. Changes in plan provisions (A.3.c.)	0
d. Total change	<u>(184,315)</u>
4. Unfunded AAL on December 31, 2016	(987,372)

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Determination of Amortization Period

The amortization periods shown are required by Minnesota Statutes §424A.093 Subd 4. Per Subd 4.(d)(3)(i) actuarial losses are amortized over 10 years. Per Subd 4.(d)(3)(v) increases in the UAL due to plan changes are amortized over 20 years.

A. Amortization of prior UAL

1. UAL before any change (not less than zero)	0
2. Prior amortization years (updated to valuation date)	17
3. Payment to amortize UAL over prior period	0

B. Amortization of actuarial losses

1. Unfunded AAL due to actuarial losses	0
2. Payment to amortize loss over 10 years	0

C. Amortization of plan and assumption changes

1. Unfunded AAL due to plan changes	0
2. Payment to amortize over 20 years	0

D. Total amortization payments

0

E. Period to amortize UAL based on payments in D.

0

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Average Available Financing

	State Aid	City Contrib	Credit for Surplus	Total	Active Members	Average Financing
2014	\$ 266,800	\$ 72,817	\$ 46,160	\$ 385,777	38	\$ 10,152
2015	220,012	0	13,043	233,055	32	7,283
2016	221,324	0	98,737	320,061	25	12,802

Average available financing for 2017: \$ 10,079

Minimum required for \$32 monthly benefit: 2,592

Maximum monthly benefit permitted: 100.00

Minimum required for \$3,200 lump sum multiplier: 1,726

Maximum lump sum multiplier permitted: 10,000

Notes:

- The State Aid and City Contributions shown are those made during the calendar year indicated.
- The number of active members is from the State Reporting Form for the year indicated, that is, the number as of December 31
- The average available financing for 2017 is the average for the three years preceeding 2017 (2014 to 2016). See Minnesota Statutes §424A.02.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Summary of Changes in Membership

	Terminated					
	Active	Vested	Retired	Beneficiaries	Disabled	Total
A. Members on January 1, 2015	38	9	51	8		106
B. Changes in the member group						
1. New active members						0
2. Retirements	(3)		3			0
3. Separation, deferred lump sum	(6)	6				0
4. Separation, not vested	(4)					(4)
5. Separation, disability benefit						0
6. Deaths			(5)	2		(3)
7. Lump sum distributions		(2)				(2)
8. Rehire						0
9. Total changes	(13)	4	(2)	2	0	(9)
C. Members on January 1, 2017	25	13	49	10		97

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Summary of Participant Data

	January 1, 2015	January 1, 2017
A. Active Members		
1. Number	38	25
2. Average Age	40.49	43.3
3. Average years of service	14.22	16.72
B. Vested terminated members		
1. With deferred benefits		
a. Number	9	13
b. Total annual deferred benefits	\$0	\$9,216
c. Average annual benefit	0	9,216
d. Total lump sum benefits	191,352	283,872
e. Average lump sum benefit	21,261	23,656
C. Retirees and beneficiaries		
1. Number		
a. Retirees	51	49
b. Beneficiaries	8	10
c. Disabled retirements	0	0
d. Total	59	59
2. Total annual benefits being paid	\$544,896	\$547,584
3. Average annual benefit being paid	9,236	9,281
D. Total number of participants (A.1. + B.1. + C.1.)	106	97

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Summary of Plan Provisions**A. Plan provisions as of January 1, 2017**

1. Eligibility: Members in good standing of the Roseville Firefighter's Relief Association.
2. Normal retirement: The later of age 50 or after completion of 20 years of service.
3. Pension Amounts:
 - (a) Monthly Service Pension: \$32 per month of service effective August 1, 2013. A member may choose to receive a lump sum benefit equal to \$3,200 multiplied by years of service plus a supplemental benefit equal to 10% of the accrued benefit but not more than \$1,000 which is paid by the State.
 - (b) Deferred Service Pension: Members who terminate prior to age 50 with at least 10 but less than 20 years of service receive a deferred lump sum payment payable at age 50. The amount is the monthly service pension reduced 4% for each year of service less than 20. Members who terminate with 20 years service but before age 50 may elect to receive a deferred lump sum or annuity payment payable at age 50.
4. Survivor and Disability Benefits: If an active, deferred, or retired member dies, the following benefits are available:
 - (a) Survivor Benefits: If a member dies before retirement, the survivor benefit payable to the spouse equals \$32 multiplied by years of service. If there is no surviving spouse, the benefit will be paid to the member's surviving children. If there is no surviving spouse and there are no surviving children, the benefit will be paid to the member's designated beneficiary. On the death of a member after retirement, and after having chosen a monthly annuity form of benefit, the surviving spouse benefit equals the benefit amount paid to the member.
 - (b) Disability Benefits: A member who is unable to perform the duties of employment due to accident or sickness incurred while actually engaged in performing the duties of a Roseville firefighter is eligible to receive a benefit equal to 1/30th of the monthly 20-year pension, per day, for up to 26 weeks. A member who suffers total permanent disability is eligible to receive the monthly pension without regard to vesting.

B. Plan provisions effective after January 1, 2017

No future plan improvements beyond December 31, 2016 were recognized.

C. Changes in plan provisions since prior year

None

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Actuarial Methods and Assumptions

A. Discount Rate 5% as required by Minnesota statutes

B. Mortality Rates used in the July 1, 2016 Minnesota PERA Police & Fire Plan actuarial valuation as described below.

Healthy Pre-retirement: RP-2000 non-annuitant generational mortality projected with scale AA, white collar adjustment, male rates set back 2 years, female rates set back 2 years.

Healthy Post-retirement: RP-2000 annuitant generational mortality projected with scale AA, white collar adjustment, without age adjustments.

Disabled: RP-2000 healthy annuitant mortality table, white collar adjustment, set forward eight years for males and females.

C. Withdrawal Select and ultimate rates used in the July 1, 2016 Minnesota PERA Police & Fire Plan actuarial valuation. Select rates are as follows:

First Year	Second Year	Third Year
8.0%	5.0%	3.5%

Age	Ultimate Rates	
	Male	Female
20	6.01%	6.01%
25	3.24%	3.24%
30	1.90%	1.90%
35	1.46%	1.46%
40	1.26%	1.26%
45	0.91%	0.91%
50	0.50%	0.50%
55	0.11%	0.11%
60	0.00%	0.00%

D. Disability Age-related rates used in the July 1, 2016 Minnesota PERA Police & Fire Plan actuarial valuation. All incidences are assumed to be duty-related. Select Rates are as follows:

Age	Rate
20	0.11%
25	0.13%
30	0.16%
35	0.19%
40	0.29%
45	0.54%
50	1.04%
55	2.03%
60	0.00%

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Actuarial Methods and Assumptions

E. Retirement

Active members

We have assumed 50% of active members will retire when reaching retirement eligibility (later of age 50 and 20 years of service); then 50% retire each subsequent year until 100% retirement at the earlier of age 65 or 30 years of service.

Age	Less than 20 years of service	With 20-29 years of service	With 30 years of service
50-64	0%	50%	100%
65	100%	100%	100%

Vested terminated

The later of current age and age 50.

F. Beneficiary information

100% of members are assumed to have a beneficiary who will receive survivor benefits.

G. Spouse age difference

Wives are assumed to be 3 years younger than husbands.

H. Form of payment

All participants eligible for an annuity will elect a 100% joint and survivor annuity.

I. Supplemental benefits

We have not valued the liability associated with supplemental lump sum benefits in this funding valuation since the State reimburses the Special Fund for those benefits. These payments and reimbursements will be recognized in plan assets as they occur.

J. Changes since prior valuation

Mortality, termination, and disability rates were changed to those used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.

Retirement rates were changed from the later of age 55 or 20 years service to a schedule that allows for some delayed retirements.

K. Actuarial Methods

Normal Cost and Actuarial Accrued Liability

The Entry Age Normal actuarial cost method. This actuarial funding method is one of the projected benefit cost methods. The normal cost for each active member is the annual level dollar amount required from the member's entry date to retirement date so that the accumulated contributions at termination or retirement will equal the liability at that time. This cost is expressed as a level annual amount.

Actuarial Value of Assets

The actuarial value of assets is equal to the market value of assets.

Benefits Valued

All benefits summarized in the plan provisions section of this report.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Selection of Non-Economic Assumptions

The Actuarial Standards Board (ASB) provides coordinated guidance for measuring pension and retiree group benefit obligations through a series of Actuarial Standards of Practice (ASOPs). A revision of ASOP No. 35, Selection of Demographic and Other Noneconomic Assumptions for Measuring Pension Obligations, was adopted in September of 2014 and is effective for any actuarial work product with a measurement date on or after June 30, 2015.

One of the requirements of the revised ASOP No. 35 is that the actuary disclose the rationale used in selecting each non-prescribed non-economic assumption and any changes to non-prescribed non-economic assumptions. The table below summarizes the rationale for selecting the non-prescribed non-economic assumptions. The rationale for assumption changes, along with a description of the assumptions themselves, is included in the Actuarial Assumption and Methods section of the report.

Non-Economic Assumptions (non-prescribed)	
Assumption	Rationale for Selecting Assumption
Mortality	Rates used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.
Retirement	Due to limited plan-specific data, based on plan's earliest retirement age with allowance for some delayed retirement.
Termination of Employment	Rates used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.
Disability	Rates used in the most recent Minnesota PERA Police & Fire Plan actuarial valuation.
Optional Form of Benefit	Based on recent plan experience.
Percentage Married and Spouse Ages	Based on standard pension plan assumptions. These assumptions have an insignificant impact on plan costs.

ROSEVILLE FIREFIGHTER'S RELIEF ASSOCIATION

January 1, 2017 Actuarial Valuation

Projected Cost of Benefit Increases

Benefit increase percentage:		7%
Monthly benefit for active members:	\$32.00	\$34.24
Lump sum benefit for active members:	\$3,200.00	\$3,424.00
Benefit effective January 1:	2017	2017
A. Actuarial accrued liability (AAL)		
1. Active members	\$ 2,260,913	\$ 2,419,177
2. Vested terminated members	318,729	318,729
3. Retired members	5,941,011	5,941,011
4. Spouses receiving benefits	794,143	794,143
5. Disabled members receiving benefits	<u>0</u>	<u>0</u>
6. Total actuarial accrued liability	9,314,796	9,473,060
7. Change from current benefit rate		158,264
B. Special fund assets	10,302,168	10,302,168
C. Unfunded actuarial accrued liability (A.6. - B.)	(987,372)	(829,108)
D. Credit for surplus	(98,737)	(82,911)
E. Amortization payment		
1. Amortization period	0	0
2. Payment	0	0
F. Normal cost	75,299	80,570
G. Annual contribution payable:	<u>2018, 2019</u>	<u>2018, 2019</u>
1. Preliminary contribution (D.+E.+F.)	(23,438)	(2,341)
2. Admin expense (prior year x 1.035)	<u>25,979</u>	<u>25,979</u>
3. Annual contribution (1.+2.)	2,541	23,638
4. Estimated State Aid	<u>(220,324)</u>	<u>(220,324)</u>
5. Estimated City contribution (3.+4.)	0	0
6. Change in City contribution		0
H. Funded ratio	111%	109%

Other than the potential benefit increases shown above, all results in this exhibit are based on the census data, assets, assumptions, methods, and plan provisions disclosed in the January 1, 2017 actuarial valuation 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 held on the 24th day of April, 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 _____

**RESOLUTION APPROVING BENEFIT INCREASE FOR MEMBERS OF THE
ROSEVILLE THE FIREFIGHTER RELIEF ASSOCIATION (RFRA)**

WHEREAS, Resolution #10442 adopted by the Roseville City Council on October 28, 2006 authorized annual increases of the monthly and lump sum benefit to RFRA members equal to the same cost of living adjustment provided to Social Security recipients; and

WHEREAS, retired RFRA members that have completed 20 or more years of services currently receive \$32 per month per year of service or if they elect to receive a lump sum payment, an amount equal to \$3,200 for each year of service.

WHEREAS, based on calculations with respect to Resolution 10442, the current benefit level has not kept pace with Social Security cost of living adjustments.

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "Council") of the City of Roseville, Minnesota (the "City"), that the Council:

- 1) Approves a new benefit amount retroactive to January 1, 2017 for any RFRA member who completes 20 or more years of service equaling \$34.24 per month per year of service or if they elect to receive a lump sum payment, an amount equal to \$3,424 per year for each year of service.

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

the following voted against the same: _____, and the following abstained: _____.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution –Approving a Benefit Increase for Members of the Roseville Firefighter Relief Association

STATE OF MINNESOTA)
 s) s
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on April 24 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of April, 2017.

Patrick Trudgeon, City Manager

(Seal)

REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 7.b

Department Approval

City Manager Approval



Item Description: Consider Approval of Newly Created Position and Additional FTE's for IT

As discussed at the March 20, 2017 City Council Work session, Staff is requesting that the Council approve the creation of a new IT Service Desk Representative position as well as the authorization to hire two full-time employees in this position. Staff is further requesting authorization to hire a full-time Computer Support Specialist which was also highlighted at the March 20 meeting.

The Council is reminded that these recommendations stem from several discussions with the Metro I-Net group which desires to improve IT Support capabilities by adding three lower-level Computer Support/Help Desk positions. Each Metro I-Net member has authorized additional spending in their 2017 budgets to fund these positions. Roseville's share will come from additional tower rental fees charged to wireless service providers.

Below are the job summaries and salary ranges for each position. Each position is fulltime and each will include benefits costing approximately 30% beyond the salary listed. This is felt to be the most cost effective means to most effectively and efficiently meet service needs.

IT Service Desk Representative Job Summary:

The IT Service Desk Representative provides an entry level, customer focused, single point of contact to end users reporting IT related incidents or service requests. This position builds relationships while identifying, diagnosing and resolving first line incidents and escalating non entry-level issues as needed to minimize the business impact of incidents. IT Service Desk Representative provides support to the Computer Support Specialists through obtaining proper information from users to enable second-level support teams and vendors to resolve incidents or fulfill requests effectively according to Service Level Agreements. The IT Service Desk Representative works under the direct supervision of the IT Support Supervisor performing first-level troubleshooting and analysis to solve simple to moderate issues related to information systems and has the primary role to support Microsoft Windows desktop operating systems, applications and components.

Salary Range: Internally this position falls into grade 5 of the non-exempt ranges \$20.26 –\$24.40/Hr. or \$42,141 - \$50,752 annually.

Computer Support Specialist Job Summary:

Under the general direction of the IT Support Supervisor, the Computer Support Specialist provides technical assistance to computer end-users, answer questions and resolve computer problems in person, over the telephone or electronically. Specialists provide end-user assistance with the use of

35 *computer hardware and software including: operating systems, printing, computer hardware and*
36 *software installations, and electronic mail. This position works under the direction of the IT Support*
37 *Supervisor to provide mid-level technical support to solve simple to moderate issues related to*
38 *information systems which have moderate financial impacts.*
39

40 **Salary Range:** Internally this position falls into grade 9 of the non-exempt ranges \$27.32 –\$32.91/Hr.
41 or \$56,826 - \$68,453 annually.
42

43 **POLICY OBJECTIVE**

44 The IT division has identified priorities and funding mechanisms for the City to provide needed
45 services and programs. Hiring personnel to fill the newly created positions will assist in implementing
46 these priorities and meeting service agreements.

47 **FINANCIAL IMPACTS**

48 The Metro I-Net services agreements for 2017 as well as additional tower rental fees charged
49 to wireless service providers will cover the costs of the positions with no additional cost to the
50 City.

51 **STAFF RECOMMENDATION**

52 Staff recommends approval of the newly created positions and recommends that the City
53 Council authorize staff to begin the process of recruiting and filling the newly created
54 positions.

55 **REQUESTED COUNCIL ACTION**

56 Motion to approve the newly created positions and authorize staff to begin the process of
57 recruiting and filling the newly created positions.

Prepared by: Eldona Bacon, Human Resources Manager (651) 792-7025

Attachments: None

58

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 04/24/17

Agenda Item: 7.c

Department Approval



City Manager Approval



Item Description: Consider an Interim Use Renewal, Pursuant to Section 1009.03 of City Code, Approving Park-and-Ride Facilities at Nine Locations During the 12 day Minnesota State Fair (PF17-002)

BACKGROUND

The Minnesota State Fair (MSF), in cooperation with Grace Church, Roseville Area High School, St. Christopher's, Church of Corpus Christi, St. Rose of Lima, Calvary Church, New Life Presbyterian, Centennial United Methodist, and Roseville Covenant, seeks a five year renewal of its Interim Use (IU) of eight park-and-ride facilities and the addition of one new park-and-ride facility (St. Christopher's) for the 12-day Minnesota State Fair.

Prior to issuance of the first IU permit in 2002, the MSF had operated park and ride facilities at certain sites in Roseville for many years. In 2001, after receiving a few isolated complaints, (mainly one site) the City determined that the park and facilities should be regulated as an interim use. The approvals have been valid for 5-year periods, with a couple of intermediate approvals of additional sites along the way. The most recent interim use expired at the end of September 2016.

All nine of the park-and-ride facilities are on church or school property that is zoned Institutional (INST) District. Park and ride lots are allowed as *Conditional* uses in the INST District if it is to be the main, principal use of a property. Since MSF only operates the identified lots during the 12 days of the annual state fair, these facilities are temporary in nature, making the INTERIM USE (IU) process is the appropriate tool for regulating them. It should be noted that MSF does operate other park and ride facilities in other locations in Roseville that are not regulated by an Interim Use. These locations are located within shopping centers where park and ride lots are permitted.

PLANNING COMMISSION ACTION

At their meeting of April 5, 2017, the Roseville Planning Commission continued the public hearing regarding the State Fair IU. At the meeting Commissioners did have questions of both the applicant and staff regarding the existing conditions and two new conditions being sought by staff (PC Draft Minutes - Attachment B).

The Planning Commission voted 6-0 to amend condition "a" to 12:30 am to allow busses to drop-off the last riders.

The Planning Commission voted 5-1 to recommend approval of a 5-year renewal of the INTERIM USE for the Minnesota State Fair to continue operating park and ride facilities at nine church and school locations based on the comments, findings, and the conditions of the report dated April 5, 2017.

SUGGESTED CITY COUNCIL ACTION

Adopt a resolution approving a five year Interim Use renewal for the nine park and ride facilities and conditions indicated on the attached resolution (Attachment C).

ALTERNATIVE ACTIONS

- a. Pass a motion to table the item for future action. An action to table must be tied to the need for clarity, analysis, and/or information necessary to make a recommendation on the request.
- b. Pass a motion recommending denial of the proposal. A motion to deny must include findings of fact germane to the request.

Report prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. RPCA B. Draft PC minutes
C. Draft resolution



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 04/05/17

Agenda Item: 6a

Prepared By

Department Approval

Agenda Section

Public Hearings

Item Description: Continuation of the consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit park-and-ride facilities at nine locations during the 12 day Minnesota State Fair - Tabled at the March 1, 2007 meeting (PF17-002).

APPLICATION INFORMATION

Applicant:	Minnesota State Fair
Location:	1310 County Road B2
Property Owner:	Grace Church
Location:	Roseville Area High School
Property Owner:	1240 County Road B2
Location:	2300 Hamline Avenue
Property Owner:	St. Christopher Episcopal
Location:	2131 Fairview Avenue
Property Owner:	Church of Corpus Christi
Location:	2048 Hamline
Property Owner:	St. Rose of Lima
Location:	2120 Lexington Avenue
Property Owner:	Calvary Church
Location:	965 Larpenteur
Property Owner:	New Life Presbyterian
Location:	1524 County Road C2
Property Owner:	Centennial United Methodist
Location:	2865 Hamline
Property Owner:	Roseville Covenant
Application Submission:	02/03/17; deemed complete 02/09/17
City Action Deadline:	04/04/17
Planning File History:	PF3370, PF3473, PF3768, 2011
	Renewal, PF07-017

LEVEL OF DISCRETION IN DECISION MAKING: Actions taken on an Interim Use request are legislative; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community.

28 BACKGROUND

29 The Minnesota State Fair (MSF) in cooperation with Grace Church, Roseville Area High
30 School, St. Christopher's, Church of Corpus Christi, St. Rose of Lima, Calvary Church,
31 New Life Presbyterian, Centennial United Methodist, and Roseville Covenant, seeks a
32 five year renewal of its Interim Use (IU) of eight park-and-ride facilities and the
33 addition of one new park-and-ride facility (St. Christopher's) for the 12-day Minnesota
34 State Fair.

35 Prior to issuance of the first IU permit in 2002, the MSF had operated park and ride
36 facilities at certain sites in Roseville for many years. In 2001, after receiving a few
37 isolated complaints (mainly one site) the City determined that the park and facilities
38 should be regulated as interim use. The approvals have been valid for 5-year periods,
39 with a couple of intermediate approvals of additional sites along the way. The most
40 recent interim use expired at the end of September 2016.

41 All nine of the park-and-ride facilities are on church or school property that is zoned
42 Institutional (INST) District. Park and ride lots are allowed as *conditional* uses in the
43 INST District if it is to be the main, principal use of a property. Since MSF only operates
44 the identified lots during the 12 days of the annual state fair, these facilities are
45 temporary in nature, and the INTERIM USE (IU) process is the appropriate tool for
46 regulating them.

47 Park and ride facilities are operated by MSF in other locations in Roseville, in addition
48 to the nine institutionally-zoned sites but, because those locations are at places like
49 shopping centers—where park and ride lots are permitted uses—they don't require any
50 special approval.

51 STAFF REVIEW OF STATE FAIR IU

52 An applicant seeking approval of an IU or its renewal is required to hold an open house
53 meeting to inform the surrounding property owners, renters, and other interested
54 attendees of the proposal, to answer questions, and to solicit feedback. The MSF held
55 five grouped open houses on the following dates at the noted sites: 12/15/16 Grace
56 Church, Roseville Area High School, and St. Christopher's Episcopal; 12/19/16 Church
57 of Corpus Christi and St. Michaels; 12/21/16 St. Rose of Lima and Calvary Church;
58 01/09/19 New Life Presbyterian; and 01/10/17 Centennial United Methodist and
59 Roseville Covenant. The expanded notification process the Planning Division has
60 implemented included a total of 2,142 invitations being mailed out to residents and
61 renters concerning the nine park-and-ride-facilities. Attendance at the open houses
62 included a total of 18 residents/renters who asked various questions or provided the
63 State Fair with comments concerning a park-and-ride facility. In addition to the 18
64 resident/renter, four Planning Commissioners were in attendance at various open
65 houses. The MSF also received telephone calls and email concerning specific park-and-
66 ride facilities. The open house summary is included as Attachment B.

67 Upon the approval of the initial IU in 2002, the Planning Division was directed by the
68 City Council to review each site throughout the 12 day State Fair and provide a report
69 regarding the inspections and whether any complaints were received. The report found
70 all sites to be in compliance with the stated conditions and the Planning Division only
71 received calls regarding overflow parking and parking in front of mail boxes.

Every year since the initial IU the City has received calls and emails regarding vehicles partially blocking driveways and mail boxes, or occasional noise-related issues. Up until a few years ago, the Planning Division received most of the calls and the City Planner was responsible for monitoring the park a-and-ride facilities and worked with the State Fair to resolve any issues that arose.

Overflow parking on public streets not signed “no parking,” however, has continued/increased. In 2011, the City Planner and Police Chief indicated this situation needed to be monitored more closely in the coming years and if infractions (e.g., parking in front of driveways or mail boxes or too close to intersections and fire hydrants) continued to occur, additional measures such as no parking signs may be required at specific locations.

In recent years the park-and-ride facilities in Roseville have been very popular and as a result the City has experienced increased resident complaints in select areas. To address these concerns the Public Works Department has installed “no parking” signs along certain sections of roadways, which has reduced the number of calls in those areas. Nevertheless, calls have and will continue (and potentially increase) as it is difficult to enforce vehicle proximity to driveways and vehicle blocking mailboxes. It is also worth noting that these calls, mobilizing staff to install no parking signs, and having police patrol park-and-ride areas is burdensome given our limited resources.

One option to consider is granting the Public Works Department the ability to post and maintain temporary no parking areas, the cost of which is to be covered by the State Fair. Such an endeavor would be addressed on a case-by-case basis and require the State Fair to submit an annual escrow. The Public Works Department currently signs five streets in response to citizen complaints near St. Rose of Lima, Calvary Church, Grace Church, and Roseville Area High School. The Public Works Department would operate this escrow account as it does for other projects and if the City spends 75% or more of the escrow before the end of the Fair, the City will request an additional 25%. Any unspent monies from the escrow account could be retained for the following year or be returned to the State Fair within 30 days of conclusion of the Fair.

Another option to consider is requiring the State Fair to contract with the Roseville Police Department for an officer to inspect the neighborhoods in and around the nine park and ride facilities and issue tickets for all City Code and State Statute parking violations. This officer would carry out the inspections during the peak hours of the fair when on-street parking has been the highest; typically from 7 am to 5 pm.

While City staff has no issues with the nine park-and-ride facilities throughout the City (and annually receive very few calls concerning their operation), our concern is the overflow parking and how to address the growing problem of vehicles parking too close to driveways and mailboxes creating an inconvenience to our residents.

REVIEW OF IU CRITERIA

§1009.03 D of the City Code specifies that three specific findings must be made in order to approve a proposed INTERIM USE:

- a. *The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.* This is generally intended to ensure that particular interim use will not make the site costly to clean up if the City were to acquire the property for some purpose in the future. In this case, the park and ride facilities are a temporary intensification of the use of existing parking lots and
- b. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.* Traffic on City streets has seen an increase in recent years as the popularity of the State Fair and the park-and-ride facilities continues to rise. Similarly, overflow on-street parking certainly affects the streets surrounding the park and ride facilities. Several people have commented on the additional traffic and the inconvenience of people parking on the street and on occasion parking in front of their mailboxes and slightly blocking driveways. The City has also received comments of recognition that the short-term inconvenience is easy to tolerate because of the great value of the park and ride facilities. However, the past two years have required City intervention to address select concern areas, which, long-term, will require a satisfactory solution that addresses the hours/costs of City staff resources.
- c. *The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.* In the many years that the park and ride facilities have operated, Planning Division staff has received no reports of health or safety issues, but limiting buses from staging in the right-of-way seems like a good way to ensure traffic safety as the sites grow more popular over time. Noise and trash are concerns, but seem to have been problematic at a particular location that is no longer included. Nevertheless, the conditions of approval have been refined over the years to help to ensure that the other sites continue to operate in a way that the neighboring property owners find acceptable.

PUBLIC COMMENTS 03/01/17

During the duly noticed public hearing portion of the meeting, three residents addressed the Commission with comments and questions. All of the residents commented that they support for the park-and-ride facilities that each lived near or adjacent to, but that the popularity they have increased concerns on overflow public street parking, which can block driveways and mailboxes (Attachment D).

STAFF RECOMMENDATION

Given our concerns pertaining to overflow on-street parking and issues concerning vehicles parking too close to driveways and mailboxes, City staff would suggest a condition granting the Public Works Department the ability to post and maintain temporary no parking areas, the cost of which to be covered by the State Fair. Should parking issues be deemed too numerous or too difficult to combat, City staff would suggest the State Fair contract with the Roseville Police Department for an off-duty officer paid for by the State Fair to inspect the neighborhoods in and around the nine park and ride facilities and issue tickets for all City Code and State Statute parking violations.

Based on comments and findings outlined above, the Planning Division recommends renewed approval of the annual state fair park and ride facilities as INTERIM USES for an additional five years, subject to the following conditions:

Existing Conditions

- a. The hours of operation at each of the sites shall be limited from 7 a.m. to midnight;
- b. Each site shall have a minimum of one portable restroom that is cleaned on a regular basis (every four days, at a minimum);
- c. Each site shall have trash containers appropriately placed throughout the site to encourage use, and each trash container shall be emptied daily;
- d. Each site shall be monitored (walked by volunteer staff) hourly between the hours of 7 a.m. and 7 p.m., and every half hour between the hours of 7 p.m. and midnight;
- e. Each site is allowed directional signage and a “lot full” sign not exceeding 28 inches by 36 inches, additional signage shall be placed on-site to direct users away from local residential streets, and all signage and other pertinent information shall be taken down daily;
- f. Bus traffic and loading/unloading locations shall substantially adhere to the preferred route reviewed as part of the application and which is on file in the Community Development Department;
- g. The City has the ability, should certain altercations, events, or issues arise, to discontinue the use of a lot if deemed necessary by the City Manager or his/her assignee;
- h. Community Development staff will administratively review park and ride locations, based on citizen complaints, to determine whether operational modifications are necessary and will work with site volunteers and Minnesota State Fair staff to resolve the issue;
- i. Each site shall have a certificate of insurance with the Minnesota Risk Management Division for liability;

New Conditions

- j. The State Fair shall enter into a contract with the Roseville Public Works Department for an annual payment to cover the Departments posting and maintenance of temporary no parking areas. This contract would be reviewed annually as well to determine whether the fee should increase or to discuss what should be done with unexpended funds. A contract between both parties shall be in place and executed prior to the beginning of the 2017 Minnesota State Fair;
- k. The State Fair shall enter into a contract with the Roseville Police Department/City for the annual 12-day services of an off-duty officer. A contract between both parties shall be in place and executed prior to the beginning of the 2017 Minnesota State Fair. This contract shall not affect any other agreements the State Fair has with the Roseville Police Department relative to the State Fair.
- l. The INTERIM USE approval shall expire at the end of September 2021.

PUBLIC COMMENT

Since the open house and the publication/ mailing of the public hearing notice, the Planning Division has received three email regarding various park-and ride facilities in Roseville, which are provided as Attachment C.

PLANNING COMMISSION ACTION

By motion, recommend renewed 5-year approval of the INTERIM USE for Minnesota State Fair to continue operating park and ride facilities at 9 church and school locations based on the comments, findings, and the conditions stated above of this report.

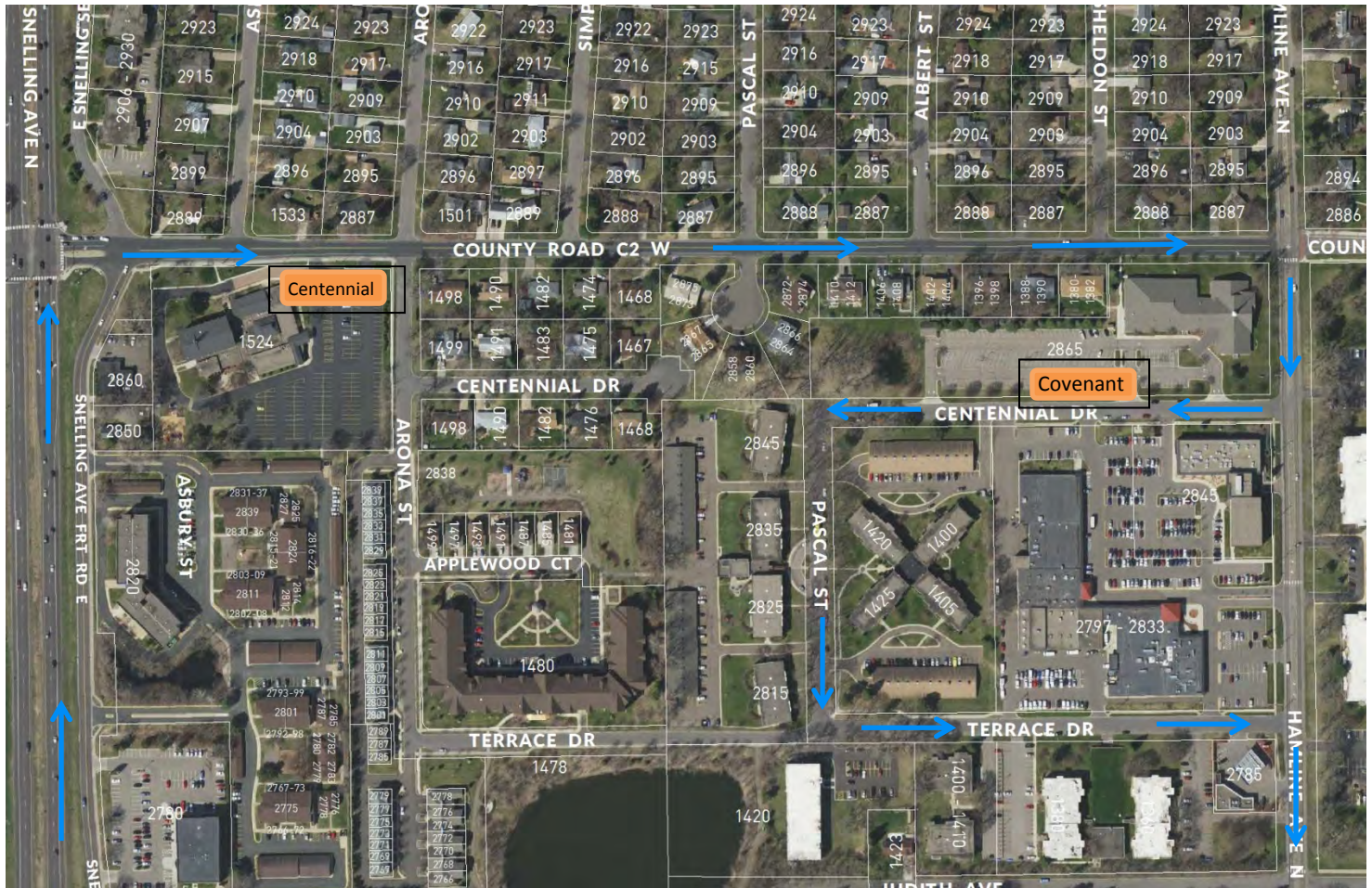
ALTERNATIVE ACTIONS

- a. Pass a motion to table the item for future action. An action to table must be tied to the need for clarity, analysis, and/or information necessary to make a recommendation on the request.
- b. Pass a motion recommending denial of the proposal. A motion to deny must include findings of fact germane to the request.

Report prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. P&R site/flow maps B. Open house summary
 C. resident email D. PC minutes

CENTENNIAL UNITED METHODIST & ROSEVILLE COVENANT



ROUTE INFORMATION

CENTENNIAL UNITED METHODIST ROUTE →

FROM STATE FAIR TRANSIT CENTER

SNELLING AVENUE TO COUNTY ROAD C2 TO CENTENNIAL UNITED METHODIST CURB SIDE PICK-UP LOCATION

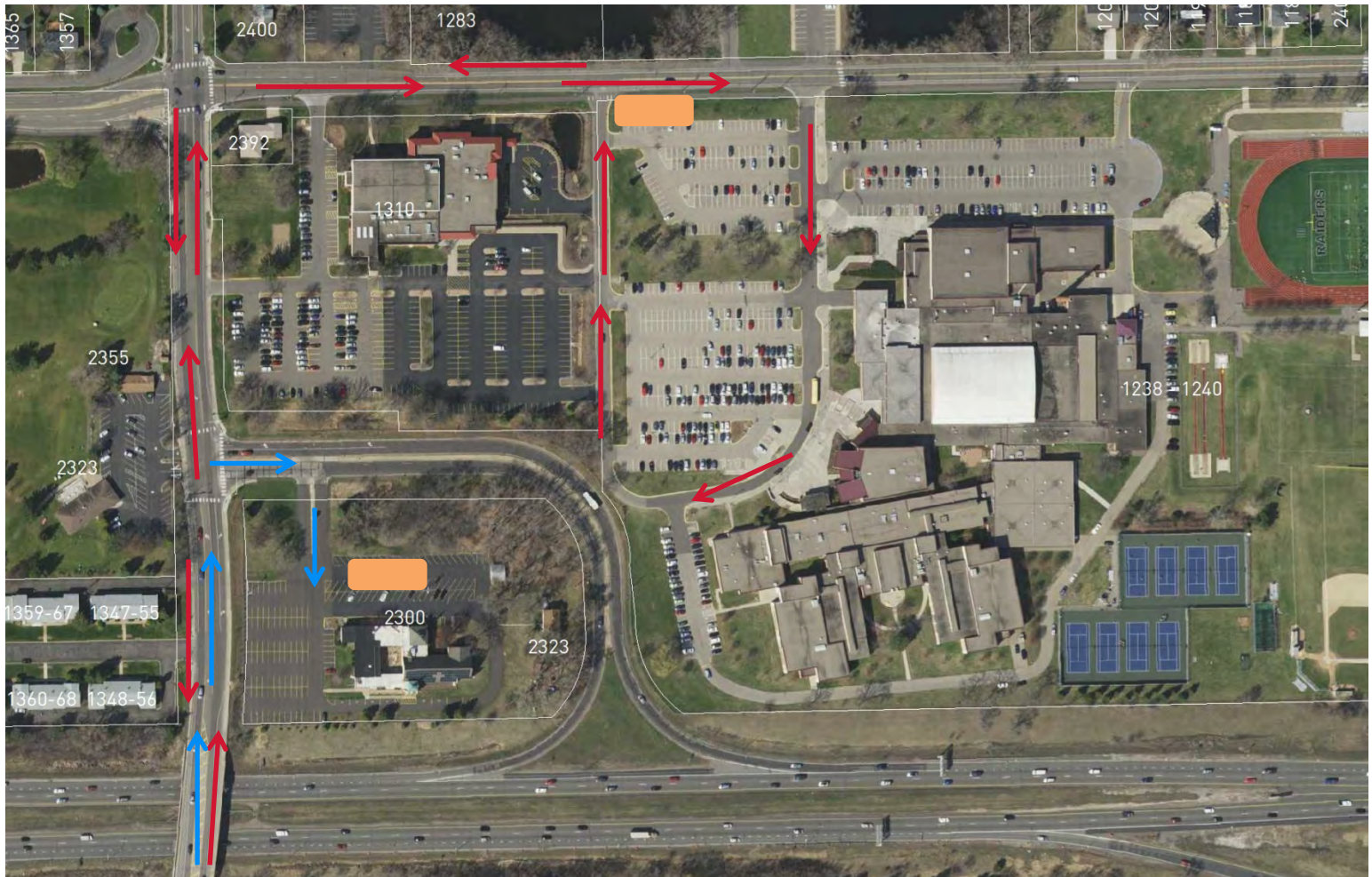
ROSEVILLE COVENANT ROUTE →

COUNTY ROAD C2 TO HAMLINE AVENUE

HAMLINE TO CENTENNIAL AND ROSEVILLE COVENANT CURB SIDE PICK-UP LOCATION

FROM ROSEVILLE COVENANT, THE BUS HEADS BACK TO STATE FAIR TRANSIT CENTER DROP-OFF LOCATION.

GRACE CHURCH, ROSEVILLE AREA HIGH SCHOOL (RAHS), AND ST. CHRISTOPHER EPISCOPAL (NEW)



DEPARTS MIDWAY PARKWAY →

RIGHT TURN ONTO SNELLING AVENUE TO LARPENDEUR
 RIGHT TURN ONTO LARPENDEUR TO HAMLINE
 LEFT TURN ON TO HAMLINE TO ST. ROSE OF LIMA
 PROCEED ON HAMLINE TO COUNTY ROAD B2
 RIGHT ONTO COUNTY ROAD B2 TO DELLWOOD ON RIGHT
 TURN RIGHT INTO RAHS LOT AND LOOP AROUND TO GRACE/RAHS PICK-UP LOCATION

TO MIDWAY PARKWAY →

LEFT ON TO COUNTY ROAD B2 TO HAMLINE
 LEFT ON HAMLINE; PROCEED TO MIDWAY PARKWAY
 RIGHT TURN ONTO MIDWAY PARKWAY AND PROCEED STATE FAIR DROP-OFF AREA

NEW - ST. CHRISTOPHER →

BUS MAY BE SEPARATE OR PICK-UP/DROP-OFF BEFORE OR AFTER GRACE/RAHS
 ACCESS TO ST. CHRISTOPHER PICK-UP/DROP-OFF AREA VIA HIGHWAY 36 RAMP

CHURCH OF CORPUS CHRISTI



CORPUS CHRISTI ROUTE

CLEVELAND AVENUE TO COUNTY ROAD B

LEFT TURN ONTO COUNTY ROAD B

COUNTY ROAD B TO CORPUS CHRISTI PICK-UP LOCATION

BUS THEN HEADS TO DEPARTMENT OF EDUCATION LOTS



NEW LIFE PRESBYTERIAN CHURCH



NEW LIFE PRESBYTERIAN →

- DEPARTS MIDWAY DROP-OFF/PICK-UP LOCATION
- HEADS NORTH ON SNELLING AVE TO LARPENTEUR AVE
- TAKES LARPENTUR AVE TO VICTORIA ST
- LEFT ON VICTORIA AVE AND INTO NEW LIFE PARKING LOT TO PICK-UP/DROP-OFF LOCATION 
- LEAVES PARKING LOT HEADING NORTH ON VICTORIA
- TURNS LEFT ONTO ROSELAWN AVE AND HEADS WEST TO LEXINGTON AVE
- TAKES LEXINGTON AVE NORTH TO CALVARY BAPTIST

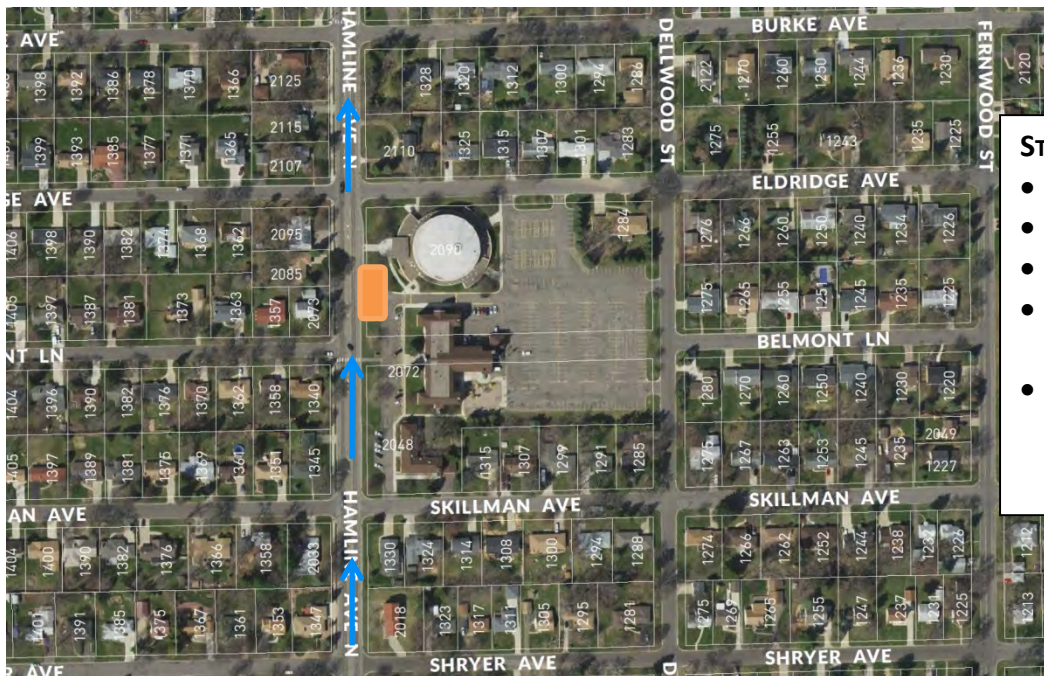
CALVARY BAPTIST



CALVARY BAPTIST ROUTE

- FROM NEW LIFE VIA VICTORIA ST TO ROSELAWN AVE TO LEXINGTON AVE
- NORTH ON LEXINGTON AVE TO BURKE ST
- LEFT ON BURKE STREET TO CALVARY PARKING LOT
- LEFT INTO LOT TO PICK-UP LOCATION 
- LEAVES CALVARY PARKING LOT AND TAKES LEFT FROM PARKER ON TO LEXINGTON AVE
- TAKES LEXINGTON AVE AND OTHER ROADWAYS BACK TO MIDWAY PARKWAY

ST. ROSE OF LIMA



ST. ROSE OF LIMA ROUTE

- FROM STATE FAIR – MIDWAY PARKWAY
- SNELLING AVE TO LARPENTEUR AVE
- LARPENTEUR AVE TO HAMLINE
- HAMLINE TO ST. ROSE CURB SIDE PICK-UP LOCATION 
- FROM ST. ROSE OF LIMA, THE BUS HEADS TO RAHS/GRACE, THEN BACK TO MIDWAY DROP-OFF LOCATION



Twelve Days of **FUN** Ending Labor Day

January 11, 2017

AttachmentBA

To: Thomas Paschke, City Planner, City of Roseville

From: Steve Grans, Transportation Manager, MN State Fair

Re: Interim Use Permit Open Houses Review:

#1 12/15/16 Grace Church of Roseville/RAHS/St. Christophers Episcopal Church - No residents attended the meeting. Three Planning Commission members were in attendance. I received three emails regarding this meeting and one phone call.

#2 12/19/16 Church of Corpus Christi/St. Michaels Lutheran Church (St. Michaels dropped out of our Park & Ride program via email to me on December 14, 2016)

Three residents and two Planning Commission members attended this meeting. One resident left after being informed that St. Michaels was no longer in the Park & Ride program. The other two residents were there on behalf of St. Michaels and stayed to voice their concerns. I received two phone calls regarding this meeting. One was directly regarding St. Michaels and the other was from a resident on Glick Lane supporting of our Park & Ride program.

#3 12/21/16 St. Rose of Lima Catholic Church/Calvary Church

Two residents and one Planning Commission member attended this meeting. Both residents lived west of St. Rose on Eldridge Ave. Both residents' concerns are street parking. Eldridge has parking on one side of the street, and the residents would feel better if that parking would be only available for "Residents Only" during the fair. No residents were at the meeting from Calvary Church. I received 3 emails regarding Park & Ride services at St. Rose of Lima and two emails and one phone call regarding Park & Ride services at Calvary Church

#4 1/9/17 New Life Presbyterian Church

Four residents attended. One resident on Chatsworth St. had concerns regarding street parking and trash. If no parking signs were on one side of the street that would be OK with him. Another resident who lives on Chatsworth St. said he has no concerns regarding street parking and that trash is not a problem. The other resident and couple were in complete support of having a Park Ride operation at New Life Presbyterian Church. I received one phone call, two letters and one email in support of having the Park & Ride continue at New Life Presbyterian Church.

#5 1/10/17 Centennial United Methodist Church/Roseville Covenant Church

One couple attended. They live on Applewood Ct W. and are in complete support of continuing having Park & Ride service at Centennial United Methodist Church. I received one email in support of having Park & Ride service continue at Centennial United Methodist Church. One email from Presbyterian Homes Corp regarding Hamline Shopping Center and Roseville Covenant Church.

Thomas Paschke

From: Keturah Pestel [REDACTED]
Sent: Saturday, February 18, 2017 8:22 AM
To: RV Planning
Subject: Public Hearing- Calvary Baptist Park and Ride

Hi, we live right across the street from Calvary Baptist (1080 Parker Ave) and I just wanted to write in support of them continuing to be a State Fair Park & Ride. We've lived here for 13 years this summer and we appreciate everything Calvary does to support the community. We think that Park & Ride sites help lower congestion for the State Fair. And while we do have some downside (people leaving garbage on our lawn, for example, as the dump it after coming back from the fair) we think the positives outweigh the negatives.

We support renewing the request to be an interim use park and ride facility for the term of the State Fair.

Thanks,

Keturah Pestel
1080 Parker Ave homeowner

Thomas Paschke

From: Margo and Tim [REDACTED]
Sent: Friday, February 17, 2017 6:34 PM
To: RV Planning
Subject: Comments re: 3/1 mtg New Life Presbyterian Church state fair parking

Dear Mr. Thomas Paschke,

We are unable to attend the Roseville Planning Commission mtg on March 3/1 mtg re: New Life Presbyterian Church's state fair Park and Ride, but want to provide input.

We live in Como Park and are in **strong** support of the Park and Ride at New Life Presbyterian Church.

However, we are asking for your consideration of restricting parking between Milton and Idaho Ave. (two blocks). For safety reasons parking should only be allowed one ONE side of Milton.

SCENARIO:

What happens when the church lot is full is that people park along Victoria Ave (North of Larpenteur) to Roselawn - this is restricted to one side and seems to work as well as can be expected with high volumes of Park and Ride usage. In addition they park along (both sides) of Milton (South of Larpenetur) and walk over to the church to catch the bus.

As cars drive eastbound on Larpenteur and turn South on MILton without any warning they are tightly locked onto a street packed with cars parked on both sides and cannot meet another car. This is dangerous - particularly in the event that an emergency vehicle needs access (particularly a fire truck).

Limiting parking to ONE side of MILton during the state fair could easily be accomplished by installing temp signs along 2 blocks. It would be a significant improvement to accessibility and safety during this busy time.

During the 2016 State Fair we snapped a photo of Milton - I will send that to you in a separate email.

We've lived on California Ave 20+ years and greatly appreciate the ability to provide this input.

Regards,

Timothy Nelson and Margo Melting - Nelson
1007 California Ave W
St. Paul MN 55117
[REDACTED]

Thomas Paschke

From: Margo and Tim [REDACTED]
Sent: Friday, February 17, 2017 6:42 PM
To: RV Planning
Subject: Photo of Milton during state fair 2016
Attachments: 9C084033-143F-4FD2-A4FF-B65DDDF75B10.JPG; ATT00001.txt

This is photo of Milton taken during state fair 2016 showing parking on both sides of the street between Milton and California Ave (scenario explained in other email sent separately).

This view was looking South after turning onto Milton from Larpemteur.

It shows the impassability for vehicles meeting each other. This relates to New Life Presbyterian Church park & ride.

Thomas Paschke

From: Glen A Meints [REDACTED]
Sent: Tuesday, February 21, 2017 11:01 PM
To: RV Planning
Subject: State Fair Park & Ride @ New Life Presbyterian

I support the state fair park & ride at New Life Presbyterian, but I would like the city of Roseville to recommend to the city of St Paul to limit parking to one side of the street on the weekends during the state fair for the following blocks:

Milton St from Larpenteur to Idaho
California Ave from Victoria to Chatsworth

When both sides of these streets are completely parked up, as they tend to be on the weekends of the state fair, it can be problematic and even dangerous.

Glen Meints
962 W California
St Paul

Thomas Paschke

From: Jesse Docken [REDACTED]
Sent: Tuesday, February 28, 2017 5:43 PM
To: RV Planning
Subject: Comment regarding plan 17-002

To whom it may concern, -

My apologies that my schedule does not permit me to attend the public hearing on March 1st, 2017 regarding the proposed interim use for the parking lots at Roseville Covenant and Centennial United Methodist as designated Park & Rides for the Minnesota State Fair. However, I do wish to voice my unequivocal support for the plan.

I have personally used the Park & Ride at Roseville Covenant before and found it extremely convenient, and am all for making the State Fair more accessible to Roseville residents, their families, and their friends. That both locations are also available with a high population density (relative to Roseville itself) is also important, as it means that they can both service a large range of local residents without having to drive at all.

I do wish to raise one question, however: does the Roseville Planning Commission have any role in the determination of the buses used for the Park & Rides or influence on the matter? There are quite a few residents who could benefit from more accessible buses (or ones that accommodate wheelchairs).

Many thanks,
Jesse Docken

Thomas Paschke

From: DEBRA GOGINS [REDACTED]
Sent: Tuesday, February 28, 2017 10:49 PM
To: RV Planning
Cc: Greg Gogins
Subject: Church of Corpus Christi/MN State Fair Interim Use Park and Ride

To Mr. Thomas Paschke and the Roseville Planning Commission,

We have resided at 1812 Eldridge Ave W since the fall of 1993. We never had any traffic or parking related problems until the Church of Corpus Christi began using their parking lot as a Park & Ride during the MN State Fair. Since that time, the MN State Fair has been anything but fun for us. We live on the corner of Fairview and Eldridge and during the 10 days of the MN State Fair, we experience the following problems year after year:

*Increased vehicle and bus traffic making getting on or off our street difficult. Because Fairview Ave is a major Street, it causes large traffic backups for both North and South bound traffic. We have witnessed vehicle accidents as well as near misses. Vehicles southbound often try passing on the shoulder to avoid stopped vehicles and we have witnessed many near misses of bicycles and pedestrians by these passing vehicles.

*Increased pedestrian traffic, with no marked crosswalks, with many people, adults and children, jaywalking and darting out into traffic to try to catch a bus. We have witnessed many close calls in which drivers and pedestrians end up exchanging not so nice language and hand gestures with each other.

*The late hours that the buses go until makes it extremely difficult for neighbors to have their windows open and get any sleep. Not everyone has or chooses to use air conditioning all the time. This is bad enough on the weekends, but the majority of our area is occupied by people who work and must get up early each day.

*Unfortunately people now days have little or no regard for time of day and noise. People leaving the Park & Ride and going to their cars parked in the area are most often very loud, yelling, hollering, laughing and cursing.

*Parking on our street during the fair is, to put it mildly, a mess! Vehicles park on both sides of the street which makes it difficult for neighbors to get their vehicles backed out of their driveways. We have witnessed many near misses of parked cars as vehicles try to turn around in driveways. This is especially true with larger vehicles.

*Our area is a motorized mail route. The neighborhood posts signs on their mailboxes asking people to not block mailboxes. Unfortunately, we and many of our neighbors often go without mail multiple days of the fair because our mailboxes are blocked by parked vehicles and the mail truck doesn't have access to the box. While there is no law or city ordinance against blocking a mailbox, the Post Office does not have to go out of its way to deliver your mail. In other words, the mail carrier does not have to get out of the truck to get to your box to deliver your mail. The no law information came from a Roseville police officer and the mail delivery information came from the Post Office.

*Vehicles often park right up to, and sometimes partially across, driveways. Again, this makes it difficult for people to get their vehicles in or out of their driveways. I checked with a Roseville police officer last year who informed me that there was no law or city ordinance stating how far away from a driveway a vehicle must be. It

is only against the law if the vehicle is blocking the driveway.

*Finally, garbage from fair goers is also a problem. Garbage is found in the street, people's yards and has even been found shoved in mailboxes. Last year our block captain contacted fair people and discussed the problem. We appreciate that the fair placed a garbage barrel at the end of our street. It made a dent in the problem but, didn't stop it.

While you only had to notify property owners within 500' of the Church of Corpus Christi, these problems are experienced by everyone on our street and surrounding streets. We think more consideration should be given to the people who live in the area of this, and all, Park & Rides. Suggestions for the city, that should be supported by the State Fair, to help its residents could include:

*Make parking legal on only one side of the street during the fair.

*Make a city ordinance for parking 10' from a driveway. This is done in the city of St. Paul and helps the residents greatly.

*Assist with some kind of temporary signage to request people park back from mailboxes. The ordinance mentioned above would also solve this problem.

We understand that these Park & Rides are a benefit financially to the State Fair by bringing in more people. It is also a benefit financially to the Church of Corpus Christi as they are compensated for the use of their property. We are not against this. We and our neighbors would just like some consideration and help to make the 10 days of the State Fair more neighbor friendly for our area.

Thank you.

Sincerely,

Greg and Debra Gogins

Thomas Paschke

From: Cora Lueben [REDACTED]
Sent: Monday, February 27, 2017 5:02 PM
To: RV Planning
Subject: Public hearing, March 1

I am unable to be at the meeting, but would like to give my wholehearted approval to the Park and Ride at Centennial Methodist. I live 5 houses up Asbury Street and people park on the street around my house, but I don't mind.

Cora Lueben
2924 Asbury Street
[REDACTED]

Extract of the March 1, 2017 Meeting Minutes of the Roseville Planning Commission

- 1 a. **PLANNING FILE 17-002: Request by Grace Church, Roseville Area High**
2 **School, St. Christopher's Episcopal Church, Church of Corpus Christi, St.**
3 **Rose of Lima, Calvary Church, New Life Presbyterian Church, Centennial**
4 **United Methodist Church, and Roseville Covenant Church in cooperation**
5 **with the MN State Fair for renewed approval of eight park and ride**
6 **facilities and approval of one new (St. Christopher's Episcopal Church)**
7 **park and ride facilities and approval of one new park and ride facility as an**
8 **INTERIM USE. Addresses of the facilities are as follows: 1310 County Road B-2,**
9 **1240 County Road B-2, 2300 Hamline Avenue, 2131 Fairview Avenue, 2048 Hamline**
10 **Avenue, 2120 Lexington Avenue, 965 Larpenteur Avenue, 1524 County Road C-2 and**
11 **2865 Hamline Avenue**

12 Interim Vice Chair opened the public hearing at approximately 6:38 p.m.

13 City Planner Thomas Paschke summarized this request for renewal of the Interim Use
14 (IU) for eight facilities, and the addition of one new facility as detailed in the staff
15 report of today's date. Mr. Paschke noted the expiration of the current IU as of
16 September 2016; and five subsequent and separate open houses held by applicant
17 representatives of the State Fair, with 2,200 notices sent to residents and renters in the
18 surrounding areas of these nine facilities. Mr. Paschke reported that only eighteen
19 individuals had collectively shown up at those open houses, along with three Planning
20 Commissioners. Mr. Paschke reported that a summary of the open houses was included
21 in packet materials; and advised that similar notices had been mailed out in advance of
22 tonight's formal public hearing before the Commission.

23 As part of staff's review, Mr. Paschke reported that three additional conditions
24 (Conditions J, K, and L) as detailed in the staff report were being recommended since
25 expiration of the last IU in response to higher usage of the facilities by the general
26 public creating some additional concerns, specifically related to overflow parking on
27 public streets nearby those facilities and related issues, with all previous conditions
28 recommended for continuation with any renewals and for the newest location.

29 Since creation and distribution of tonight's staff report, Mr. Paschke advised that
30 internal conversations between city staff and State Fair staff had led to both parties
31 revising tonight's requested action, no amended to ask the Commission to receive
32 public comment on this item, then close and TABLE their deliberation and
33 consideration of the request by the body until a future meeting. Mr. Paschke advised
34 that this would allow both parties to work out additional specific details for the three
35 newest conditions from both the city's and State Fair's perspectives and to consider
36 their impacts as conditions for approval.

37 Commission Questions/Discussion

38 Given the set hours of operation for the Fair, Member Bull asked why staff felt a
39 condition different from those set hours should apply to the park and ride facilities.

Mr. Paschke responded that the condition had been put in place when an Interim Use had initially been sought by the fair as an attempt to control and monitor those sites adjacent to single-family residents, specifically no earlier than 7:00 a.m. and no later than midnight regardless of State Fair hours. Mr. Paschke advised that the city had instituted those hours to better address community issues and concerns that had been brought forward by residents in 2002 related to noise and activities in the vicinities of those sites.

Member Bull further questioned the purpose of condition d for walking and monitoring of each site by volunteer staff.

Mr. Paschke responded that this condition had been in place since the inception to provide monitoring of sites for certain activities that should not be occurring, as well as ensuring garbage and litter are contained in appropriate containers and not ending up in adjacent residential yards or streets. While he frequently monitors each site during the duration of the Fair to observe any obvious issues, Mr. Paschke advised that by having the conditions in place under the IU, their implementation had addressed and reduced many of the concerns over the years as expressed by residential neighbors and within the neighborhoods of the sites. Given the recent increase in customers using these facilities, Mr. Paschke advised that it may result in other issues related to public street parking that had not yet been addressed.

Member Bull asked why the IU was to expire at the end of September 2019 (condition M - 3 years) and why not for a longer period.

Mr. Paschke advised that staff had put included that new condition as a mechanism for review with State Fair personnel to allow periodic check-ins to ensure conditions were working as intended. While the IU could be for a one-year duration, or up to five years, Mr. Paschke stated that staff considered a three-year duration appropriate in this instance given the number of sites involved; but recognizing staff's interest in discussing this further with State Fair personnel, as they would obviously prefer a longer term (e.g. five years) duration.

Since the Fair hours of operation are from 7:00 a.m. to midnight, Member Gitzen asked if the City's IU conditions should run accordingly.

Mr. Paschke questioned the need to change them, but suggested the Commission ask that question of State Fair personnel present at tonight's meeting. Mr. Paschke opined that he wasn't sure how later fair hours related to the City of Roseville, advising that staff was not aware of any concerns with hours of operation of the sites expressed by adjacent residents.

Applicant: Steve Grans, Transportation Manager for the Minnesota State Fair

In response to previous Commissioner questions, Mr. Grans advised that the last bus left the State Fairgrounds at 12:00 midnight (Member Gitzen); that Roseville was not the only city or suburb with park and ride facilities used by the State Fair (e.g. St. Paul, Minneapolis, Roseville, Shoreview and Arden Hills) with none located south of the metro area at this time (Member Daire) with outer circle transportation provided by Metro Transit Express buses at \$5 for a roundtrip ride; and those further out handled accordingly depending on the transportation vendor used.

At the request of Member Daire, Mr. Grans confirmed that the City of Roseville was the only community requiring the IU process; and further confirmed that State Fair staff had initially reviewed Conditions A through M as listed, inclusive of the three new conditions.

With Member Daire noting the State Fair had previously held five-year IU's, Mr. Grans concurred, noting that the only exception had been when a new facility was added mid-term and an IU issued for a shorter term to allow it to catch up with the IU for other facilities and considered for renewal for the same cycle at that point.

Interim Vice Chair Murphy asked Mr. Grans to respond to the bus accessibility concerns raised by the email from Ms. Docken; and to advise how the mi of buses is determined to serve the park and ride facilities.

Mr. Grans responded that the State Fair had a handicapped accessible site and buses located at the Oscar Johnson Arena on Energy Park Drive exclusively for customers with special accessibility issues; and they encouraged using that facility accordingly. However, Mr. Grans reported that attempts were made to provide one handicapped accessible bus was available for each route, but unfortunately didn't always work out depending on the time of ridership. When someone calls the State Fair, Mr. Grans advised that directions and route information/times were provided. However, if a customer didn't want to go to that site, Mr. Grans advised that State Fair staff would notify the park and ride Superintendent to notify Lorenz Bus Company of the need and approximate timing for the next available accessible but on that route; or if necessary the Bus Company will attempt to send an accessible mini-bus to that facility for that person and their guest to provide transportation to the Fair. Mr. Grans advised that each year, Lorenz was trying to get more accessible buses on their routes.

At the request of Interim Vice Chair Murphy, Mr. Grans advised that the Oscar Johnson facility, even though close in proximity to the Fairgrounds, had yet to run out of available parking spaces for its customers.

Specific to the State Fair's open houses and transparency for Roseville residents, Member Bull reported that the open houses he had attended were very well run and expressed his appreciation to State Fair personnel for their outreach to the community and operation of their facilities, whether receiving positive or negative comments.

Mr. Grans thanked Member Bull for his comments, noting that the State Fair had been providing services for over fifty years, with more than 50% of its customers arriving by bus, whether or not via a park and ride facility.

At the request of Member Daire, Mr. Grans confirmed that the State Fair was basically autonomous from the City of St. Paul and/or any other municipality, with its own year-round Police Chief and Security force direction and authority, even though it was augmented by other departments for the duration of the annual State Fair.

Public Comment

Since preparation of tonight's meeting materials, and additional emails included in the public record, Mr. Paschke advised that staff had fielded one additional phone call from a neighbor to the Centennial United Methodist Church site, expressing their support for the facility.

Randy Neprash, 1276 Eldridge Avenue

As a resident living behind St. Rose of Lima Church longer than the park and ride had been in operation, Mr. Neprash clarified that he would be speaking to that facility and was generally in support of the site. Mr. Neprash opined that operators of the site and the State Fair organization itself, as well as the city had been very responsive and helpful over the years; and stated his appreciation for the idea of open houses as the IU process came along periodically for review in a more comprehensive and formal way.

With that said, Mr. Neprash stated that he agreed that the overflow parking had become a problem as facilities had grown in popularity, all located in residential neighborhoods, and filling up fast, at which time customers park in the neighborhood.

Mr. Neprash provided several examples he'd experienced in his neighborhood; but recognized the responsibility provided for the St. Lima site by the church's volunteers in running it. However, Mr. Neprash noted that those volunteers could not be responsible for those overflow customers choosing to park around the neighborhood; or for trash blowing through and ending up in every direction up to 3-4 blocks from the site by those inconsiderate users of the bus transportation by scattering trash on private property. Mr. Neprash admitted he was at a loss as to how to resolve the issue, but noted it would prove to be a huge help to the adjacent neighborhood to have that trash controlled, whether blowing from the site or from overflow parking customers in the neighborhood, especially when the trash ended up on private property and given trespassing concerns by volunteers who may be positively policing the trash. In his personal situation, Mr. Neprash noted this became an ongoing problem during the two-week operation of the State Fair.

Specific to geography and parking access, Mr. Neprash noted safety concerns with traffic and bus loading areas with the entrance located on the back (east) side on Dellwood Street, with Hamline on the west side, and only arterial streets available being Hamline and Fernwood. By having the traffic come in the back way, Mr. Neprash noted it continued to be a safety concern for children, pedestrians and bikers, even though the State Fair had responded favorably in the past by relocating the bus loading to the back, even though it created a safety concern on those residential streets. Mr. Neprash admitted that an access point on Hamline was a result of the city previously recognizing those visual and safety concerns, but even though signed by the city that seemed to work for a short time, bus drivers still didn't get the message.

In attempting to report the issue to State Fair personnel, Mr. Neprash advised that this was a challenge; and asked that they provide better contact information to the residential neighbors of each of the facilities: how to reach a State Fair representative to resolve any bus issues, as well as a contact for the organization running each park and ride facility, which had never been available, as well as a dedicated city staff person to contact during the State Fair as well. Mr. Neprash suggested contact information based on mailings, no matter what format it took, and also available through a web-based page on the city's website to log in messages for all of the neighborhood to see and respond to. While he realized that may be asking a lot, Mr. Neprash asked that at a minimum email addresses and phone numbers for those three contacts as requested above be provided for each facility.

Specific to the trash pick-up, Mr. Neprash recognized that it was a challenge, and admitted that he didn't know how best to deal with the private property nuisance issue it created.

Specific to parking, Mr. Neprash summarized his two issues, one rare and one more common: people blocking driveways or a portion thereof that may result in being blocked out of your driveway for the entire day and part of the night.

Interim Vice Chair Murphy suggested that residents contact the city's Police Department if and when that occurs.

In response, Mr. Neprash state that when that had been done, he was not aware of any resolution or observed any action being taken.

Mr. Neprash noted that the more common issue was people parking in front of mailboxes (e.g. Belmont immediately east of the middle of the St. Rose of Lima property); even though residents made their own signs annually asking people not to park in front of their mailboxes with no result. If possible, Mr. Neprash asked that the State Fair provide similar weatherized signage, rather than being at the expense of residents, such as political campaign signs; or asked that city staff make that an additional condition of IU approval.

In response to comments made by Member Daire, Mr. Neprash stated that he found the park and ride facilities hugely valuable and served as fundraisers for those organizations manning the sites, which he was totally supportive of. While supporting any signage to avoid people blocking driveways or mailboxes, Mr. Neprash stated that the last thing he'd want to do was to have someone return from a day at the fair to find that their car had been towed because of illegal parking.

Member Bull suggested neighborhood volunteers consider putting out trash cant to incent people to use them versus throwing things in yards, even though he recognized that it wasn't their responsibility to do so.

Mr. Neprash stated that if public trash cans were made available, he was confident residents would be happy to put them out and monitor them.

At the request of Member Gitzen, Mr. Neprash clarified that, other than the city-installed "No Parking" signs for two blocks on Dellwood during the State Fair, there are no other "No Parking" signs in the neighborhood now. Mr. Neprash further noted that there were no sidewalks in the neighborhood, so the street was even narrower with parking and people walking on the street. Mr. Neprash stated that the neighbors wanted to be reasonable, but also wanted to be heard about these ongoing inconveniences during the Fair.

At the request of Interim Vice Chair Murphy, Mr. Neprash provided his experiences and those of his neighbors in approaching bus drivers on site and radio dispatch feedback immediately to the bus drivers. Mr. Neprash advised that this was the reason for his suggestion for a direct contact with the State Fair to minimize response times and to achieve a firm response.

For the benefit of this discussion, Mr. Paschke advised that the city's Public Works staff installed "No Parking" signs in five specific areas – having grown from one area - during the Fair due to past calls and issues with narrow roads creating safety concerns.

Peggy Verkuilen, 1123 Sextant Avenue W (Near RAHS)

Ms. Verkuilen spoke in support of the park and ride endeavor, but noted her safety concerns, specifically at County Road B-2 at Dunlap when cars are parked right up to the corner. Specific to Dunlap to Sextant, Ms. Verkuilen opined that there was no way emergency vehicles could get through if needed, especially on the lower part of Dunlap where it curved. Ms. Verkuilen stated that she had repeatedly begged the Police Department to sign those corners, whether for the annual State Fair or during sporting or other events at RAHS when parking was at a premium, to no avail. While community service officers put out “No Parking to Corner” signs as appropriate, Ms. Verkuilen suggested standard operating procedure would be to sign it rather than having to take the time for an officer to enforce parking near the intersections.

Specific to parking in front of mailboxes during the State Fair, Ms. Verkuilen stated that they had to go without mail for two days in a row and asked that “No Parking” on a certain side be enforced to at least allow for mail delivery; and to address access for emergency vehicles at the corners.

At the request of Member Daire, Ms. Verkuilen opined that simply restricting parking on one side of Dunlap would not alleviate access for emergency vehicles going east/west along County Road B-2 and turning onto Dunlap. Ms. Verkuilen stated that she wanted people to attend games and activities at RAHS, but reiterated her concern that it was a safety issue. Ms. Verkuilen also stated that she didn’t want to discourage people from attending the fair, but also asked for consideration if it was their loved one needing an emergency vehicle’s services and unable to access their home.

At the further request of Member Daire, Mr. Paschke confirmed that there was a State law and city code requiring that vehicles park no closer than 10’ from an intersection; advising that it was simply a matter of enforcement, and offered to look into the Police Department’s policy on what that enforcement would entail (e.g. tag and tow or citation).

Janice Walsh, 1356 Colonial Drive (across from St. Christopher’s Episcopal)

Since this is the first year of operation for this site and as a resident of the Williamsburg Townhomes across the street, Ms. Walsh asked if there was any possibility of posting “No Parking” signs for public street parking and access to the townhomes, or if residents would need to make their own.

Mr. Paschke stated that staff would take that into consideration during its further review after tonight’s meeting and prior to Planning Commission action.

Interim Vice Chair Murphy, in response to how the townhomes could request “No Parking” signage, advised that staff had made a note and these meeting minutes would also reflect her concerns for the record. Member Murphy apologized that the city’s Police Chief was currently out-of-town and unable to respond to citizen concerns before or during tonight’s meeting.

Catherine Dorr, 2392 Hamline Avenue (corner of County Road B-2 and Hamline Avenue – directly across from Grace Church)

Ms. Dorr spoke in support of the three additional conditions recommended by staff. Ms. Dorr noted that she had used the park and ride facilities to attend the fair for a number of years, and found them not only convenient, but a way to alleviate traffic congestion at the fairgrounds and lower the carbon footprint. In general, Ms. Dorr spoke in support of the facilities that could help allow people to have a good experience at the fair.

Among the problems she wished the Commission and staff to address, in addition to the three additional conditions, Ms. Dorr addressed overflow parking on County Road B-2 in the Masonic Lodge parking lot that occurred during certain days of the fair, but not typically on weekends and Labor Day, but when RAHS also closed part of their lot for student use, with the smaller RAHS and Grace Church lots filling up fast, causing vehicles to park near the Willow Pond area and then overflow into the Masonic Lodge lot, with between 10 to 30 vehicles using that lot. Ms. Dorr noted that she hadn't observed any signage by the Masonic Lodge, and admitted that this was only an occasional problem depending on what was occurring at the RAHS lot. Ms. Dorr asked if the State Fair thought that by adding additional parking at St. Christopher's Church this would relieve some of that overflow parking along County Road B-2. Ms. Dorr stated that she had yet to have people block her mailbox or driveway, but noted that she had noticed overflow parking along the Masonic Lodge area.

Also, Ms. Dorr asked if there was any way the traffic light timing at County Road B-2 and Hamline Avenue, already heavily used during rush hours when school lets out, could be adjusted to avoid additional back-up of vehicles on County Road B-2.

Given the pedestrian and vehicular traffic, and typical rush hour traffic volume, Interim Vice Chair Murphy spoke in support of the three new conditions recommended by staff.

In response to Ms. Dorr and for the record, Mr. Grans advised that the State Fair did not have any agreement in place with the Masonic Lodge for parking, and therefore did not encourage or authorize parking in that lot by State Fair customers. Also, Mr. Grans advised that State Fair did not support any of its lot volunteers and their organizations to encourage public street parking when lots are full. Mr. Grans noted that when a lot was full, it was full, and volunteers advised customers of other lots with available room and their location. Mr. Grans clarified that any public street parking choices were undertaken by customers of their own volition. Specific to potential issues addressed about parking on County Road B-2 and when the RAHS/Grace Church lots were full, Mr. Grans advised that neither lot was available to the State Fair for the full twelve days of the State Fair; and given that restrictions seem to continue to increase on an annual basis, advised that this was their rationale in adding the St. Christopher's facility to offset restrictions found at RAHS.

Ms. Dorr responded that those are the days she observed problems with on-street parking.

At the request of Interim Vice Chair Murphy, Mr. Grans advised that he had no suggestions on the mailbox and/or overflow street parking in residential neighborhoods other than as suggested by residents themselves during tonight's discussion.

At approximately 7:36 p.m., and prior to Interim Vice Chair Murphy closing the public hearing, Member Bull made the following motion.

MOTION

Member Bull moved, seconded by Member Gitzen to TABLE recommended action on this item, as requested by staff, to the April 5, 2017 regular Planning Commission meeting and allowing staff to work through additional issues with State Fair representatives at their earliest convenience.

Ayes: 4

Nays: 1 (Daire)

Motion carried.

**Extract of the April 5, 2017, Roseville Planning Commission
Draft Minutes**

6. Public Hearing (continued)

- a. **PLANNING FILE 17-002: Request by Grace Church, Roseville Area High School, St. Christopher's Episcopal Church, Church of Corpus Christi, St. Rose of Lima, Calvary Church, New Life Presbyterian Church, Centennial United Methodist Church, and Roseville Covenant Church in cooperation with the MN State Fair for renewed approval of eight park and ride facilities and approval of one new (St. Christopher's Episcopal Church) park and ride facilities and approval of one new park and ride facility as an INTERIM USE.** *Addresses of the facilities are as follows: 1310 County Road B-2, 1240 County Road B-2, 2300 Hamline Avenue, 2131 Fairview Avenue, 2048 Hamline Avenue, 2120 Lexington Avenue, 965 Larpenteur Avenue, 1524 County Road C-2 and 2865 Hamline Avenue*

Chair Murphy opened and continued the public hearing for Planning File 17-002 at approximately 6:47 p.m.

As detailed in the staff report, Senior Planner Bryan Lloyd provided a brief update since the last Commission meeting; and additional input from the Police and Public Works Departments on new conditions as detailed as Conditions J, K and L. Mr. Lloyd advised that staff recommends approval of the Interim Use renewal, subject to those conditions.

Chair Murphy referenced an email provided at the previous Commission meeting from Ms. Jesse Docken and the type of buses used, requesting more handicapped accessible buses be provided. Chair Murphy asked staff if and how responses were given to those citizens.

Mr. Lloyd confirmed that staff routinely responded to citizen communication such as that received from Ms. Docken.

Vice Chair Bull noted that with the new conditions, the Public Works Department would mark some streets at their discretion for "No Parking;" but questioned if this was typically enforced by that department throughout the year. Vice Chair Bull noted that, based on public comment, the problem was exacerbated by the State Fair and more traffic and parking in the community. Vice Chair Bull noted that parking in front of mailboxes and/or driveways was enforced throughout the year by the city's Police Department.

Mr. Lloyd responded that he was not aware if this was a temporary enforcement or involved permanent signage by the Public Works Department. Mr. Lloyd agreed that most of the streets received a generally low level of parking outside the dates of the State Fair.

Vice Chair Bull noted that the previous IU renewal was for five years, then this renewal was initially recommended by staff for three years; but now revised to recommend a four year renewal period; and questioned rationale for that time frame.

Ms. Collins advised that staff had initially considered a five-year renewal was appropriate after discussions with the applicant.

At the request of Member Gitzen, Ms. Collins confirmed that there was nothing in staff's research of city code indicating that parking in front of a mailbox was a violation, and simply a courtesy not to do so; while blocking a driveway was a violation of city code. Mr. Lloyd clarified that state and/or city code required a 5' clearance on either side of a driveway for access and visibility.

Member Daire referenced the email from Greg and Debra Gogins, opining that he found several of their comments enlightening, one in particular that of overflow parking being difficult to deal with. In conversations with Ms. Collins prior to tonight's meeting, Member Daire reviewed street width when two-sided parking was allowed and traffic moving in both directions, in addition to the cul-de-sac on either side of Fairview Avenue and blocking access and visibility at Eldridge. Member Daire opined that the city needed to deal with roadway widths in general rather than the State Fair required to deal with that situation that was beyond their realm. Member Daire further opined that the areas in question should be posted without expense to the State Fair as part of the city's responsibility for the health, safety and welfare function of the City and its Police Department. Since any violations would be payable to the city whether for tagging or tag/tow situations, Member Daire suggested striking that requirement for the State Fair's IU or table this application again to examine actual impacts on parking. As a former transportation planner with the City of Minneapolis, Member Daire noted that design standards should be part of the city's subdivision code revisions currently underway. Based on the city's past experience with the State Fair, Member Daire stated that should have informed the city where it was falling short of policing and tagging, and required further due diligence. Member Daire questioned the need for a contract between the city's Police Department and the State Fair as indicated in new conditions J and K.

Applicant

Applicant Representative: Steve Grans, Transportation Manager for the Minnesota State Fair

Member Sparby asked how the decision had been made for a longer-term (e.g. five-year) IU versus the shorter term given recommended conditions for approval.

Mr. Grans responded that, having applied for IU's since 2000, the first one was for a term of three years, and each subsequent renewal was for five years. Mr. Grans noted that the renewals required considerable effort by the city and the State Fair; and reminded the commission that the IU is written so that at any given time, the city can choose to close any one lot or multiple lots for any infractions of those conditions. Mr. Grans advised that the State Fair had added expenses for these IU applications for the Fair's three-week duration; and thus he had advocated for the five-year term.

At the request of Chair Murphy, Mr. Grans confirmed that there was continual review by the city of the respective lots, and immediate responses of the State Fair when contacted by city staff with any complaints or areas of concern.

Member Sparby asked what benefit was received by those properties for this park & ride use.

Mr. Gran responded that each received rental money for use of their lots; but more importantly noted that they actually became employees of the Fair so that organization got paid handsomely, frequently using that money as a fundraiser.

At the further request of Member Sparby, Mr. Gran advised that the monetary amount varied by location and space available, and depended on shift ranges, but averaged up to \$10,000 for use during that ten-day period paid directly to the organization itself, and typically used for youth or other missions of their church and/or organization at their discretion.

On a personal note, Chair Murphy noted the service of volunteers in manning these lots, allowing those funds in most cases to be used exclusively for the organization's designated preference.

Member Kimble sought Mr. Gran's response to Member Daire's comment related to a police contract.

Mr. Gran stated his agreement with Member Daire, but advised that the State Fair was not going to rock the boat. Mr. Gran stated that the Fair was certainly aware of some issues with neighborhood parking and the requirement that parking could and should not go out beyond the borders of designated park and ride lots; but could not enforce anything under their authority. Whenever this issue had been pointed out to him by city staff in the past, Mr. Gran advised that his response was that the problem could be solved by signing a street as "No Parking" on a particular side. From his personal experience, as a St. Paul resident in the Como area and living three blocks from the State Fair, Mr. Gran recognized that he was unable to park in front of his house during the duration of the Fair, but was unaware of a solution to eliminate the problem. As an example, Mr. Gran noted that when Victoria Street was redone near the New Life Church, the street was permanently posted "No Parking" on one side, which happened to also be the mailbox side. In using that street frequently, Mr. Gran noted what a difference that made; and recognized that street width in other areas was problematic.

At the request of Member Gitzen, Mr. Gran stated that the State Fair was amenable to all of the conditions as detailed in the staff report as presented.

Public Comment

With no one coming forward to speak for or against this request, Chair Murphy closed the public hearing at approximately 7:07 p.m.

Commission Deliberation

Vice Chair Bull opined that Condition A (designating the hours of operation for each site be limited from 7:00 a.m. to Midnight) was setting the Fair up to fail, since the last bus arrived after that based on when the fairgrounds closed. Vice Chair Bull stated that he was more inclined to set a 12:30 a.m. deadline.

Chair Murphy advised that this had been discussed at the previous meeting and asked Mr. Gran to comment about coordination with lot attendants.

Mr. Gran advised that, as previously reported, when this IU process was begun in 2000, the Midnight deadline was used; and while all advertising for the Fair shows midnight as when the Fair closes, the last bus leaves the fairgrounds at midnight, so obviously the lots are open longer than midnight to facilitate those last buses. However, Mr. Gran advised that he was not aware of any issues today; and depending on the route and timing, the last bus typically arrives between 12:15 and 12:45 a.m.

If this request moves forward from the commission as a recommendation to the City Council, Vice Chair Bull suggested setting some agreed-to time in the parameters to guarantee success.

Mr. Gran clarified that no matter what the condition allowed, those times would not be publicized schedule hours, and simply represented operational hours for the lots. Mr. Gran noted that if a bus broke down and another was brought in, it would not comply with the condition anyway. Mr. Gran noted there was flexibility in the operational hours to accommodate those unknowns; but clarified that the State Fair didn't transport anyone into the Fair after 10:00 p.m., nor did it sell tickets after that time; so questioned whether the commission needed to change the times.

Specific to new Conditions J and K, Vice Chair Bull stated that his comments were similar to those expressed by Member Daire, opining that it feels to him that the city was putting a burden on the State Fair that they had no actual control over and from which the city was trying to profit monetarily. On the parking aspect, Vice Chair Bull opined that the city currently installs “No Parking” signs where needed and shouldn’t be asking the State Fair to escrow monies and then the Public Works Department may perform additional work without any control by the State Fair that they’d be required to submit more money for or for carryover to the next year. Vice Chair Bull opined that the State Fair was an important entity for the community and state, making that additional burden on them unjustified. While it is also a burden on Roseville citizens to accommodate parking during fair time as well, with the proposed Police Department contract, Vice Chair Bull opined that the State Fair, versus the City Police Department was being asked to pay for enforcement of city ordinances, which was the role of the Police Department anyway. Vice Chair Bull opined that any additional revenue gained from enforcement should help defray costs of the Police Department; with the State Fair actually having no bearing on whether people park illegally, even though through this condition the city was asking them to bear the cost while receiving no revenue from any fines levied. From his personal perspective, Vice Chair Bull stated that this created more disparity and unnecessary government regulations, which were of no interest to him. Therefore, Vice Chair Bull stated his opposition to both Conditions J and K as recommended, opining that they both represented unfair burdens to the State Fair, with standard operating practices already in place. Vice Chair Bull opined that the Police Department should bring in police reserves to help patrol those areas if and as needed for code enforcement. Vice Chair Bull expressed his disappointment that neither Police Chief Mathwig or Public Works Director Culver were in attendance tonight to lend their perspective on this and normal operations. Since this arrangement has obviously worked for years, with only a handful of complaints, Vice Chair Bull opined that no additional burdens should be placed on the State Fair.

Member Gitzen stated his support of the conditions as presented, even though 12:30 a.m. as a deadline for operations made sense to him since the buses couldn’t get there by Midnight if not leaving the fairgrounds until then. However, since Mr. Gran stated that he could live with the conditions as presented and recommended by staff. Member Gitzen opined that the conditions were an attempt by the city to respond to concerns expressed by residents who said overflow parking was a problem; and with added signage, a police officer should have the ability to enforce parking accordingly. Since those conditions were put in place in answer to local resident concerns for those living near these park and ride lots, Member Gitzen stated his support, with changes in the operation deadline in Condition A if supported by the majority.

Specific to the new conditions recommended by staff, Member Sparby noted that if the costs for additional parking enforcement, if not passed on to the State Fair, would be borne by all residents in Roseville for the duration of the Fair. While officers were needed to deal with those issues specifically related to the State Fair operations and impacts on the community, Member Sparby opined that it seemed applicable to pass on those additional expenses to the State Fair to be covered by their user fees, and passed on as part of their costs of doing business. Member Sparby opined that he would support amending the condition to pass on an invoice for additional services to the Fair rather than entering into some ambiguous contract without any control on terms, but identifying the actual cost of this additional activity created by the Fair.

Member Kimble concurred with Member Sparby.

Specific to Vice Chair Bull's comments about passing on the revenue achieved from this additional police enforcement, Member Sparby responded that the location of the park and rides proved a great benefit to individuals, those organizations and the State Fair; and therefore if they wanted to be part of the program, there was a benefit for utilization of their space.

With Member Daire reiterating that on-street parking violations were the problem, Member Sparby responded that this had prompted his comments on enforcement. If the city charged the State Fair for enforcement costs, and kept the revenue, Member Daire opined that this didn't make sense to him.

With the overwhelming comments received and passed along have been mostly favorable from surrounding neighbors, and given the excellent service provided with these park and ride lots, Chair Murphy noted that the conditions were simply intended to ease the burdens on the neighbors through additional policing; with revenue intended to offset the administrative management of that ticketing. If not for the State Fair, Chair Murphy advised that there wouldn't be a need for extra signage or patrols; so with some expectation of designating an off-duty officer who was guaranteed to be available for this purpose rather than called out to respond to other incidents, seemed prudent from his perspective. Chair Murphy opined that the conditions seemed reasonable, especially since annual contracts and new conditions were intended as an attempt to respond to citizen concerns. Chair Murphy noted that the process had been continually refined since its inception in 2000.

Member Kimble opined that Condition J was a strong response to the strong concerns expressed by citizens; and while appreciating the concerns raised by Vice chair Bull and Member Daire, to err on the side of caution, and recognizing the extenuating circumstances in these neighborhoods as a result of State Fair attendance, spoke in support of the two new conditions, anticipating increased State Fair admission fees accordingly.

MOTION

Member Murphy moved, seconded by Member Daire, to recommend to the City Council renewal of a five-year Interim Use for the Minnesota State Fair to continue operating park and ride facilities at nine church and school locations based on the comments, findings, and the conditions as detailed in the staff report dated April 5, 2017.

Vice Chair Bull reiterated his parking concerns and not addressing the checks and balances for typical enforcement, creating a situation where the city could virtually post every street in the city and have the State Fair pay for that enforcement.

AMENDMENT TO THE MOTION

Member Bull moved, seconded by Member Gitzen, to revise Condition A for hours of operation from 7:00 a.m. to 12:30 a.m.

Chair Murphy stated his opposition to the amendment, supporting the standard conditions even though a bus may arrive after typical hours of operation.

Member Gitzen opined that even though the buses should all be back by 12:30 a.m., every situation couldn't be addressed, but this was a reasonable approach.

Vice Chair Bull opined that it was a given that the 12:00 Midnight deadline didn't work and therefore, wasn't effective, but further opined that this amended time would provide a target for arrival at 12:30 a.m.

Amendment #1

Ayes: 6

Nays: 0

Motion carried.

AMENDMENT TO THE MOTION

Member Bull moved, seconded by Member Daire, to strike Condition K (lines 189-193 of the staff report).

While recognizing that the State Fair is agreeable with this condition, Vice Chair Bull reiterated that as a Roseville resident he didn't consider it justified. As with other extra enforcement required during summer celebrations and events in Roseville and the surrounding area, Vice Chair Bull opined that any increased enforcement should be part of the city's standard process.

Member Gitzen stated his opposition to this amendment; opining that beyond enforcement issues, a designated off-duty police officer could help ensure the safety of those using the park and ride lots; as well as providing added benefit for citizens in the immediate neighborhood.

Chair Murphy spoke in opposition to the amendment, opining that an off-duty officer available to respond to issues and concerns was a direct response to requests made by residents. Chair Murphy noted that if there were no subsequent issues, there would be no revenue generated; and opined that this was a reasonable approach that wouldn't cost citizens any additional dollars for extra patrol shifts created by the State Fair.

Amendment #2

Ayes: 2 (Daire and/Bull)

Nays: 4 (Murphy, Gitzen, Sparby, Kimble)

Motion failed.

AMENDMENT TO THE MOTION

Member Bull moved, seconded by Member Daire, to strike Condition J (lines 183-188 of the staff report).

Vice Chair Bull reiterated his rationale in seeking this amendment.

Member Daire concurred, and spoke in support of the motion. Member Daire spoke to an upcoming agenda item tonight dealing with rewriting the city's subdivision code that would support and focus on roadway widths by the Public Works Department, as outlined in their draft design standards document. Member Daire noted that then, as appropriate, the city's responsibility to compel certain patterns for certain streets in providing for the health, safety and welfare of its citizens (e.g. emergency vehicles, intersection visibility, driveway access, etc.) would be addressed appropriately.

Member Sparby clarified that this condition only states that the State Fair would enter into a contract; and suggested their representatives could negotiate reasonable language with the city. Member Sparby stated that he didn't see the condition as a blank canvas for the city to plaster the entire city with signage, but simply as a reasonable approach for those areas and residents seeking help with overflow parking in their neighborhoods. Therefore, Member Sparby spoke in support of this reasonable condition.

Member Kimble suggested tightening up the language in the condition for specific areas in which a park and ride lot are located versus a blanket opportunity, opining that she saw that as the intent of the condition.

Chair Murphy spoke against the amendment, opining that he wasn't concerned about any rampant growth of "No Parking" signs in the community, noting these are intended as temporary signs in certain areas, and showing the city's responsiveness to citizen concerns without over-reaching. While there was no mention of the cost of these temporary signs and their installation, Chair Murphy noted there would be a cost for their creation, installation and maintenance. Using the same logic as that for additional policing, Chair Murphy noted that this is a State Fair-related issue beyond normal parking, with continuing annual review by staff to refine the process moving forward.

Member Gitzen agreed with the comments of Chair Murphy and Member Sparby, opining this was a reasonable condition and therefore, he would not support the amendment, expressing confidence that the city would be judicious in signage.

As a resident within walking distance of Central Park, Member Daire noted the parking situation and pedestrian safety concerns during the summer celebrations at Central Park. Member Daire compared this to the experiences of those living near these park and ride lots. Member Daire spoke in support of this amendment and for the State Fair to provide oversight, without additional regulations; and for the city to address street width and parking as a practical matter.

Chair Murphy noted that the design standards were intended to address normal conditions versus extraordinary events such as the State Fair. Chair Murphy referenced past temporary "No Parking" signs along Woodhill to address a similar situation. Chair Murphy spoke in opposition to the amendment.

– design standards seems to address normal conditions for building, versus extraordinary event s- example Woodhill – posted no parking on temporary basis – not normal standards; this is addressing similarly – temporary no parking – huge difference versus built do standards – opposed to motion

Amendment #3

Ayes: 2 (Daire and Bull)

Nays: 4 (Sparby, Gitzen, Kimble, Murphy)

Motion failed

Original Motion, as amended (line 159) with operation deadline of 12:30 a.m.

Ayes: 5

Nays: 1 (Bull)

Motion carried.

Vice Chair Bull clarified that he was not opposed in general to the IU, but just several of the conditions of approval.

At the request of Chair Murphy, Ms. Collins advised that this item was tentatively scheduled for the April 24, 2017 City Council meeting.

**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 24th day of April, 2017, at 6:00 p.m.

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

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

**RESOLUTION NO. _____
A RESOLUTION APPROVING NINE MINNESOTA STATE FAIR
PARK-AND-RIDE LOTS FOR OPERATION DURING THE
ANNUAL MINNESOTA STATE FAIR (PF07-017)**

WHEREAS, the Minnesota State Fair has requested an AMENDED INTERIM USE PERMIT to allow the inclusion of two additional park and ride facilities into their existing INTRIM USE PERMIT; and

WHEREAS, the eight existing park and ride facilities (lots) are located at the following properties:

New Life Presbyterian Church, 965 Larpenteur Avenue
Calvary Baptist Church, 2120 Lexington Avenue
Church of Corpus Christi, 2131 Fairview Avenue
Grace Church of Roseville, 1310 County Road B2
Roseville Covenant Church, 2865 Centennial Drive
Roseville Area High School, 1238 – 1240 County Road B2
The Church of St. Rose, 2048 Hamilne Avenue
Centennial United Methodist Church, 1525 County Road C2.

WHEREAS, an additional site is to be included and is located at St. Christopher Episcopal, 2300 Fairview Avenue; and

WHEREAS, The Roseville Planning Commission held the public hearing regarding the INTERIM USE request by the Minnesota State Fair on April 5, 2017, recommending (6-0) approval subject to amended conditions;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the request by the Minnesota State Fair for a five year INTERIM USE, including the addition of St. Christopher Episcopal as a park and ride lot during the Minnesota State Fair; and

BE IT FURTHER RESOLVED, by the Roseville City Council that all nine park and ride facilities (New Life Presbyterian Church, 965 Larpenteur Avenue, Calvary Baptist Church, 2120 Lexington Avenue, Church of Corpus Christi, 2131 Fairview Avenue, Grace Church of

Roseville, 1310 County Road B2, Roseville Covenant Church, 2865 Centennial Drive, Roseville Area High School, 1238 – 1240 County Road B2, The Church of St. Rose, 2048 Hamilne Avenue, Centennial United Methodist Church, 1525 County Road C2, St. Christopher Episcopal, 2300 Fairview Avenue) be subject to the following terms and conditions:

Existing Conditions

- a. The hours of operation at each of the sites shall be limited from 7 a.m. to 12:30 am;
- b. Each site shall have a minimum of one portable restroom that is cleaned on a regular basis (every four days, at a minimum);
- c. Each site shall have trash containers appropriately placed throughout the site to encourage use, and each trash container shall be emptied daily;
- d. Each site shall be monitored (walked by volunteer staff) hourly between the hours of 7 a.m. and 7 p.m., and every half hour between the hours of 7 p.m. and midnight;
- e. Each site is allowed directional signage and a “lot full” sign not exceeding 28 inches by 36 inches, additional signage shall be placed on-site to direct users away from local residential streets, and all signage and other pertinent information shall be taken down daily;
- f. Bus traffic and loading/unloading locations shall substantially adhere to the preferred route reviewed as part of the application and which is on file in the Community Development Department;
- g. The City has the ability, should certain altercations, events, or issues arise, to discontinue the use of a lot if deemed necessary by the City Manager or his/her assignee;
- h. Community Development staff will administratively review park and ride locations, based on citizen complaints, to determine whether operational modifications are necessary and will work with site volunteers and Minnesota State Fair staff to resolve the issue;
- i. Each site shall have a certificate of insurance with the Minnesota Risk Management Division for liability;

New Conditions

- j. The State Fair shall enter into a contract with the Roseville Public Works Department for an annual payment to cover the Departments posting and maintenance of temporary no parking areas. This contract would be reviewed annually as well to determine whether the fee should increase or to discuss what should be done with unexpended funds. A contract between both parties shall be in place and executed prior to the beginning of the 2017 Minnesota State Fair;
- k. The State Fair shall enter into a contract with the Roseville Police Department/City for the annual 12-day services of an off-duty officer. A contract between both parties shall be in place and executed prior to the beginning of the 2017 Minnesota State Fair. This contract shall not affect any other agreements the State Fair has with the Roseville Police Department relative to the State Fair.
- l. The INTERIM USE approval shall expire at the end of September 2021.

85 The motion for the adoption of the foregoing resolution was duly seconded by Council
86 Member _____ and upon vote being taken thereon, the following voted in favor:
87 and the following voted against:
88
89 WHEREUPON said resolution was declared duly passed and adopted.
90
91

Resolution - Minnesota State Fair IU park and ride facilities– multiple locations – PF17-002

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 24th day of April, 2017, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 24th day of April, 2017.

Patrick J. Trudgeon, City Manager

Resolution - Minnesota State Fair IU park and ride facilities– multiple locations – PF17-002

I, the undersigned, being a duly authorized representative of the Minnesota State Fair, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that the Minnesota State Fair agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facilities at:

Calvary Baptist Church
2120 Lexington Avenue

Centennial United Methodist Church
1524 County Road C2

Church of Corpus Christi
2131 Fairview Avenue

Grace Church
1310 County Road B2

New Life Presbyterian Church
965 Larpenteur Avenue

Roseville Covenant Church
2865 Hamline Avenue

Roseville Area High School
1240 County Road B2

St. Chistopher Episcopal
2300 Fairview Avenue

St. Rose of Lima Catholic Church
2048 Hamline Avenue

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of the Minnesota State Fair.

signature

date

signature

date

***Resolution approving Minnesota State Fair park and ride facility as interim use at
Calvary Baptist Church, 2120 Lexington Avenue***

I, the undersigned, being a duly authorized representative of Calvary Baptist Church, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that Calvary Baptist Church agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at Calvary Baptist Church.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of Calvary Baptist Church.

signature

date

signature

date

Resolution approving Minnesota State Fair park and ride facility as interim use at Centennial United Methodist Church, 1524 County Road C2

I, the undersigned, being a duly authorized representative of Centennial United Methodist Church, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that Centennial United Methodist agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at Centennial United Methodist Church.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of Centennial United Methodist Church.

signature

date

signature

date

Resolution approving Minnesota State Fair park and ride facility as interim use at Church of Corpus Christi, 2131 Fairview Avenue

I, the undersigned, being a duly authorized representative of Church of Corpus Christi, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that Church of Corpus Christi agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at Church of Corpus Christi.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of Church of Corpus Christi.

signature

date

signature

date

***Resolution approving Minnesota State Fair park and ride facility as interim use at
Grace Church, 1310 County Road B2***

I, the undersigned, being a duly authorized representative of Grace Church Roseville, Inc., do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that Grace Church Roseville, Inc. agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at Grace Church.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of Grace Church Roseville, Inc.

signature

date

signature

date

***Resolution approving Minnesota State Fair park and ride facility as interim use at
New Life Presbyterian Church, 965 Larpenteur Avenue***

I, the undersigned, being a duly authorized representative of New Life Presbyterian Church, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that New Life Presbyterian Church agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at New Life Presbyterian Church.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of New Life Presbyterian Church.

signature

date

signature

date

Resolution approving Minnesota State Fair park and ride facility as interim use at Roseville Area High School, 1240 County Road B2

I, the undersigned, being a duly authorized representative of Roseville Area Schools, District #623, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that Roseville Area Schools, District #623, agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at Roseville Area high School.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of Roseville Area Schools, District #623.

School Board Chair

date

School Board Clerk

date

***Resolution approving Minnesota State Fair park and ride facility as interim use at
Roseville Covenant Church, 2865 Hamline Avenue***

I, the undersigned, being a duly authorized representative of Roseville Covenant Church, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on 24th day of April, 2017, and that Roseville Covenant Church agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at Roseville Covenant Church.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of Roseville Covenant Church.

_____	_____
<i>signature</i>	<i>date</i>

_____	_____
<i>signature</i>	<i>date</i>

***Resolution approving Minnesota State Fair park and ride facility as interim use at
St. Christopher Episcopal 2300 Hamline Avenue***

I, the undersigned, being a duly authorized representative of St. Christopher Episcopal, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that St. Christopher Episcopal agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at St. Christopher Episcopal, 2300 Hamline Avenue

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of St. Christopher Episcopal.

signature

date

signature

date

***Resolution approving Minnesota State Fair park and ride facility as interim use at
St. Rose of Lima Catholic Church, 2048 Hamline Avenue***

I, the undersigned, being a duly authorized representative of St. Rose of Lima Catholic Church, do hereby acknowledge that I have received, reviewed, and understand the attached and foregoing extract of minutes of a regular meeting of the Roseville City Council held on the 24th day of April, 2017, and that St. Rose of Lima Catholic Church agrees to abide by the terms and conditions of the approval as they apply to the Minnesota State Fair park and ride facility at St. Rose of Lima Catholic Church.

The undersigned certify that the authorized signator(s) have executed this acknowledgment on behalf of St. Rose of Lima Catholic Church.

_____	_____
<i>signature</i>	<i>date</i>

_____	_____
<i>signature</i>	<i>date</i>

REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Consider Amending City Code Title 2 (Commissions) Regarding the Human Rights Commission and Community Engagement Commission

BACKGROUND

On February 13, 2017, the City Council voted to consolidate the functions of the Human Rights Commission (HRC) and the Community Engagement Commission (CEC) into one commission. Minutes of that discussion are included as Attachment A. Mayor Roe and Councilmember Laliberte previously met with individual members of the HRC and CEC to get an understanding of each commission's scope and duties. A summary of those discussions are included as Attachment B. Mayor Roe and Councilmember Laliberte along with representatives of the HRC and CEC worked together to prepare draft language for the new ordinance. The subcommittee met twice with the commission representatives and the product of their work is included as Attachment D. Mayor Roe and Councilmember Laliberte will be able to provide more information about the draft ordinance. Members of the HRC and CEC will be in attendance at the meeting as well.

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends that the City Council review and discuss the draft ordinance and consider adoption of the ordinance consolidating the Human Rights Commission and Community Engagement Commission.

REQUESTED COUNCIL ACTION

Based on discussion, motion to adopt an ordinance amending Title 2 of the Roseville City Code.

-and-

Motion to adopt summary ordinance

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021
Attachment A: February 13, 2017 City Council Minutes
Attachment B: Summary of discussions HRC and CEC members dated February 14
Attachment C: Existing City Code Chapter 205 (Human Rights Commission) and Chapter 209 (Community Engagement Commission)
Attachment D: Ordinance amending Title 2, Commissions, of the Roseville City Code
Attachment E: Summary Ordinance

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

c. Receive Update from City Council Sub-Committee on Commissions

Speaking on behalf of Mayor Roe and herself serving as the subcommittee, Councilmember Laliberte provided an update based on seven different meetings she and Mayor Roe held with fourteen various past and present commissioners on the Community Engagement Commission (CEC) and Human Rights Commission (HRC). Councilmember Laliberte noted that both commissions had very passionate commissioners on board who were very committed; and all agreed that more work could be accomplished with more people. Councilmember Laliberte advised that both commissions were very interested in working on today's community needs, as well as in receiving more direction for that work.

Councilmember Laliberte reported that the CEC felt good about their present work and felt they were a blank slate now, but expressed concern that past agendas may have jaded their current efforts. Councilmember Laliberte noted that it had been identified and had come through loud and clear that the City Council's original effort in creating the CEC with a hands-off approach to allow them to make the commission their own, had failed to provide clear expectations.

Councilmember Laliberte reported that both commissions had been asked to look at their current code and scope of duties and charge, while also working on their proposals for their future work as stand-alone commissions or if combined.

Councilmember Laliberte reported that the HRC was appreciative of the additional commissioners now on board; with several comments from them that they felt they "did their own thing" without feeling connected to other city organizations or advisory groups, or to the City Council itself.

With common themes heard from and among both commissions, and great feedback from them, Councilmember Laliberte noted their intersecting goals and points of connection and/or crossover. Councilmember Laliberte noted that a suggestion from the commissions had been their interest with the City Council Subcommittee on Commissions remaining in place to allow guidance for further direction or for initial refinement of recommendations and reporting before coming directly to the full City Council.

In conclusion, Councilmember Laliberte suggested that it had been obvious that the city needed to make more effective use of both commissions; and recommended that the subcommittee be directed to further study a better balance for the advisory efforts of both the HRC and CEC.

Mayor Roe agreed with Councilmember Laliberte's summary, noting especially the positive feeling among CEC commissioners about where they were at current-

ly in light of past controversies, drama and confusion. Mayor Roe also recognized the certainty expressed by the HRC based on City Council review and revision of their scope of duties and in filling vacancies on their commission.

Mayor Roe agreed with the possibility of continuing the subcommittee as a way to provide better guidance of a recombined HRC/CEC going forward. While initially having good intentions, in reality, Mayor Roe recognized the unfortunate role the City Council had played in not providing sufficient direction to the CEC at their inception. As a result, Mayor Roe noted the importance of that experience going forward in the short- or long-term, whether through a City Council subcommittee or the full City Council. While that guidance could be provided through specific tasks and duties, Mayor Roe noted the equal importance as to the “why” and “purpose” being made clearer and specific for both entities. Mayor Roe opined that both the CEC and HRC were fairly unique in their role as commissions in the community; with the Planning Commission subject to statutory requirements; and the Public Works, Environment and Transportation (PWETC), Parks & Recreation (PR) and Finance Commissions (FC) each having more specific charges. With the evolution of the CEC and HRC since their receptive inceptions, Mayor Roe suggested it may be time to again update their scope, duties and functions with more specificity by the City Council.

As noted by Councilmember Laliberte, Mayor Roe advised that the recommendation by the subcommittee at this time was for the City Council’s support for the subcommittee to pursue the first step in the process of bringing the HRC and CEC together as one group by preparing more detail for consideration at a later date.

Laliberte moved, McGehee seconded, directing the City Council Subcommittee on Commissions to work with both the CEC and HRC on the details to combine those commissions into one broader commission and logistics to do so for further consideration by the full City Council.

Councilmember McGehee stated she thought both commissions were very important, especially with changing demographics and human rights environment in the community and need to reach out to minorities in Roseville. Stating that the Human Rights Commission had often not had enough members to carry out all the desires of the Council or the commission, Council member spoke in favor of merging the two commissions into one larger commission. She said that some on the Community Engagement Commission had initially applied for the Human Rights Commission and had been placed on the CEC. Thus she opined that she thought that the personalities on the commissions would be complementary and work well together. Councilmember McGehee opined that she felt that this proposed merger was a very positive step and appreciated the work of the Council taskforce.

Mayor Roe reported that one detail not yet determined was a final membership number for a combined group; but suggested starting with as many commission-

ers from both commissions who remained interested in serving, followed by the normal process of commissioners not seeking reappointment and subsequently arriving at the ultimate number desired on the combined commission if not as many as the current full group.

Councilmember Willmus stated that he was in agreement with much of what he'd heard from the subcommittee tonight; but sought their ideas as to a timeline for implementation.

Councilmember Laliberte responded that, while the subcommittee didn't come up with anything proscribed until having made this initial report to the City Council, based on feedback from the HRC and CEC, the sooner the better to the groups can get together their separate work plans to then determine their combined focus. Since the application process is underway with interviews and appointments soon, Councilmember Laliberte, with concurrence by Mayor Roe, opined that if it could happen by April 1, 2017 in conjunction with those appointments that would be ideal.

Councilmember Etten agreed that the City Council hadn't provided good guidance; thus his 2016 request for the Policy Priority Plan (PPP) goal for commissions that never came to fruition. Based on his review of meeting minutes of both the CEC and HRC, Councilmember Etten stated his concern was that both groups had robust plans going forward and he wasn't sure how a combination of their efforts would work out. If this motion is approved, Councilmember Etten opined that there was an immediate need to inform that and work on the City Council's responsibility moving forward, cautioning that if it wasn't pursued, the same situation could develop with a combined commission.

Councilmember Laliberte agreed that had been on the minds of she and Mayor Roe as well; and how to get two passionate commissions on one track; recognizing that may no happen instantly, suggesting that may be part of the subcommittees work to complete that work in progress. However, Councilmember Laliberte noted that, while the HRC was heavily involved in projects early in 2017, their plate will be somewhat cleared for the remainder of the year. Councilmember Laliberte noted that both the CEC and HRC had expressed their interest in upcoming summer community events and how their potential involvement.

Councilmember McGehee stated that it was her understanding that part of the work of the subcommittee would be to ensure that smooth transition. Councilmember McGehee expressed her confidence in both commissions and their desire to work together, reiterating the considerable cross-over in the past that could easily continue.

As referenced by Councilmembers Etten, Laliberte and Mayor Roe, Councilmember Willmus opined as the “why” or “purpose” aspect of a combined commission was critical but entirely up to the City Council.

To be clear, Mayor Roe advised that the City Council nor the City Council Subcommittee on Commissions was intended to set up the work plan for either group; but only to provide guidance from the top to retain focus for both the CEC and HRC work plans going forward. While some things may be overlapping or of lower or higher focus, Mayor Roe opined that the City Council was not in a position to dictate that beyond providing clear guidance.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

Councilmember Laliberte reported that both CEC Commissioners Chelsea Holub and Michelle Manke had expressed their continued interest in seeking reappointment to the CEC.

Laliberte moved, Willmus seconded, reappointment of CEC Commissioners Holub and Manke to terms on the CEC and beyond.

Councilmember Willmus recognized CEC Commissioners Holub and Manke in tonight’s audience; and when asked if they remained interested after this discussion; both verbally indicated their affirmation.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

Given separate work plans being considered by both the CEC and HRC at their upcoming future meetings, City Manager Trudgeon asked that the City Council Subcommittee on Commissions attend those meetings to provide follow-up information, as well as the follow-up information that he would provide to both commissions. Mr. Trudgeon advised that he would begin work on a draft revision to city code and other organizational details as indicated.

Mayor Roe suggested that a couple of commissioners from each commission be selected to focus on this combined commission for meeting with the City Council Subcommittee; and asked that City Manager Trudgeon check with them accordingly.

Councilmember Laliberte agreed that it would be helpful for the CEC and HRC to self-identify several of their members to work with her and Mayor Roe.

Mayor Roe opined that this had proven a good process for meeting outside City Council chambers and off line; and allowed for frank discussions for the benefit of all parties and the community. Mayor Roe assured the public that less than a quorum of the City Council and the commissions attended those meetings so no violations of Open Meeting Laws occurred.

d. 2017 Policy Priority Plan Discussion

At the request of Mayor Roe, City Manager Trudgeon referenced Attachments A and B to the staff report, respectively entitled, “Adopted 2016 City Priority Plan” and “2016 4th Quarter Policy Priority Plan Update.” Mr. Trudgeon noted the two main priorities were “Housing and Economic Development” and “Infrastructure Sustainability” with specific initiatives for each detailed in the Attachments.

Discussions were initiated by individual Councilmembers sharing their personal proposals for updating, revising the current document moving forward into 2017.

Councilmember McGehee

Councilmember McGehee stated her interest in a “General Connectivity” strategy as a new proposal, especially in light of the transportation plan being undertaken as part of the comprehensive plan update. Councilmember McGehee opined that the plan should include benches along pathway connections to make them more user-friendly. She opined that it was an important priority to have connections to schools and to businesses. Councilmember McGehee also noted the need to improve pedestrian connectivity around larger malls and smaller satellite malls in the community; opining that the traffic problem was significant now and would not get any better.

Also, Councilmember McGehee referenced the three years that the Rental Registration and Licensing Program had been operating in the city, with some of those properties coming up for their six-month renewal later on tonight’s agenda (Consent Item 9.f). Councilmember McGehee advised that she had spoken with staff earlier urging them to bring forward their ideas and suggestions on the policy, after the first three years of its implementation, and how to make the program better for the city and for those property owners.

Councilmember Etten

Based on tonight’s previous discussion and action for guidance and purpose for a newly-combined CEC and HRC, and review by the City Council Subcommittee for potential additions or adjustments, Councilmember Etten stated his interest in creating a more robust review and check-in process for all advisory commissions beyond once per year if and as needed.

Councilmember Etten suggested a new priority entitled “Inclusive City and Civic Life, Activities and Governance.” Councilmember Etten suggested that category could include taking action steps on the recent Imagine Roseville community dis-

To: Members of the Community Engagement Commission (CEC) & the Human Rights Commission (HRC)
From: The Subcommittee on City Advisory Commissions; *Mayor Dan Roe & Councilmember Lisa Laliberte*
Date: Tuesday, February 14, 2017
Subject: City Council action to combine the CEC & HRC

We wanted to give you an update on the discussion and actions that took place during Monday night's City Council meeting. The subcommittee gave an update on their work from the past three weeks and we've included some of that information below. Based on the conversations that were held during that time and other factors related to staffing support, the subcommittee also made a recommendation to combine the CEC and HRC commissions and to allow the subcommittee to stay in place and continue working with members of both commissions during and after the transition (and possibly on a long-term basis).

Council Action:

The council then had a full discussion and voted unanimously to approve the recommendation for combining the two commissions. Another motion was made and approved unanimously to reappoint two members of the CEC (Chelsea Holub and Michelle Manke) who had expressed a desire to continue their work for the city.

Summary:

It was important to the Subcommittee and the Council that CEC & HRC members understand that this combining is not a punishment for either commission, but an opportunity to take the best of both commissions and create a renewed definition for the Purpose and the "why", along with a revised scope, duties and functions section for the city code. The goal is to retain some of what makes each commission unique but also provides a better balance of engagement, evaluation and advisory efforts going forward and without duplication. This will also allow a more effective use of city resources by streamlining the efforts of staff with one commission, plus fewer meetings to transcribe and televise.

The unanimous action by the Council proves that everyone believes this to be a great opportunity for the City and for commission members themselves. We expect that with some work and good direction from the Council, this will have positive outcomes. The Council also discussed new inclusiveness initiatives as part of its priority plan for 2017, so there should be lots of great work.

Mayor Roe and Councilmember Laliberte will be getting together soon to outline a plan for moving forward and working with members of both commissions. Each commission might want to consider appointing a couple members to be part of a workgroup to take the next steps. If you have any questions in the meantime, please don't hesitate to reach out the subcommittee members. Emails are shown below and phone calls or meetings can also be arranged.

Mayor Dan Roe – dan.roe@cityofroseville.com

Councilmember Lisa Laliberte – lisa4roseville@gmail.com

The subcommittee's update to Council:

- Over the past few weeks, City Manager Pat Trudgeon helped the subcommittee to meet and talk with 14 different commission members, broken into small groups at 7 different meetings
- We started those conversations with CEC members and those conversations also prompted us to have conversations with HRC members as well
- We asked a standard set of questions as a guide, but welcomed an open and honest dialogue, which was appreciated by all

Members of the CEC:

- feel very good about their current group, commitment, work plan, etc. / lots of passion
- feel that "drama" and confusions of the past are being held against them - they feel they are a blank slate without past agendas
- feel their work has been solid even though it may not always get to Council for the Council to know what they've been doing
- had identified that the Council's original effort to let CEC members "make the commission their own," left them without clear direction and expectations. The Council failed them in that regard and could do better.
- have been asked to look at scope, duties & functions and evaluate what could be defined better. They are also working on a proposal for what the future of their commission might look like

Members of the HRC:

- feel good about their current group, especially after a time when their vacancies weren't filled
- like the idea of having a bigger team of people working on programs
- have a lot of passion for their work
- do their own thing and do not feel especially connected with the work of the council, other commissions and/or other work being done by the city as a whole

Members of BOTH commissions:

- identified intersecting goals and several places for connection and crossover with the other commission
- felt that more work could be done with more people
- recognized the need for the city to adapt to a changing community and wanted to work on that, which could result in duplication
- commented that more guidance from the Council would be good
- expressed interest in the subcommittee staying in place, at least for a while

CHAPTER 205

HUMAN RIGHTS COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Scope, Duties and Functions

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a human rights commission of the city, which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 566, 2-19-1968)

205.02: SCOPE, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of this community and uphold the Minnesota Human Rights Act by advising the City Council on long range programs to improve community relations in the city. Additionally the commission will work to increase inclusion by providing educational and social opportunities that support topics and issues of human rights. (Ord. 566, 2-19-1968; amd. 1995 Code, Ord. 1324, 08-08-2005) (Ord. 1381, 04-27-2009) (**Ord. 1498, 4/11/2016**)

In fulfillment of its purpose, the commission's duties and responsibilities shall be to:

- A. Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.
- B. Advise the mayor, the City Council and other agencies of the government of human relations and civil rights problems. Act in an advisory capacity with respect to planning or operation of any city department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
- C. Develop such programs of formal and informal education as will assist in the implementation of the Minnesota state act against discrimination, and provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)
- D. Monitor statistical and other data trends in our city and identify and recommend to the city council ways to encourage mutual understanding among our citizens about the community's diversity through, but not limited to:
 1. connecting and partnering with neighborhood, community, educational, business and social services groups and organizations;
 2. co-sponsoring citywide neighborhood or facilitating community events which would include opportunities for heritage and cultural events; and
 3. programs for engaging citizens and community leaders in a holistic approach including dialogues, education and training about diversity issues.
- E. Partner with various commissions on new ways to bring the community together.

CHAPTER 209

COMMUNITY ENGAGEMENT COMMISSION

SECTION:

- 209.01: Establishment and Membership
 209.02: Scope, Duties and Functions

209.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Community Engagement Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code..

209.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

The duties and functions of the Commission may include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.
- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective two-way communication between the City and its residents, businesses, community and neighborhood organizations including making information available in multiple languages.
- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process.

(Ord. 1462, 2-10-2014) (Ord. 1481, 07-20-2015)

**City of Roseville
ORDINANCE NO.**

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY
CODE, TITLE 2, COMMISSIONS**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 2, Chapter 205 (Human Rights Commission) is repealed and replaced in the Roseville City Code as follows:

Chapter 205 EQUITY AND ENGAGEMENT COMMISSION

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an Equity and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the greatest numbers of people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and to proactively examine and improve the city's engagement and outreach practices with its residents, as well as opportunities for residents to engage with the work of the City.

In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community as well as monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts that could improve civic engagement and community relations. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events, and projects to increase understanding, engagement, and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations and engagement in support of the commission's purpose. The commission's work is to be balanced between programs/events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** - The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities, and engagement opportunities to

44 ensure the best and the most equitable practices are being used to engage
45 residents and businesses with the work of the City.

- 46 1. Review policies and actions taken by the City that may be inhibiting full
47 inclusion for those of diverse or underrepresented backgrounds.
- 48 2. Understand the demographics of the community.
- 49 3. Review opportunities to collaborate with other city commissions,
50 neighborhood, community, educational, business, and social services
51 groups and organizations, identifying ways to encourage mutual
52 understanding among citizens and bring the community together.
- 53 4. Have an awareness of human rights related matters in the community and
54 assist the City Council in identifying opportunities to address those matters
55

56 **B. Advise** – The commission shall advise the City Council on recommendations and
57 strategies to improve outreach and communication and increase engagement, equity,
58 and inclusiveness in the City’s efforts to foster a sense of community with residents
59 and businesses.

- 60 1. Advise the City Council with respect to providing for equitable
61 opportunity through the City’s policies and actions.
- 62 2. Review and recommend ways to improve the City’s interactions with
63 residents, businesses, and community and neighborhood organizations
64 through:
 - 65 a. Communication efforts to facilitate effective two-way
66 communication whenever possible.
 - 67 b. Public participation processes, to identify under-represented
68 groups, to remove any barriers and to engage and promote
69 increased participation, including with the community’s various
70 visioning efforts.
 - 71 c. Recommend strategies for actively promoting and encouraging
72 effective and meaningful volunteerism and service with the City
73 including task forces, commissions and other participatory civic
74 activities.
- 75 3. Serve as subject matter experts with regard to community engagement
76 in local government. Explore and recommend to the City Council
77 innovative ideas, including the latest trends, technologies, tools and
78 methods.
79

80 **C. Engage** - The commission may engage residents and businesses through developing
81 or supporting City Council-approved programs, events, and projects that support the
82 commission’s purpose, including:

- 83 1. Education programs and community dialogues to assist in creating equitable
84 opportunity and eliminating discrimination.
- 85 2. Events or projects that promote connections in the community
- 86 3. Events or programs that engage residents and businesses with their city
87 government, facilitating community feedback.
88

89 **SECTION 2 : Title 2 , Chapter 209 (Community Engagement Commission) is repealed.**
90

91 SECTION 3 : Effective date. This ordinance shall take effect upon its passage and
92 publication.
93

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick J. Trudgeon, City Manager

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

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
TITLE 2, COMMISSIONS**

The City Council of the City of Roseville adopted Ordinance No. _____ on April 24, 2017 which is summarized as follows:

The Roseville City Code, Title 2, Commissions been amended to create the Equity and Engagement Commission.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary is also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, MN. 55113, and on the internet website of the City of Roseville (www.cityofroseville.com).

Attest: _____
Patrick Trudgeon, City Manager

Date: _____

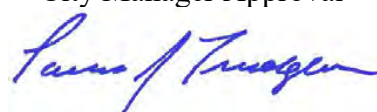
ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/24/2017
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Cedarholm Community Building Site Plan and Image Options Review

BACKGROUND

On January 9, 2017, the City entered into an agreement with Hagen, Christensen & McIlwain (HCM) Architects for preliminary design services to replace the Cedarholm Community Building.

At the March 20, 2017 City Council Work Session, staff provided a status report as well as sought further guidance in a number of areas including the project scope and budget, funding sources and consideration of the Historical Society as part of this project.

At the March 20, 2017 City Council Work Session, further direction was provided to: 1) pursue a larger community building with seating up to 100 2) establish clearer costs to better determine funding sources 3) no longer consider the Historical Society as part of this project but rather that it would be a better fit in the City Hall Campus area, and 4) seek a proposal to complete final building plans and specifications.

On April 10, 2017 the City Council authorized an agreement with Hagen, Christensen & McIlwain (HCM) Architects for further design services to develop plans and specifications for the replacement of the Cedarholm Community Building subject to progress check in.

HCM Architects will be at your meeting to present progress and check in with you for your input. Attached is a base site plan, base floor plan and building image options #1, #2A and #2B.

Per your guidance on April 10, 2017, further check in is anticipated as necessary at City Council meetings as we move through task one (design development) and task two (construction documents) leading up to advertising for bids for a project.

POLICY OBJECTIVE

The process for involving community members and City Council as necessary to review public facility improvements is consistent with past City efforts.

FINANCIAL IMPACTS

Costs related to progress check in is professional consultant time.

STAFF RECOMMENDATION

As a result of the April 10, 2017 City Council direction, staff recommends a progress check in on the

32 Cedarholm Community Building replacement project.

33 **REQUESTED COUNCIL ACTION**

34 As a result of the April 10, 2017 City Council direction, City Council input is requested as part of a progress
35 check in on the Cedarholm Community Building replacement project.

36

Prepared by: Lonnie Brokke, Director of Parks and Recreation
Jill Anfang, Assistant Director of Parks and Recreation

Attachment: A. Base Site Plan
B. Base Floor Plan
C. Image Option # 1
D. Image Option # 2A
E. Image Option # 2B

37

38

39



Cedarholm
Golf Course

NINTH HOLE GREEN

FIRST HOLE TEE BOX

NEW PUTTING GREEN

CART CIRCULATION PATH

OUTSIDE GATHERING

PLANTER

ENTRY PATIO

CART STORAGE
(SECURE / COVERED)

EXISTING MAINTENANCE FACILITY

CART CIRCULATION PATH

CART STAGING - PARKING

PARKING LOT EXPANSION
(82 STALLS)

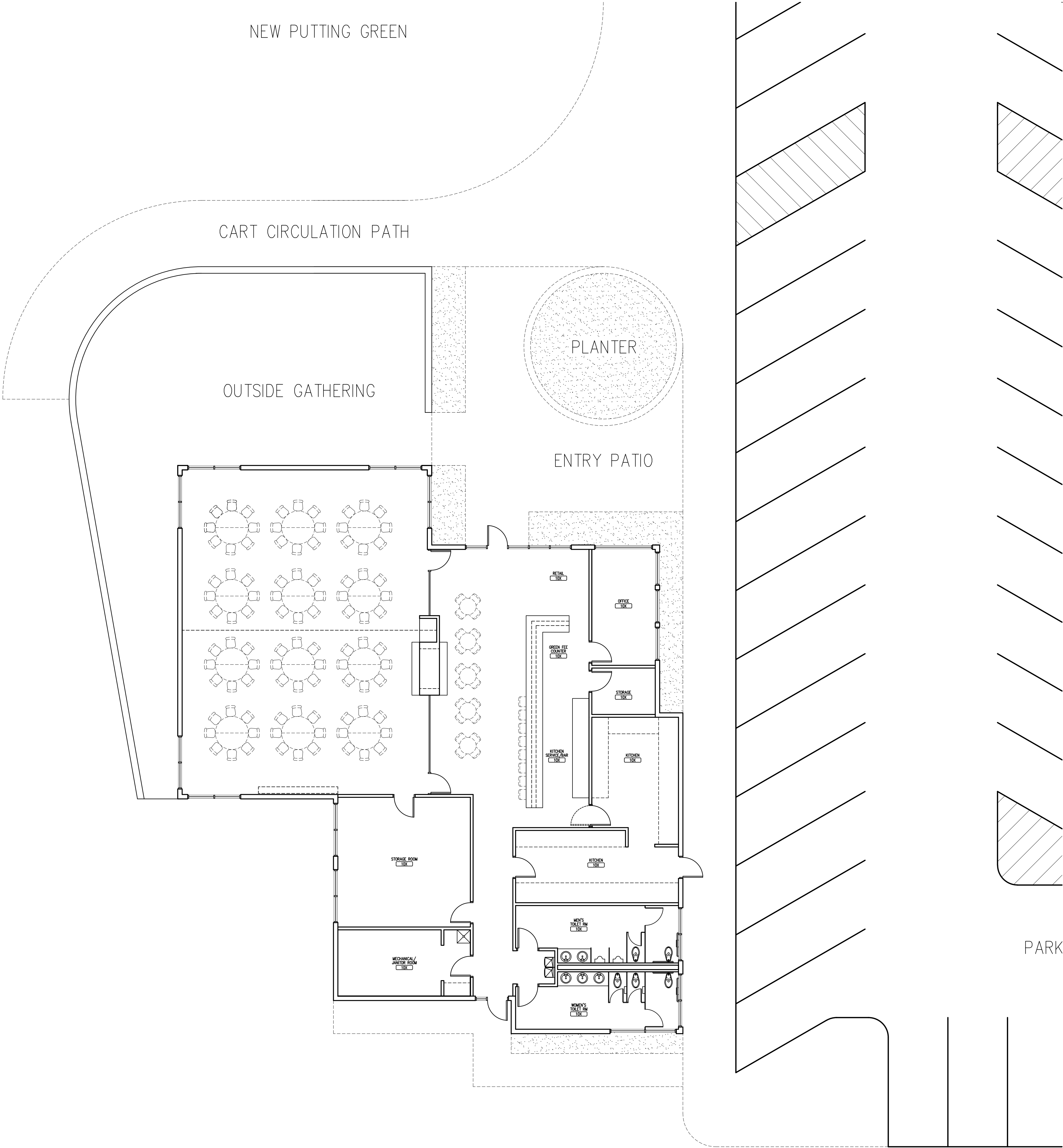




IMAGE #1
NORTH VIEW



IMAGE #1
AERIAL VIEW



IMAGE #2A
NORTH VIEW



IMAGE #2A
AERIAL VIEW



IMAGE #2B
NORTH VIEW



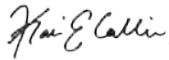
IMAGE #2B
AERIAL VIEW

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4-24-17
Item No.: 7.f

Department Approval

City Manager Approval



Kari Collins, Community Development Director



Item Description: Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 735 County Road B2.

BACKGROUND

- The subject property is a single-family home which is believed to be owner occupied.
 - o The current owners are Mark and Cynthia Jacobson.
- Current violations include:
 - o Vehicle Constituting a Public Nuisance; Vehicle without License Plates (407.02.O.4)
 - o Storing of Inoperable Motor Vehicles (407.03.Q.c)
- On February 23 and March 22, 2017, notices were sent to the above referenced property identifying public nuisance violations and requesting the property be brought into compliance.
- An inspection on April 3 and 14, 2017, revealed that the violations had not been corrected.
- A status update will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Removal of the Inoperable, Unlicensed Vehicle

Total: \$ 125.00*

*Administrative Abatement Fee per 2017 Fee Schedule

30

31 **STAFF RECOMMENDATION**

32 Staff recommends that the Council direct Community Development staff to abate the above referenced
33 public nuisance violations at 735 County Road B2.

34

35 **REQUESTED COUNCIL ACTION**

36 Direct Community Development staff to abate the public nuisance violations at 735 County Road B2 by
37 notifying a towing company to remove the vehicle from the property. Direct staff to bill the property
38 owner for actual and administrative costs. If charges are not paid, staff is to recover costs as specified
39 in Section 407.07B.

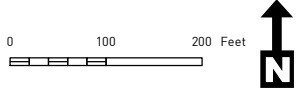
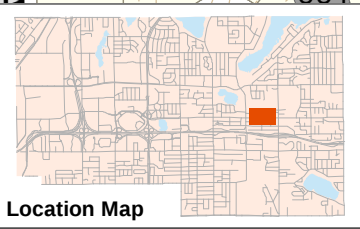
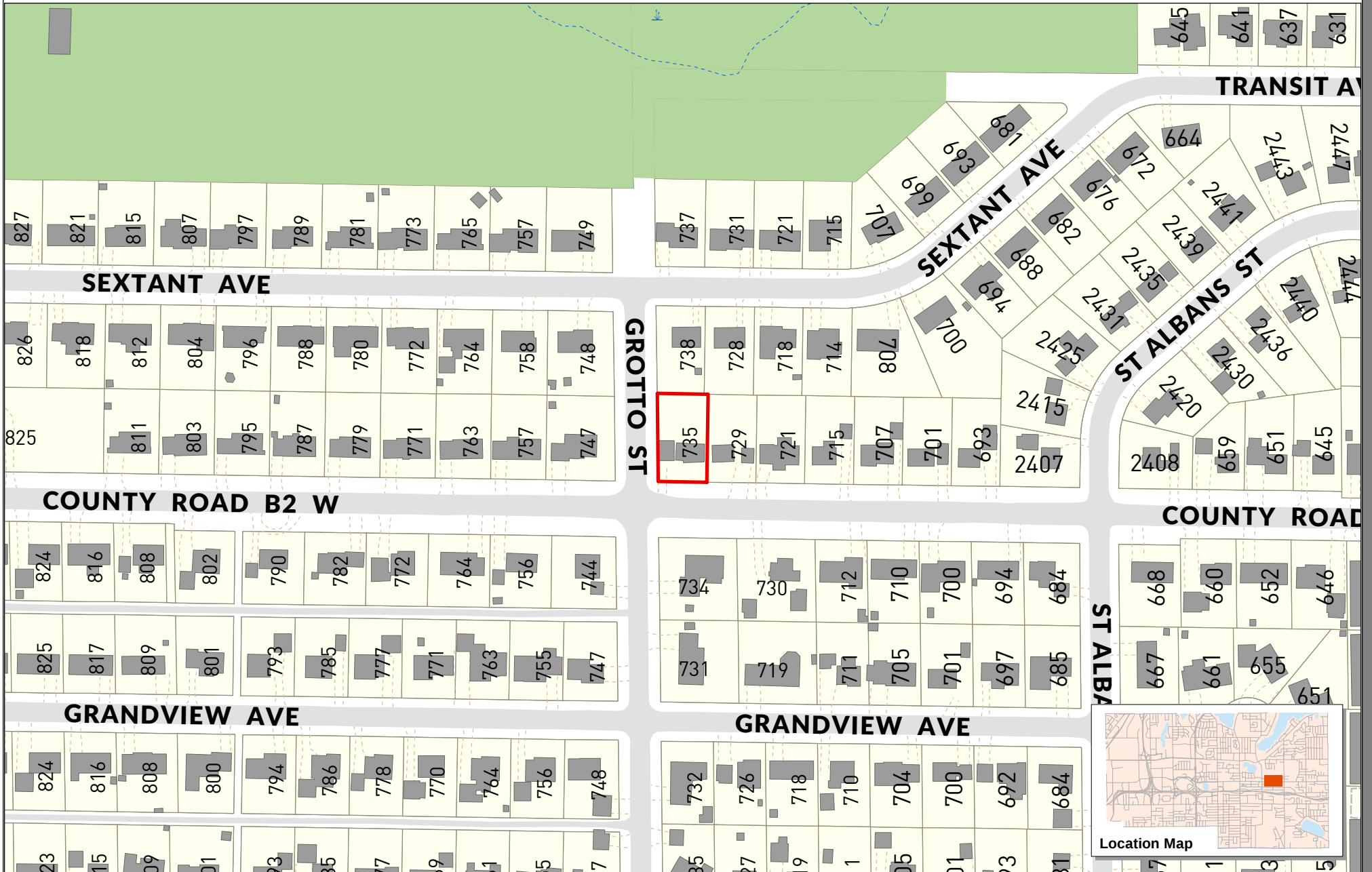
40

Prepared by: Dave Englund, Codes Coordinator

Attachment: A: Map of 735 County Road B2
B: Timeline of Staff actions
C: Cited City Code Sections

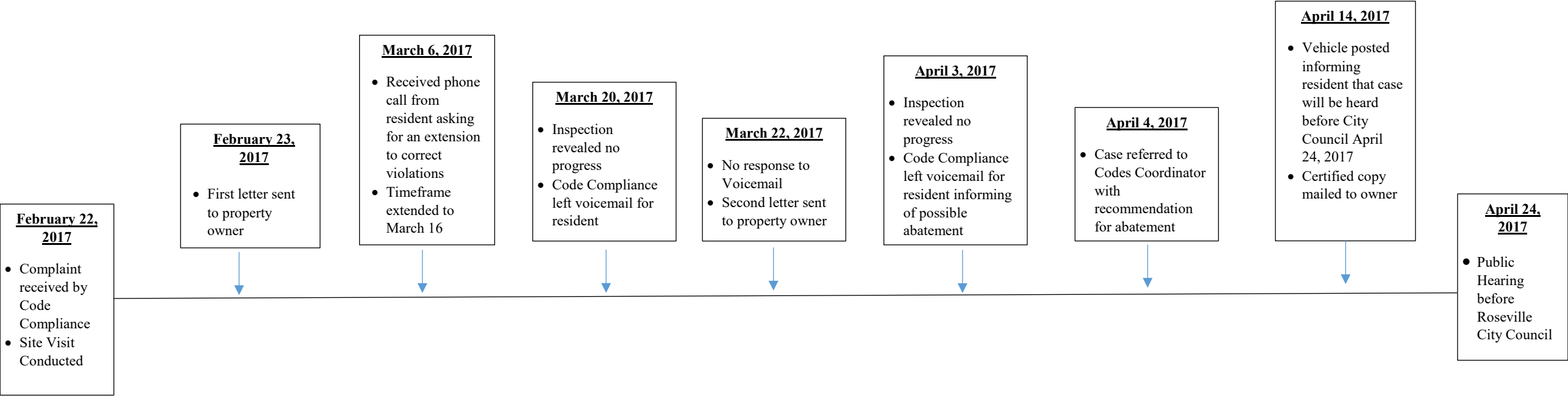
735 County Road B2

ATTACHMENT A



735 County Road B2

ATTACHMENT B



CITED CITY CODE SECTIONS

**407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR
REPOSE:**

O. Vehicles Constituting a Public Nuisance:

4. Vehicles Without License Plates: Except where expressly permitted by state law, any vehicle shall be deemed to be junked or abandoned if said vehicle does not have attached thereto a valid and current license plate issued by the proper State agency. (Ord. 1288, 8-4-2003)

407.03: NUISANCES AFFECTING PEACE AND SAFETY:

Q. Storing of Boats, Trailers and Inoperative Motor Vehicles In Front Yards:

c. Inoperative* motor vehicles of any type.

407.01: DEFINITIONS:

*INOPERABLE CONDITION: The vehicle has no substantial potential use consistent with its usual function, and shall include a vehicle that: a) has a missing or defective part that is necessary for the normal operation of the vehicle, or b) is stored on blocks or jacks or other supports.

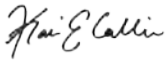
REQUEST FOR COUNCIL ACTION

Date: 4-24-17

Item No.: 7.g

Department Approval

City Manager Approval



Kari Collins, Community Development Director



Item Description: Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 966 Sherren Street W.

BACKGROUND

- The subject property is a single-family home which is owner-occupied.
 - o The current owner is Molly McCue.
- Current violations include:
 - o Outside piling, storing of keeping of debris (407.03.H)
 - o Storing of Trailers in front Yard (407.03.Q.1.a)
 - o Vehicle without valid License (407.02.O.4)
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Removal and disposal of items stored, piled and kept in driveway
- Relocation of trailer in front yard to driveway behind front line of house
- Removal of Unlicensed vehicle

Total: \$ 500.00

31 In the short term, costs of the abatement would be paid out of the EDA budget, which has allocated
32 \$100,000 for abatement activities. The property owner would then be billed for actual and
33 administrative costs. If charges were not paid, staff would recover costs as specified in Section
34 407.07B.

35
36 **STAFF RECOMMENDATION**

37 Staff recommends that the Council direct Community Development staff to abate the above referenced
38 public nuisance violations at 966 Sherren Street W.

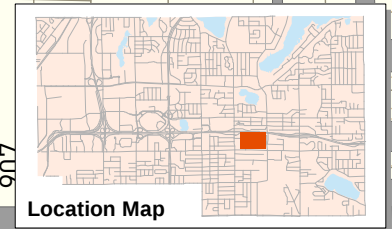
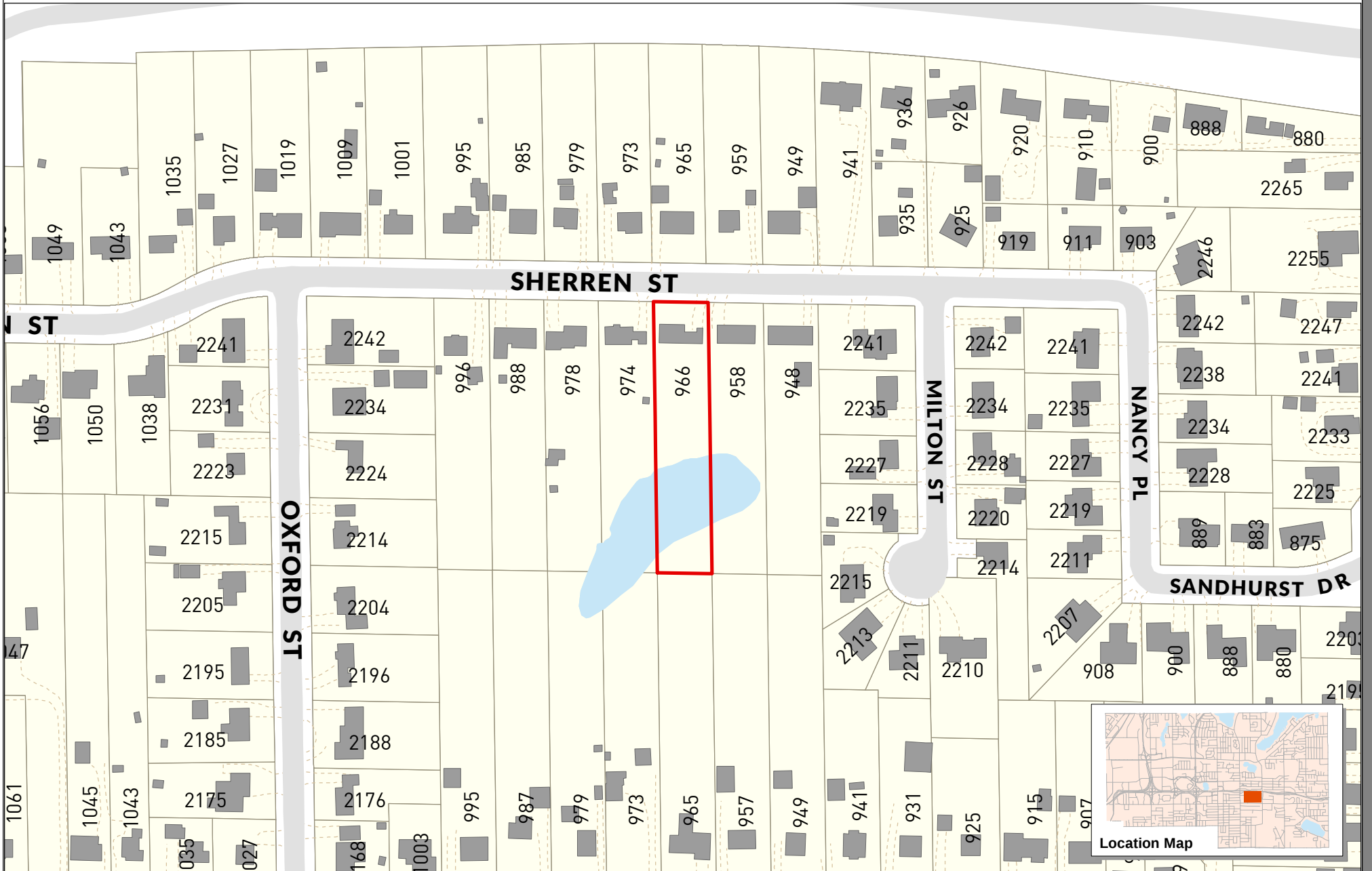
39
40 **REQUESTED COUNCIL ACTION**

41 Direct Community Development staff to abate the public nuisance violations at 966 Sherren Street W
42 by hiring a general contractor to remove and dispose of the outside storage of items in driveway,
43 relocation of trailer from front yard to driveway and removal of unlicensed vehicle. Direct staff to bill
44 the property owner for actual and administrative costs. If charges are not paid, staff is to recover costs
45 as specified in Section 407.07B.

46

Prepared by: Dave Englund, Codes Coordinator

Attachment: A: Map of 966 Sherren St. W
B: Timeline
C: Cited Sections of City Code



Location Map



Prepared by:
Community Development Department
Printed: April 5, 2017



Site Location

Data Sources

* Ramsey County GIS Base Map (3/10/2017)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

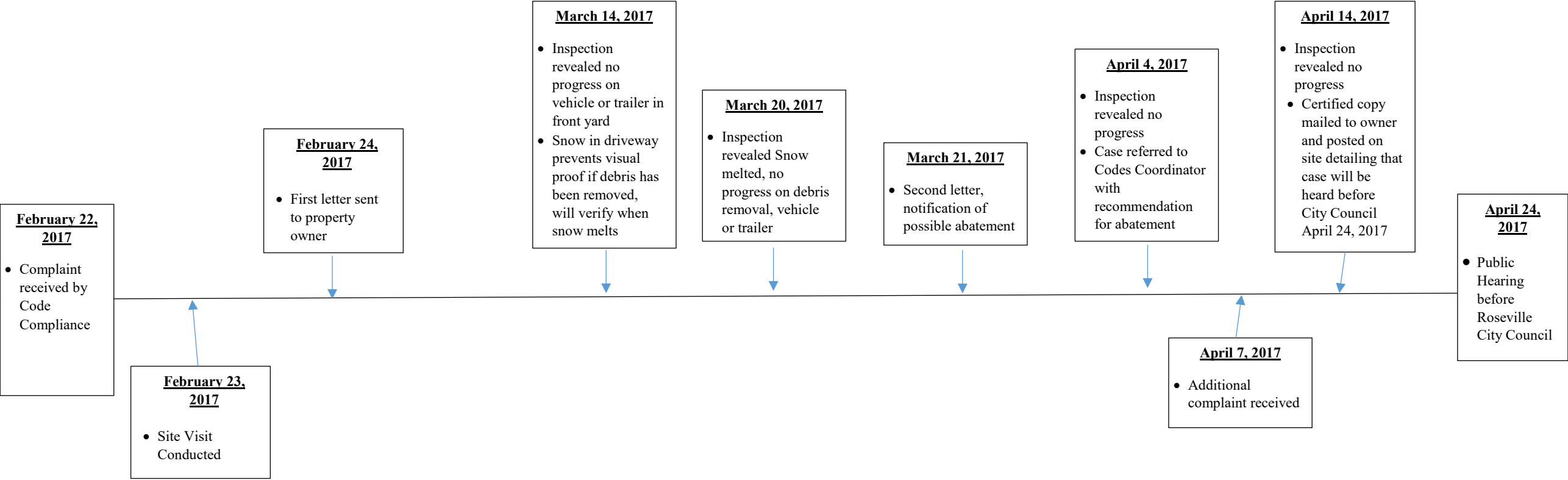
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.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

0 100 200 Feet



966 Sherren St W

ATTACHMENT B



CITED CITY CODE SECTIONS

**407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR
REPOSE:**

O. Vehicles Constituting a Public Nuisance:

4. Vehicles Without License Plates: Except where expressly permitted by state law, any vehicle shall be deemed to be junked or abandoned if said vehicle does not have attached thereto a valid and current license plate issued by the proper State agency. (Ord. 1288, 8-4-2003)

407.03: NUISANCES AFFECTING PEACE AND SAFETY:

H. Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property. (Ord. 1162, 7-10-1995)

Q. Storing of Boats, Trailers and Inoperative Motor Vehicles In Front Yards:

1. The storing of the following things for a period longer than 72 hours in the front yard of any residential zoned area:

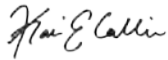
a. Trailers of any kind, unless supporting a boat of 20 feet or less.

REQUEST FOR COUNCIL ACTION

Date: 4-24-17
Item No.: 7.h

Department Approval

City Manager Approval



Kari Collins, Community Development Director



Item Description: Consideration of a Community Development Department Request to Perform an Abatement for Unresolved Violations of City Code at 2096 Fry Street

BACKGROUND

- The subject property is a rental housing complex with four, four-unit buildings and single family home.
 - The current owner is Nips, Inc.
 - The property is not currently registered as a rental property.
- Current violations include:
 - Accumulation of debris (407.02.D)
 - Outside storage of junk, household items and other debris (407.03.H)
- A status update, including pictures, will be provided at the public hearing.

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

City Abatement:

An abatement would encompass the following:

- Removal and disposal of accumulated junk, household items and debris

Total: \$ 1000.00

In the short term, costs of the abatement would be paid out of the EDA budget, which has allocated \$100,000 for abatement activities. The property owner would then be billed for actual and administrative costs. If charges were not paid, staff would recover costs as specified in Section 407.07B.

STAFF RECOMMENDATION

Staff recommends that the Council direct Community Development staff to abate the above referenced public nuisance violations at 2096 Fry Street.

REQUESTED COUNCIL ACTION

Direct Community Development staff to abate the public nuisance violations at 2096 Fry Street by hiring a general contractor to remove and dispose of the outside storage of items referenced at the Council hearing on April 24, 2017. Also, direct staff to bill the property owner for actual and administrative costs. If charges are not paid, staff is to recover costs as specified in Section 407.07B.

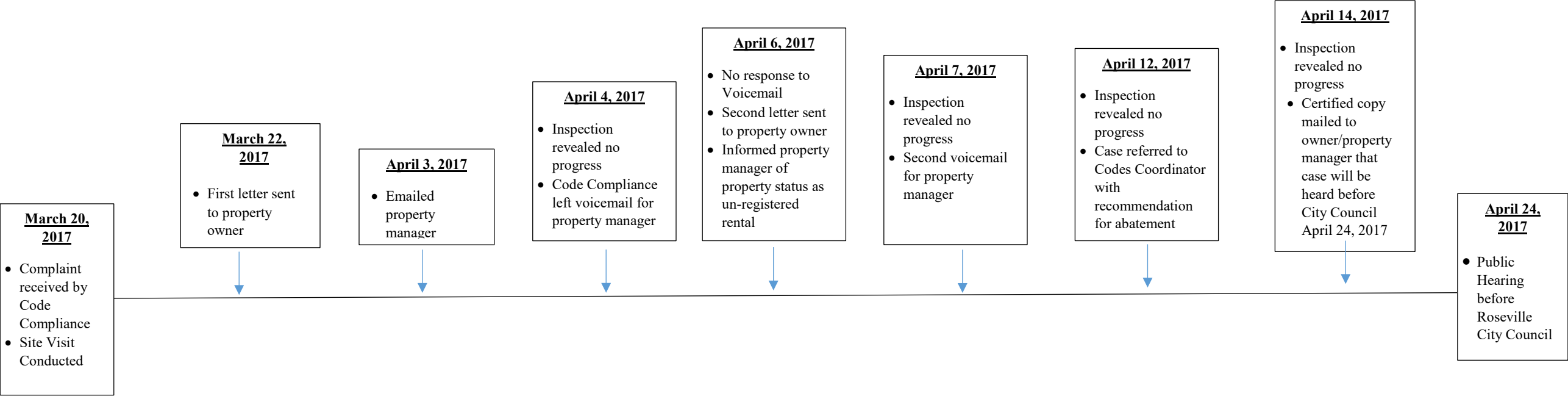
Prepared by: Dave Englund, Codes Coordinator

Attachment: A: Map of 2096 Fry Street
B: Timeline
C: Cited Sections of City Code



2096 Fry St

ATTACHMENT B



CITED CITY CODE SECTIONS

**407.02: NUISANCES AFFECTING HEALTH, SAFETY, COMFORT OR
REPOSE:**

D. Debris: An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, and other cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, tin cans or other material of any kind on private property. (Ord. 1337, 5-22-2006)

407.03: NUISANCES AFFECTING PEACE AND SAFETY:

H. Junk: The outside piling, storing or keeping of old machinery, furniture, household furnishings or appliances or component parts thereof, rusting metal inoperable/unusable equipment, or other debris visible on private or public property. (Ord. 1162, 7-10-1995)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4-24-17

Item No.: 7.i

Department Approval

City Manager Approval



Kari Collins, Community Development Director



Item Description: Community Development Department Requests Approval of Proposed Text Ordinance Amendments of the Roseville City Code, Section 307.06 Duration

BACKGROUND

Roseville's Code Enforcement Division seeks approval of text amendments to Roseville's City Code, Chapter 307, Construction Licenses. The text amendments are for updating text language.

Currently, all commercial contractors and residential contractors who perform only one service, and are not required to have a State License are required to apply for and obtain an annual City of Roseville contractor license for all work within the City. After staff verifies all required documentation and issues this license type, the license is valid from January 1 through December 31 of the year of issuance.

Due to the increased capabilities of the Accela permitting software, that is scheduled to be operational shortly, a proposed minor change to current code language is suggested. Staff is proposing that the expiration date of each issued City of Roseville contractor license be set at one year (365 days) from date of issuance.

POLICY OBJECTIVE

Staff periodically updates City Code and Zoning Ordinance language to increase efficiency to staff, contractors and residents.

FINANCIAL IMPACTS

There are no financial impacts.

STAFF RECOMMENDATION

Based on the comments provided in this report, staff recommends approval of the proposed text ordinance amendments of the Roseville City Code, Section 307.06, Duration.

REQUESTED COUNCIL ACTION

Adopt an ordinance amending selected text of the Roseville City Code, Section 307.06, Duration.

Prepared by: Dave Englund, Codes Coordinator

Attachment: A: Ordinance Amendment

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
SECTION 307.06: DURATION

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Section 307.06: DURATION.

SECTION 2. Chapter 307 Section 307.06 is hereby amended as follows:

307.06: DURATION:

All Contractor Licenses issued under this Chapter are effective upon issuance and expire ~~on December 31 of the year~~ one year (365 days) from date of issuance.

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

Passed this 24th day of April 2017.

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL DISCUSSION

Agenda Date: 4/24/2017

Agenda Item: 7.j

Department Approval



City Manager Approval



Item Description:	Review and provide comment on the first two chapters of a comprehensive technical update to the requirements and procedures for processing subdivision proposals as regulated in City Code Title 11 (Subdivision) (PROJ-0042)
-------------------	---

BACKGROUND

The consultants engaged to lead the update of Roseville's Subdivision Code, Mike Lamb and Leila Bunge, have drafted updated code text based on the feedback received from the Planning Commission and City Council regarding the annotated outline of Roseville's existing code; the minutes of the City Council's March 20 discussion are included as Exhibit A. The Planning Commission began reviewing and discussing the first two chapters of the draft subdivision code at its meeting of April 5, and tabled the remainder of the discussion until its upcoming meeting of May 3; the draft minutes of the April 5 discussion are included with this report as Exhibit B.

The draft of the subdivision code update is included with this report as Exhibit C. Because presenting a comprehensive update like this entirely in the typical *track changes* format would be difficult to read, the proposed update is presented side-by-side with the existing code text. In this way, each provision of the proposed draft (in the right-hand column) can be compared to the existing text (in the left-hand column). Because the draft presented to the City Council has been updated since April 5 based on the Planning Commission's feedback, such edits to the draft subdivision code are typographically emphasized with strikethrough and underlined text representing deletions and insertions, respectively.

PLANNING DIVISION COMMENT

Many of the proposed amendments to the subdivision code involve modernizing outdated language, auditing definitions to include what is necessary and delete what is not, and removing technical requirements that are better regulated elsewhere.

Another result of the proposed changes is that much of what the existing code establishes for application submission requirements and review processes would be updated and relocated to the application forms themselves, rather than leaving them as codified regulations. Based on the feedback received during the April 5 public hearing regarding the proposed process amendments, Planning Division staff will draft updated application forms, which would become exhibits for City Council review of the proposed subdivision code update.

The most significant proposed application-review-process change pertains to the minor subdivision. Feedback offered by the Planning Commission and City Council in March

coalesced around two positions on simple subdivisions: applications should provide full surveys, grading plans, storm water plans, and the like, in contrast to the sketch-level plans required by the current code; and they should have generally the same review process as they currently have, as opposed to a narrowly defined administrative approval process. This combination of rich application data and a direct path to City Council action is essentially an abridged plat application and review process; the only distinction from a plat would be in the final documentation that is filed at Ramsey County. Correspondingly, this is reflected in the proposed draft as the replacement of the minor subdivision process with a “minor plat” process. The minor plat would be for all applications that:

- Create three or fewer parcels for new development,
- Don’t need any new streets, sewers, or other new public infrastructure,
- Don’t require any variances to zoning or subdivision requirements,
- Don’t involve any changes to comprehensive plan or zoning designations, and
- Don’t trigger the park dedication requirements.

To make room for the proposed minor plat process, the draft subdivision code renames the familiar process for plats as the “major plat,” which remains the standard process for all proposals that:

- Create four or more parcels for new development,
- Require an open house meeting prior to application for approval,
- Need new streets, sewers, or other new public infrastructure,
- Require variances to zoning or subdivision requirements,
- Might involve changes to comprehensive plan or zoning designations, or
- Trigger park dedication requirements.

More significant subdivision proposals would require the same process of public review, Planning Commission recommendation, and City Council approval as Roseville is used to, and simpler applications would still have a relatively direct path to final action, but would include more robust information for review at the outset.

The City Attorney has been reviewing the draft, in general, as well as responding to specific questions. Nevertheless, prior to final action on the proposed subdivision code update, the City Attorney will be reviewing the entire proposal to ensure that the final ordinance is sound.

Roseville’s Public Works Department staff is reviewing the entire proposal to ensure that the revised subdivision code and their forthcoming design standards manual combine to provide all of the necessary regulations without unintended gaps and unnecessary redundancies. The draft subdivision code update has been developed with the design standards manual as a reference; therefore any changes to the draft resulting from this review are expected to be technical in nature.

The Parks and Recreation Commission will review the proposed revision to the park dedication regulations at its meeting of May 2, 2017. Generally, proposed amendments to the park dedication regulations pertain to adding a preamble linking park dedication to the City’s

goals as expressed in places like the Comprehensive Plan, Parks and Recreation System Master Plan, and the pathway plans, clarifying the thresholds where park dedication is required, and cleaning up outdated information. One significant addition to note is that the proposal would expand the set of occasions when the City would seek dedications of land to include locations that could increase the connectivity of pathways open spaces identified in the community's plans, as authorized by State Statute.

PUBLIC COMMENT

Despite being noticed as a public hearing, no members of the public were present at the April 5 Planning Commission meeting to comment on the proposed draft subdivision code. Notice of the continuation of the public hearing at the May 3 Planning Commission meeting has also been published. At the time this report was prepared, Planning Division staff has not received any communications from the public beyond an email received prior to the Planning Commission's March 1 review of the annotated outline. That email has not been reproduced for inclusion with this report, but it remains part of the public record.

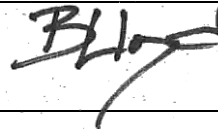
REQUESTED DISCUSSION

Mike Lamb will be facilitating this discussion about the first two chapters of the draft subdivision code update, as amended based on the Planning Commission's guidance regarding these same sections. While the public hearing has been tabled until May 3, 2017, the City Council could still take action to adopt a new ordinance by May 22, which is in advance of the May 31, 2017, expiration of the interim ordinance prohibiting residential minor subdivisions.

Exhibits: A: 3/20/2017 City Council
 minutes
 B: 4/5/2017 Planning Commission
 draft minutes

C: Chapters 1101 & 1102 of the draft
Subdivision Code update

Prepared by: Senior Planner Bryan Lloyd
 651-792-7073
 bryan.lloyd@cityofroseville.com



d. **Discuss the Annotated Outline Illustrating Present Structure of the Subdivision Code and How a Rewritten Code Might Differ; Provide Input to Guide the Drafted of an Updated Ordinance (PROJ-0042)**

Senior Planner Bryan Lloyd introduced Mike Lamb, consultant with Kimley-Horn, undertaking the rewrite of the city's subdivision code as detailed in the staff report and related attachments.

Title 11 (Exhibit A), Subdivisions and his Memorandum dated February 23, 2017 (Exhibit B)

Mr. Lamb provided an overview of the five major topics needing review: language in code (definitions) and their consistency with other city code; minor subdivision process as discussed by the Planning Commission and of interest to the City Council; Park Dedication mechanism and how to address that moving forward; Design Standards and any revisions of those standards embedded in code; and those areas for reliance on the Public Works Design Standards Manual currently in process.

In the City Council's review of Attachment A, Mr. Lamb clarified that the first column represented current code and right hand column provided suggestions from his office and staff. Mr. Lamb further clarified that those are just suggestions, and not recommendations, but simply based on experience and requiring City Council feedback. Mr. Lamb also referenced excerpts provided from the subdivision ordinances in the metropolitan area and language from those that might make sense for Roseville as the basis for edits. Mr. Lamb further referenced some case studies provided from other metropolitan communities and other first-ring suburbs from out-of-state and staff conversations with those cities as well. Mr. Lamb concluded by stating the intent for this to be an outline review only to help staff and his firm determine the proper direction to pursue from the City Council's perspective.

Exhibit A – Title 11

Page 1

In terms of definitions, Mayor Roe suggested the fewer the better in this portion of code; whether by referencing the Public Works Design Standards Manual or through existing code (e.g. street or design standard components) where those definitions would come out.

Mayor Roe also suggested a general reference to other city documents (e.g. 2008 Pathway Master Plan) rather than specifically referencing them in the subdivision code; with agreement by Councilmember Willmus.

Pages 2 & 3

Along with Mayor Roe, Councilmembers McGehee, Willmus and Laliberte were in agreement that they did not want to consider an administrative review process; continuing that approval process through the Planning Commission and City Council or just the City Council as per current practice.

Page 4

1 At the request of Councilmember McGehee, Mr. Lloyd confirmed that any and all
2 application forms and instructions would be revised based on new processes or
3 checklists.

4
5 Specific to minor lot splits and associated checklists for one lot splitting into two,
6 Ms. Collins advised that currently if everything on the checklist was addressed,
7 they were approved administratively.

8
9 Councilmember McGehee stated her intent that everything, including those minor
10 lot splits, be put back on the table, opining that the checklist should be presented
11 to the City Council in agenda packets indicating any or all items checked off, es-
12 pecially related to drainage, sewer and tree preservation.

13
14 Even with minor subdivisions, Councilmember Willmus noted one area of strug-
15 gle was an informal sketch provided (e.g. on the back of a napkin) versus a more
16 detailed and formal application and information process, showing established lo-
17 cations for lot lines, drainage easements, and any other work that would be done
18 on the front end before being brought to the City Council for approval.

19
20 As suggested by City Manager Trudgeon, and confirmed by Councilmember
21 Willmus, this would include a survey.

22
23 As decision makers, Councilmember Willmus noted that the additional infor-
24 mation could have a significant impact on a decision one way or another based on
25 that level of detail provided; and opined that a survey shouldn't create an exces-
26 sive burden for a property owner looking to divide their lot; and he preferred hav-
27 ing that detail available. Councilmember Willmus stated that from his perspec-
28 tive, that detail did not include being advised that the watershed district had yet to
29 sign off, especially if and when those properties may involve part of a larger
30 drainage system or issue within the community. With not receiving that infor-
31 mation upfront, Councilmember Willmus noted that it left out part of the picture,
32 and stated his interest in having that broader picture from materials presented to
33 the City Council , whether or not it created a financial burden on a property own-
34 er.

35
36 Ms. Collins sought clarification on the current process used for minor subdivi-
37 sions and plats, asking if the City Council was okay with that as long as additional
38 information was provided upfront.

39
40 Mayor Roe agreed, referencing recent examples of plats coming before the City
41 Council.

42
43 Without objection, and confirmed by Mr. Lamb, the City Council did not support
44 any administrative process for minor subdivisions; with an up-to-date checklist
45 included at the Planning Commission and/or City Council levels.

46
47 With confirmation by staff, Mayor Roe clarified that open house language would
48 parallel that approved in other sections of code.

Councilmember Willmus addressed plat requirements for lots on existing streets and requiring municipal services, and whether some accommodation was needed for private drives built to city street specifications but privately maintained.

Mr. Lloyd advised that there was nothing in the subdivision code; and noted that delved into the area of uncertainty as to whether a subdivision created a flag lot to access properties behind one street or a private street with public streets minus a right-of-way; seeking City Council direction on that point.

Councilmember Willmus stated that he didn't want to revert to flag lots, but recognized situations where larger lots are subdivided and become smaller, this may be a tool that could help accommodate it and create less expense for surrounding property owners and the broader community as well. Councilmember Willmus opined that the city had it within its purview and public works specifications for those situations.

Mayor Roe stated that he wasn't against private driveway as a solution.

Councilmember Willmus noted that there was no language so specific that it would exclude private drives by calling it a street.

Mayor Roe noted that platting wasn't required for a minor subdivision if other requirements were met, with the current process not requiring plats for minor subdivisions.

City Manager Trudgeon noted that it involved a process for document and layout approval, but was not a formal plat.

Regarding item 4, Mayor Roe noted it stated that it seemed obvious from language providing that a divisional lot didn't require minimum standards.

Mr. Lamb clarified that the excerpt from the City of St. Paul could be edited accordingly for further consideration by the City Council. Mr. Lamb noted the need for placing the burden on public works when changing slopes to address any water/sewer issues, or frozen pipes or water being pumped up hill creating low water pressure.

Mayor Roe noted the need to ensure the close attention of the Public Works staff on those specific issues.

Page 5

Mr. Lamb noted some design standards that would be unique to code.

At the request of Mayor Roe, Mr. Lamb confirmed the need to address them in the subdivision code versus in general city code (e.g. block sizes).

Page 6

1 Mayor Roe clarified that lot sizes were addressed in the city's zoning code, not its
2 subdivision code.

3
4 Page 6 (Park Dedication)

5 Mr. Lamb clarified some of this section, noting that references to more formal
6 plans and policies the city had adopted specifically or as part of comprehensive
7 plan updates superceded the subdivision code language developed in 1980. Mr.
8 Lamb noted that he had found only three occasions since that inception of land
9 dedication for park or open space, with the remainder of the situations resulting in
10 cash in lieu of land.

11
12 Mr. Lamb suggested consideration of a way that the subdivision code could help
13 support larger connectivity of the city itself (e.g. connecting trails or sidewalks) in
14 a broader nature than by simply setting a process and approach for cash applied to
15 a park or requiring additional recreation maintenance. Mr. Lamb noted that the
16 idea was to consider that larger picture and use the subdivision as a tool to
17 achieve that larger connectivity.

18
19 Mayor Roe suggested the intent may be to expand the definition of land contribu-
20 tion that could be beyond a specific plot of land, but involve trail connections.

21
22 Mr. Lamb agreed that was the intent, and used several examples in Roseville (e.g.
23 McCarron's Lake area or Old National Guard Armory parcel) as examples of
24 larger tracts of land that could be subdivided, and possibly include another street
25 with a possible trail to connect with the existing system.

26
27 Councilmember Willmus questioned if that didn't lead to situations with addition-
28 al land being donated to areas of the city that already have built-out park and trail
29 infrastructure, limiting the ability to capture dollars to use them in areas of the
30 city without as many amenities available.

31
32 While each would be considered on a case by case basis, Mr. Lamb advised that
33 the focus using existing policies, would be to determine how this code as one of
34 many city tools, could be used to improve connectivity throughout the communi-
35 ty. Mr. Lamb noted that the comprehensive plan now separated the city into six-
36 teen districts, some of which had no park, and others having limited park space
37 (e.g. Twin Lakes Redevelopment Area). Mr. Lamb noted the need for more
38 sidewalks and amenities to provide synergy in connecting around lakes and de-
39 velopment parcels. While agreeing that it differed by location, Mr. Lamb sug-
40 gested a guiding master plan or park/trail document to help the city code reach its
41 purpose.

42
43 Councilmember Willmus spoke against such guiding documents; opining that
44 there were areas in the community without that infrastructure, but could allow
45 them to acquire property on the other side of town.

46
47 Mayor Roe noted that the dollars could still be part of this; with Mr. Lamb con-
48 curring that it was intended as one other option.

Councilmember Willmus stated that he didn't want to mandate steering each application to the Parks & Recreation Commission for a recommendation, which he considered being set in place if this was pursued.

Mayor Roe opined that this simply provided more options on the land side of the equation, and clarified that ultimately land decisions lay with the city, noting that the city didn't need to approve any land donations that it didn't want.

Councilmember McGehee spoke in support of having more options available, and therefore including that as a tool in the subdivision ordinance.

Mayor Roe noted that it didn't need to be an either/o situation, but could be a combination. Mayor Roe further clarified that there were limits on how money in the Park Dedication fund could be used that needed to be adhered to in any situation.

Page 8

Mayor Roe agreed with the suggestion to remove any references to city staff salaries and refer to the fee schedule.

Chapter 1104.06

At the request of Mayor Roe, Mr. Lloyd advised that this suggestion was as a result of the recent Ramsey County Survey workshop attended by staff related to appropriate signature lines for plats being recorded and the need to allow for property owner signatures sufficient for those being sold between preliminary and final plat recording.

After further discussion and deliberation, it was determined that the subdivision code reference this requirement, but clarified that it was not responsible for the property owner's recording of documents.

Under advice by City Attorney Gaughan, while the city has the responsibility to make sure properties transfer legally and not trip up transactions, he noted it was an issue for the property owner. City Attorney Gaughan stated support for reference Ramsey County in code to this affect, but not to specifically address it beyond protecting the city to make sure plats are recorded properly.

Page 8 (other)

Councilmember McGehee noted her natural interest in tree preservation that she continued to find amazingly unsuccessful to-date.

At the request of Councilmember McGehee specific to solar orientation, Mr. Lamb referenced some of the ideas provided from other communities, while recognizing that green infrastructure continued to evolve. Mr. Lamb provided some examples from the City of St. Paul toward those efforts (e.g. stormwater park) and how parks and open space continued to change, as well as solar orientation as an owner issue. Mr. Lamb noted the differences for Roseville as a fully-developed

1 community versus a newer community with those things available to be addressed
2 accordingly (e.g. solar orientation and existing tree canopies).
3

4 Councilmember McGehee stated her interest in green infrastructure and use of
5 stormwater ponding to provide for space versus underground tank installation,
6 creating amenities for parks and open space.
7

8 Mr. Lamb recognized that this subdivision code was a revision and intended as an
9 update, and could not do everything for everybody. However, Mr. Lamb suggest-
10 ed that it could be more active in focusing on redevelopment and connectivity, in-
11 cluding rethinking stormwater requirements as a public amenity.
12

13 Mayor Roe suggested their consideration under the “other” park dedication side;
14 while being careful not to mix too many things together.
15

16 Discussion ensued on the triggers for tree preservation at this time under current
17 ordinance and related to preliminary plat, but not triggered by the minor subdivi-
18 sion process as currently written, but through the trigger of new home construc-
19 tion.
20

21 Councilmember McGehee stated her interest in making that tree preservation trig-
22 ger part of the minor subdivision process to avoid clear cutting.
23

24 Councilmember Willmus stated that he wasn’t interested in having that discussion
25 now and was not prepared to make that change tonight, noting that this had been
26 discussed when adopting the tree preservation ordinance at which time it was de-
27 cided by the City Council majority to leave minor subdivisions out of the picture.
28

29 Councilmember Laliberte concurred, advising that she also did not come prepared
30 tonight to consider that issue.
31

32 Mayor Roe suggested additional rationale and a better understanding of that issue
33 when this returns to the City Council in its next draft.
34

35 Mr. Lloyd clarified that with larger plats, street infrastructure and existing house
36 pads often determined tree preservation and placement versus minor subdivisions
37 with one large lot and tree preservation not kicking in until new construction of a
38 new home.
39

40 Ms. Collins noted that while there may be no plans upfront for tree preservation,
41 at the final stage of new home development, the parcel would become subject to
42 it.
43

44 Councilmember Laliberte stated that she still considered that the right way to go,
45 opining that the person initially subdividing the lot may have insufficient infor-
46 mation to make a prudent decision.
47

1 As part of that discussion, Councilmember McGehee noted the need to avoid
2 clear-cut situations developing under some subdivisions, creating neighborhood
3 issues at that point and not providing them with any protection.
4

5 Mr. Lamb thanked the City Council for their good feedback, advising that he and
6 staff anticipated returning to the April 5, 2017 City Council meeting with the first
7 draft of a new subdivision ordinance.
8

1 **c. PROJF0042: Request by the City of Roseville to approve a comprehensive**
2 **technical update to the requirements and procedures for processing**
3 **subdivision proposals as regulated in City Code Title 11 (Subdivisions)**

4 Chair Murphy opened the public hearing for Project File 0042 at approximately
5 8:36 p.m.

6
7 Mr. Lloyd briefly summarized proposed revisions as detailed in the staff report
8 based on City Council direction. Mr. Lloyd advised that this would mostly impact
9 how minor subdivisions were handled from the sketch plan to a formal survey and
10 legal description currently without a hearing before the Planning Commission and
11 handled at the City Council level. Mr. Lloyd advised that the City Council was
12 interested in having that more detailed information available at the front end of the
13 process for the public and commission to consider, currently identified as a simple
14 plat. Mr. Lloyd advised that the remaining process for subdivision proposals and
15 related new public infrastructure for more than three new lots would generally
16 continue as per the current process.

17
18 Mr. Lloyd advised that the other component involved park dedication requirements
19 with the current version largely remaining intact, with the only proposed change
20 referring to state statute for what that park dedication fees could be used for
21 beyond land (e.g. pathway connections, wetland dedications, etc.) and clearly
22 incorporated into language and the trigger point for park dedication and creation of
23 new lots of more than one acre.

24
25 Mr. Lloyd advised that further refinements to language were included in this
26 revision to ensure accuracy without confusion when interpreted.

27
28 At the request of Chair Murphy, Mr. Lloyd addressed the current moratorium in
29 place through the end of May, noting that it was procedurally important that the
30 new subdivision code be in place by then.

31
32 Vice Chair Bull questioned if the park dedication fee would apply to three or four
33 parcels when considering a minor subdivision of three or fewer parcels.

34
35 Mr. Lloyd provided the distinction, agreeing that it needed further clarity, for
36 purposes of which subdivision application was appropriate; and the number of lots
37 that resulted. For the purpose of calculating a park dedication in the example used
38 by Vice Chair Bull, Mr. Lloyd advised that the fee would be considered for the
39 three new developable sites.

40
41 Vice Chair Bull suggested a wording change to clarify it, suggesting that instead of
42 “creating” it state “results in three fewer or more...”

43
44 At the request of Member Kimble, Mr. Lloyd confirmed that a moratorium was in
45 place right now for any residential minor subdivision, even though Title 11 covers
46 both residential and commercial.

RCA Exhibit B

47
48 In the City Council meeting minutes (Attachment B), Member Kimble referenced
49 their discussion moving away from a sketch plan to a more definitive one (e.g.
50 word survey). However, Member Kimble noted that there area a lot of different
51 types, some of which are costly, and therefore stated her confusion as to the
52 intended requirements for some residential lots if and when a survey was required
53 or how they were defined in other areas of code to clarify what was being asked
54 for.

55
56 Mr. Lloyd advised that they were not defined elsewhere, and thanked Member
57 Kimble for that good observation for future reference and revision. Generally
58 speaking, Mr. Lloyd advised that the information being sought was to have
59 definitive distances along property boundaries versus approximations. Mr. Lloyd
60 advised that the City Council was interesting in having available site topography,
61 2' contours and other details not currently seen for a minor subdivision process
62 and now incorporated into application materials to checklist (e.g. survey
63 information, tree preservation, etc.) rather than as currently detailed in the
64 subdivision code itself applicable to a plat application.

65
66 Member Gitzen opined that it was reasonable to seek boundary and topography
67 surveys; but suggested including the specific criteria being sought. Member
68 Gitzen noted that those surveys provided the most detail needed, but needed
69 further clarification.

70
71 Member Kimble noted the discussion at a past meeting about not defining
72 everything in code, but rather doing so on the application itself to allow for more
73 period changes. However, Member Kimble agreed with the importance of clarity,
74 noting that if something was missed in the application checklist, it required an
75 extra cost to the property owner in order to remobilize the surveyor.

76
77 At the request of Member Gitzen, Mr. Lloyd confirmed that this document was
78 similar to that presented to the commission before, with the added discussion and
79 comments of the commission at that time, but in general the same document.

80
81 Member Daire, referencing Attachment C showing the existing subdivision
82 ordinance and proposed sections and language, also referenced Attachment D
83 showing the draft public works design standards. Member Daire asked that when
84 this process was completed, both documents would be consistent (e.g. street
85 widths).

86
87 Mr. Lloyd advised that the proposed draft manual was crafted in conjunction with
88 the subdivision ordinance as proposed for revision. However, Mr. Lloyd clarified
89 that the draft manual was still under review for consistency and as to whether it
90 met citywide goals.
91

Mr. Lloyd Introduced Michael Lamb and Lelia Bunge, consultants with the Kimley-Horn team, contracted to guide the city through these proposed revisions.

Mr. Lamb advised that the team had been working collaboratively with city staff based on their institutional memory with several rounds of comments from the Commission and City Council incorporated in this latest draft (Attachment C). While there aren't a lot of big changes, Mr. Lamb noted that there were lots of minor revisions, including formatting; along with the those noted by Mr. Lloyd in the public works design standards manual and park dedication language components, as directed by the City Council.

With Chair Murphy noting that collector streets no longer appeared in the definition section, but remained in language later on in the document, Mr. Lamb advised that the attempt was made to clarify and clean-up language referring to streets, pathways, pedestrian ways, collector streets, etc. and representing different facilities allowing movement in the community. Therefore, Mr. Lamb advised that the simplified term "street" was used as a catch-all definition, including collector streets.

Attachment C Document Review

Page 1

Member Gitzen noted that Section 6.B removed referenced to state statute 471 related to rights, duties and sought rationale in doing so. Ms. Bunge responded that it had been replaced by another. However, Member Gitzen noted that the ordinance referenced it elsewhere. Ms. Collins responded that when this is codified, the dates for revision would be shown and built from.

Page 2/3

In Section 10, Vice Chair Bull noted that "boulevard" remained. Mr. Lamb advised that a boulevard didn't necessarily define a street or way, but was considered a defining part of a street or landscape area; while a right-of-way was considered a distinction between a facility allowing movement.

Member Daire sought the definition of "butt lot" mentioned later but not defined.

Mr. Lloyd referenced this (Item 220, page 33) as similar to a flag lot and defined by its relationship to other lots.

Mr. Lamb noted that it could also be another reference for a corner lot; with Mr. Lloyd expounding further that it might be a first lot on a block adjacent to the corner.

Mr. Lamb noted that this provided a good example of using outdated language to say a corner lot to make it more clear for general readers of the ordinance.

In Section 19, for definitions and as a general comment, Member Gitzen suggested correcting language when referring to the “office of the county register of deeds” that it be consistent and accurately identified as the “recorder and register of title” or correct verbiage used as applicable.

In Section 23, Member Gitzen noted pathways were suggested as a physical feature, but when talking about striping, they were defined as rights-of-way.

Mr. Lamb noted additional edits on definitions could be made; but advised that the city’s current zoning code had been referenced for these newer definitions. However, Mr. Lamb advised that he didn’t look further to city-approved policies (e.g. Pathway Master Plan) for their definitions.

Member Gitzen advised that he couldn’t find a definition in the Pathway Master Plan; with Mr. Lamb suggested it may require a hybrid definition needing fine-tuning for pathways, trails, paths, or striped shoulders that were distinct from shoulders.

Member Gitzen concurred that they didn’t seem compatible at this time.

Vice Chair Bull noted that he found no reference to bikeways even though they were a big consideration for residents. By consensus, Mr. Lamb was directed to include that reference in future iterations and definitions.

At the request of Member Gitzen, Mr. Lamb confirmed that the comprehensive plan included levels of bike facilities (e.g. on- or off-road) and suggested he defer to that definition.

In Section 24, Member Gitzen noted that the definition of “pedestrian” referred to the 2017 code. Mr. Lamb advised that this had been pulled from the Pathway Master Plan, and was intended to be referenced once this update had been codified. However, Mr. Lamb agreed that it needed to be specifically referenced as should all such references.

Further discussion ensued in definitions for “young child,” emergency vehicles” and related inferences used as general definitions and not applying more specifically.

Specific to defining “emergency vehicles,” Chair Murphy suggested using the existing definition in state law as an accepted definition (also referenced on page 31). If the state definition was acceptable, Chair Murphy suggested referencing it without defining it as long as the intent was then when not defined in code, there was an obvious place to find the intended meaning for the general public (e.g. carts patrolling Roseville parks).

RCA Exhibit B

182 In reviewing any city-approved code, Mr. Lamb noted the many words begging for
183 definition; but based on his understanding of the blanket direction from the City
184 Council, the inclination was that the fewer definitions the better.

185
186 Member Gitzen stated his understanding of that intent; however, he opined that
187 there needed to be some definition available somewhere; whether referred to in
188 another document or in some other way. Otherwise, Member Gitzen questioned
189 how anyone could be clear on what was being talked about.

190
191 Mr. Lamb suggested referring that concern back to the City Attorney for his input,
192 since he had done some preliminary review of this update.

193
194 Mr. Lloyd concurred, advising that he had spoken with the City Attorney earlier
195 today to hear his first reactions; and noted that he would call this to his attention as
196 well.

197
198 As a general observation, Member Sparby stated that he wasn't comfortable
199 removing language without a clear reference provided elsewhere. While it may be
200 fine to remove "emergency vehicles," if they were included in the language of the
201 document, Member Sparby opined that there needed to be an informed decision
202 made for what should be retained versus a blanket removal that resulted in gaps. If
203 there was an identification of this referenced in the document, Member Sparby
204 opined that it would be beneficial to the process. While agreeing with the process
205 to streamline the document and remove some items no longer needed, Member
206 Sparby noted the difficulty in assessing whether all definitions should be removed.

207
208 From his experience, Chair Murphy referred to the definition in state statute of
209 "emergency vehicles" as an example, deferring to the City Attorney's final
210 guidance as to how and where definitions are removed and where defined
211 elsewhere in ordinance. While sharing the goal of Member Sparby, Chair Murphy
212 also shared the goal of getting ride of spurious definitions.

213
214 Mr. Lamb advised that the City Attorney would be provided with concerns
215 expressed by the commission from a redundancy and review standpoint, and to
216 advise of any legal requirements currently being missed that needed further
217 consideration.

218
219 Member Kimble suggested "streets" be used as an example and in the attempt to
220 provide an overall definition, whether removing individual items were
221 complicating the actual definition

222
223 Mr. Lamb noted that things such as "collector streets" were defined in the
224 comprehensive plan; but agreed that if so desired, the definitions could be returned
225 to this documents. However, Mr. Lamb stated his preference to consult with the
226 City Attorney for his opinion.

RCA Exhibit B

Member Kimble admitted that it got complicated; and while supportive of cleaning up the ordinance, she also noted the difficulty that may ensue for clarity purposes of those less frequent users if things are not clearly defined.

Mr. Lamb noted that this brought up the public works design standards manual and another discussion to elaborate the terms and definitions in that document and application requirements. Mr. Lamb noted this represented additional areas where those terms could be clearly defined.

In Section 22, Vice Chair Bull noted the definition of “owner,” but not going to the extent of “tenant by the entirety.”

Member Kimble noted the different definitions for ownership that could be pertinent to this subdivision ordinance; and the need for consistency among documents, such as the zoning code where this definition was found.

Page 4/5

Vice Chair Bull noted that “final plat” ended up with a different definition than in the past, but questioned “preliminary plats.”

In an effort to further simplify things, Mr. Lloyd responded that the overall goal was if someone was looking for a specific term for “plat” rather than “final plat” in a different place, if so addressed as “pre-plat,” “plat,” and “final plat,” they could immediately see the difference in them. However, while recognizing the rationale in relocating the definitions, Mr. Lloyd admitted that the mark had been missed in refining it.

In Section 26, Member Gitzen noted the need for standard verbiage as per his previous comment, but also clearly defining “Ramsey County” rather than simply “county.”

Member Sparby supported Member Gitzen’s suggestion for consistency throughout the document.

In Section 32, Member Gitzen asked if the intent was to define “sidewalk” as an improved surface; and suggested it may be more germane to provide more clarity.

Vice Chair Bull agreed, opining that a front yard didn’t necessarily resemble a sidewalk.

In general, Member Gitzen noted that some other documents talked about “public ways” generally, moving away from streets; and asked if staff or Mr. Lamb had any thoughts on that.

Mr. Lamb agreed that was the general direction desired.

In conjunction with Member Kimble’s previous comment, Mr. Lloyd suggested it may be more appropriate in this document to talk more generally about “public ways” since the functional definitions area addressed in traffic engineering references.

Page 6/7

In Section 48, Member Gitzen noted the need for rewording it to indicate “review by the Planning Commission and approval by the City Council” to recognize the statutory approval process.

In Section 51, Member Kimble stated that she didn’t understand the common wall subdivision and that it would now be approved administratively by the City Manager rather than a specific City Council action. Member Kimble opined that some smaller actions are different than what had previously been in the subdivision section.

Mr. Lloyd agreed that this one in particular was and was specific to the recombination process of two adjacent parcels, where one party was interested in acquiring part or all of the area of the adjacent parcel and shifting or re-aligning the boundary between two parcels, while not creating anything new. Mr. Lloyd clarified that this was different than a lot split.

Member Kimble stated that her rationale was that, even though they may be considered minor actions, from her experience as a Roseville resident, it seemed that those smaller actions may be more important to a residential neighborhood with an empty lot or an area adjacent to established homes and therefore very important to those living in the immediate area. Member Kimble opined that the more eyes on a land use situation the better, since it could really impact home ownership in the city. While trusting staff, Member Kimble opined that this was something that could become a big issue for residents and therefore even though small, it would be nice to follow the same process.

Mr. Lloyd clarified that this process is in today’s code for recombinations and achieves what Member Kimble was seeking. If the desire was to move down that path for City Council approval of recombinations, Mr. Lloyd advised that at this point it would require City Council approval without a public hearing and no notification of property owners. The rationale in staff suggesting this change is that if there was no mandated requirement for property owner notification it would open up space on the City Council’s agenda, while if indicated could also be discussed at that time as well.

Member Kimble recognized that code and setback requirements would still e met, but reiterated how impactful such a land use change could be to adjacent property owners and/or a neighborhood.

RCA Exhibit B

Chair Murphy noted that such a request required both parcel owners to submit the application; and recognized Member Murphy's concern that there may be third party or larger neighborhood interest as well.

In Section 51, Member Gitzen asked if many of those common wall duplex and recombination consolidations occurred in Roseville.

Mr. Lloyd advised that there were few, but staff had received several inquiries where a duplex property with two side-by-side residential units were connected and now ownership of the property was being sought with a new property boundary and shared wall. Mr. Lloyd advised that there were significant building code hurdles to overcome to allow separation of such units.

Specific to Section 54, Member Gitzen asked if the City Attorney was amenable to correcting a legal description but not that of a neighbor; and questioned if it would be best to removal the required recording of documents after submittal requirements, but after the action. Member Gitzen suggested consistent language that documents be recorded within a certain timeframe or actions would become null and void. While the process remained for recording, Member Gitzen noted it was an action outside the city's role, but suggested a response from the City Attorney.

In Section 53.3, Mr. Lloyd addressed the current subdivision code related to tax parcel boundaries and how they coincided with platted lots and tax billing.

Page 8

In Section 54, Member Sparby noted the need to address recording time to 60 days rather than "reasonable" time, emphasizing the need to retain a definitive timeline.

In Section 55, Member Bull reiterated his past comments about revising language for three or fewer lots.

In Section 56, Member Gitzen reiterated his past comments about the recommendation and approval process.

Page 9

In section 57, Mr. Lloyd noted the need for consistency with Planning Commission review.

Page 11

In Section 65, Vice Chair Bull opined that it should refer to design standards in compliance with this code. Mr. Lloyd responded that it may be broader than this code and subject to other applicable standards (e.g. lot size parameters regulated in zoning code).

Specific to Section 68, it was noted that the language should be consistent here and throughout the document to refer to “Community Development Department” rather than Planning Division or staff.

Discussion ensued on Section 70 regarding the approval period of 60 days and 120 days based on state statute.

Page 13

In Section 78, Chair Murphy suggested referring to the Variance Board rather than the Planning Commission.

Mr. Lloyd advised that he was still discussing that with the City Attorney; with current code referring to the Variance Board and without conflict to-date. However, Mr. Lloyd noted that conflicts that may occur with decisions on a variance part by one body and the subdivision application at the City Council level that could put the city in a difficult spot. Therefore, Mr. Lloyd advised that consideration was being given to bringing that variance element into the City Council’s authority as a single action or by the Planning Commission and City Council as appropriate depending on the subdivision request.

In Section 77, Member Gitzen noted the definition of variance in Chapter 1004.90, and variations elsewhere, suggesting the need for consistency.

Mr. Lloyd noted that there were distinctions with practical difficulties in zoning and subdivision variances for unusual hardships.

Member Gitzen used the City of Afton as an example where they considered no hardships and therefore no granting of variances. Since “hardship” was subjective, Member Gitzen suggested some consistency between the two.

Referencing his conversations earlier today with the City Attorney, Mr. Lloyd noted subdivision statute language discussing variances needing specific grounds for approval. While there wasn’t much definition provided as to that that meant, Mr. Lloyd opined that it seemed that the conditional use aspect of the zoning code provided for conditions applicable to each. Mr. Lloyd suggested the same conditions could be applied here with parameters set to meet for a variance or identification of that criteria.

Member Gitzen agreed that would be cleaner.

In Section 78, Member Gitzen noted the error in notification area at 350’ when it should be 500’.

Page 14

At the request of Member Kimble, Mr. Lloyd confirmed that all of the items shown in Sections 81-92 would be included on the application form. Based on

RCA Exhibit B

tonight's feedback, and subsequent to approval, Mr. Lloyd advised that he would develop a draft of application materials to demonstrate what was being carried forward.

Page 17

In Sections 110 and 111, Vice Chair Bull noted the need for data for a final plat as well as a minor subdivision.

Mr. Lloyd confirmed that, advising that it was still being fleshed out and what each of those applications would need to meet the data overall needs.

Page 20/21

In Section 131, Member Gitzen asked if the language related to connection to the sanitary sewer system was still needed, or if there were actually any spots where connection to the city's water supply (Section 135) would not be required.

In referencing the previous discussions with the Lake McCarrons redevelopment site (former armory site), Mr. Lamb suggested that it may be possible if utilities were extended.

Mr. Lloyd stated that it was worth evaluating whether or not this section was intended in earlier versions for areas of the community with private systems still in place.

Mr. Lamb noted the need to strike "...where connected to...".

In Section 133, Member Gitzen suggested striking language "...plans submitted to the FHA...".

Page 22

In Section 141.4, Member Gitzen noted the consistency issue with pathways and whether or not they were rights-of-way or physical features.

In Section 139.2.4, as a general comment, Member Kimble noted for applicable requirements for public works, if someone picked up this ordinance, how would they proceed. Member Kimble asked if actual references would be in place or if an applicant or someone reading the document would have to search for those requirements elsewhere. Member Kimble noted how intimidating that could be for those unfamiliar with the process.

Ms. Collins advised that the initial intent was to reference the design standards manual. However, after considering the changes that could evolve with that document over time, including its title, Ms. Collins advised that it had been decided to keep things more general for specific design standards and requiring an applicant to seek out that discussion with staff so they can have relevant documents available.

In discussions with the City Attorney earlier today, Mr. Lloyd advised that there may be a point to not have a reference to it at all, since the document may change or be replaced; but as of today, the City Attorney was thinking it was better to have it referenced by title versus just a general reference.

In Section 141, Vice Chair Bull asked if “sidewalks” or “pathways” should be used.

Mr. Lamb advised that in congested traffic areas, as per city code for commercial districts, there was reference to sidewalks, but pathways as defined in this document could mean sidewalks, trails or different facilities beyond a sidewalk. With Member Kimble noting that “sidewalk” was not defined and “pathway” definitions didn’t include sidewalks at all; Mr. Lamb noted this was another consistency issue and thanked her for pointing it out, addressing subjective versus definitive language.

In Section 144, Vice Chair Bull suggested changing from “all parkways” to “all boulevards.

Mr. Lamb responded that the old definitions of parkway had been removed; and in general referred to the understanding of a boulevard as a planted area of a right-of-way; but agreed more work was needed in equating sidewalks located in boulevards.

In Sections 144 and 148, Member Gitzen noted the need for consistence with off-street improvements and those that are or are not allowed in a right-of-way (e.g. rain gardens). If they area allowed, Member Gitzen noted the need to talk about them somewhere; whether encouraged or allowed.

In Section 156, Vice Chair Bull noted the reference to tree preservation; with Mr. Lamb responding that it came up in the annotated outline (Section 1101.03).

Mr. Lloyd clarified that this would also be addressed in application materials if subdividing and creating a new development and related requirements as defined in zoning code, but not specifically referenced in subdivision code.

MOTION

At approximately 10:00 p.m., Member Murphy moved, seconded by Member Bull to extend the meeting curfew as detailed in the Uniform Commission Code.

Discussion ensued regarding whether to continue this to the next commission meeting; timing to get this before the City Council; with commissioners preferring more time before making a recommendation to the City Council; and staff’s suggestion for individual commissioners to provide staff with additional feedback for grammatical or technical corrections; while focusing remaining discussion time

RCA Exhibit B

on larger policy discussions and subsequent recommendations, with each of the areas of suggested change tracked for the benefit of the City Council.

Ms. Collins clarified that the public works design standards manual was provided for reference and would not be reviewed by the commission.

Chair Murphy withdrew his motion to extend the meeting.

MOTION

Member Murphy moved, seconded by Member Sparby to TABLE discussion to the first Planning Commission meeting in May.

Ayes: 6

Nays: 0

Motion carried.

It was noted that the last item covered tonight was Section 148, page 23 to be used as the starting point for subsequent review.

Member Gitzen noted that he had other changes and comments and would forward them to staff to incorporate or bring to the full commission's attention.

With staff advising their intent to provide the City Council with a preliminary look at the document, with this input, on April 24th, the consensus of the commission was that it would be helpful to hear their input as to the direction the commission was going.

Due to the lateness of the hour, and without objection, at approximately 10:00 p.m., Chair Murphy continued the public hearing to the May Planning Commission meeting.

Title 11 - Subdivisions

1.	<u>CHAPTER 1101: GENERAL PROVISIONS</u> <u>(CURRENT CODE)</u>	<u>CHAPTER 1101: GENERAL PROVISIONS</u> <u>(PROPOSED CODE WITH PC EDITS)</u>
2.	1101.01: Purpose and Jurisdiction	1101.01: Purpose and Jurisdiction
3.	1101.02: Definitions	1101.02: Definitions
4.	1101.01: PURPOSE AND JURISDICTION:	1101.01: PURPOSE AND JURISDICTION:
5.	A. Purpose: Because each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the future community and to which the future community will of necessity be forced to adhere, and further because piecemeal planning of subdivisions will bring a disastrous, disconnected patchwork of pattern and poor circulation of traffic unless its design and arrangement is correlated to a proposed master plan study aiming at a unified scheme of community interests; all subdivisions of land lying within the incorporated limits of the City shall in all respects fully comply with the regulations set forth in this Title.	A. Purpose: Each new subdivision accepted by the City becomes a permanent unit in the basic physical structure of the community and is one component of the City as a whole arranged by a guiding city plan. All subdivisions of land lying within the incorporated limits of the City <u>and any other plats regulated by Ramsey County</u> shall in all respects fully comply with the regulations set forth in this Title.
6.	B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 471, 505 and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)	B. Jurisdiction: It is the purpose of this Title to make certain regulations and requirements for the platting of land within the City pursuant to the authority contained in Minnesota Statutes chapters 412, 429, 462, <u>471</u>, 505, and 508, which regulations the City Council deems necessary for the health, safety, general welfare, convenience and good order of this community. (Ord. 358, 2-5-1962)
7.	1101.02: DEFINITIONS:	1101.02: DEFINITIONS:
8.	For the purpose of this Title, certain words and terms are defined as follows:	For the purpose of this Title, certain words and terms are defined as follows:

9.	ALLEY: A public right of way which affords a secondary means of access to abutting property. (Ord. 215, 7-5-1956)	DEFINITION REMOVED
10.	BOULEVARD: The portion of the street right of way between the curb line and the property line. (1990 Code)	BOULEVARD: The portion of the street right-of-way between the curb line and the property line. (1990 Code).
11.		<u>CORNER LOT: A lot of which at least (2) adjacent sides abut for their full lengths upon a street, provided that the interior angle at the intersection of such 2 sides is less than 135 degrees. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its point of beginning within the lot or at the points of intersection of the side lot lines with the street line intersect at an interior angle of less than 135 degrees. (Source: Roseville Zoning Code, Title 10, 1001.10)</u>
12.	BUILDING SETBACK LINE: A line within a lot or other parcel of land so designated on the plat of the proposed subdivision between which and the adjacent boundary of the street upon which the lot abuts the erection of an enclosed structure or fence or portion thereof is prohibited.	DEFINITION REMOVED
13.	COLLECTOR STREET: A street which carries traffic from minor streets of residence development and the principal circulating streets within such a development.	DEFINITION CONSILDATED UNDER PUBLIC WAY
14.	COMPREHENSIVE PLAN: The composite of the functional and geographic elements of the Comprehensive Plan, or any segment thereof, in the form of plans, maps, charts and textual material as adopted by the City.	DEFINITION REMOVED
15.	CUL-DE-SAC: A short minor street having one open end and being permanently terminated at the other by a vehicular turnaround.	DEFINITION CONSILDATED UNDER PUBLIC WAY

16.	DESIGN STANDARDS: The specifications to landowners or subdividers for the preparation of preliminary plans indicating, among other things, the optimum, minimum or maximum dimensions of such features as right of way and blocks as set forth in Chapter 1103.	DEFINITION REMOVED
17.	EASEMENT: A grant by a property owner for the use of a strip of land by the public or any person for a specific purpose or purposes. (Ord. 216, 7-5-1956; amd. 1995 Code)	EASEMENT: The grant of one or more of the property rights by the owner to, or for the use by, the public, public utility, corporation, or another person or entity. (Source: Roseville Zoning Code , Title 10, 1001.10)
18.	EMERGENCY VEHICLE: Any vehicle that is used for the preservation of the health, safety, and welfare of the residents, property owners, visitors, workers, and property of Roseville. (Ord. 1167, 7-8-1996)	DEFINITION REMOVED
19.	FINAL PLAT: A map or plan of a subdivision and any accompanying material as described in Section 1102.04.	DEFINITION REMOVED
20.	LOT: A portion of a subdivision or other parcel of land intended for building development or for transfer of ownership.	LOT: A tract of land, designated by metes and bounds, land survey, minor land division or plat, and recorded in at the office of the county register of Ramsey County Recorder and Registrar of Titles Office deeds . (Source: Roseville Zoning Code , Title 10, 1001.10)
21.	MARGINAL ACCESS STREET: A minor street which is parallel to and contiguous with a thoroughfare and which provides access to abutting properties and protection to local traffic from fast, through-moving traffic on the adjoining thoroughfare.	DEFINITION REMOVED
22.	MINOR STREET: A street other than a thoroughfare or collector street which affords local access to abutting properties.	DEFINITION CONSOLIDATED UNDER PUBLIC WAY
23.	OWNER: Includes the plural as well as the singular, and includes any person.	OWNER: Any sole owner, part owner, or joint owner, tenant in common, joint tenant, or tenant by the entirety. (Source: Roseville Zoning Code , Title 10, 1001.10)

24.		PATHWAYS: A public or private right-of-way <u>facility</u> across a block or providing access within a block to be used by pedestrians <u>and cyclists</u> . Includes- <u>Accommodates</u> <u>May also include</u> trails, footpaths, pedestrian paths, and striped shoulders as discussed elsewhere in the code.
25.		PEDESTRIAN: A Pedestrian is any person afoot or in a wheelchair (both motorized and non-motorized). It can also mean a young child on a tricycle or small bike. <u>(Source: Roseville 2008 Pathways Master Plan)</u> (2017-Code)
26.	PEDESTRIANWAY: A public or private right of way across a block or providing access within a block to be used by pedestrians and for the installment of utility lines.	DEFINITION REMOVED
27.		PLAT, FINAL PLAT : The plan or map for the subdivision or addition to be filed for record <u>at the Ramsey County Recorder and Registrar of Titles Office in the County</u> , where such subdivision or addition is located. (2017-Code)
28.	PLANNING COMMISSION: The Planning Commission of the City.	DEFINITION REMOVED
29.	PRELIMINARY PLAT: A tentative map or plan of a proposed subdivision as described in Section 1102.02.	PRELIMINARY PLAT: A map or plan of a proposed subdivision as described in Section 1102.02. <u>CHANGE: Definition removed. A preliminary plat is a process not a definition.</u>
30.	PROTECTIVE COVENANTS: Contracts made between private parties and constituting an agreement between these parties as to the manner in which land may be used with the view to protecting and preserving the physical, social and economic integrity of any given area. (Ord. 216, 7-5-1956; amd. 1995 Code)	DEFINITION REMOVED

31.	ROADWAY: A driving surface made for vehicular traffic, including public and private roads and drive aisles. (Ord. 1167, 7-8-1996)	DEFINITION CONSOLIDATED UNDER PUBLIC WAY
32.		STREET <u>PUBLIC WAY</u> : A public or private right-of-way which affords primary access by pedestrians and vehicles to abutting properties.; A also refers to <u>street</u> , thoroughfare, avenue, highway, road, roadway, collector street, arterial street, cul-de-sac, marginal access street, private street/road. (Ord. 216, 7-5-1956; and 2017 Code)
33.		RIGHT-OF-WAY (R.O.W.): The words “right-of-way” shall include any street, alley, boulevard, parkway, highway, or other public thoroughfare. (Source: <u>Roseville Zoning Code</u> , Title 10, 1001.10)
34.		SIDEWALK: <u>An improved pedestrian surface that is typically located adjacent to a roadwaypublic way.</u> The portion of the street between the curb line and the adjacent property line intended for the use of pedestrian right-of-way. (Source: Title 10, 1001.10)
35.	STREET: A public or private right of way which affords primary access by pedestrians and vehicles to abutting properties whether designated as a street, avenue, highway, road, boulevard, lane or however otherwise designated. (Ord. 216, 7-5-1956; amd. 1995 Code)	DEFINITION MOVED TO PUBLIC WAY
36.	STREET R.O.W.: The property dedicated for the construction of the street, sidewalks, and utilities. Property located between property lines of a platted public street. (Ord. 1167, 7-8-1996)	DEFINITION REMOVED
37.	STREET WIDTH: The shortest distance between curb lines or edge of pavement.	DEFINITION REMOVED
38.	SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the purpose of transfer of	SUBDIVISION: A described tract of land which is to be or has been divided into two (2) or more lots or parcels, any of which resultant parcels is less than five (5) acres in area, for the transfer of ownership or building

	ownership or building development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.	development or, if a new street is involved, any division of a parcel of land. The term includes resubdivision and where it is appropriate to the context, relates either to the process of subdividing or to the land subdivided.
39.	THOROUGHFARE: A public right of way with a high degree of traffic continuity and serving as an arterial traffic way between the various districts of the Roseville area, as shown in the Comprehensive Plan. (Ord. 216, 7-5-1956; amd. 1995 Code)	DEFINITION CONSILDATED UNDER PUBLIC WAY

Title 11 - Subdivisions

40.	<u>CHAPTER 1102: PLAT PROCEDURES</u> (CURRENT CODE)	<u>CHAPTER 1102: PLAT PROCEDURES</u> (PROPOSED CODE WITH PC EDITS)
41.	1102.01: Procedure	1102.01: Procedure
42.	<u>1102.02: Variances – MOVED FROM 1104 HERE FOR REFERENCE</u>	1102.02: Variances
43.	1102.02: Necessary Data for Preliminary Plat	1102.03: Necessary Data for Preliminary Plat
44.	1102.03: Requirements Governing Approval of Preliminary Plat	1102.04: Requirements Governing Approval of Preliminary Plat
45.	1102.04: Necessary Data for Final Plat	1102.05: Necessary Data for Final Plat
46.	1102.05: Acceptance of Streets	1102.06: Acceptance of Streets
47.	1102.06: Required Land Improvements	1102.07: Required Land Improvements
48.	1102.07: Arrangements for Improvements	1102.08: Arrangements for Improvements
49.	1102.01: PROCEDURE:	1102.01: PROCEDURE:
50.	Except as provided in Section 1104.04 of this Title, before dividing any tract of land into two or more lots or parcels, the owner or subdivider shall submit a preliminary plat of the subdivision for the approval of the Planning Commission and the Council in the following manner:	Before dividing any tract of land into two or more lots or parcels, the owner or applicant shall submit a preliminary plat of the subdivision for the <u>approval</u> review <u>to</u> by the Planning Commission and <u>approval of the City</u> the Council.
51.	A. Sketch Plan:	REMOVED
52.	1. Contents of Plans: Subdividers shall prepare, for review with the Planning Commission staff, subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout and proposed general lot layout.	REMOVED
53.	2. Informal Consideration: Such sketch plans will be considered as submitted for informal and confidential discussion between the subdivider and the Community Development staff. Submission of a subdivision sketch plan shall not constitute formal filing of a plat with the Commission.	REMOVED

54.	3. Modifications: As far as may be practical on the basis of a sketch plan, the Community Development staff will informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this Title and will discuss possible plan modifications necessary to secure conformance. (1990 Code; 1995 Code)	REMOVED
55.	Platting Alternatives Platting Alternatives and Variance text moved from Chapter 1104 to 1102 to compare to new placement of these sections in the code.	A. Platting Alternatives
56.	The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in Chapter 1102 (Ord. 1395, 9-13-2010):	The following processes may be utilized, within the parameters set forth therein, as alternatives to the plat procedures established in this Chapter. <u>Owner shall refer to the Platting Alternatives application or contact the Community Development Department for additional information regarding the process for platting alternatives.</u>
57. Page 8 of 32	1. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Director. The owner shall file with the Community Development Director three copies of a certificate of survey prepared by a registered land surveyor showing the parcel or lot, the proposed division, all building and other structures or pavement locations and a statement that each unit of the duplex has separate utility connections. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required	1. Common Wall Duplex Subdivision: A common wall duplex minor subdivision may be approved by the City Manager upon recommendation of the Community Development Department. This type of minor subdivision shall be limited to a common wall duplex minor subdivision of a parcel in an R-2 District or other any zoning district which allows duplexes, along a common wall of the structure and common lot line of the principle structure where the structure meets all required setbacks except the common wall property line. See Platting Alternatives Application for details on submittal requirements. <u>PC recommended removal of Common Wall Duplex Subdivision process.</u>

	setbacks except the common wall property line. Within 60 days after approval by the City Manager, the applicant for the common wall duplex minor subdivision shall record the subdivision and the certificate of survey with the Ramsey County Recorder. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.	
58.	2. Recombination: to divide one recorded lot or parcel in order to permit the adding of a parcel of land to an abutting lot and create two buildable parcels, the proposed subdivision, in sketch plan form, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the commission by the Community Development Director for clarification. The proposed recombination shall not cause any portion of the existing lots or parcels to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply a certificate of survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days after approval by the City Manager.	2. Recombination: to divide one recorded lot or parcel to permit the adding of a parcel of land to an abutting lot and create two buildable parcels. The proposed subdivision may be approved by the City Manager upon recommendation of the Community Development Department. The proposed recombination shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. See Platting Alternatives Application for details on submittal requirements. <u>NOTE: no public hearing required for recombination.</u>
59.	3. Consolidations: The owner of two or more contiguous parcels or lots of record may, subject to Community Development Director and City Manager approval, consolidate said parcels or lots into one parcel of record by recording the consolidation with Ramsey County Recorder as a certificate of survey showing same, within 60 days of approval. No hearing is necessary unless the	3. Consolidations: The owner of two or more single-family contiguous parcels or lots of record may consolidate said parcels or lots into one parcel of record. The proposed consolidation may be approved by the City Manager upon recommendation of the Community Development Department. The proposed consolidation shall not cause any portion of the

	proposal is appealed by the applicant to the City Council. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code.	existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. See Platting Alternatives Application for details on submittal requirements. <u>Consolidations process under review. Staff reviews plats by platted boundaries not tax boundaries.</u>
60.	4. Corrections: When a survey or description of a parcel or lot has been found to be inadequate to describe the actual boundaries, approval of a corrective subdivision may be requested. This type of subdivision creates no new lots or streets. The proposed corrective subdivision, in sketch plan form, along with a letter signed by all affected owners agreeing to the new subdivision, shall be submitted to the City Council for approval. No hearing or Planning Commission review is necessary unless the proposal is referred to the Commission by the Community Development Director for clarification. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director and City Manager for review and approval. After completion of the review and approval by the Community Development Director and City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision.	4. Corrections: Approval of a corrective subdivision may be requested by an applicantowner with a survey or description of a parcel or lot that has been found to be inadequate to describe the actual boundaries. This type of subdivision creates no new lots or streets. The proposed corrective subdivision may be approved by the City Manager upon recommendation of the Community Development Department. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. A certificate of survey illustrating the corrected boundaries shall be required on all parcels. See Platting Alternatives Application for details on submittal requirements. <u>NOTE: PC recommended adding a deadline for recording platting alternatives at the County once approved by the City. Community Development staff found from previous applicants that this is difficult to enforce.</u> <u>City attorney to review Corrections section.</u>

61.	5. Three Parcel Minor Subdivision: When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street rights of way to serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision, in sketch plan form, shall be submitted to the City Council at a public hearing with notice provided to all property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Within 30 days after approval by the City Council, the applicant shall supply the final survey to the Community Development Director for review and approval. A certificate of survey shall be required on all proposed parcels. After completion of the review and approval by the City Manager, the survey shall be recorded by the applicant with the Ramsey County Recorder within 60 days. Failure to record the subdivision within 60 days shall nullify the approval of the subdivision. (Ord. 1171, 9-23-1996) (Ord. 1357, 1-14-2008) (Ord. 1395, 9-13-2010)	<u>B. Minor Plat:</u> <u>1. Purpose: The Minor Plat process may be utilized when all of the following criteria are present:</u> <u>I. The proposal subdivides or consolidates existing lots of record resulting in three or fewer parcels.</u> <u>II. The subject property is adequately served by public utilities and street right-of-way, and no further utility or street right-of-way is necessary.</u> <u>III. The anticipated development on the lot or lots resulting from the proposed consolidation or subdivision is supported by the comprehensive land use plan designation applicable to the subject property.</u> <u>IV. The existing or anticipated development on the lot or lots resulting from the proposed consolidation or subdivision conforms, or is made to conform, to the zoning regulations applicable to the subject property.</u> <u>V. The proposed subdivision does not qualify for park dedication under the requirements established in Section 1103.07 of this Title. When a subdivision creates a total of three or fewer parcels, situated in an area where public utilities and street right of way that serve the proposed parcels already exist in accordance with City codes, and no further utility or street extensions are necessary, and the new parcels meet or exceed the size requirements of the zoning code, the applicant may apply for a minor subdivision approval. The proposed subdivision and plat shall be submitted to the City Council at a public hearing with notice provided to all</u>
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		property owners within 500 feet. The proposed parcels shall not cause any portion of the existing lots, parcels, or existing buildings to be in violation of this regulation or the zoning code. Applicant shall refer to the Minor Subdivision Application or contact the Community Development Department for additional information regarding the process.
62.		<u>2. Applications: The owner of property on which a minor plat is proposed shall file an application for approval of the minor plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before, and acted upon by, the City Council according to the process set forth in Chapter 108 of this Code. Applications for Minor Plat approval shall not be accepted if:</u> <u>I. A proposed minor plat has been denied, and an application requests approval of substantially the same subdivision on the same property within 1 year of the date of said denial.</u> <u>II. A proposed Minor Plat represents the further subdivision of a lot which, itself, is the result of any subdivision approved within 5 years preceding said application.</u>
63.		<u>3. Validation and Expiration: A Minor Plat approval shall be validated by the applicant through the filing of the approved plat at Ramsey County within 1 year of the date of the approval. Notwithstanding this time limitation, the City Council may approve extensions of the time</u>

		<u>allowed for validation of the Minor Plat approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the Minor Plat approval. A Minor Plat approval shall automatically expire if the approval is not validated as described herein.</u>
64.		<u>1-4.</u> All other subdivision proposals, referred to herein as major subdivision or subdivision, that do not fall within the regulations listed previously shall be submitted for the approval of the <u>review by the</u> Planning Commission and the <u>approval of the City</u> Council in the following manner:
65.	B. Developer Open House Meeting	<u>B-C.</u> Developer Open House Meeting
66.	1. Purpose: Prior to submitting an application for a Preliminary Plat of 4 or more lots/parcels, an applicant shall hold an open house meeting with property owners in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.	1. Purpose: Prior to submitting an application for a Pp preliminary Pp plat of 4 or more lots/parcels, an applicant <u>owner</u> shall hold an open house meeting with property owners and renters in the vicinity of the potential development location in order to provide a convenient forum for engaging community members in the development process, to describe the proposal in detail, and to answer questions and solicit feedback.
67.	2. Timing: The open house shall be held not less than 15 days and not more than 45 days prior to the submission of an application for approval of a preliminary plat and shall be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by 10:00 p.m.	2. Applicant <u>Owner</u> Responsibility: The applicant <u>owner</u> shall be responsible for the following items: i. Completed Open House Form (application) ii. Payment of fee and escrow iii. Provision of applicable information regarding the project/request

		iv. Determined the open house location, date, and time v. Required submittal of open house summary upon conclusion of meeting
68.	3. Location: The open house shall be held at a public location (not a private residence) in or near the neighborhood affected by the proposal, and (in the case of a parcel situated near Roseville's boundaries) preferably in Roseville. In the event that such a meeting space is not available the applicant shall arrange for the meeting to be held at the City Hall Campus.	3. General: Applicant<u>Owner</u> shall refer to the Open House Meeting Policy that is a component of the Open House Form (application) or contact the Community Development Department for additional information regarding the process.
69.	4. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place, and purpose of the open house and shall mail the invitation to the recipients in a list prepared and provided in electronic format by Community Development Department staff. The recipients will include property owners within the public hearing notification area established in Chapter 108 of the City Code, members of the Planning Commission and City Council, and other community members who have registered to receive the invitations. The invitation shall clearly identify the name, phone number, and email address of the host of the open house to be contacted by invitees who have questions but are unable to attend the open house. The invitations shall also include a sentence that is substantially the same as the following:	REMOVED
70.	This open house meeting is an important source of feedback from nearby property owners and is a required step in the process of seeking City approval for	REMOVED

	the proposed preliminary plat. A summary of the comments and questions raised at the open house meeting will be submitted to the City as part of the formal application.	
71.	5. Summary: A written summary of the open house shall be submitted as a necessary component of a preliminary plat. The summary shall include a list of potential issues/concerns and any possible mitigations or resolutions for resolving the issue(s) and/or concern(s). Citizens are also encouraged to submit their own summary of the meeting highlighting concerns/issues and any mitigations and resolutions. It is encouraged that a list (name and address) of attendees be kept and submitted with open house summary.	REMOVED
72.	C. Submission; Filing: Four copies of the preliminary plat shall be filed with the Community Development Director prior to the regular Planning Commission meeting at which the plat is to be considered, together with the filing fee and an abstractor's certified property certificate showing the property owners within 500 feet of the outer boundary of proposed subdivision. (Ord. 1357, 1-14-2008)	<u>D. Preliminary Plat Process: The process shall be utilized when any of the following criteria are present:</u> <u>1. The proposal subdivides or consolidates existing lots of record resulting in four or more parcels.</u> <u>2. The subject property is not adequately served by public utilities and street right-of-way, and further utility or street right-of-way is necessary.</u> <u>3. The anticipated development on the lot or lots resulting from the proposed consolidation or subdivision would require an amendment to the comprehensive land use plan designation applicable to the subject property.</u> <u>4. The existing or anticipated development on the lot or lots resulting from the proposed consolidation or subdivision would require one or more variances to the zoning regulations applicable to the subject property.</u>

		<u>1-5. The proposed subdivision qualifies for park dedication under the requirements established in Section 1103.07 of this Title.</u>
73.	D. Action by Planning Staff: Prior to the meeting of the Planning Commission at which the preliminary plat is to be considered, the Community Development Director and Public Works Director shall examine the plat for compliance with this and other ordinances of the City, and submit a written report to the Commission. (1990 Code; 1995 Code)	<u>D-E. Applications: The owner of property on which a preliminary plat is proposed shall file an application for approval of the preliminary plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing before the Planning Commission and acted upon by the City Council according to the process set forth in Chapter 108 of this Code. If a proposed preliminary plat is denied, an application for approval of substantially the same subdivision on the same property shall not be accepted within 1 year of the date of said denial.</u>
74.	E. Hearing by Planning Commission	<u>E-F. Validation and Expiration: A preliminary plat approval shall be validated by the applicant through application for approval of the final plat of the proposed subdivision within 6 months of the date of said preliminary plat approval. Notwithstanding this time limitation, the City Council may approve extensions of the time allowed for validation of the preliminary plat approval if requested in writing by the applicant; extension requests shall be submitted to the Community Development Department and shall identify the reason(s) why the extension is necessary along with an anticipated timeline for validation of the preliminary plat approval. A preliminary plat approval shall automatically expire if the approval is not validated as described herein.</u>

75.	1. Hearing on the Preliminary Plat: The Planning Commission shall hold a public hearing on the preliminary plat in accordance with the procedure set forth in Chapter 108 of this Code.	REMOVED Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission staff shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.
76.	2. Report of The Planning Commission: Within ten days after the completion of the hearing, the Planning Commission shall make a report concerning the preliminary plat unless the Planning Commission requests additional time as set forth in Chapter 108 of this Code.	REMOVED
77.	F. Action By The City Council: (on preliminary plats)	REMOVED Action By The City Council: (on preliminary plats)
78.	1. The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council shall disapprove said preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. (Ord.1176, 11-25-1996)	REMOVED The recommendation of the Planning Commission on the preliminary plat shall be considered by the City Council, and the City Council shall approve or disapprove the plan within 120 days after the application was accepted as complete or such date as extended by the applicant or City Council. If the City Council does not approve the preliminary plat, the grounds for any such refusal shall be set forth in the proceedings of the City Council and reported to the applicant. (Ord.1176, 11-25-1996)
79.	2. Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)	REMOVED Approval of the preliminary plat shall not be construed to be approval of the final plat. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)
80.	G. Final Plat:	F.G. Final Plat:
81.	1. Final Plat Submission: The owner or subdivider shall submit the final plat of a proposed subdivision not later than six months after the date of approval of the preliminary plat; otherwise, the preliminary plat will be	1. <u>Applications: The owner of property on which a final plat is proposed shall file an application for approval of the final plat by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and</u>

	considered void unless an extension is requested in writing by the subdivider and granted by the City Council. The owner or subdivider shall also submit with the final plat an up to date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control in the applicant. (Ord. 1176, 11-25-1996) (Ord. 1296, 10-20-2003) (Ord. 1363, 3-24-2008)	<u>supporting documents as set forth on the application form.</u>
82.	2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided that such portion conforms with all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)	2. Required Changes Incorporated: The final plat shall have incorporated all changes or modifications required by the City Council <u>and</u> ; in all other respects, it shall conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the applicant proposes to record and develop at the time, and per all the requirements of this Title. (1990 Code; 1995 Code) (Ord. 1296, 10-20-2003)
83.	H. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the person or persons applying for such approval. If the final plat is approved, the subdivider shall record said plat with the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)	F. Approval and Recording: The City Council shall act upon a final plat application within 60 days of the submission of a completed application. The refusal to approve the plat shall be set forth in the proceedings of the City Council and reported to the <u>applicantowner</u> for such approval. If the final plat is approved, the <u>applicantowner</u> shall record said plat with <u>Ramsey County Recorder and Registrar of Titles Office</u> the County Recorder within one year after the date of approval and prior to the issuance of any building permit; otherwise, the approval of the final plat shall be considered void. (1990 Code; 1995 Code) (Ord. 1296, 10-20-, 2003) (Ord. 1363, 3-24-2008)

84.	VARIANCES:	1102:02: VARIANCES (MOVED FROM CHAPTER 1104)
85.	A. Hardship: Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.	A. <u>Hardship:</u><u>Purpose: Regulations pertaining to the process of subdividing land and to the characteristics of lots created by subdivisions are established in Title 11 (Subdivisions) and Title 10 (Zoning) of this Code. There are occasions, however, where it may be appropriate to vary the regulations as they apply to specific properties where an unusual hardship on the land exists, as defined by Minnesota Statute 462.358 Subd. 6.</u>Where there is undue hardship in carrying out the strict letter of the provisions of this Code, the City Council shall have the power, in a specific case and after notice and public hearings, to vary any such provision in harmony with the general purpose and intent thereof and may impose such additional conditions as it considers necessary so that the public health, safety and general welfare may be secured and substantial justice done.
86.	<u>B.</u> Procedure For Variances: Any owner of land may file an application for a variance by paying the fee set forth in section 1015.03 of this title, providing a completed application and supporting documents as set forth in the standard community development department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the variance board or planning commission upon the same published notice, mailing notice and hearing	<u>B. Applications: The owner of property on which a subdivision variance is proposed shall file an application for approval of the variance by paying the fee set forth in Chapter 314 of this Code and submitting a completed application form and supporting documents as set forth on the application form. Complete applications shall be reviewed in a public hearing according to the process set forth in Chapter 108 of this Code. If a proposed subdivision variance is denied, an application for substantially the same variance on the same property shall not be accepted within 1 year of the date of the denial.</u>

	procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)	
87.		<u>C. Approval: The City may impose conditions in the granting of subdivision variances. A condition must be directly related to, and must bear a rough proportionality to, the impact created by the variance. In order to approve a requested subdivision variance, the Planning Commission may recommend, and the City Council shall adopt, findings pertaining to the following specific grounds:</u> <u>1. The proposal is consistent with the Comprehensive Plan;</u> <u>2. The proposal is in harmony with the purposes and intent of the zoning and subdivision ordinances;</u> <u>3. An unusual hardship on the land exists; and</u> <u>1.4. The variance, if granted, will not alter the essential character of the locality.</u> Procedure For Variances: Any owner of land may file an application for a variance by paying the fee, providing a completed application, and supporting documents as set forth in the Community Development Department application form, and by providing the city with an abstractor's certified property certificate showing the property owners within three hundred fifty feet (350') of the outer boundaries of the parcel of land on which the variance is requested. The application shall then be heard by the Planning Commission upon the same published notice, mailing notice and hearing procedure as set forth in chapter 108 of this code. (Ord. 1359, 1-28-2008)

88.	1102.02: NECESSARY DATA FOR PRELIMINARY PLAT:	1102.03: NECESSARY DATA FOR PRELIMINARY PLAT:
89.	In addition to the data prescribed by the law of the State of Minnesota, the preliminary plan shall include the following data:	In addition to the data prescribed by the law of the State of Minnesota, the preliminary plat for minor and major <u>all</u> subdivisions shall include all the data listed on the application. Applicant shall refer to the Preliminary Plat Application or contact the Community Development Department for additional information regarding the process.
90.	A. Identification and Description:	<u>NOTE: All data requirements for preliminary plats were removed and will be included in the application.</u>
91.	1. Proposed name of subdivision, which name shall not duplicate the name of any plat previously recorded in the County.	
92.	1. Location by township, section, town or range or by other legal description.	
93.	2. Names and addresses of the owner or subdivider having control of the lands included in said plan, the designer of the plan and the surveyor.	
94.	4. Graphic (engineering) scale not less than one (1) inch to one hundred (100) feet.	
95.	5. North point (designated as true north).	
96.	6. Date of preparation.	
97.	A. Existing Conditions:	
98.	1. Boundary line of proposed subdivision clearly indicated.	
99.	2. Existing zoning classification.	
100.	3. Total approximate acreage in said plan.	
101.	4. Location, widths and names of all existing or previously platted streets or other public ways showing type of improvement, if any, railroad	

	and utility rights of way, parks and other public open spaces, permanent buildings and structures, easements and section and corporate lines within the tract and to a distance of one hundred (100) feet beyond the tract.	
102.	5. Location and size of existing sewers, water mains, culverts or other underground facilities within the tract and to a distance of one hundred (100) feet beyond the tract. Such data as grades, invert elevations and location of catch basins, manholes and hydrants shall also be shown.	
103.	6. Boundary lines of adjoining unsubdivided or subdivided land within one hundred (100) feet, identified by name and ownership. (Ord. 216, 7-5-1956)	
104.	7. Topographic data including contours at vertical intervals of not more than two (2) feet, except that contour lines shall be no more than one hundred (100) feet apart. Water courses, marshes, rock outcrops and other significant features also shall be shown. Topography maps shall be clearly indicated with dotted lines.	
105.	B. Subdivision Design Features:	
106.	1. Layout of streets showing right-of-way widths and names of streets. The name of any street previously used in the City or its environs shall not be used, unless the proposed street is an extension of an already named street in which event the name shall be used.	
107.	2. Location and widths of alleys, pedestrian ways and utility easements.	

108.	3. Typical cross-sections of streets and alleys, together with an indication of the proposed storm water runoff.	
109.	4. Approximate center line gradients of streets and alleys, if any.	
110.	5. Location, size and approximate gradient of sewer lines.	
111.	6. Layout, numbers and typical dimensions of lots to the nearest foot.	
112.	7. Minimum front and side street building setback lines indicating dimensions of same.	
113.	8. Areas, other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use including the size of such area or areas in acres. (Ord. 216, 7-5-1956)	
114.	1102.03: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:	1102.04: REQUIREMENTS GOVERNING APPROVAL OF PRELIMINARY PLAT:
115.	A. Recommendations by Planning Commission: The Planning Commission may recommend and the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City.	A. Conditions of Approval: For both major and minor subdivisions, the City Council may require such changes or revisions as the City Council deems necessary for the health, safety, general welfare and convenience of the City to be incorporated into the final plat. For major subdivisions, the Planning Commission may also recommend to the City Council changes or revisions.
116.	B. Tentative Approval: The approval of a preliminary plat by the Planning Commission and the City Council is tentative only involving merely the general acceptability of the layout as submitted.	B. Flooding: No subdivision will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the <u>applicantowner</u> agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for

		residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)
117.	C. Subsequent Approval: Subsequent approval will be required of the engineering proposals pertaining to water supply, storm drainage, sewerage and sewage disposal, gas and electric service, grading, gradients and roadway widths and the surfacing of streets by the Public Works Director and other public officials having jurisdiction prior to the approval of the final plat by the City.	REMOVED
118.	D. Flooding: No plat will be approved for a subdivision which is subject to periodic flooding, or which contains poor drainage facilities and which would make adequate drainage of the streets and lots impossible. However, if the subdivider agrees to make improvements which will, in the opinion of the Public Works Director, make the area completely safe for residential occupancy and provide adequate street and lot drainage, the preliminary plat of the subdivision may be approved. (Ord. 216, 7-5-56)	REMOVED
119.	1102.04: NECESSARY DATA FOR FINAL PLAT:	1102.05: NECESSARY DATA FOR FINAL PLAT:
120.	A. General: All information, except topographic data and zoning classification required on the preliminary plat shall be accurately shown.	All information required on the preliminary plat for a minor or major subdivision shall be accurately shown and comply with <u>Ramsey</u> County plat requirements. <u>ApplicantOwner</u> shall refer to the Final Plat Application or contact the Community Development Department for additional information regarding the process.
121.	B. Additional Delineation:	

122.	1. Accurate angular and lineal dimensions for all lines, angles and curvatures used to describe boundaries, streets, alleys, easements, areas to be reserved for public use and other important features. Lot lines to show dimensions in feet and hundredths.	NOTE: All data requirements for final plats were removed and will be included in the application.
123.	2. An identification system for all lots and blocks.	
124.	3. True angles and distances to the nearest established street lines or official monuments (not less than 3), which shall be accurately described in the plat.	
125.	4. Municipal, township, county or section lines accurately tied to the lines of the subdivision by distances and angles.	
126.	5. Radii, internal angles, points and curvatures, tangent bearings and lengths of all arcs.	
127.	6. Accurate location of all monuments, which shall be concrete six inches by six inches by thirty inches (6" x 6" x 30") with iron pipe cast in center. Permanent stone or concrete monuments shall be set at each corner or angle on the outside boundary. Pipes or steel rods shall be placed at the corners of each lot and at each intersection of street center lines. All U.S., State, County or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.	
128.	7. Accurate outlines, legal descriptions of any areas to be dedicated or reserved for public use or for the exclusive use of property owners within the subdivision with the purpose indicated therein.	
129.	8. Certification by a registered land surveyor to the effect that the plat represents a survey	

	made by such surveyor and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.	
130.	9. Notarized certification by owner and by any mortgage holder of record of the adoption of the plat and the dedication of streets and other public areas.	
131.	10. Certifications showing that all taxes and special assessments due on the property to be subdivided have been paid in full.	
132.	11. Approval by signature of City, County and State officials concerned with the specifications of utility installations. (Ord. 216, 7-5-56)	
133.	12. Form for approval by County authorities as required. (Ord. 245, 5-10-58)	
134.	1102.05: ACCEPTANCE OF STREETS:	1102.06: ACCEPTANCE OF STREETS:
135.	A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.	A. Approval of Plat or Annexation into City not Considered Acceptance: If any plat or subdivision contains public streets or thoroughfares which are dedicated as such, whether located within the corporate limits of the City or outside the corporate limits or contains existing streets outside of said corporate limits, the approval of the plat by the City Council or the subsequent annexation of the property to the City shall not constitute an acceptance by the City of such streets or thoroughfares, nor the improvements constructed or installed in such subdivision, irrespective of any act or acts by an officer, agent or employee of the City with respect to such streets or improvements.
136.	B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by the	B. Acceptance by Resolution of City Council: The acceptance of such streets or thoroughfares shall be made only by the approval of a resolution by

	City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for the purpose of maintenance by the City, and defer the completion of the street or thoroughfare by the developer until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)	the City Council after there has been filed, with the City Manager, a certificate by the Public Works Director. The certificate shall indicate that all improvements required to be constructed or installed in or upon such streets or thoroughfares in connection with the approval of the plat of subdivision by the City Council have been fully completed and approved by the Public Works Director, or a cash deposit or bond is on file to ensure the installation of such required improvements. However, if it appears to the City Council that a public local improvement will be constructed in any such street or thoroughfare within a reasonable foreseeable time, the City Council, upon the recommendation of the Public Works Director may, by resolution, temporarily accept such street or thoroughfare for maintenance by the City, and defer the completion of the street or thoroughfare by the <u>applicantowner</u> until such local improvement has been constructed. (Ord. 280, 8-4-59; amd. 1995 Code)
137.	1102.06: REQUIRED LAND IMPROVEMENTS:	1102.07: REQUIRED LAND IMPROVEMENTS:
138.	No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the subdivider's preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the following: (Ord. 373, 5-28-62; amd. 1995 Code)	No final plat shall be approved by the City Council without first receiving a report signed by the Public Works Director certifying that the improvements described in the <u>applicantowner</u>'s preliminary plans and specifications meet the minimum requirements of all ordinances in the City, and that they comply with the requirements of the Public Works Design Standards manual; Ord. 373, 5-28-62; amd. 1995 Code
139.	A. Sewers:	A. Sewers:
140.	1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City	1. Sanitary Sewers: Sanitary sewers shall be installed to serve all properties in the subdivision where a connection to the City

	sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available.	sanitary sewer system is available or where detailed plans and specifications for sanitary sewers to serve the subdivision are available. All improvements shall meet the requirements of the Public Works Design Standards manual.
141.	2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4.	2. Storm Sewers: Storm sewers shall be constructed to serve all properties in the subdivision where a connection to the City storm sewer system is available or where detailed plans and specifications for storm sewers to serve the subdivision are available. Where drainage swales are necessary, they shall be sodded in accordance with subsection 1102.06E4. All improvements shall meet the requirements of the Public Works Department.
142.	3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan (similar to plan submitted to F.H.A.) indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made.	3. Neighborhood Grading and Drainage Plan: The developer will submit a Neighborhood Grading and Drainage Plan indicating the elevation of proposed houses, surrounding ground and the direction of flow. The developer will adhere to <u>shall not deviate from</u> this plan, and the developer shall obtain prior written acceptance from the Public Works Director before any changes can be made. All improvements shall meet the requirements of the Public Works Department.
143.	4. City Participation in Cost: Where sewer mains are larger than required to serve the subdivision as delineated in the preliminary plan, the City may elect to participate in the cost of such sewer mains.	MOVED TO ARRANGEMENTS FOR IMPROVEMENTS SECTION BELOW
144.	B. Water Supply: Where a connection to the City water system is presently available, water	B. Water Supply: Where a connection to the City water system is presently available, water

	distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. Water mains shall be a minimum of six inches in diameter and where larger mains are required to serve future growth, the City may elect to participate in the cost of such water mains. Looping of all water mains shall be required and shall conform to the City Master Plan.	distribution facilities including pipe fittings, hydrants, valves, etc., shall be installed to serve all properties within the subdivision. All improvements must also meet the requirements of the Public Works Department.
145.	C. Street Grading: The full width of the right of way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56)	C. Street Grading: The full width of the right-of-way shall be graded, including the subgrade of the areas to be paved, in accordance with the plans approved by the Public Works Director and in accordance with the applicable requirements for street construction of the City. (Ord. 216, 7-5-56). All improvements shall meet the requirements of the <u>Public Works Design Standards manual</u> Public-Works Department.
146.	D. Street Improvements ¹ :	D. Street Improvements ² : <u>Public Works to confirm if this section should be in the subdivision code or the Public Works Design Standards manual.</u>
147.	1. All streets shall be improved with pavements to an overall width in accordance with the projected 20 year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)	1. All streets shall be improved with pavements to an overall width in accordance with the projected 20-year traffic volumes and consistent with street width policy adopted by the City Council. (1995 Code)
148.	2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the City.	2. All pavements shall be constructed in accordance with the provisions of applicable requirements of the Public Works Department.
149.	3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in	3. Concrete curbs and gutters on all streets within the subdivision shall be constructed in

¹ See also Chapters 703 and 704 of this Code.

² See also Chapters 703 and 704 of this Code.

	accordance with applicable requirements of the City.	accordance with applicable requirements of the Public Works Department.
150.	4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, sidewalks, to a width of not less than five feet and constructed of Portland cement concrete, shall be required.	4. In congested traffic areas or in areas where the City Council deems necessary for the health, safety and general welfare of this community, pathways or equivalent shall be constructed in accordance with the applicable requirements of the Public Works Department.
151.	5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director.	5. Storm water inlets and necessary culverts shall be provided within the roadway improvement at points specified by the Public Works Director <u>Department</u> .
152.	6. All curb corners shall have a radii of not less than 15 feet, except at collector and marginal access streets where they shall be not less than 25 feet.	6. Curb concerns shall meet the requirements of the Public Works Department.
153.	7. All parkways within the dedicated street area shall be graded and sodded in an approved manner. (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)	7. All boulevards-parkways within the dedicated street area shall be graded and sodded in an approved manner <u>as specified by the Public Works Department</u> . (Ord. 216, 7-5-56; amd. 1995 Code) (Ord.1358, 1-28-2008)
154.	E. Off-Street Improvements:	E. Off-Street Improvements:
155.	1. One tree having a trunk diameter (measured 12 inches above ground) of not less than 2 ½ inches shall be planted in a naturalistic way in the front yard of each lot in the subdivision, except that corner lots shall have 2 trees. They shall be accepted by the City only after one growing season as a live and healthy plant. Trees shall not be allowed to be planted in the boulevard area.	1. All open areas of a lot that are not used for buildings, parking or circulation areas, patios, or storage must be constructed to conform to the Landscaping <u>and tree preservation requirements of</u> requirements of 1011.03 of this Code. <u>PC suggested adding rain gardens in off-street improvements section of the subdivision code. Community Development staff recommended that it could be discussed in stormwater requirements of the PW design standards manual.</u>

156.	2. Driveways must be constructed of pavement approved by the Public Works Director. Each driveway shall be graded within the dedicated area to fit the boulevard section, and shall be a minimum of 12 feet in width in the boulevard area (excluding radii). The construction shall conform to City requirements, and the grade of the driveway shall conform to the requirements of the State Building Code.	2. Driveways must be constructed to conform to the requirements in the Public Works Department and the grade of the driveway shall conform to the requirements of the State Building Code.
157.	3. The entire boulevard area, except driveways, shall be sodded with a good quality weed free sod.	3. The entire boulevard area, except driveways, shall be sodded per specifications of the Public Works Department.
158.	4. All drainage swales shall be graded and sodded with a good quality weed free sod. (1990 Code; amd. 1995 Code)	4. All drainage swales shall be graded and sodded per specifications of the Public Works Department. (1990 Code; amd. 1995 Code)
159.	F. Pedestrianways: Pedestrianways installed or required by the City Council, shall be constructed according to specifications approved by the Public Works Director. (1995 Code)	REMOVED
160.	F. Public Utilities:	F. Public Utilities:
161.	1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.	1. All new electric distribution lines (excluding main line feeders and high voltage transmission lines), telephone service lines and services constructed within the confines of and providing service to customers in a newly platted residential area shall be buried underground. Such lines, conduits or cables shall be placed within easements or dedicated public ways in a manner which will not conflict with other underground services. Transformer boxes shall be located so as not to be hazardous to the public.
162.	2. The City Council may waive the requirements of underground services as set forth in subsections	2. The City Council may waive the requirements of underground services as set forth in

	1 and 2 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26- 69)	subsections 1 above if, after study and recommendation by the Planning Commission, the City Council establishes that such underground utilities would not be compatible with the planned development or unusual topography, soil or other physical conditions make underground installation unreasonable or impractical. (Ord. 598, 5-26- 69)
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PC discussion ended here.



REQUEST FOR COUNCIL ACTION

Date: 4/24/2017

Item No.: 9.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	\$3,698,117.34
85149-85284	\$890,134.05
Total	\$4,588,251.39

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: 4/18/2017 - 9:39 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/06/2017	2011 Port Authority Bond	Bond Interest Payment	Depository Trust Agency- Non Ban	Debt Interest Payments	92,261.25
					Bond Interest Payment Total:	92,261.25
0	04/06/2017	2011 Port Authority Bond	Bond Principal Payments	Depository Trust Agency- Non Ban	Debt Principal Payments	620,000.00
					Bond Principal Payments Total:	620,000.00
					Fund Total:	712,261.25
0	04/06/2017	2012 Port Authority Bond	Bond Interest Payment	Depository Trust Agency- Non Ban	Debt Interest Payments	214,725.00
					Bond Interest Payment Total:	214,725.00
0	04/06/2017	2012 Port Authority Bond	Bond Principal Payments	Depository Trust Agency- Non Ban	Debt Principal Payments	940,000.00
					Bond Principal Payments Total:	940,000.00
					Fund Total:	1,154,725.00
0	04/06/2017	2015 TIF Bonds (2015A)	Bond Interest Payments	Depository Trust Agency- Non Ban	Debt Interest Payments	46,703.13
					Bond Interest Payments Total:	46,703.13
0	04/06/2017	2015 TIF Bonds (2015A)	Bond Principal Payments	Depository Trust Agency- Non Ban	Debt Principal Payments	25,000.00
					Bond Principal Payments Total:	25,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						71,703.13
85225	04/11/2017	Central Svcs Equip Revolving	Rental - Copier Machines	US Bank Equipment Finance	Copier Rental	2,722.09
Rental - Copier Machines Total:						2,722.09
Fund Total:						2,722.09
0	04/11/2017	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	7.37
Federal Income Tax Total:						7.37
0	04/11/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	7.01
0	04/11/2017	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	1.64
FICA Employee Ded. Total:						8.65
0	04/11/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	1.64
0	04/11/2017	Charitable Gambling	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	7.01
FICA Employers Share Total:						8.65
0	04/11/2017	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	1.05
MN State Retirement Total:						1.05
0	04/11/2017	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	6.79
PERA Employee Ded Total:						6.79
0	04/11/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	6.79
0	04/11/2017	Charitable Gambling	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	1.05
PERA Employer Share Total:						7.84
0	04/11/2017	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	3.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
State Income Tax Total:						3.91
Fund Total:						44.26
85262	04/18/2017	Community Development	Building Surcharge	Mn Dept of Labor & Industry	Building Permit Surcharges	1,928.80
Building Surcharge Total:						1,928.80
0	04/06/2017	Community Development	Credit Card Fees	US Bank-Non Bank	February Terminal Charges	1,333.33
Credit Card Fees Total:						1,333.33
85175	04/11/2017	Community Development	Deposits	Joe Englund	Construction Deposit Refund	400.00
Deposits Total:						400.00
0	04/18/2017	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-March 2017	7,239.20
Electrical Inspections Total:						7,239.20
0	04/11/2017	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	4,058.68
Federal Income Tax Total:						4,058.68
0	04/11/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	2,009.05
0	04/11/2017	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	469.84
FICA Employee Ded. Total:						2,478.89
0	04/11/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	2,009.05
0	04/11/2017	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	469.84
FICA Employers Share Total:						2,478.89
85185	04/11/2017	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	370.00
HRA Employer Total:						370.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85206	04/11/2017	Community Development	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	388.22
					HSA Employee Total:	388.22
85206	04/11/2017	Community Development	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	533.00
					HSA Employer Total:	533.00
0	04/11/2017	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022	PR Batch 00001.04.2017 ICMA Defe	2,099.10
					ICMA Def Comp Total:	2,099.10
85197	04/11/2017	Community Development	Life Ins. Employee	LINA	Life Insurance Premium	219.28
					Life Ins. Employee Total:	219.28
85197	04/11/2017	Community Development	Life Ins. Employer	LINA	Life Insurance Premium	53.76
					Life Ins. Employer Total:	53.76
85197	04/11/2017	Community Development	Long Term Disability	LINA	Life Insurance Premium	182.05
					Long Term Disability Total:	182.05
85204	04/11/2017	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	389.77
					Medical Ins Employee Total:	389.77
85204	04/11/2017	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	3,959.98
					Medical Ins Employer Total:	3,959.98
85262	04/18/2017	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Surcharg	-38.43
					Miscellaneous Revenue Total:	-38.43
0	04/11/2017	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	328.53
					MN State Retirement Total:	328.53
0	04/11/2017	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	475.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						475.00
0	04/18/2017	Community Development	Office Supplies	Byerly's- CC	Interview Supplies	5.99
0	04/18/2017	Community Development	Office Supplies	Olive Garden-CC	Interview Supplies	64.27
Office Supplies Total:						70.26
0	04/11/2017	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	2,135.48
PERA Employee Ded Total:						2,135.48
0	04/11/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	2,135.48
0	04/11/2017	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	328.53
PERA Employer Share Total:						2,464.01
0	04/06/2017	Community Development	Professional Services	FormSite.com-CC	Monthly Fee	49.95
85222	04/11/2017	Community Development	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85222	04/11/2017	Community Development	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	200.00
85283	04/18/2017	Community Development	Professional Services	Verizon Wireless	Cell Phones	35.01
0	04/18/2017	Community Development	Professional Services	WSB & Associates, Inc.	Comprehensive Plan Update	5,712.01
Professional Services Total:						6,006.27
0	04/11/2017	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	1,563.04
State Income Tax Total:						1,563.04
Fund Total:						41,117.11
0	04/11/2017	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	632.42
Federal Income Tax Total:						632.42
0	04/11/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare Ei	87.19
0	04/11/2017	Contracted Engineering Svcs	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	372.82
FICA Employee Ded. Total:						460.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	372.82
0	04/11/2017	Contracted Engineering Svcs	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	87.19
FICA Employers Share Total:						460.01
85206	04/11/2017	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	120.40
HSA Employee Total:						120.40
85206	04/11/2017	Contracted Engineering Svcs	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Empl	370.00
HSA Employer Total:						370.00
85197	04/11/2017	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premium	16.59
Life Ins. Employee Total:						16.59
85197	04/11/2017	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premium	9.60
Life Ins. Employer Total:						9.60
85197	04/11/2017	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premium	32.81
Long Term Disability Total:						32.81
85204	04/11/2017	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	12.96
Medical Ins Employee Total:						12.96
85204	04/11/2017	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	1,120.36
Medical Ins Employer Total:						1,120.36
0	04/11/2017	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	61.18
MN State Retirement Total:						61.18
0	04/11/2017	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	100.00
MNDCP Def Comp Total:						100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	397.70
PERA Employee Ded Total:						397.70
0	04/11/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	61.18
0	04/11/2017	Contracted Engineering Svcs	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	397.70
PERA Employer Share Total:						458.88
0	04/11/2017	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	282.42
State Income Tax Total:						282.42
Fund Total:						4,535.34
0	04/06/2017	East Metro SWAT	Operating Supplies	LA Police Gear, Inc.-CC	SWAT Supplies	137.74
0	04/06/2017	East Metro SWAT	Operating Supplies	Walmart-CC	SWAT Supplies	20.55
Operating Supplies Total:						158.29
Fund Total:						158.29
85248	04/18/2017	Fire Vehicles Revolving	Minor Equipment	Emergency Response Solutions, LL	Rescueaire II	3,679.55
Minor Equipment Total:						3,679.55
Fund Total:						3,679.55
0	04/06/2017	G.O. Housing Revenue (2009)	Bond Interest Payment	Depository Trust Agency- Non Ban	Debt Interest Payments	19,862.50
Bond Interest Payment Total:						19,862.50
0	04/06/2017	G.O. Housing Revenue (2009)	Bond Principal Payments	Depository Trust Agency- Non Ban	Debt Principal Payments	70,000.00
Bond Principal Payments Total:						70,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						89,862.50
0	04/06/2017	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	13.78
209000 - Sales Tax Payable Total:						13.78
0	04/11/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	556.00
0	04/18/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	533.78
0	04/11/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	2,500.00
0	04/18/2017	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	74.95
211402 - Flex Spending Health Total:						3,664.73
0	04/11/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	284.18
0	04/11/2017	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	272.00
211403 - Flex Spend Day Care Total:						556.18
85208	04/11/2017	General Fund	Clothing	RAHS/Raider Grafix	Screen Printing	180.00
0	04/18/2017	General Fund	Clothing	Weyco Grp Shoes-CC	Shoes	110.00
Clothing Total:						290.00
0	04/06/2017	General Fund	Conferences	Fitgers Inn-CC	MCMA Conference Lodging	146.90
0	04/18/2017	General Fund	Conferences	GFOA- CC	Conference Registration	425.00
0	04/06/2017	General Fund	Conferences	GTS Educational-CC	Homeland Security Conference	325.00
0	04/06/2017	General Fund	Conferences	Holiday Inn-CC	Conference Lodging	490.02
85201	04/11/2017	General Fund	Conferences	MN Chiefs of Police Association	Patrol Conferernce-J. Adams	195.00
0	04/06/2017	General Fund	Conferences	SOTA-CC	No Receipt-J. Adams	725.00
0	04/18/2017	General Fund	Conferences	TacOps-CC	Patrol Training	779.97
Conferences Total:						3,086.89
0	04/18/2017	General Fund	Contract Maint. - City Hall	Adam's Pest Control Inc	Quarterly Service	106.00
85199	04/11/2017	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	689.37
Contract Maint. - City Hall Total:						795.37
0	04/18/2017	General Fund	Contract Maint. - City Garage	Adam's Pest Control Inc	Quarterly Service	106.00
85199	04/11/2017	General Fund	Contract Maint. - City Garage	McGough Facility Management, LI	Facility Management	689.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maint. - City Garage Total:	795.38
0	04/18/2017	General Fund	Contract Maint.- Old City Hall	Adam's Pest Control Inc	Monthly Service	79.00
					Contract Maint.- Old City Hall Total:	79.00
85254	04/18/2017	General Fund	Contract Maintenance	Hotsy of Minnesota	Bulk Soap	165.08
0	04/18/2017	General Fund	Contract Maintenance	Mister Car Wash	Vehicle Washes	6.30
85270	04/18/2017	General Fund	Contract Maintenance	Overhead Door Co of the Northland	Garage Door Service	700.95
85273	04/18/2017	General Fund	Contract Maintenance	Ramsey County	Fleet Support Fee	230.88
85283	04/18/2017	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	309.20
0	04/06/2017	General Fund	Contract Maintenance	Volgistics-CC	Volunteer Software	510.00
					Contract Maintenance Total:	1,922.41
0	04/06/2017	General Fund	Credit Card Fees	US Bank-Non Bank	February Terminal Charges	140.72
					Credit Card Fees Total:	140.72
85204	04/11/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-March 2017	740.00
85204	04/11/2017	General Fund	Employer Insurance	NJPA	Health Insurance Premium-March 2017	980.00
					Employer Insurance Total:	1,720.00
0	04/11/2017	General Fund	Employer Pension	Roseville Firefighter's Relief	Fire Relief Pension Supplemental Aid	1,000.00
					Employer Pension Total:	1,000.00
0	04/11/2017	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Income Tax	35,485.05
					Federal Income Tax Total:	35,485.05
0	04/11/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Employee Ded.	6,577.15
0	04/11/2017	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare Employee Ded.	4,378.01
					FICA Employee Ded. Total:	10,955.16
0	04/11/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare Employee Ded.	4,378.01
0	04/11/2017	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Employee Ded.	6,577.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
FICA Employers Share Total:						10,955.16
85261	04/18/2017	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance ID: 0015005038	354.43
Financial Support Total:						354.43
85185	04/11/2017	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Emplc	4,130.12
HRA Employer Total:						4,130.12
85206	04/11/2017	General Fund	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Emplc	3,222.83
HSA Employee Total:						3,222.83
85206	04/11/2017	General Fund	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	8,283.25
HSA Employer Total:						8,283.25
0	04/11/2017	General Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.04.2017 ICMA Defe	2,040.72
ICMA Def Comp Total:						2,040.72
85197	04/11/2017	General Fund	Life Ins. Employee	LINA	Life Insurance Premium	9.61
85197	04/11/2017	General Fund	Life Ins. Employee	LINA	Life Insurance Premium	1,783.32
Life Ins. Employee Total:						1,792.93
85197	04/11/2017	General Fund	Life Ins. Employer	LINA	Life Insurance Premium	411.34
Life Ins. Employer Total:						411.34
85197	04/11/2017	General Fund	Long Term Disability	LINA	Life Insurance Premium	1,534.29
Long Term Disability Total:						1,534.29
85264	04/18/2017	General Fund	Medical Ins Employee	Don Munson	Cobra Overpayment Refund	5.34
85204	04/11/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	5,689.36
85204	04/11/2017	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	6,861.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Medical Ins Employee Total:						12,556.11
85204	04/11/2017	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	50,084.29
Medical Ins Employer Total:						50,084.29
0	04/06/2017	General Fund	Memberships & Subscriptions	MN Chiefs of Police-CC	Membership Renewal-Mathwid, Rose	550.00
0	04/06/2017	General Fund	Memberships & Subscriptions	MN GFOA-CC	Membership Renewal-Schirmacher	60.00
85274	04/18/2017	General Fund	Memberships & Subscriptions	RCLLG-Ramsey Cty League of Lo	2017 Membership Dues	1,050.00
85278	04/18/2017	General Fund	Memberships & Subscriptions	SHRM	Membership Dues-Bacon	199.00
85223	04/11/2017	General Fund	Memberships & Subscriptions	Thomson Reuters-West	Annual/Monthly Charges	408.00
Memberships & Subscriptions Total:						2,267.00
0	04/11/2017	General Fund	Minor Equipment	City of St. Paul	Radio Maintenance	6,078.66
85149	04/05/2017	General Fund	Minor Equipment	Giese Precision Welding	Door Ram Welding Services for IMP/	415.23
Minor Equipment Total:						6,493.89
0	04/18/2017	General Fund	Miscellaneous	Avenue Shirts-CC	City of Roseville Apparel	454.35
0	04/06/2017	General Fund	Miscellaneous	Dunkin Donuts-CC	Imagine Roseville Meeting Supplies	18.19
0	04/06/2017	General Fund	Miscellaneous	ePromos-CC	Volunteer Recognition Supplies	662.63
0	04/18/2017	General Fund	Miscellaneous	First Premier-CC	Fraud	964.29
85200	04/11/2017	General Fund	Miscellaneous	Michael Murray Photography	Custom Print & Frame	350.68
0	04/06/2017	General Fund	Miscellaneous	Tavern Grill-CC	Lunch Meeting w/Mayor Roe-Trudge	21.39
0	04/18/2017	General Fund	Miscellaneous	Zerbee-CC	Folders	98.50
Miscellaneous Total:						2,570.03
0	04/11/2017	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	3,073.86
MN State Retirement Total:						3,073.86
0	04/11/2017	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	9,321.54
MNDCP Def Comp Total:						9,321.54
0	04/06/2017	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Feb Fuel Tax	143.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Motor Fuel Total:						143.07
85167	04/11/2017	General Fund	Non Business - Pawn Fees	City of Minneapolis Receivables	Pawn Transaction Fees	1,285.20
Non Business - Pawn Fees Total:						1,285.20
0	04/18/2017	General Fund	Office Supplies	Byerly's- CC	Certified Mail	6.59
0	04/06/2017	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	12.35
0	04/18/2017	General Fund	Office Supplies	Target- CC	Office Supplies	13.14
0	04/18/2017	General Fund	Office Supplies	Target- CC	Office Supplies	21.09
Office Supplies Total:						53.17
85280	04/18/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	294.39
85280	04/18/2017	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	170.15
Op Supplies - City Hall Total:						464.54
0	04/06/2017	General Fund	Operating Supplies	All Poolside-CC	Anti-Foaming Supplies	107.07
0	04/18/2017	General Fund	Operating Supplies	Amazon.com- CC	Cleaning Supplies, Radio Supplies	241.27
0	04/18/2017	General Fund	Operating Supplies	Amazon.com- CC	Impact For Locking Wheels	34.21
0	04/18/2017	General Fund	Operating Supplies	Amazon.com- CC	Mailbox	61.54
0	04/06/2017	General Fund	Operating Supplies	Amazon.com- CC	Hand Sanitizer	127.99
0	04/06/2017	General Fund	Operating Supplies	Amazon.com- CC	Office/Cleaning Supplies	293.93
0	04/18/2017	General Fund	Operating Supplies	Best Buy- CC	Investigation Supplies	37.99
0	04/06/2017	General Fund	Operating Supplies	Best Buy- CC	Charging Cord	54.61
0	04/18/2017	General Fund	Operating Supplies	Caribou Coffee- CC	Coffee	29.97
0	04/06/2017	General Fund	Operating Supplies	Certified Laboratories-CC	Safety Supplies	342.51
0	04/11/2017	General Fund	Operating Supplies	City of St. Paul	Paper Products	591.50
0	04/18/2017	General Fund	Operating Supplies	Cub Foods- CC	Training Supplies	29.97
0	04/18/2017	General Fund	Operating Supplies	Design Print-CC	Table Cover	201.89
0	04/18/2017	General Fund	Operating Supplies	Discount Steel Inc-CC	Metal	98.38
0	04/06/2017	General Fund	Operating Supplies	Fastenal-CC	Sign Truck Supplies	65.88
0	04/18/2017	General Fund	Operating Supplies	Fastsigns-CC	Name Plate	19.20
0	04/06/2017	General Fund	Operating Supplies	Galls Inc-CC	Alloy Entry Tool	228.17
0	04/18/2017	General Fund	Operating Supplies	Grainger Inc	Batteries	17.00
0	04/11/2017	General Fund	Operating Supplies	Thomas Gray	K9 Supplies Reimburesement	273.00
0	04/18/2017	General Fund	Operating Supplies	International Code Council-CC	Fire Inspectors Guide	81.27
85187	04/11/2017	General Fund	Operating Supplies	Interstate All Battery Center	Batteries	286.80
0	04/18/2017	General Fund	Operating Supplies	Jefferson Fire & Safety, Inc.	Hydraulic Mineral Oil	53.31
0	04/18/2017	General Fund	Operating Supplies	Mac Tools-CC	Pry Bar, Wrench	209.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/06/2017	General Fund	Operating Supplies	Office Depot- CC	Plowing/Ice Control Board	94.74
0	04/06/2017	General Fund	Operating Supplies	Office Depot- CC	Office Supplies	31.04
0	04/18/2017	General Fund	Operating Supplies	Panera Bread-CC	CSO Interview Supplies	46.92
0	04/06/2017	General Fund	Operating Supplies	Peavey Corporation-CC	Evidence Tape	196.25
0	04/18/2017	General Fund	Operating Supplies	Petco-CC	Snake Hook	19.26
0	04/06/2017	General Fund	Operating Supplies	Pleasant Hill Grain-CC	Salt/Brine Solution Containers	44.05
0	04/18/2017	General Fund	Operating Supplies	Savajake Inc-CC	Lift Assist Strap	106.99
0	04/06/2017	General Fund	Operating Supplies	Sirchie Finger Print-CC	Dissipation Bags	78.29
0	04/18/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Turtle Wax	17.98
0	04/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Supplies	26.99
0	04/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Tree Trimming Supplies	74.00
0	04/06/2017	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Sign Truck Supplies	60.97
0	04/06/2017	General Fund	Operating Supplies	Superamerica- CC	Traffic Safety Meeting Supplies	15.26
0	04/18/2017	General Fund	Operating Supplies	Target- CC	CSO Supplies	13.92
0	04/06/2017	General Fund	Operating Supplies	The RD Store-CC	Beverage Dispenser	66.31
0	04/06/2017	General Fund	Operating Supplies	UPS Store- CC	Shipping Expense	10.80
0	04/18/2017	General Fund	Operating Supplies	Verizon-CC	Cell Phone Cases	91.03
0	04/18/2017	General Fund	Operating Supplies	Walmart-CC	Stool	26.75
0	04/06/2017	General Fund	Operating Supplies	Walmart-CC	Salt/Brine Solution Conainers	33.81
Operating Supplies Total:						4,542.80
0	04/06/2017	General Fund	Operating Supplies City Garage	Fastenal-CC	Leather Mitt	16.06
0	04/18/2017	General Fund	Operating Supplies City Garage	Menards-CC	Couplings, Paint Supplies	268.17
0	04/18/2017	General Fund	Operating Supplies City Garage	Menards-CC	Wall Brackets, Wall Pin	31.97
0	04/06/2017	General Fund	Operating Supplies City Garage	Menards-CC	Supplies	16.44
0	04/18/2017	General Fund	Operating Supplies City Garage	North Hgts Hardware Hank-CC	Galvanized Cap	9.62
0	04/06/2017	General Fund	Operating Supplies City Garage	O'Reilly Automotive- CC	Paper	5.35
0	04/18/2017	General Fund	Operating Supplies City Garage	Sherwin Williams - CC	Paint Supplies	12.14
0	04/06/2017	General Fund	Operating Supplies City Garage	Siwek Lumber-CC	2X8X10 Wood	134.72
0	04/18/2017	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Vinegar	4.49
0	04/06/2017	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Fasteners	6.40
0	04/06/2017	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Supplies	10.49
0	04/18/2017	General Fund	Operating Supplies City Garage	Target- CC	Charger	64.23
85280	04/18/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	49.66
85280	04/18/2017	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	28.70
Operating Supplies City Garage Total:						658.44
0	04/11/2017	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	28,663.01
PERA Employee Ded Total:						28,663.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	39,707.40
0	04/11/2017	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	1,011.38
PERA Employer Share Total:						40,718.78
0	04/06/2017	General Fund	Postage	Pitney Bowes - Non Bank	Postage	9,000.00
Postage Total:						9,000.00
85161	04/11/2017	General Fund	Professional Services	BerganKDV	Financial Audit	25,000.00
85169	04/11/2017	General Fund	Professional Services	Crime Stoppers of Minnesota	2017 Law Enforcement Partnership P	150.00
0	04/11/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Prosecution Service	13,142.00
0	04/18/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	General Civil Matters	16,191.00
0	04/18/2017	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn I	Sergeant Arneson Grievance	55.50
85252	04/18/2017	General Fund	Professional Services	Heller Architects, Inc.	Admin & Finance Desk-Architectural	296.00
85253	04/18/2017	General Fund	Professional Services	Hitesman & Wold, P.A.	Flexible Benefits Plan-Document Prej	750.00
85257	04/18/2017	General Fund	Professional Services	Kodet Architectural Group Ltd.	License Center Architectural Service	3,265.70
85219	04/11/2017	General Fund	Professional Services	St. Paul Police Canine Unit	K9 Kennel Fee	280.00
85222	04/11/2017	General Fund	Professional Services	Sheila Stowell	Mileage Reimbursement	9.30
85222	04/11/2017	General Fund	Professional Services	Sheila Stowell	City Council Meeting Minutes	206.25
0	04/18/2017	General Fund	Professional Services	Survey Monkey.com-CC	Monthly Charge	26.00
85224	04/11/2017	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Finance Commission Meeting Minute	173.00
0	04/18/2017	General Fund	Professional Services	UPS Store- CC	Shipping Charges	73.78
0	04/06/2017	General Fund	Professional Services	USPS-CC	Postage	10.05
Professional Services Total:						59,628.58
0	04/18/2017	General Fund	Recognition Program	Bags & Bows-CC	Volunteer Supplies	362.08
0	04/18/2017	General Fund	Recognition Program	Olive Garden-CC	Volunteer Supplies	80.00
0	04/18/2017	General Fund	Recognition Program	Petersen Flowers-CC	Volunteer Supplies	120.71
Recognition Program Total:						562.79
0	04/11/2017	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	13,707.27
State Income Tax Total:						13,707.27
0	04/06/2017	General Fund	Telephone	Sprint- CC	Cell Phones	54.25
85283	04/18/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	176.25
85283	04/18/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	175.05
85283	04/18/2017	General Fund	Telephone	Verizon Wireless	Cell Phones	156.69

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Telephone Total:						562.24
0	04/18/2017	General Fund	Training	AIAFS-CC	Training	85.00
0	04/18/2017	General Fund	Training	BCA-CC	Criminal Justice Training	250.00
0	04/06/2017	General Fund	Training	BCA-CC	Training	10.00
0	04/06/2017	General Fund	Training	BCA-CC	Training	10.00
0	04/06/2017	General Fund	Training	Cadillac Ranch-CC	Training Lunch	29.53
85166	04/11/2017	General Fund	Training	Calibre Press, Inc.	Use Of Force Training-J. Lowther	149.00
85166	04/11/2017	General Fund	Training	Calibre Press, Inc.	Use Of Force Training-S. Johnson	149.00
0	04/06/2017	General Fund	Training	Cossetta-CC	Patrol Training Supplies	65.50
0	04/18/2017	General Fund	Training	EB Vulnerable Youth-CC	Vulnerable Youth Training	53.74
0	04/06/2017	General Fund	Training	Jimmy John's Sandwiches- CC	Training Supplies	12.73
0	04/11/2017	General Fund	Training	Crystal Jones	Training Expenses Reimbursement	16.00
0	04/06/2017	General Fund	Training	Keys Cafe & Bakery-CC	Range Training Supplies	85.00
85201	04/11/2017	General Fund	Training	MN Chiefs of Police Association	Social Media Training-Yunke	105.00
0	04/18/2017	General Fund	Training	National Registry-CC	EMT Training	15.00
0	04/18/2017	General Fund	Training	National Registry-CC	EMT Training	15.00
0	04/18/2017	General Fund	Training	National Registry-CC	EMT Training	30.00
0	04/18/2017	General Fund	Training	National Registry-CC	EMT Training	30.00
0	04/18/2017	General Fund	Training	National Registry-CC	EMT Training	15.00
0	04/18/2017	General Fund	Training	National Registry-CC	EMT Training	15.00
0	04/06/2017	General Fund	Training	National Registry-CC	EMT Registry	90.00
0	04/06/2017	General Fund	Training	National Registry-CC	EMT Training	15.00
0	04/18/2017	General Fund	Training	Optics Planet-CC	Use of Force Training	105.90
85272	04/18/2017	General Fund	Training	PLEAA	Spring Conference Registration-Cudd	110.00
85272	04/18/2017	General Fund	Training	PLEAA	Spring Conference Registration-Robe	85.00
0	04/06/2017	General Fund	Training	Raising Canes-CC	Training Supplies	12.45
0	04/11/2017	General Fund	Training	Jason Schirmacher	GFOA Conference Expenses Reimbui	1,513.42
0	04/06/2017	General Fund	Training	Starbucks-CC	Range Training Supplies	5.62
0	04/06/2017	General Fund	Training	Starbucks-CC	Range Training Supplies	18.75
0	04/11/2017	General Fund	Training	Streicher's	Use Of Force Supplies	1,115.64
0	04/06/2017	General Fund	Training	Taco Bell-CC	Training Suppli	14.12
0	04/06/2017	General Fund	Training	Wendy's-CC	Training Supplies	8.87
Training Total:						4,235.27
0	04/11/2017	General Fund	Union Dues Deduction	LELS	PR Batch 00001.04.2017 Lels Union	1,862.00
85198	04/11/2017	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.04.2017 IOUE Union	253.57
0	04/11/2017	General Fund	Union Dues Deduction	MN Teamsters #320	PR Batch 00001.04.2017 Local 320 U	486.24
0	04/11/2017	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.04.2017 IAFF Union	780.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Union Dues Deduction Total:						3,381.81
0	04/11/2017	General Fund	Utilities	Xcel Energy	New Fire Station	3,190.17
0	04/11/2017	General Fund	Utilities	Xcel Energy	Street Lights & Traffic Signal	2,509.08
Utilities Total:						5,699.25
0	04/18/2017	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	3,859.00
Utilities - City Garage Total:						3,859.00
0	04/18/2017	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	5,711.31
Utilities - City Hall Total:						5,711.31
0	04/18/2017	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Vehicle Supplies	59.99
0	04/06/2017	General Fund	Vehicle Supplies & Maintenance	Mac Tools-CC	Vehicle Supplies	80.33
0	04/06/2017	General Fund	Vehicle Supplies & Maintenance	Mills Fleet Farm-CC	Vehicle Supplies	80.12
85275	04/18/2017	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Pharm Stock Report, Supplies	1,228.64
0	04/18/2017	General Fund	Vehicle Supplies & Maintenance	Sears-CC	Vehicle Supplies	65.92
85221	04/11/2017	General Fund	Vehicle Supplies & Maintenance	Stop Stick, Ltd.	Tire Deflation Devices	81.00
Vehicle Supplies & Maintenance Total:						1,596.00
0	04/06/2017	General Fund	Volunteer Recognition	Dollar Tree-CC	Volunteer Supplies	20.35
0	04/06/2017	General Fund	Volunteer Recognition	ePromos-CC	Volunteer Recognition Supplies	639.73
0	04/06/2017	General Fund	Volunteer Recognition	Graphicsland-CC	Volunteer Supplies	457.00
0	04/06/2017	General Fund	Volunteer Recognition	Grateful Table-CC	Volunteer Supplies	3.48
0	04/06/2017	General Fund	Volunteer Recognition	Grateful Table-CC	Volunteer Supplies	33.94
0	04/06/2017	General Fund	Volunteer Recognition	Grateful Table-CC	Volunteer Supplies	28.04
0	04/06/2017	General Fund	Volunteer Recognition	Party City-CC	Volunteer Supplies	25.80
0	04/06/2017	General Fund	Volunteer Recognition	Party City-CC	Volunteer Supplies	12.90
0	04/06/2017	General Fund	Volunteer Recognition	Petersen Flowers-CC	Volunteer Supplies	10.78
0	04/06/2017	General Fund	Volunteer Recognition	Target- CC	Volunteer Supplies	9.55
0	04/06/2017	General Fund	Volunteer Recognition	USPS-CC	Volunteer Supplies	372.40
Volunteer Recognition Total:						1,613.97

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	365,682.96
0	04/18/2017	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Charge	9.95
					K-9 - Supplies Total:	9.95
					Fund Total:	9.95
0	04/06/2017	GO Bonds #27 (2003)	Bond Interest Payment	Depository Trust Agency- Non Ban	Debt Interest Payments	24,200.00
					Bond Interest Payment Total:	24,200.00
0	04/06/2017	GO Bonds #27 (2003)	Bond Principal Payments	Depository Trust Agency- Non Ban	Debt Principal Payments	790,000.00
					Bond Principal Payments Total:	790,000.00
					Fund Total:	814,200.00
0	04/06/2017	GO Equipment Certif (2008A)	Bond Interest Payment	Depository Trust Agency- Non Ban	Debt Interest Payments	11,123.75
					Bond Interest Payment Total:	11,123.75
0	04/06/2017	GO Equipment Certif (2008A)	Bond Principal Payments	Depository Trust Agency- Non Ban	Debt Principal Payments	315,000.00
					Bond Principal Payments Total:	315,000.00
					Fund Total:	326,123.75
85268	04/18/2017	Golf Course	Contract Maintenance	On Site Sanitation, Inc.	Restroom Rental	44.64
					Contract Maintenance Total:	44.64
0	04/06/2017	Golf Course	Credit Card Fees	US Bank-Non Bank	February Terminal Charges	46.05
					Credit Card Fees Total:	46.05

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	581.45
Federal Income Tax Total:						581.45
0	04/11/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	335.28
0	04/11/2017	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	78.41
FICA Employee Ded. Total:						413.69
0	04/11/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	335.28
0	04/11/2017	Golf Course	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	78.41
FICA Employers Share Total:						413.69
85185	04/11/2017	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	70.00
HRA Employer Total:						70.00
85206	04/11/2017	Golf Course	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Empl	200.00
HSA Employer Total:						200.00
85197	04/11/2017	Golf Course	Life Ins. Employee	LINA	Life Insurance Premium	72.09
Life Ins. Employee Total:						72.09
85197	04/11/2017	Golf Course	Life Ins. Employer	LINA	Life Insurance Premium	4.80
Life Ins. Employer Total:						4.80
85197	04/11/2017	Golf Course	Long Term Disability	LINA	Life Insurance Premium	18.67
Long Term Disability Total:						18.67
85204	04/11/2017	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	466.91
Medical Ins Employee Total:						466.91
85204	04/11/2017	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	1,360.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Medical Ins Employer Total:						1,360.36
85240	04/18/2017	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Beverages for Resale	184.20
85256	04/18/2017	Golf Course	Merchandise For Sale	J. J. Taylor Dist. of MN Inc.	Beverages for Resale	121.80
Merchandise For Sale Total:						306.00
0	04/11/2017	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	54.05
MN State Retirement Total:						54.05
0	04/11/2017	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	50.00
MNDCP Def Comp Total:						50.00
85241	04/18/2017	Golf Course	Operating Supplies	Chris Carpenter	Mower Service-Reel Grinding	240.00
0	04/18/2017	Golf Course	Operating Supplies	Grainger Inc	Propeller, Cable Ties	19.08
0	04/18/2017	Golf Course	Operating Supplies	Kath Fuel Oil Service, Inc.	Sales Entry & Wire Service	164.59
0	04/06/2017	Golf Course	Operating Supplies	MIDC Enterprises- CC	Hose Repair Parts	18.10
Operating Supplies Total:						441.77
0	04/11/2017	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	351.34
PERA Employee Ded Total:						351.34
0	04/11/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	54.05
0	04/11/2017	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	351.34
PERA Employer Share Total:						405.39
0	04/11/2017	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	269.28
State Income Tax Total:						269.28
0	04/06/2017	Golf Course	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	0.36
State Sales Tax Payable Total:						0.36
0	04/18/2017	Golf Course	Use Tax Payable	Grainger Inc	Sales/Use Tax	-1.23

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/18/2017	Golf Course	Use Tax Payable	Kath Fuel Oil Service, Inc.	Sales/Use Tax	-10.59
0	04/06/2017	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	8.25
Use Tax Payable Total:						-3.57
85241	04/18/2017	Golf Course	Vehicle Supplies & Maintenance	Chris Carpenter	Mower Service-Reel Grinding	769.00
85249	04/18/2017	Golf Course	Vehicle Supplies & Maintenance	Frontier Ag & Turf	Turf Supplies	39.66
0	04/18/2017	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Bearings, Couplings	236.20
0	04/18/2017	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Coupling	513.28
0	04/18/2017	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Credit	-498.64
Vehicle Supplies & Maintenance Total:						1,059.50
Fund Total:						6,626.47
0	04/06/2017	Housing & Redevelopment Agency	Training	Sensible Land Use-CC	Training Registration-Kelsey	58.00
Training Total:						58.00
Fund Total:						58.00
0	04/18/2017	Housing Rep Program/Single Fam	Utilities	Xcel Energy	196 McCarrons Blvd	62.38
Utilities Total:						62.38
Fund Total:						62.38
85209	04/11/2017	Information Technology	Computer Equipment	Rhino Technology Group, Inc.	F2J69A HP STOREVIRTUAL 4530 4	15,677.89
85209	04/11/2017	Information Technology	Computer Equipment	Rhino Technology Group, Inc.	F2J69A HP STOREVIRTUAL 4530 4	15,625.00
Computer Equipment Total:						31,302.89
85172	04/11/2017	Information Technology	Computer/Software Replacement	Dell Marketing, L.P.	Computer Supplies	1,180.74
85172	04/11/2017	Information Technology	Computer/Software Replacement	Dell Marketing, L.P.	Computer Supplies	565.00
85176	04/11/2017	Information Technology	Computer/Software Replacement	Fiberstore.com	OPTICAL NETWORKING EQUIPM	9,014.60
85183	04/11/2017	Information Technology	Computer/Software Replacement	HP INC.	Notebook	102.06
85183	04/11/2017	Information Technology	Computer/Software Replacement	HP INC.	Computer Supplies	1,469.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Computer/Software Replacement Total:						12,331.40
0	04/06/2017	Information Technology	Contract Maintenance	Microsoft-CC	Monthly Exchange-30 Mailboxes	334.66
0	04/06/2017	Information Technology	Contract Maintenance	Network Solutions- CC	Monthly Charge	116.94
85269	04/18/2017	Information Technology	Contract Maintenance	OPG-3, Inc.	Laserfiche	1,932.00
0	04/06/2017	Information Technology	Contract Maintenance	Survey Monkey.com-CC	Subscription	207.12
Contract Maintenance Total:						2,590.72
0	04/11/2017	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	5,654.30
Federal Income Tax Total:						5,654.30
0	04/11/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	3,022.89
0	04/11/2017	Information Technology	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	706.95
FICA Employee Ded. Total:						3,729.84
0	04/11/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	706.95
0	04/11/2017	Information Technology	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	3,022.89
FICA Employers Share Total:						3,729.84
85185	04/11/2017	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	766.00
HRA Employer Total:						766.00
85206	04/11/2017	Information Technology	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	670.66
HSA Employee Total:						670.66
85206	04/11/2017	Information Technology	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	1,413.74
HSA Employer Total:						1,413.74
0	04/11/2017	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.04.2017 ICMA Defe	225.00
ICMA Def Comp Total:						225.00
85234	04/18/2017	Information Technology	Internet	Anoka County Treasury	May 2017 Broadband	75.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	Information Technology	Internet	Cologix, Inc	Internect Cross Connect Fiber	500.00
85168	04/11/2017	Information Technology	Internet	Comcast	Business Services	92.08
85259	04/18/2017	Information Technology	Internet	Level 3 Communications	Internet	1,158.27
Internet Total:						1,825.35
85197	04/11/2017	Information Technology	Life Ins. Employee	LINA	Life Insurance Premium	181.47
Life Ins. Employee Total:						181.47
85197	04/11/2017	Information Technology	Life Ins. Employer	LINA	Life Insurance Premium	80.40
Life Ins. Employer Total:						80.40
85197	04/11/2017	Information Technology	Long Term Disability	LINA	Life Insurance Premium	269.05
Long Term Disability Total:						269.05
85204	04/11/2017	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	350.66
Medical Ins Employee Total:						350.66
85204	04/11/2017	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	10,719.12
Medical Ins Employer Total:						10,719.12
85247	04/18/2017	Information Technology	Minor Equipment	Data Q Internet Equip. Corp.	Computer Supplies	3,650.00
Minor Equipment Total:						3,650.00
0	04/11/2017	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	501.21
MN State Retirement Total:						501.21
0	04/06/2017	Information Technology	Operating Supplies	Amazon.com- CC	Key Locker Clipboard	2.19
0	04/18/2017	Information Technology	Operating Supplies	Digicert-CC	Multi-Domain Certificate	917.00
0	04/11/2017	Information Technology	Operating Supplies	SHI International Corp	Windows Platform	332.00
Operating Supplies Total:						1,251.19
0	04/11/2017	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	3,257.91

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employee Ded Total:						3,257.91
0	04/11/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	501.21
0	04/11/2017	Information Technology	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	3,257.91
PERA Employer Share Total:						3,759.12
0	04/11/2017	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	2,077.35
State Income Tax Total:						2,077.35
0	04/06/2017	Information Technology	Telephone	Sprint- CC	Cell Phones	26.00
85283	04/18/2017	Information Technology	Telephone	Verizon Wireless	Cell Phones	719.93
Telephone Total:						745.93
0	04/11/2017	Information Technology	Transportation	Peter Bauer	Mileage Reimbursement	87.74
0	04/11/2017	Information Technology	Transportation	Steve Chung	Mileage Reimbursement	80.25
0	04/11/2017	Information Technology	Transportation	Anthony Greseth	Mileage Reimbursement	113.40
0	04/11/2017	Information Technology	Transportation	Veronica Koes	Mileage Reimbursement	82.39
0	04/11/2017	Information Technology	Transportation	Eng Lee	Mileage Reimbursement	76.99
0	04/11/2017	Information Technology	Transportation	Jake Manders	Mileage Reimbursement	115.03
0	04/11/2017	Information Technology	Transportation	Jesse Richardson	Mileage Reimbursement	69.02
0	04/11/2017	Information Technology	Transportation	Aaron Seeley	Mileage Reimbursement	102.19
Transportation Total:						727.01
Fund Total:						91,810.16
85186	04/11/2017	IP Telephony System	PSTN-PRI Access/DID Allocation	Integra	Telephone	3,467.73
PSTN-PRI Access/DID Allocation Total:						3,467.73
Fund Total:						3,467.73
85239	04/18/2017	License Center	Contract Maintenance	Brite-Way Window Cleaning Sv	License Center Window Cleaning	29.00
85250	04/18/2017	License Center	Contract Maintenance	G & K Services	Mats	23.60
85250	04/18/2017	License Center	Contract Maintenance	G & K Services	Mats	23.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Contract Maintenance Total:						76.20
0	04/11/2017	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	3,479.99
Federal Income Tax Total:						3,479.99
0	04/11/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	525.87
0	04/11/2017	License Center	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	2,248.56
FICA Employee Ded. Total:						2,774.43
0	04/11/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	2,248.56
0	04/11/2017	License Center	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	525.87
FICA Employers Share Total:						2,774.43
85185	04/11/2017	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	630.00
HRA Employer Total:						630.00
85206	04/11/2017	License Center	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	261.92
HSA Employee Total:						261.92
85206	04/11/2017	License Center	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Empl	670.00
HSA Employer Total:						670.00
85197	04/11/2017	License Center	Life Ins. Employee	LINA	Life Insurance Premium	131.17
Life Ins. Employee Total:						131.17
85197	04/11/2017	License Center	Life Ins. Employer	LINA	Life Insurance Premium	47.71
Life Ins. Employer Total:						47.71
85197	04/11/2017	License Center	Long Term Disability	LINA	Life Insurance Premium	129.38
Long Term Disability Total:						129.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85204	04/11/2017	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-March 2017	1,482.42
					Medical Ins Employee Total:	1,482.42
85204	04/11/2017	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-March 2017	6,875.98
					Medical Ins Employer Total:	6,875.98
85220	04/11/2017	License Center	Memberships & Subscriptions	Stephens Peck, Inc.	Title Book Revision Service	90.00
					Memberships & Subscriptions Total:	90.00
0	04/11/2017	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	367.82
					MN State Retirement Total:	367.82
0	04/11/2017	License Center	MND CP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MND CP De	1,802.00
					MND CP Def Comp Total:	1,802.00
85257	04/18/2017	License Center	New License Center Facility	Kodet Architectural Group Ltd.	License Center Architectural Service	10,878.75
					New License Center Facility Total:	10,878.75
0	04/06/2017	License Center	Office Supplies	Amazon.com- CC	Office Supplies	117.43
0	04/18/2017	License Center	Office Supplies	Pakor-CC	Passport Photo Paper	828.45
0	04/06/2017	License Center	Office Supplies	Pakor-CC	Media Fast ID and ID Station	553.28
					Office Supplies Total:	1,499.16
85280	04/18/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	10.64
85280	04/18/2017	License Center	Operating Supplies	Trio Supply Company	Restroom Supplies	6.15
					Operating Supplies Total:	16.79
0	04/11/2017	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	2,242.36
					PERA Employee Ded Total:	2,242.36
0	04/11/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	2,242.36
0	04/11/2017	License Center	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	345.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
PERA Employer Share Total:						2,587.36
0	04/18/2017	License Center	Postage	USPS-CC	Postage	565.25
0	04/06/2017	License Center	Postage	USPS-CC	Postage	631.75
Postage Total:						1,197.00
0	04/18/2017	License Center	Professional Services	Quicksilver Express Courier	Courier Service	224.40
Professional Services Total:						224.40
0	04/18/2017	License Center	Rental	Gaughan Properties	License Center Rent-May 2017	5,315.93
Rental Total:						5,315.93
0	04/06/2017	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,593.72
Sales Tax Payable Total:						1,593.72
0	04/11/2017	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	1,472.54
State Income Tax Total:						1,472.54
0	04/11/2017	License Center	Transportation	Bridget Koeckeritz	Mileage Reimbursement	195.81
0	04/11/2017	License Center	Transportation	Jill Theisen	Mileage Reimbursement	250.38
Transportation Total:						446.19
0	04/18/2017	License Center	Utilities	Xcel Energy	License Center	437.29
Utilities Total:						437.29
Fund Total:						49,504.94
0	04/11/2017	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director	250.00
Professional Services Total:						250.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						250.00
0	04/18/2017	Non Motorized Pathways	2017 Trail & Parking Lot Impr	Pollution Control-CC	Online Application	400.00
2017 Trail & Parking Lot Impr Total:						400.00
Fund Total:						400.00
85243	04/18/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.78
85243	04/18/2017	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	1.78
Clothing Total:						3.56
0	04/11/2017	P & R Contract Maintenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	2,590.17
Federal Income Tax Total:						2,590.17
0	04/11/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	322.55
0	04/11/2017	P & R Contract Maintenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	1,379.21
FICA Employee Ded. Total:						1,701.76
0	04/11/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	322.55
0	04/11/2017	P & R Contract Maintenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	1,379.21
FICA Employers Share Total:						1,701.76
85185	04/11/2017	P & R Contract Maintenance	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	370.00
HRA Employer Total:						370.00
85206	04/11/2017	P & R Contract Maintenance	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	259.61
HSA Employee Total:						259.61
85206	04/11/2017	P & R Contract Maintenance	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Empl	1,152.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HSA Employer Total:	1,152.50
85197	04/11/2017	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premium	61.92
					Life Ins. Employee Total:	61.92
85197	04/11/2017	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premium	39.59
					Life Ins. Employer Total:	39.59
85197	04/11/2017	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premium	106.25
					Long Term Disability Total:	106.25
85204	04/11/2017	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	399.78
					Medical Ins Employee Total:	399.78
85204	04/11/2017	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	4,705.70
					Medical Ins Employer Total:	4,705.70
0	04/11/2017	P & R Contract Maintenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	226.16
					MN State Retirement Total:	226.16
0	04/11/2017	P & R Contract Maintenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	605.00
					MNDCP Def Comp Total:	605.00
85245	04/18/2017	P & R Contract Maintenance	Operating Supplies	Crop Production Services, Inc.	Pathfinder II	215.31
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Dick's Sporting Goods-CC	Athletic Field Lining	43.90
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Fastenal Company Inc.	Cable Ties	6.42
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	No Receipts-M. Schlosser	77.41
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Home Depot- CC	Puppet Truck Supplies	7.70
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Puppet Truck Supplies	27.64
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Picnic Table Supplies	239.00
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Picnic Table Supplies	29.00
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Puppet Truck Supplies	43.07
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Thermostat Guard	138.49

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Puppet Truck Supplies	81.09
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Menards-CC	Puppet TruckSupplies	23.42
85266	04/18/2017	P & R Contract Maintenance	Operating Supplies	Muska Lighting	Lighting Supplies	154.26
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Tree Trimming Supplies	7.49
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-CC	Puppet Truck Supplies	6.94
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Staples-CC	Puppet Truck Supplies	56.98
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Staples-CC	Puppet Truck Supplies	38.02
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	No Receipt-Schlosser	9.99
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Park Supplies	47.96
0	04/18/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Chain Saw Supplies	87.98
0	04/06/2017	P & R Contract Maintenance	Operating Supplies	Suburban Ace Hardware-CC	Drill Bit	2.99
85284	04/18/2017	P & R Contract Maintenance	Operating Supplies	Viking Electric Supply, Inc.	Electrical Supplies	182.27
85284	04/18/2017	P & R Contract Maintenance	Operating Supplies	Viking Electric Supply, Inc.	Electrical Supplies	245.42
Operating Supplies Total:						1,772.75
0	04/11/2017	P & R Contract Maintenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	1,470.15
PERA Employee Ded Total:						1,470.15
0	04/11/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	226.16
0	04/11/2017	P & R Contract Maintenance	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	1,470.15
PERA Employer Share Total:						1,696.31
0	04/18/2017	P & R Contract Maintenance	Professional Services	Prowire, Inc.	Annual Security Monitoring	444.00
0	04/18/2017	P & R Contract Maintenance	Professional Services	Prowire, Inc.	Motion Sensor Labor	232.00
Professional Services Total:						676.00
0	04/11/2017	P & R Contract Maintenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	1,036.67
State Income Tax Total:						1,036.67
0	04/06/2017	P & R Contract Maintenance	Telephone	Sprint- CC	Cell Phones	26.00
85283	04/18/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	35.01
85283	04/18/2017	P & R Contract Maintenance	Telephone	Verizon Wireless	Cell Phones	515.03
Telephone Total:						576.04
0	04/06/2017	P & R Contract Maintenance	Training	U of M-CC	Shade Tree Course	1,000.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Training Total:	1,000.00
85198	04/11/2017	P & R Contract Maintenance	Union Dues Deduction	Local Union 49	PR Batch 00001.04.2017 IOUE Union	272.00
					Union Dues Deduction Total:	272.00
0	04/18/2017	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	65.64
					Utilities Total:	65.64
					Fund Total:	22,489.32
0	04/18/2017	Park Renewal 2011	Professional Services	LHB Inc	Parks Renewal Program	108.00
					Professional Services Total:	108.00
					Fund Total:	108.00
0	04/18/2017	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	MTI Distributing, Inc.	1) TORO GM 3280-D 4WD; MULT	40,231.37
					Parks & Recreation Vehicles Total:	40,231.37
					Fund Total:	40,231.37
0	04/11/2017	Police - DWI Enforcement	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	39.74
					Federal Income Tax Total:	39.74
0	04/11/2017	Police - DWI Enforcement	FICA Employee Ded	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	4.06
					FICA Employee Ded Total:	4.06
0	04/11/2017	Police - DWI Enforcement	FICA Employer Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	4.06
					FICA Employer Share Total:	4.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85185	04/11/2017	Police - DWI Enforcement	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Emplc	20.12
					HRA Employer Total:	20.12
0	04/11/2017	Police - DWI Enforcement	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	2.83
					MN State Retirement Total:	2.83
0	04/11/2017	Police - DWI Enforcement	PERA	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	30.57
					PERA Total:	30.57
0	04/11/2017	Police - DWI Enforcement	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	45.85
					PERA Employer Share Total:	45.85
0	04/11/2017	Police - DWI Enforcement	Professional Services	Erickson, Bell, Beckman & Quinn I	Vehicle Forfeiture	227.50
					Professional Services Total:	227.50
0	04/11/2017	Police - DWI Enforcement	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	14.19
					State Income Tax Total:	14.19
					Fund Total:	388.92
0	04/18/2017	Police Vehicle Revolving	Capital Outlay	Optics Planet-CC	CIP Tactical Supplies	37.95
0	04/06/2017	Police Vehicle Revolving	Capital Outlay	Optics Planet-CC	CIP Equipment-Credit	-15.66
					Capital Outlay Total:	22.29
0	04/06/2017	Police Vehicle Revolving	Minor Equipment	Edgeworks-CC	CIP Equipment	120.55
0	04/06/2017	Police Vehicle Revolving	Minor Equipment	LA Police Gear, Inc.-CC	CIP Equipment	255.72
0	04/18/2017	Police Vehicle Revolving	Minor Equipment	LCI Online-CC	SWAT Vests	249.96
0	04/06/2017	Police Vehicle Revolving	Minor Equipment	Optics Planet-CC	CIP Equipment	148.76
0	04/18/2017	Police Vehicle Revolving	Minor Equipment	Voodoo Tactical-CC	CIP Tactical Supplies	217.29
					Minor Equipment Total:	992.28
85182	04/11/2017	Police Vehicle Revolving	Operating Supplies	HealthEast Vehicle Services	Squad Customization	861.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Operating Supplies Total:						861.70
0	04/06/2017	Police Vehicle Revolving	Vehicle Supplies & Maintenance	Roseville License Ctr-Non Bank	Tab Renewal-Chevy Equinox	33.00
Vehicle Supplies & Maintenance Total:						33.00
85182	04/11/2017	Police Vehicle Revolving	Vehicles & Equipment	HealthEast Vehicle Services	Squad Customization	13,090.35
Vehicles & Equipment Total:						13,090.35
Fund Total:						14,999.62
0	04/06/2017	Public Works Vehicle Revolving	Public Works Vehicles	Roseville License Ctr-Non Bank	Tab Renewal-Chevy Equinox	1,389.95
Public Works Vehicles Total:						1,389.95
Fund Total:						1,389.95
0	04/11/2017	Recreation Fund	Clothing	Mark Bartholomew	Uniform Supplies Reimbursement	281.80
Clothing Total:						281.80
0	04/11/2017	Recreation Fund	Contract Maintenance	Muska Electric Co	Skating Center Power Loss Repair	177.60
85226	04/11/2017	Recreation Fund	Contract Maintenance	US Environmental Resources/F. Ga	Consulting Services	400.00
Contract Maintenance Total:						577.60
0	04/18/2017	Recreation Fund	Contract Maintenance	Prowire, Inc.	Batteries, Labor	453.94
Contract Maintenance Total:						453.94
0	04/11/2017	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	5,299.01
Federal Income Tax Total:						5,299.01
0	04/11/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	857.66
0	04/11/2017	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	3,667.06

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employee Ded. Total:	4,524.72
0	04/11/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	857.66
0	04/11/2017	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	3,667.06
					FICA Employers Share Total:	4,524.72
85185	04/11/2017	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	1,578.00
					HRA Employer Total:	1,578.00
85206	04/11/2017	Recreation Fund	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	261.42
					HSA Employee Total:	261.42
85206	04/11/2017	Recreation Fund	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Empl	695.00
					HSA Employer Total:	695.00
0	04/11/2017	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.04.2017 ICMA Defe	550.00
					ICMA Def Comp Total:	550.00
85197	04/11/2017	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premium	91.07
					Life Ins. Employee Total:	91.07
85197	04/11/2017	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premium	63.30
					Life Ins. Employer Total:	63.30
85197	04/11/2017	Recreation Fund	Long Term Disability	LINA	Life Insurance Premium	200.87
					Long Term Disability Total:	200.87
85204	04/11/2017	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	1,063.21
					Medical Ins Employee Total:	1,063.21
85204	04/11/2017	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	7,521.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Medical Ins Employer Total:						7,521.53
0	04/06/2017	Recreation Fund	Memberships & Subscriptions	Ice Skating Institute-CC	Membership Dues	395.00
0	04/11/2017	Recreation Fund	Memberships & Subscriptions	Mood Media, Inc.	Media Services	173.97
85282	04/18/2017	Recreation Fund	Memberships & Subscriptions	USAPA (USA Pickleball Assoc.)	Membership Dues	20.00
0	04/06/2017	Recreation Fund	Memberships & Subscriptions	When I Work-CC	Regular Charge	49.00
Memberships & Subscriptions Total:						637.97
0	04/18/2017	Recreation Fund	Merchandise for Sale	Restaurant Depot- CC	Concession Items for Resale	97.78
Merchandise for Sale Total:						97.78
0	04/11/2017	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	431.38
MN State Retirement Total:						431.38
0	04/11/2017	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	1,308.41
MNDCP Def Comp Total:						1,308.41
0	04/18/2017	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	148.32
Office Supplies Total:						148.32
0	04/18/2017	Recreation Fund	Operating Supplies	A Wish Come True-CC	Dance Costume	40.99
0	04/06/2017	Recreation Fund	Operating Supplies	A-1 Vacuum Cleaner Co.-CC	Vacuum Supplies	24.95
0	04/18/2017	Recreation Fund	Operating Supplies	Amazon.com- CC	Banquet Room Cables	118.52
0	04/06/2017	Recreation Fund	Operating Supplies	Byerly's- CC	Sweetheart Dance Supplies	30.82
0	04/18/2017	Recreation Fund	Operating Supplies	Cardinal Corner-CC	Camp Supplies	179.88
85246	04/18/2017	Recreation Fund	Operating Supplies	Crown Plastics, Inc	Clear Polycarbonate	350.00
0	04/18/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Concession Supplies	22.90
0	04/06/2017	Recreation Fund	Operating Supplies	Cub Foods- CC	Sweetheart Dance Supplies	150.26
0	04/06/2017	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Key	4.50
0	04/06/2017	Recreation Fund	Operating Supplies	Dodge Nature Center-CC	HANC Books	40.00
0	04/18/2017	Recreation Fund	Operating Supplies	Rachel Elliot	Dance Costume Reimbursement	38.95
85174	04/11/2017	Recreation Fund	Operating Supplies	E-Z Sharp Inc	Base Adjusting Screw, Hand Hone	62.75
0	04/06/2017	Recreation Fund	Operating Supplies	Facebook-CC	No Receipt-M. Johnson	34.96
0	04/11/2017	Recreation Fund	Operating Supplies	FleetPride Truck & Trailer Parts	Zamboni Supplies	25.42
0	04/11/2017	Recreation Fund	Operating Supplies	FleetPride Truck & Trailer Parts	Zamboni Supplies	50.55
0	04/11/2017	Recreation Fund	Operating Supplies	Grainger Inc	Cleaning Supplies, CFL Plug-In	61.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85251	04/18/2017	Recreation Fund	Operating Supplies	Groth Music	Big Band Supplies	144.28
0	04/06/2017	Recreation Fund	Operating Supplies	Guitar Center-CC	Scoreboard Parts	10.69
85184	04/11/2017	Recreation Fund	Operating Supplies	Ice Skating Institute	Badges	5.46
0	04/06/2017	Recreation Fund	Operating Supplies	Nuts & Seeds-CC	HANC Supplies	7.50
0	04/18/2017	Recreation Fund	Operating Supplies	Party City-CC	Tapping Time Supplies	32.07
0	04/06/2017	Recreation Fund	Operating Supplies	Party City-CC	Sweetheart Dance Supplies	1.33
0	04/06/2017	Recreation Fund	Operating Supplies	PayPal-CC	Tapping Time Supplies	43.65
0	04/06/2017	Recreation Fund	Operating Supplies	Pioneer Press-CC	Summer Camp Advertising	70.00
85212	04/11/2017	Recreation Fund	Operating Supplies	Rosedale Center	Run for the Roses Gift Cards	640.00
85214	04/11/2017	Recreation Fund	Operating Supplies	Roseville Fire Department	Emergency Key Box for Nature Cent	326.18
0	04/06/2017	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Reflector Bulb	6.99
0	04/18/2017	Recreation Fund	Operating Supplies	Target- CC	HANC Supplies	14.69
0	04/18/2017	Recreation Fund	Operating Supplies	Target- CC	Storage Supplies	25.68
0	04/06/2017	Recreation Fund	Operating Supplies	Three Rivers Park- CC	Friday Field Trip	36.00
0	04/06/2017	Recreation Fund	Operating Supplies	US Foods-CC	Roaster for Concession	107.00
85228	04/11/2017	Recreation Fund	Operating Supplies	The Vernon Company	Rosefest Buttons	1,463.80
0	04/18/2017	Recreation Fund	Operating Supplies	Weissman's Design-CC	Ice Show Costume	49.34
Operating Supplies Total:						4,221.52
0	04/11/2017	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	3,306.01
PERA Employee Ded Total:						3,306.01
0	04/11/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	3,306.01
0	04/11/2017	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	508.64
PERA Employer Share Total:						3,814.65
85160	04/11/2017	Recreation Fund	Professional Services	AARP	AARP Driving Class	255.00
85232	04/18/2017	Recreation Fund	Professional Services	AARP	AARP Driving Class	490.00
85237	04/18/2017	Recreation Fund	Professional Services	Angela Benes	Tap for Older Adults Instruction	400.00
85165	04/11/2017	Recreation Fund	Professional Services	Courtney Bowman	Basketball Scorekeeping	44.00
85242	04/18/2017	Recreation Fund	Professional Services	Champion Youth	Safety Awareness/Self Defense Instru	1,380.00
85242	04/18/2017	Recreation Fund	Professional Services	Champion Youth	Safety Awareness/Self Defense Instru	1,380.00
85173	04/11/2017	Recreation Fund	Professional Services	Rebekah Dyrund	Speedskating Instructor	200.00
0	04/11/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,339.50
0	04/11/2017	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,368.00
0	04/11/2017	Recreation Fund	Professional Services	Kali Norton	Basketball Scorekeeping	132.00
0	04/18/2017	Recreation Fund	Professional Services	Susan Perry	Yoga Instruction	644.91
0	04/06/2017	Recreation Fund	Professional Services	Pioneer Press-CC	Summer Camp Advertising	75.40
0	04/06/2017	Recreation Fund	Professional Services	Pioneer Press-CC	Summer Camp Advertising	70.00
0	04/06/2017	Recreation Fund	Professional Services	Pioneer Press-CC	Summer Camp Advertising	73.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85207	04/11/2017	Recreation Fund	Professional Services	Bill Pringle	Basketball Scorekeeping	144.00
85276	04/18/2017	Recreation Fund	Professional Services	Nancy Robbins	Supplies Reimbursement	4.00
85217	04/11/2017	Recreation Fund	Professional Services	George Sigstad	Basketball Scorekeeping	198.00
Professional Services Total:						8,198.41
85268	04/18/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Credit	-42.50
85268	04/18/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Credit	-55.00
85268	04/18/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Toilet Rental	165.00
85268	04/18/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Toilet Rental	72.86
85268	04/18/2017	Recreation Fund	Rental	On Site Sanitation, Inc.	Restroom Rental	20.00
Rental Total:						160.36
0	04/06/2017	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	4,975.94
Sales Tax Payable Total:						4,975.94
0	04/11/2017	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	2,191.62
State Income Tax Total:						2,191.62
85283	04/18/2017	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	134.09
Telephone Total:						134.09
85235	04/18/2017	Recreation Fund	Transportation	Barthel Charter, Inc.	State Capital Tour Transportation	525.00
85235	04/18/2017	Recreation Fund	Transportation	Barthel Charter, Inc.	State Capital Tour Transportation	525.00
0	04/11/2017	Recreation Fund	Transportation	Rick Schultz	Mileage Reimbursement	93.09
Transportation Total:						1,143.09
85198	04/11/2017	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.04.2017 IOUE Unio	102.00
Union Dues Deduction Total:						102.00
85168	04/11/2017	Recreation Fund	Utilities	Comcast	Business Services	250.06
85168	04/11/2017	Recreation Fund	Utilities	Comcast	Business Services	235.06
85168	04/11/2017	Recreation Fund	Utilities	Comcast	Business Services	245.06
85244	04/18/2017	Recreation Fund	Utilities	Comcast	Business Services	479.62
85263	04/18/2017	Recreation Fund	Utilities	Mn Dept of Labor & Industry	Annual Elevator Operation	100.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/18/2017	Recreation Fund	Utilities	Xcel Energy	Nature Center	678.82
Utilities Total:						1,988.62
Fund Total:						60,546.36
85218	04/11/2017	Risk Management	Operating Supplies	Singlewire Software, LLC	3 Year Maintenance Subscription	4,966.50
Operating Supplies Total:						4,966.50
85195	04/11/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim: C0030703	1,000.00
85258	04/18/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim#: C0029004	1,000.00
85258	04/18/2017	Risk Management	Police Patrol Claims	League of MN Cities Ins Trust	LMCIT Claim#: C0025639	4,018.38
Police Patrol Claims Total:						6,018.38
85194	04/11/2017	Risk Management	Training	League of MN Cities	Safety & Loss Control Workshop-K. 1	40.00
Training Total:						40.00
Fund Total:						11,024.88
85255	04/18/2017	Sanitary Sewer	2017 Sanitary Sewer Lining	Insituform Technologies USA, Inc	Sanitary Sewer Lining-Project: 17-06	176,245.52
2017 Sanitary Sewer Lining Total:						176,245.52
85238	04/18/2017	Sanitary Sewer	Cleveland Lift Station Repl	Bolton & Menk, Inc.	Cleveland Sanitary Sewer	1,106.00
Cleveland Lift Station Repl Total:						1,106.00
0	04/06/2017	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ban	March UB Payments.com	4,754.46
Credit Card Fees Total:						4,754.46
0	04/11/2017	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	1,340.31
Federal Income Tax Total:						1,340.31

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	192.04
0	04/11/2017	Sanitary Sewer	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	821.20
FICA Employee Ded. Total:						1,013.24
0	04/11/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	821.20
0	04/11/2017	Sanitary Sewer	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	192.04
FICA Employers Share Total:						1,013.24
85185	04/11/2017	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	404.00
HRA Employer Total:						404.00
85206	04/11/2017	Sanitary Sewer	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	66.97
HSA Employee Total:						66.97
85206	04/11/2017	Sanitary Sewer	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	119.07
HSA Employer Total:						119.07
0	04/11/2017	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.04.2017 ICMA Defe	26.26
ICMA Def Comp Total:						26.26
85197	04/11/2017	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premium	100.66
Life Ins. Employee Total:						100.66
85197	04/11/2017	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premium	25.02
Life Ins. Employer Total:						25.02
85197	04/11/2017	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premium	72.39
Long Term Disability Total:						72.39
85204	04/11/2017	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	1,154.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employee Total:	1,154.30
85204	04/11/2017	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	3,295.68
					Medical Ins Employer Total:	3,295.68
85203	04/11/2017	Sanitary Sewer	Memberships & Subscriptions	MN Pollution Control Agency	Collection System SC Certification R	23.00
					Memberships & Subscriptions Total:	23.00
0	04/11/2017	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	137.87
					MN State Retirement Total:	137.87
0	04/11/2017	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	128.26
					MNDCP Def Comp Total:	128.26
85236	04/18/2017	Sanitary Sewer	Operating Supplies	Batteries Plus Bulbs	Batteries	24.95
85236	04/18/2017	Sanitary Sewer	Operating Supplies	Batteries Plus Bulbs	Batteries	20.52
0	04/18/2017	Sanitary Sewer	Operating Supplies	North Hgts Hardware Hank-CC	Threaded Rod	9.28
0	04/18/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Fasteners	4.20
0	04/06/2017	Sanitary Sewer	Operating Supplies	Suburban Ace Hardware-CC	Supplies	35.51
0	04/18/2017	Sanitary Sewer	Operating Supplies	USA Blue Book-CC	Mechanical Switches	262.68
0	04/06/2017	Sanitary Sewer	Operating Supplies	Walmart-CC	Supplies	8.54
					Operating Supplies Total:	365.68
0	04/11/2017	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	896.22
					PERA Employee Ded Total:	896.22
0	04/11/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	896.22
0	04/11/2017	Sanitary Sewer	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	137.87
					PERA Employer Share Total:	1,034.09
85178	04/11/2017	Sanitary Sewer	Professional Services	H D Electronics, Inc.	Batteries, Labor	73.47
85271	04/18/2017	Sanitary Sewer	Professional Services	Pipe Services Inc	Sanitary Sewer TV Inspection	22,205.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	22,279.17
0	04/11/2017	Sanitary Sewer	Sanitary Sewer	City of Maplewood	1st Quarter Sanitary Sewer & Storm I	55,580.42
					Sanitary Sewer Total:	55,580.42
85260	04/18/2017	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Report-March 2017	9,840.60
					Sewer SAC Charges Total:	9,840.60
0	04/11/2017	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	571.24
					State Income Tax Total:	571.24
0	04/06/2017	Sanitary Sewer	Telephone	Sprint- CC	Cell Phones	52.00
					Telephone Total:	52.00
85198	04/11/2017	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.04.2017 IOUE Unioi	117.32
					Union Dues Deduction Total:	117.32
0	04/18/2017	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewers	780.53
					Utilities Total:	780.53
					Fund Total:	282,543.52
85210	04/11/2017	Singles Program	Operating Supplies	Ron Rieschl	Single Supplies Reimbursement	15.00
					Operating Supplies Total:	15.00
					Fund Total:	15.00
0	04/11/2017	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	113.85

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Federal Income Tax Total:						113.85
0	04/11/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	61.47
0	04/11/2017	Solid Waste Recycle	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	14.38
FICA Employee Ded. Total:						75.85
0	04/11/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	14.38
0	04/11/2017	Solid Waste Recycle	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	61.47
FICA Employers Share Total:						75.85
85197	04/11/2017	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premium	1.46
Life Ins. Employer Total:						1.46
85197	04/11/2017	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premium	5.08
Long Term Disability Total:						5.08
0	04/11/2017	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	9.37
MN State Retirement Total:						9.37
0	04/11/2017	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Empl	60.92
PERA Employee Ded Total:						60.92
0	04/11/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Empl	60.92
0	04/11/2017	Solid Waste Recycle	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	9.37
PERA Employer Share Total:						70.29
0	04/11/2017	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	51.29
State Income Tax Total:						51.29

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Fund Total:						463.96
0	04/11/2017	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	1,117.04
Federal Income Tax Total:						1,117.04
0	04/11/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	639.84
0	04/11/2017	Storm Drainage	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	149.67
FICA Employee Ded. Total:						789.51
0	04/11/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	149.67
0	04/11/2017	Storm Drainage	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	639.84
FICA Employers Share Total:						789.51
85185	04/11/2017	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	113.76
HRA Employer Total:						113.76
85206	04/11/2017	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	73.72
HSA Employee Total:						73.72
85206	04/11/2017	Storm Drainage	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	217.09
HSA Employer Total:						217.09
0	04/11/2017	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.04.2017 ICMA Defe	52.50
ICMA Def Comp Total:						52.50
85197	04/11/2017	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premium	61.43
Life Ins. Employee Total:						61.43
85197	04/11/2017	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premium	19.08

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	19.08
85197	04/11/2017	Storm Drainage	Long Term Disability	LINA	Life Insurance Premium	54.84
					Long Term Disability Total:	54.84
85204	04/11/2017	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	171.77
					Medical Ins Employee Total:	171.77
85204	04/11/2017	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	1,725.86
					Medical Ins Employer Total:	1,725.86
0	04/11/2017	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	103.01
					MN State Retirement Total:	103.01
0	04/11/2017	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	63.50
					MNDCP Def Comp Total:	63.50
0	04/06/2017	Storm Drainage	Operating Supplies	Certified Laboratories-CC	Safety Supplies	342.51
0	04/06/2017	Storm Drainage	Operating Supplies	Home Depot- CC	Pipe Clamp	19.07
0	04/06/2017	Storm Drainage	Operating Supplies	Menards-CC	Pipe, Bolt	21.49
0	04/06/2017	Storm Drainage	Operating Supplies	Menards-CC	Trailer Supplies	41.21
0	04/06/2017	Storm Drainage	Operating Supplies	Menards-CC	Plumbing Supplies	40.81
85277	04/18/2017	Storm Drainage	Operating Supplies	Sherwin Williams Co.	Paint Supplies	157.67
					Operating Supplies Total:	622.76
0	04/11/2017	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	669.53
					PERA Employee Ded Total:	669.53
0	04/11/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	103.01
0	04/11/2017	Storm Drainage	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	669.53
					PERA Employer Share Total:	772.54

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	04/11/2017	Storm Drainage	Pond Main - 2017	WSB & Associates, Inc.	Stormwater Pond Maintenance	860.00
Pond Main - 2017 Total:						860.00
85179	04/11/2017	Storm Drainage	Professional Services	Hamline University	Metro Watershed Partners Membershi	1,750.00
85222	04/11/2017	Storm Drainage	Professional Services	Sheila Stowell	Planning Commission Meeting Minut	187.50
85222	04/11/2017	Storm Drainage	Professional Services	Sheila Stowell	Mileage Reimbursement	4.65
Professional Services Total:						1,942.15
0	04/11/2017	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	458.60
State Income Tax Total:						458.60
0	04/11/2017	Storm Drainage	Storm Drainage Fees	City of Maplewood	1st Quarter Sanitary Sewer & Storm I	6,017.19
Storm Drainage Fees Total:						6,017.19
85198	04/11/2017	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.04.2017 IOUE Unioi	86.43
Union Dues Deduction Total:						86.43
0	04/06/2017	Storm Drainage	Vehicles & Equipment	Roseville License Ctr-Non Bank	New Tabs Towmaster Trailer	776.14
Vehicles & Equipment Total:						776.14
Fund Total:						17,557.96
0	04/11/2017	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	583.35
Federal Income Tax Total:						583.35
0	04/11/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	104.13
0	04/11/2017	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	445.26
FICA Employee Ded. Total:						549.39
0	04/11/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	445.26
0	04/11/2017	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	104.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					FICA Employers Share Total:	549.39
85185	04/11/2017	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Emplc	161.50
					HRA Employer Total:	161.50
85206	04/11/2017	Telecommunications	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Emplc	9.62
					HSA Employee Total:	9.62
85206	04/11/2017	Telecommunications	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	50.00
					HSA Employer Total:	50.00
85197	04/11/2017	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premium	81.90
					Life Ins. Employee Total:	81.90
85197	04/11/2017	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premium	54.08
					Life Ins. Employer Total:	54.08
85197	04/11/2017	Telecommunications	Long Term Disability	LINA	Life Insurance Premium	38.27
					Long Term Disability Total:	38.27
85204	04/11/2017	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	248.33
					Medical Ins Employee Total:	248.33
85204	04/11/2017	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	798.09
					Medical Ins Employer Total:	798.09
0	04/11/2017	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	71.87
					MN State Retirement Total:	71.87
0	04/11/2017	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDCP De	390.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MNDP Def Comp Total:						390.00
0	04/06/2017	Telecommunications	Operating Supplies	Best Buy- CC	Wireless Mouse	19.99
0	04/18/2017	Telecommunications	Operating Supplies	Dunn Bros Coffee-CC	Film & Discussion Series Supplies	74.99
0	04/18/2017	Telecommunications	Operating Supplies	Nelsons Cheese & Deli-CC	State of the City Supplies	51.12
0	04/18/2017	Telecommunications	Operating Supplies	Walmart-CC	Body Camera	1,099.99
Operating Supplies Total:						1,246.09
0	04/11/2017	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	467.19
PERA Employee Ded Total:						467.19
0	04/11/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	467.19
0	04/11/2017	Telecommunications	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	71.87
PERA Employer Share Total:						539.06
85205	04/11/2017	Telecommunications	Postage	Postmaster	Newsletter Postage	3,400.00
Postage Total:						3,400.00
85265	04/18/2017	Telecommunications	Printing	Murphy Creative Design, LLC	City Newsletter Creative Services	1,050.00
Printing Total:						1,050.00
0	04/11/2017	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	255.96
State Income Tax Total:						255.96
Fund Total:						10,544.09
85162	04/11/2017	Water Fund	Accounts Payable	TIM & JENNIFER BERGMAN	Refund Check	37.14
85163	04/11/2017	Water Fund	Accounts Payable	GRETHE BIYADGLIGN	Refund Check	50.91
85164	04/11/2017	Water Fund	Accounts Payable	DAVID & CHRISTINE BOGIE	Refund Check	49.26
85171	04/11/2017	Water Fund	Accounts Payable	MICHAEL DAVIS	Refund Check	210.46
85150	04/06/2017	Water Fund	Accounts Payable	TIMOTHY DOCKTER	Refund Check	55.57
85151	04/06/2017	Water Fund	Accounts Payable	GMHC STATION LLC	Refund Check	308.00
85177	04/11/2017	Water Fund	Accounts Payable	RAVI GUPTA	Refund Check	103.57

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
85180	04/11/2017	Water Fund	Accounts Payable	MILDRED HANSEN	Refund Check	103.49
85152	04/06/2017	Water Fund	Accounts Payable	TODD HARDWICK	Refund Check	60.72
85181	04/11/2017	Water Fund	Accounts Payable	HARVESTER INVESTOR	Refund Check	193.78
85188	04/11/2017	Water Fund	Accounts Payable	DAVE JOHNSON	Refund Check	237.16
85190	04/11/2017	Water Fund	Accounts Payable	MARILYN JOHNSON	Refund Check	82.46
85189	04/11/2017	Water Fund	Accounts Payable	JORDON JOHNSON	Refund Check	148.14
85191	04/11/2017	Water Fund	Accounts Payable	NATHAN KOLANDER	Refund Check	142.51
85192	04/11/2017	Water Fund	Accounts Payable	LING KUANG	Refund Check	141.32
85193	04/11/2017	Water Fund	Accounts Payable	DENNIS KURK	Refund Check	57.85
85196	04/11/2017	Water Fund	Accounts Payable	DIONNE LEITSCHUH	Refund Check	588.14
85153	04/06/2017	Water Fund	Accounts Payable	BERNARDO MORALAS ROMER	Refund Check	79.84
85154	04/06/2017	Water Fund	Accounts Payable	VAITHIANITHAN NITHIANAND	Refund Check	75.00
85155	04/06/2017	Water Fund	Accounts Payable	NORTHEAST RESIDENCE, INC	Refund Check	141.00
85211	04/11/2017	Water Fund	Accounts Payable	JANET ROG	Refund Check	11.57
85213	04/11/2017	Water Fund	Accounts Payable	ROSEDALE CORP PLAZA - CON	Refund Check	216.68
85215	04/11/2017	Water Fund	Accounts Payable	JULIE SANCHEZ	Refund Check	224.95
85156	04/06/2017	Water Fund	Accounts Payable	ROBERT SEILER	Refund Check	12.87
85157	04/06/2017	Water Fund	Accounts Payable	HICKORY SMITH	Refund Check	60.98
85158	04/06/2017	Water Fund	Accounts Payable	COREY TANSON	Refund Check	78.65
85227	04/11/2017	Water Fund	Accounts Payable	LINDSEY VERA	Refund Check	63.58
85159	04/06/2017	Water Fund	Accounts Payable	ALLISSA VICKSTROM	Refund Check	40.05
85229	04/11/2017	Water Fund	Accounts Payable	HER XIONG	Refund Check	23.10
85230	04/11/2017	Water Fund	Accounts Payable	EMIL ZHENG	Refund Check	193.50
85231	04/11/2017	Water Fund	Accounts Payable	MATTHEW ZIPF	Refund Check	31.75
Accounts Payable Total:						3,824.00
0	04/11/2017	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Federal Incc	1,761.17
Federal Income Tax Total:						1,761.17
0	04/11/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	254.28
0	04/11/2017	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	1,087.14
FICA Employee Ded. Total:						1,341.42
0	04/11/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 Medicare E	254.28
0	04/11/2017	Water Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.04.2017 FICA Empl	1,087.14
FICA Employers Share Total:						1,341.42
85185	04/11/2017	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.04.2017 HRA Empl	365.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					HRA Employer Total:	365.50
85206	04/11/2017	Water Fund	HSA Employee	Premier Bank	PR Batch 00001.04.2017 HSA Empl	140.56
					HSA Employee Total:	140.56
85206	04/11/2017	Water Fund	HSA Employer	Premier Bank	PR Batch 00001.04.2017 HSA Emplo	201.35
					HSA Employer Total:	201.35
0	04/11/2017	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-30022'	PR Batch 00001.04.2017 ICMA Defe	48.74
					ICMA Def Comp Total:	48.74
85197	04/11/2017	Water Fund	Life Ins. Employee	LINA	Life Insurance Premium	163.74
					Life Ins. Employee Total:	163.74
85197	04/11/2017	Water Fund	Life Ins. Employer	LINA	Life Insurance Premium	34.66
					Life Ins. Employer Total:	34.66
85197	04/11/2017	Water Fund	Long Term Disability	LINA	Life Insurance Premium	87.42
					Long Term Disability Total:	87.42
85204	04/11/2017	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 20	888.98
					Medical Ins Employee Total:	888.98
85204	04/11/2017	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-March 20	3,523.94
					Medical Ins Employer Total:	3,523.94
0	04/18/2017	Water Fund	Minor Equipment	Mills Fleet Farm-CC	Push Broom	28.87
0	04/18/2017	Water Fund	Minor Equipment	Suburban Ace Hardware-CC	Drill Bit, Door Supplies	32.96
					Minor Equipment Total:	61.83
0	04/11/2017	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.04.2017 Post Emplo	174.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
MN State Retirement Total:						174.33
0	04/11/2017	Water Fund	MNDP Def Comp	Great West- Non Bank	PR Batch 00001.04.2017 MNDP De	203.74
MNDP Def Comp Total:						203.74
0	04/06/2017	Water Fund	Office Supplies	Amazon.com- CC	Office Supplies	31.01
Office Supplies Total:						31.01
0	04/18/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	12.75
0	04/18/2017	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	10.95
0	04/18/2017	Water Fund	Operating Supplies	Jimmy John's Sandwiches- CC	Sandwiches	82.44
0	04/18/2017	Water Fund	Operating Supplies	Metal Supermarkets	Metal Supplies	24.00
0	04/18/2017	Water Fund	Operating Supplies	Metal Supermarkets	Metal Supplies	14.25
0	04/06/2017	Water Fund	Operating Supplies	Northern Tool & Equip- CC	Tools	149.92
Operating Supplies Total:						294.31
0	04/11/2017	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	1,133.21
PERA Employee Ded Total:						1,133.21
0	04/11/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera additio	174.33
0	04/11/2017	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.04.2017 Pera Emplo	1,133.21
PERA Employer Share Total:						1,307.54
85233	04/18/2017	Water Fund	Professional Services	AE2S Construction, LLC	Tower Lights & Sec	2,800.00
85178	04/11/2017	Water Fund	Professional Services	H D Electronics, Inc.	Batteries, Labor	73.47
85281	04/18/2017	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-March Samples	480.00
Professional Services Total:						3,353.47
85279	04/18/2017	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	326,454.45
St. Paul Water Total:						326,454.45
0	04/11/2017	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.04.2017 State Incom	741.69

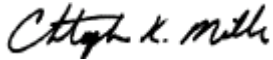
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
State Income Tax Total:						741.69
0	04/06/2017	Water Fund	State Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,372.95
State Sales Tax Payable Total:						1,372.95
85202	04/11/2017	Water Fund	State surcharge - Water	MN Dept of Health-Drinking Water	Water Supply Service Connection Fee	16,311.81
State surcharge - Water Total:						16,311.81
85198	04/11/2017	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.04.2017 IOUE Union	188.68
Union Dues Deduction Total:						188.68
0	04/18/2017	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	15.97
Utilities Total:						15.97
0	04/06/2017	Water Fund	Water - Roseville	City of Roseville- Non Bank	February City Water Bills	3,945.54
85267	04/18/2017	Water Fund	Water - Roseville	NAF, LLC	Water/Sewer Flat Fee Refund. April	194.36
85267	04/18/2017	Water Fund	Water - Roseville	NAF, LLC	Water/Sewer Flat Fee Refund. April	194.36
Water - Roseville Total:						4,334.26
Fund Total:						369,702.15
85216	04/11/2017	Workers Compensation	Fire Department Claims	SFM	Work Comp. Administration	969.57
Fire Department Claims Total:						969.57
85216	04/11/2017	Workers Compensation	Parks & Recreation Claims	SFM	Work Comp. Administration	256.73
Parks & Recreation Claims Total:						256.73
85216	04/11/2017	Workers Compensation	Police Patrol Claims	SFM	Work Comp. Administration	10,092.31
85216	04/11/2017	Workers Compensation	Police Patrol Claims	SFM	Work Comp. Administration	1,120.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Police Patrol Claims Total:	11,212.31
85216	04/11/2017	Workers Compensation	Professional Services	SFM	Work Comp. Administration	330.00
					Professional Services Total:	330.00
85216	04/11/2017	Workers Compensation	Street Department Claims	SFM	Work Comp. Administration	976.44
85216	04/11/2017	Workers Compensation	Street Department Claims	SFM	Work Comp. Administration	3,496.38
					Street Department Claims Total:	4,472.82
					Fund Total:	17,241.43
					Report Total:	4,588,251.39

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/24/2017
Item No.: 9.b

Department Approval



City Manager Approval



Item Description: Consideration to approve or deny 2 Massage Therapist Licenses.

BACKGROUND

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

Massage Therapist License

Yang Lee

Spa810

1607 W County Rd C

Roseville, MN 55113

Yuezhi Huang

New Dragon Acupressure Massage

1595 HWY 36 West, Spot #698

Roseville, MN 55113

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff has reviewed the 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 Massage Therapist Licenses and Massage Therapy Establishment License.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications

B: City Code 309



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

Massage Therapist License

☒ New License ☐ Renewal

For the License Year Ending June 30, 2017

1. Full Legal Name (Please Print)

(Last)

(First)

(Middle)

2. Home Address

(Street)

(City)

(State)

(Zip)

3. Telephone

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

5. Email Address

6. Driver's License Number

7. Ethnicity:

8. Sex:

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

☐ Yes

☒ No

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

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:

NEW DRAGON MASSAGE & ROSEVILLE CENTER #198 ROSEVILLE, MN 55113
1595 HWY 36 WEST

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

☐ Yes

☒ No

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

☐ Yes

☒ No

☐ N/A

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

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

Signature

Date

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

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



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

Massage Therapist License

☒ New License ☐ Renewal For the License Year Ending June 30, 2018

1. Full Legal Name (Please Print) Lee Yany (Middle)

2. Home Address _____

3. Telephone _____

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

5. Email Address _____

6. Driver's License Number _____

7. Ethnicity: _____

8. Sex: _____

9. Have you ever used or been known by any name other than the legal name given in number 1 above?
☐ Yes ☒ No If Yes, List each full name along with dates and places where used.

10. Name and address of the licensed Massage Therapy Establishment at which you expect to be employed:
Spa 810 1607 W. County Rd C Roseville, MN 55113

11. Have you held any previous massage therapist licenses? If yes, in which city were you licensed?
☒ Yes Vadnais Heights ☐ No

12. If you answered Yes to number 11 above, were any previous massage therapist licenses revoked, suspended or denied?
If yes, explain in detail on the back of this page.
☐ Yes ☒ No ☐ N/A

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

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

Signature [Signature] Date 3-20-17

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

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

CHAPTER 309

MASSAGE THERAPY ESTABLISHMENTS

SECTION:

- 309.01: Definitions
- 309.02: License for Massage Therapy Establishment
- 309.03: Granting, Denying or Rescinding of Licenses
- 309.04: Practice of Massage Therapy Only by Licensed Persons
- 309.05: Revocation or Suspension of License
- 309.06: Restrictions and Regulations
- 309.07: Violations, Penalty

309.01: DEFINITIONS:

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

CHAIR MASSAGE: A massage provided to a fully-clothed individual, and limited to the neck, shoulders, arms, and back, where the massage is not provided in a massage therapy establishment; and provided the individual giving the massage meets the requirements specified in Section 309.04 (A). (Ord. 1329, 11-14-05)

MASSAGE THERAPIST: A person who practices massage therapy.

MASSAGE THERAPY: The rubbing, stroking, kneading, tapping or rolling of the body with the hands or other parts of the body for the exclusive purposes of relaxation, physical fitness or beautification and for no other purpose.

The practice of massage therapy is hereby declared to be distinct from the licensed practice of medicine, osteopathy, chiropractic, physical therapy, podiatry and nursing, as well as athletic coaches and trainers. Persons engaged in those professions are exempt from the provisions of this Chapter.

MASSAGE THERAPY ESTABLISHMENT: Any room, or premise wherein a person may receive a massage from a massage therapist for a fee; where massages are given on more than 14 calendar days in any given calendar year. (Ord. 1329, 11-14-05)

SANITARY: Free from the vegetative cells of pathogenic microorganisms. (Ord. 1142, 6-13-1994)

309.02: LICENSE FOR MASSAGE THERAPY ESTABLISHMENT:

- A. **License Required:** No person shall engage in the business of operating a massage therapy establishment within the City without first having obtained the required license.
- B. **Application Fee:** The initial application for a license shall be made by completing an application form provided by and containing such information as required by the City Manager and by paying a nonrefundable application fee, as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

- C. **Separate License Required Fee:** A separate license shall be obtained for each place of business, the fee for which shall be as established by the City Fee Schedule in Section 314.05. (Ord. 1329, 11-14-05)

309.03: GRANTING, DENYING OR RESCINDING OF LICENSES:

- A. **Zoning Compliance:** Massage Therapy Establishment licenses may be granted only to establishments associated with and operating within the confines of and incidental to a properly zoned beauty parlor (salon), health club, office, shopping mall, or similar areas open to the public. (Ord. 1329, 11-14-05)
- B. **Building, Safety and Sanitation Regulations:** Licenses may be denied or rescinded if the premises of the massage therapy establishments do not meet the requirements of the City Council, and of the building, safety and sanitation regulations of the City and State.
- C. **Fraud or Deception:** Licenses may be denied or rescinded if there is any fraud or deception involved in the license application.
- D. **History of Violations:** Licenses may be denied or rescinded if the applicant, licensee or employee of the same fails to comply with, or have a history of violations of the laws or ordinances which apply to health, safety or moral turpitude.
- E. **Additional Conditions:** The City Council may attach such reasonable conditions to the license as it, in its sole discretion, deems to be appropriate. (Ord. 1142, 6-13-1994)
(Ord. 1283, 6-16-03)

309.04: PRACTICE OF MASSAGE THERAPY ONLY BY LICENSED PERSONS:

- A. **Application for License:** Any person or business desiring to be licensed as a massage therapy establishment shall file an application on forms provided by the City Manager. The application shall contain such information as the City Manager may require, including: (Ord. 1329, 11-14-05)
1. The applicant's full name, address, social security number and written proof of age.
 2. The name and address of the licensed massage therapy establishment by which the applicant expects to be employed.
 3. A statement concerning whether the person has been convicted of or entered a plea of guilty to any crime or ordinance violation and, if so, information as to the time, place and nature of such crime or offense.
 4. Proof that the applicant meets the following educational requirements:
 - a. A diploma or certificate of graduation from a school approved by the American Massage Therapist Association or other similar reputable massage association; or
 - b. A diploma or certificate of graduation from a school which is either accredited by a recognized educational accrediting association or agency or is licensed by the State or local government agency having jurisdiction over the school.
 - c. Each applicant shall also furnish proof at the time of application of a minimum of 600 hours of successfully completed course work in the following areas:
 - (1) The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu and/or foot reflexology techniques; and
 - (2) Anatomy, including, but not limited to, skeletal and muscular structure and organ placement; and

(3) Hygiene.

- B. Fee: The annual license fee for a massage therapist is as established by the City Fee Schedule in Section 314.05. Ord. 1329, 11-14-05)
- C. Review of Application: License applications shall be reviewed by the Police Department.
- D. Denial of Application: The license application may be denied for any of the following reasons:
 - 1. Fraudulent Statements: The application contains false, fraudulent, or deceptive statements.
 - 2. Prior Conviction: The applicant has been convicted of or entered a plea of guilty within the previous three years to a violation of this Chapter or of any other law regulating the practice of massage, or of any law prohibiting criminal sexual conduct, prostitution, pandering, indecent conduct or keeping of a disorderly house.
 - 3. Noncompliance: The applicant has not complied with a provision of this Chapter.
 - 4. Underage: The applicant is less than eighteen (18) years of age. (Ord. 1142, 6-13-94)

309.05: REVOCATION OR SUSPENSION OF LICENSE:

A license may be revoked or suspended for any of the following reasons:

- A. Application Fraud: Fraud, deception or misrepresentation in connection with the registration application.
- B. Violation of Chapter: A violation of any provision of this Chapter.
- C. Criminal Conviction: Conviction of a criminal sexual conduct, prostitution, pandering, indecent conduct or keeping a disorderly house.
- D. Conviction Arising out of Practice of Massage Therapy: Conviction of any crime or ordinance violation arising out of the practice of massage therapy.
- E. Lack of Skill: Exhibition of a demonstrable lack of skill in the practice of massage therapy. (Ord. 1142, 6-13-94)

309.06: RESTRICTIONS AND REGULATIONS:

- A. Display of License: Any person registered as a massage therapist hereunder shall display such license, or a true copy thereof, in a prominent place at such person's place of employment.
- B. Identification: Upon demand of any police officer at the place of employment, any person licensed hereunder shall produce correct identification, identifying himself/herself by his/her true legal name and correct address.
- C. Inspection: During business hours, all massage therapy establishments shall be open to inspection by City Building and License Inspectors, Health Officers and police officers.
- D. Therapist, Change of Location: Any person licensed hereunder shall practice massage only at such location or locations as are designated in the license. Any person registered hereunder shall inform the City Manager, in writing, of any change in location prior to its occurrence.
- E. Hours: No customers or patrons shall be allowed to enter or remain on the licensed premises after 9:00 P.M. or before 8:00 A.M. daily.
- F. Alcohol or Drugs Prohibited: No beer, liquor, narcotic drug or controlled substance, as such terms are defined by State statutes or the City Code shall be permitted on licensed premises.
- G. Violation of Building, Safety or Health Regulations: Violation of any law or regulation relating to building, safety or health shall be grounds for revocation or any license.

- H. Locks on Doors: There shall be no locks on doors of massage rooms.
- I. Appropriate Covering Required:
 - 1. Patron: Whenever a massage is given, it shall be required by the massage therapist that the person who is receiving the massage shall have her breasts and his/her buttocks and genitals covered with a nontransparent material. For purposes of receiving a chair massage, patrons must stay fully-clothed at all times. (Ord. 1329, 11-14-05)
 - 2. Therapist: Any massage therapists performing any massages shall at all times have her breasts and his/her buttocks and genitals covered with a nontransparent material. (Ord. 1142, 6-13-94)
- J. With the exception of chair massages, all other types of massages shall take place in a private room subject to the conditions and restrictions noted above. (Ord. 1329, 11-14-05)

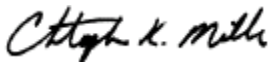
309.07: VIOLATIONS, PENALTY:

Every person who violates this Chapter is guilty of a misdemeanor. (Ord. 1142, 6-13-94)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/24/2017
Item No.: 9.c

Department Approval



City Manager Approval



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

BACKGROUND

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

General Purchases or Contracts

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

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Parks	Precision Landscape	Emerald Ash Borer Treatment	(a)	N/A	\$ 30,000.00	Budget
Pathways/Parking	Bituminous Roadways	Pathway/Parking Lot Improvements	(b)	180,000.00	63,497.00	CIP
Police	LETG LLC	Citizen Reporting Software Interface	(c)	-	17,550.00	N/A
Police	LexisNexis	Citizen Reporting Software	(c)	-	20,000.00	N/A
Police	Twin Cities Auctions	Unmarked Vehicle	(d)	-	9,045.00	CIP

Comments/Description:

- a) Includes treatment, removal, and replacement depending on individual circumstances. Funding will come from cash reserves set aside approximately five years ago.
- b) Includes reclaiming and paving a portion of Central Park Lexington lot, and the entire pathway loop at Rosebrook Park.
- c) The integration of the LexisNexis software application with the Police Department's LETG Records Management System will allow citizens to submit reports for certain types of crimes online. The reports will then be reviewed by PD Staff.
- d) The amount represents the purchase cost net of the \$2,000 trade-in of the vehicle noted below.

Sale of Surplus Vehicles or Equipment

City Staff have identified surplus vehicles and equipment that have been replaced 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>
Police	Unmarked Police Vehicle - \$2,000 (trade-in value)

26 **POLICY OBJECTIVE**
27 Required under City Code 103.05.

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

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

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

36
37 Prepared by: Chris Miller, Finance Director
Attachments: A: 2017 CIP Purchase Summary

38

City of Roseville

Updated March 31, 2017

2017 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					
Office Furniture		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	15,290	62,550
Police					
Marked Squad Car Replacements	1/23/2017	48,716	165,000	5,016	159,984
Unmarked Vehicle Replacement	1/23/2017	75,907	24,000	-	24,000
CSO Vehicle	1/23/2017	30,032	33,950	-	33,950
Vehicle Tools & Equipment		-	69,395	764	68,631
Vehicle Computers & Printers		-	13,045	-	13,045
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	2,564	15,516
Tactical Gear		-	11,330	-	11,330
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/23/2017	24,253	15,500	24,253	(8,753)
Office Equipment		-	20,025	567	19,458
Office Furniture		-	2,100	-	2,100
Kitchen Items		-	2,060	-	2,060
Fire					
Battalion Chief Vehicle	1/23/2017	30,594	45,000	-	45,000
Automatic External Defibrillator		-	8,000	-	8,000
Camera to assist with rescue/firefighting		-	7,000	-	7,000
Portable and mobile radios		-	80,000	3,411	76,589
Lighting equipment /portable		-	5,000	-	5,000
Response to water related emergencies		-	6,000	-	6,000
SWAT Gear/Equipment		-	10,000	-	10,000
SCBA Equipment		-	-	34,446	(34,446)
Rescue Equipment	1/23/2017	34,144	30,000	4,954	25,046
Public Works					
#111 - Bobcat, snow blower		-	20,000	-	20,000
#123 Patch Hook Body		-	75,000	-	75,000
#125 5-ton Dump (tandem)	1/9/2017	177,218	230,000	56,232	173,768
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
#166 Cimline Melter	1/23/2017	49,175	50,000	-	50,000
#108 Hydro Seeder	3/27/2017	30,436	60,000	-	60,000
#113 Tree chipper	1/23/2017	36,313	55,000	-	55,000
Street Signs		-	50,000	-	50,000
Vehicle analyzer update		-	1,000	-	1,000
Jib crane (overhead motor & trolley)		-	7,500	-	7,500
Brake lathe		-	10,000	-	10,000
Parks & Recreation					
Puppet Wagon		-	14,000	-	14,000
#519 Lee-boy grader		-	150,000	-	150,000
#520 Single axle trailer		-	5,000	-	5,000
#546 Toro groundmaster	3/13/2017	40,237	35,000	-	35,000
#565 Smithco sweeper		-	8,000	-	8,000
#505 Holder snow machine	3/13/2017	118,304	145,000	-	145,000

City of Roseville

Updated March 31, 2017

2017 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					
Police & PW garage Co2/No2 detectors	3/13/2017	9,500	9,200	-	9,200
Update Flooring CH/PD		-	75,000	-	75,000
Overhead door replacement		-	20,000	-	20,000
Tables and chairs City Hall		-	30,000	-	30,000
Central Park gymnasium		-	20,000	-	20,000
Variable speed pump-skating center		-	15,000	-	15,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	30,400	7,244	23,156
Monitor/Display		-	8,700	-	8,700
MS Office License		-	14,721	6,697	8,024
Desktop Printer		-	1,200	-	1,200
Network Printers/Copiers/Scanners (13)		-	17,000	-	17,000
Network Switches/Routers (Roseville)		-	26,000	4,720	21,280
Network Switches/Routers (Shared)		-	18,509	-	18,509
Servers - Roseville Standalone (5)		-	5,000	-	5,000
Servers - Host - Shared (5)		-	17,500	-	17,500
Storage Area Network Nodes- Shared (8)	1/23/2017	31,250	27,500	-	27,500
Power/UPS - Closets (11)		-	1,320	-	1,320
Surveillance Cameras (53)		-	9,180	-	9,180
Telephone Handsets (283)		-	8,190	-	8,190
Wireless Access Points (38)		-	3,000	-	3,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	-	-	-
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	442	199,558
Natural Resources		-	-	-	-
Street Improvements					
Improvements		-	2,100,000	98,745	2,001,255
Street Lighting					
Improvements		-	-	-	-
Pathways (Existing)					
Improvements		-	180,000	-	180,000
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	17,900	-	17,900
Office Painting		-	6,500	-	6,500
Office Carpeting		-	15,000	-	15,000
Community Development					
Inspections Vehicle	3/13/2017	17,120	18,000	-	18,000
Computer Replacements		-	5,000	-	5,000
Online Permit/Scheduling Software		-	50,000	-	50,000
Office Furniture		-	1,000	-	1,000

City of Roseville

Updated March 31, 2017

2017 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					
#208 Meter van		-	25,000	-	25,000
#210 4x4 pickup		-	25,000	-	25,000
#230 Ford 1/2-ton		-	20,000	-	20,000
#237 Wacker Compacter		-	50,000	-	50,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Booster station building maintenance		-	40,000	-	40,000
Replace Water Tower Fence		-	20,000	-	20,000
Water main replacement		-	1,000,000	113,243	886,757
Sanitary Sewer					
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Cleveland LS upgrade		-	550,000	2,965	547,035
Roof/Tuckpoint Fernwood/Rehab		-	75,000	-	75,000
Sewer main repairs		-	700,000	112,583	587,417
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#132 Elgin sweeper 2002 3-wheel	2/13/2017	218,189	225,000	-	225,000
Electronic message board-attenuator	1/23/2017	6,907	7,500	-	7,500
Field Computer Add/Replacements		-	5,000	-	5,000
#165 5 ton trailer	1/9/2017	11,480	12,000	12,256	(256)
Walsh Storm station Upgrades		-	60,000	-	60,000
Pond improvements/Infiltration		-	300,000	24,087	275,913
Storm Sewer Replacement/Rehabilitation		-	400,000	13,021	386,979
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Course Netting/Deck/Shelter		-	12,000	-	12,000
		-	-	-	-
Total - All Items			\$8,231,145	\$ 543,499	\$7,687,646

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 9.d

Department Approval



City Manager Approval



Item Description: Approve Resolution Awarding Bid for 2017 Pavement Management Project

BACKGROUND

The 2017 Pavement Management Project consists of mostly street mill and overlay projects and a few street reclaim projects. The project also includes some watermain replacement. Plans and specifications were developed for the project and bids were solicited in March.

The bids were opened at 10:00 a.m. on Thursday, April 14, 2017. Seven qualified bids were received for this year's project. After thorough review of the bids received, staff recommends awarding the following work as a part of the 2017 Pavement Management Project:

P-17-04 Mill and Overlay Project – Approximately 6.60 miles of roadway (See Attachment B for the street segments in the 2017 Pavement Management Program)

P-17-04 WATERMAIN REPLACEMENT

- Gluek Lane
- Eldridge Ave (Fry – Cul De Sac)
- Sandhurst Dr (Albert – Hamline)
- Shryer (Fernwood - Lexington)

POLICY OBJECTIVE

Based on past practice, the City Council has awarded the contract to the lowest responsible bidder. For the 2017 Pavement Management Project, the apparent low bid is T.A. Schifsky & Sons, Inc. of North St Paul, Minnesota. The following is a summary of the bids received for this project:

Contractor	Bid
T.A. Schifsky & Sons, Inc.	\$2,877,613.82
Park Construction Co.	\$2,888,622.69
North Valley, Inc.	\$2,917,259.71
Hardrives, Inc.	\$2,967,067.00
Asphalt Surface Technologies Corp.	\$3,096,045.00
Bituminous Roadways, Inc.	\$3,119,098.30
C.S. McCrossan Construction, Inc.	\$3,222,195.75
<i>Engineer's Estimate</i>	<i>\$3,300,494.25</i>

BUDGET IMPLICATIONS

Staff received seven bids for this project. The low bid submitted by T.A. Schifsky & Sons, Inc., in the amount of \$2,877,613.82, is 12.81% lower than the engineer's construction estimate of \$3,300,494.25. The bids were all lower than anticipated for the proposed project. The biggest reason for this was the price for bituminous, which accounts for almost 35% of the total project costs, came in much lower than was anticipated.

This project is proposed to be paid for using approximately \$461,000 of Municipal State Aid funds, approximately \$1,271,000 from the Street Infrastructure Fund, approximately \$623,000 from the Water Utility fund, approximately \$173,000 from the Sanitary Sewer Utility fund, and approximately \$348,000 from the Storm Sewer Utility fund. Property owners who elected to have their sanitary sewer service replaced as part of the project will reimburse the \$173,000 from the Sanitary Fund.

This project is proposed to be completed by October of 2017.

STAFF RECOMMENDATION

Staff recommends approval of a resolution awarding bid for the 2017 Pavement Management Project in the amount of \$2,877,613.82 to T.A. Schifsky & Sons, Inc. of North St Paul, Minnesota.

REQUESTED COUNCIL ACTION

Approve resolution awarding bid for the 2017 Pavement Management Project in the amount of \$2,877,613.82 to T.A. Schifsky & Sons, Inc. of North St Paul, Minnesota.

Prepared by: Jesse Freihammer, City Engineer
Attachments: A: Resolution
B: Map of 2017 PMP Area

**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 24th day of April, 2017, 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.

**RESOLUTION AWARDING BIDS
FOR 2017 PAVEMENT MANAGEMENT PROJECT**

WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Thursday, April 14, at 10:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

Contractor	Bid
T.A. Schifsky & Sons, Inc.	\$2,877,613.82
Park Construction Co.	\$2,888,622.69
North Valley, Inc.	\$2,917,259.71
Hardrives, Inc.	\$2,967,067.00
Asphalt Surface Technologies Corp.	\$3,096,045.00
Bituminous Roadways, Inc.	\$3,119,098.30
C.S. McCrossan Construction, Inc.	\$3,222,195.75
<i>Engineer's Estimate</i>	<i>\$3,300,494.25</i>

WHEREAS, it appears that T.A. Schifsky & Sons, Inc. of North St Paul, Minnesota, is the lowest responsible bidder at the tabulated price of \$2,877,613.82.

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

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with T.A. Schifsky & Sons, Inc. for \$2,877,613.82 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.

- 32 2. The City Manager is hereby authorized and directed to return forthwith to all bidders
33 the deposits made with their bids except the deposits of the successful bidder and the
34 next lowest bidder shall be retained until contracts have been signed.

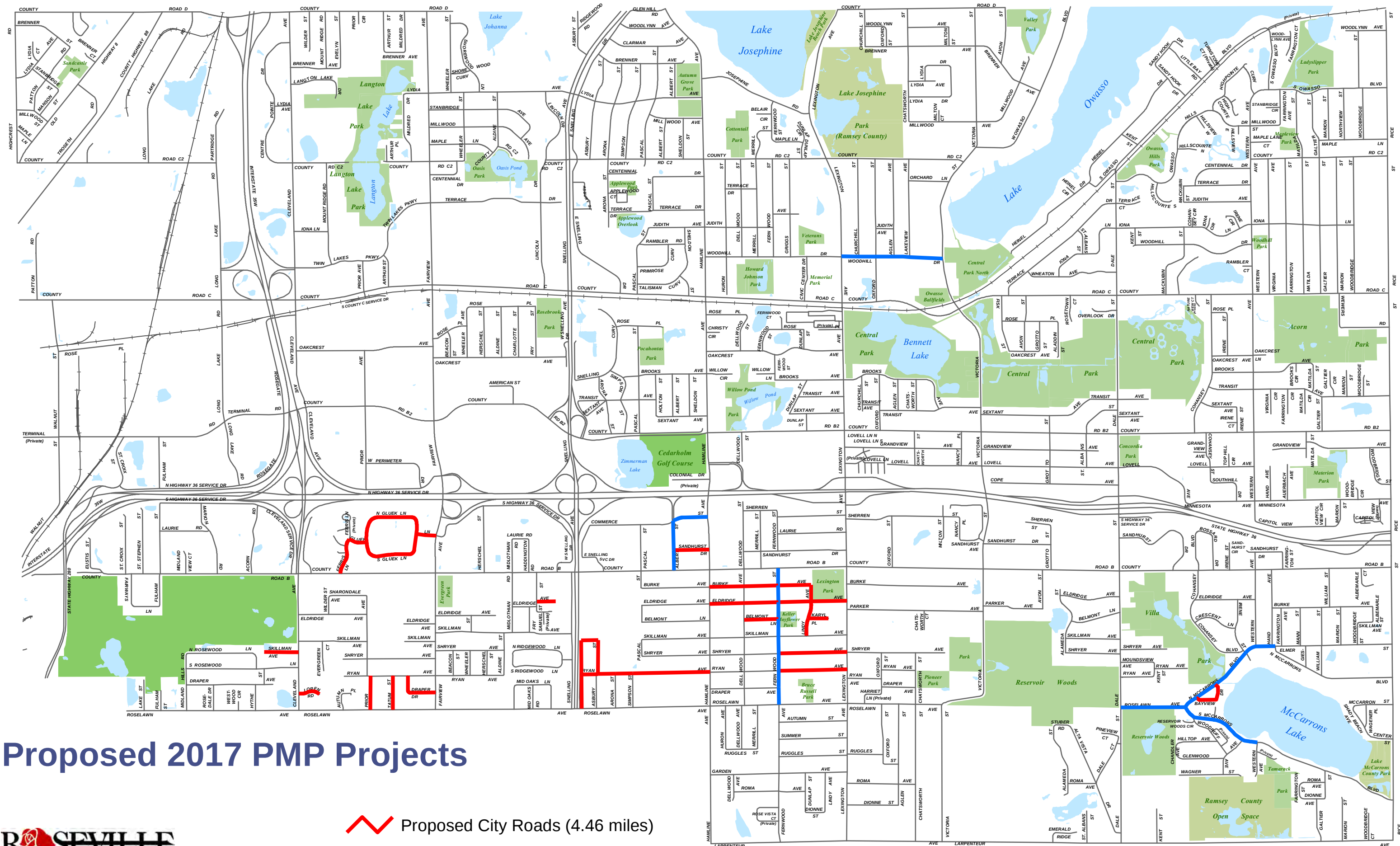
35
36 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
37 Minnesota:

38
39 The motion for the adoption of the foregoing resolution was duly seconded by Member , and
40 upon vote being taken thereon, the following voted in favor thereof: ; and and the
41 following voted against the same: .

42
43 WHEREUPON said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Manager this 24th day of April, 2017.

(SEAL)



Prepared by:
Engineering Department
March 27, 2017

Data Sources and Contacts:
* Ramsey County GIS Base Map (3/10/17)
* 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 (2008), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

mapdoc: Proposed2017PMP.mxd
map: Proposed2017PMP.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 9.e

Department Approval



City Manager Approval



Item Description: Approve Entering Into an Agreement for the Water Booster Station
Improvements

BACKGROUND

The City of Roseville has one water booster station that provides the only water supply from Saint Paul Regional Water System (SPRWS) to the cities of Roseville and Arden Hills. The current water booster station is sized to supply 20,000 gallons per minute of flow. The original booster station was built in 1963 and an addition was constructed in 1976. Since this time, there has been minimal investment in the booster station.

In 2016 the City of Roseville hired a consultant to document the various items in the water booster station that needed upgrading or replacement. Based on the report, upgrades to the building structure, mechanical systems, electrical systems, pumps, motors, meters, site security, and emergency generator were identified.

The improvements proposed in the 2016 report would provide a variety of benefits. Most importantly would be the increased reliability of the station as outdated equipment is updated. Many of the upgrades will provide additional safety. Upgrades to the building structure and mechanical systems would provide better operating conditions for the electrical systems. Upgrades to the motors and electrical systems should result in some operational and maintenance cost savings. A replacement of the existing generator is a major need to provide reliability in case of a power outage. The replacement of the generator is the most crucial need and will be the focus of the first phase of water booster upgrades.

Based on the 2016 Water Pumping Station Evaluation, staff created a Request for Proposal (RFP) to move the project to the next step. The RFP has four major tasks associated. The first task is additional evaluation of the water booster station components including the piping that comes into the booster station as this was not evaluated in the previous study. The second task is to develop a phased implementation plan, which would identify the phases of the project needed to upgrade the facility and keep it in service during the upgrades. A third task is to design plans and specifications for the first phase of the project which would be to install a new generator, and the fourth phase would be to provide construction oversight of the installation of the new generator.

Staff submitted a RFP to six qualified firms with experience in water booster stations. Staff received proposals from four firms and reviewed them based on price, experience, proposed schedule and any value added components within the individual proposals.

Consultant	Fee Proposal	Project Scope & Understanding	Background & Qualification	Value Added	Past Performance Survey	Total
AE2S	26.25	27.75	18	8.75	10	90.75
Bolten-Menk	21	25.5	18	6.75	10	81.25
WSB & Associates	26.25	24.75	16	3.25	10	80.25
PCE	20.25	25.5	14.5	3.75	10	74.00

Based on this review, staff is recommending hiring AE2S at a proposed cost of \$96,500. In addition, staff recommends adding a water model study for the distribution system as an additional task for a cost of \$55,000. Currently the City has no water model. The water model is an effective tool that can be used to understand our existing system, size equipment properly, and assist with growth and redevelopment. The water model can be used as part of the evaluation of the pumps at the booster station to make sure they are sized adequately.

AE2S has significant experience in large scale booster stations similar to Roseville's. Currently the City uses AE2S as its integrator for its SCADA system that helps run the booster station, lift stations and the water tower. Their familiarity of our infrastructure system will be helpful moving forward with this project.

The City would use our Standard Agreement for Professional Services to enter into an agreement with AE2S.

POLICY OBJECTIVE

Staff plans and recommends the timely replacement of infrastructure to provide continuous uninterrupted sanitary sewer service to all properties in Roseville. Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and operational objectives.

FINANCIAL IMPACTS

The total proposed cost of the base proposal by AE2S is approximately is \$96,500. In addition to the base proposal, the water model study would be an additional \$55,000. The current estimate for the Phase 1 improvements, which is a new generator, is approximately \$285,000.

Currently there is \$106,000 in the 2017 CIP for upgrades to the Water Booster Station. Additionally staff has reduced the watermain replacement schedule in 2017 slightly and there is approximately \$185,000 in funds that could be used for water booster station upgrades.

Additionally, the 2018 proposed CIP identifies approximately \$1,600,000 in booster improvements. \$1,100,000 of these improvements are from a proposed shift in funds from watermain replacement in 2018-2020 to water booster upgrades. Additional discussion about this proposed shift in spending and other possible alternatives will occur when staff presents the proposed CIP to the Council in May.

STAFF RECOMMENDATION

Staff recommends the Council approve entering into a Professional Services Agreement with AE2S for the Water Booster Station Improvements.

REQUESTED COUNCIL ACTION

Motion to approve entering into a Professional Services Agreement with AE2S for the Water Booster Station Improvements.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Standard Professional Services Agreement

Standard Agreement for Professional Services

This Agreement (“Agreement”) is made on the 24 day of April, 2017, between the City of Roseville, a municipal corporation (hereinafter “City”), and AE2S., 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 April 24, 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 \$151,500 as compensation as described in Exhibit A 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 Public Works Director 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 Aaron Vollmer ("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: AE2S
 6901 East Fish Lake Road, Suite 184
 Water Tower Place Business Center
 Maple Grove, MN 55369
 Attn: Aaron Vollmer

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

By: _____

Its: _____

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 9.f

Department Approval



City Manager Approval



Item Description: Award Contract for Engineering Services for Rehabilitation of Walsh Lift Station

BACKGROUND

Staff has identified a need to replace the Walsh storm sewer lift station due to the age and condition of the structure and components. This lift station is located within Midland Hills Country Golf Course. The lift station currently serves as an outlet for Walsh pond if the pond level rises above a certain level. This lift station has been identified as a priority for replacement according to the City's recently completed Lift Station Needs Study.

Staff has developed a scope of work for the engineering services needed to rehabilitate this lift station. This includes preliminary engineering including soil borings, design, and preparation of bid documents, construction administration and inspection services, and preparation of operations manuals for this lift station. The schedule we proposed will allow us to award this project this summer for late 2017 or early 2018 construction if needed.

Staff received a proposal from SEH to complete engineering services for this project. SEH was the consultant on the St. Croix Lift Station project and has worked with the City staff on a number of other projects in the past. SEH provided a cost of \$59,800 to complete the engineering services for this project. This amount is within 2017 budget and lines up with the estimated engineering costs from the City's previous Lift Station Needs Study.

Staff is recommending award of the contract to SEH, Inc.

POLICY OBJECTIVE

Staff plans and recommends the timely replacement of infrastructure to provide continuous uninterrupted sanitary sewer service to all properties in Roseville. Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and operational objectives.

BUDGET IMPLICATIONS

We are anticipating that the city's cost for this improvement will be funded by the Storm Sewer Utility fund. The \$59,800 for engineering services is included in the 2017 adopted budget. The estimated cost for construction is \$450,000 and will be further refined through the design phase of the project. This is a capital need included in the 2018 capital improvement plan.

27 **STAFF RECOMMENDATION**

28 Staff recommends award of a contract to SEH, Inc. for engineering services for the rehabilitation
29 of the Walsh Storm sewer lift station.

30 **REQUESTED COUNCIL ACTION**

31 Motion awarding an engineering services contract to SEH, Inc., in an amount not-to-exceed
32 \$59,800.00 for engineering services for reconstruction of the Walsh Storm sewer lift station.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Standard Professional Services Agreement
B: Location Map

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the 24 day of April, 2017, between the City of Roseville, a municipal corporation (hereinafter "City"), and SEH., 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 April 24, 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 \$59,800.00 as compensation as described in Exhibit A 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 Public Works Director 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.

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

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

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

142 18. **Insurance.**

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

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

155	Worker's Compensation:	Statutory Limits
156	Commercial General Liability:	\$1,000,000 per occurrence
157		\$1,000,000 general aggregate
158		\$1,000,000 products – completed operations
159		aggregate
160		\$5,000 medical expense
161	Comprehensive Automobile	
162	Liability:	\$1,000,000 combined single limit (shall include
163		coverage for all owned, hired and non-owned
164		vehicles.

165 C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG
166 0001, and shall include the following:

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

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

178 E. The Consultant shall maintain in effect all insurance coverages required under this Provision
179 18 at Consultant's sole expense and with insurance companies licensed to do business in the
180 state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise
181 agreed to by the City in writing. In addition to the requirements stated above, the following
182 applies to the insurance policies required under this Provision:

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

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

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

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

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

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

- 221 23. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be
222 considered an original.
- 223 24. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason,
224 held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the
225 remaining provisions of this Agreement.
- 226 25. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly
227 given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if
228 delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b)
229 if mailed to the other party by United States registered or certified mail, return receipt requested,
230 postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized,
231 reputable overnight courier for overnight delivery to the other party addressed as follows:
- 232 If to City: City of Roseville
233 Roseville City Hall
234 2660 Civic Center Drive
235 Roseville, MN 55113
236 Attn: City Manager
- 237 If to Consultant: SEH
238 3535 Vadnais Center Drive
239 St. Paul, MN 55110
240 Attn: Michael Ostendorf
241
242
- 243 Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in
244 the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided,
245 however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time
246 for response to any notice by the other party shall commence to run one business day after the date of
247 mailing or delivery to the courier. Any party may change its address for the service of notice by giving
248 written notice of such change to the other party, in any manner above specified, 10 days prior to the
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- 250 26. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is
251 contained in this Agreement and its exhibits. This Agreement supersedes all prior oral agreements
252 and negotiations between the parties relating to the subject matter hereof as well as any previous
253 agreements presently in effect between the parties relating to the subject matter hereof. Any
254 alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only
255 when expressed in writing and duly signed by the parties, unless otherwise provided herein. The
256 following agreements supplement and are a part of this Agreement: none.
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IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

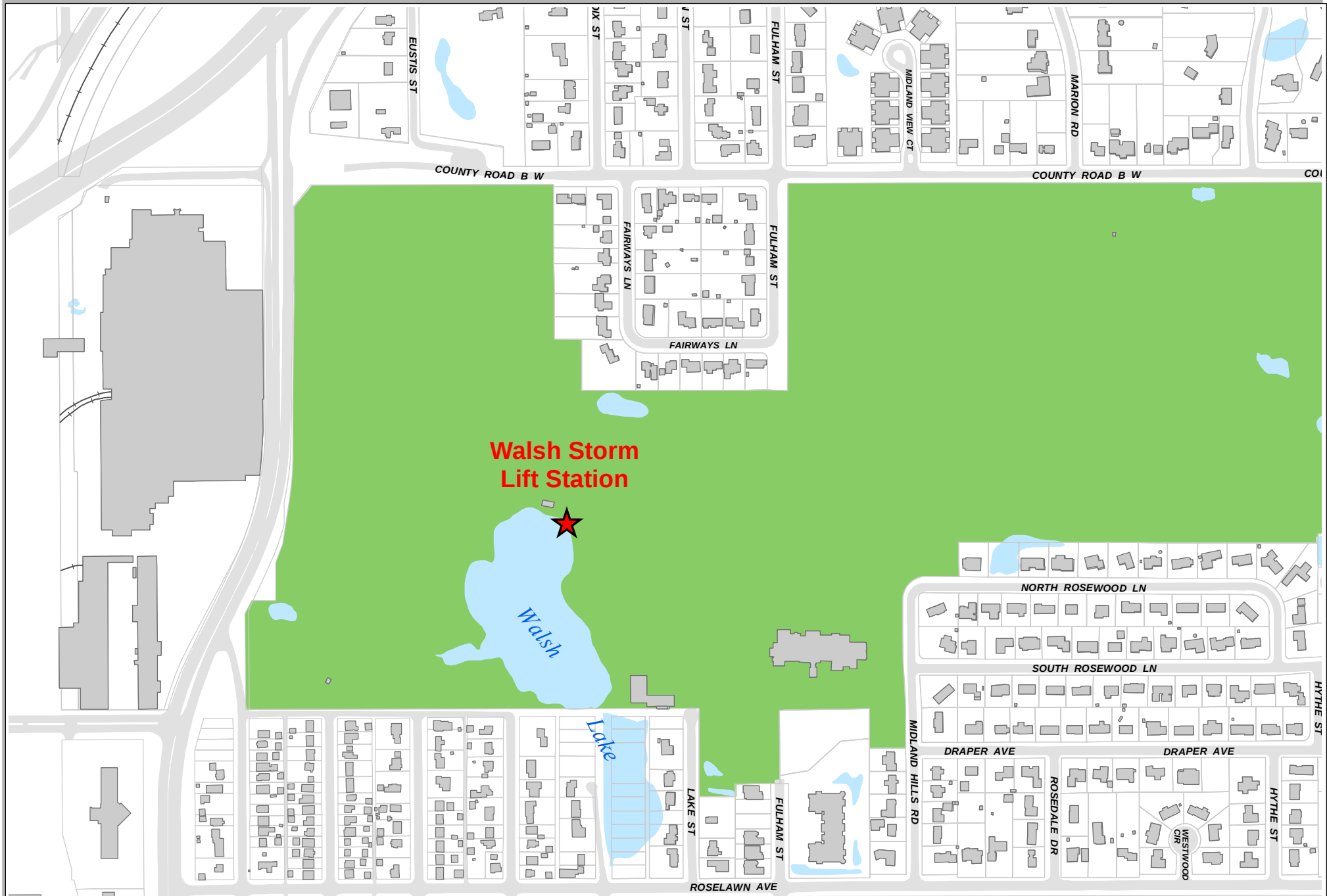
CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

By: _____

Its: _____



Walsh Storm Lift Station Project



Prepared by:
Engineering Department
April 17, 2017

Data Sources and Contacts:
 • Ramsey County GIS Base Map (4/6/17)
 • 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 provided 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 warrant that the GIS Data can be used for registration, tracking or any other purpose requiring measuring of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact (651) 762-1075. The planning department is provided pursuant to Minnesota Statutes § 466.05, Subd. 2 (2006), and the use of the 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 for negligence by third parties, its employees or agents, or third parties which arise out of the user's access to or use of this product.

0 100 200 300 400 Feet

mapdoc: WalshLiftStation.mxd
 map: WalshLiftStation.pdf



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 9.g

Department Approval



City Manager Approval



Item Description: Approve Retaining Wall Agreement at 1995 County Road B

BACKGROUND

As part of the 2017 Pavement Management Project, Ferris Lane north of County Road B is scheduled for pavement resurfacing. As part of the project the City is planning on replacing the existing wood retaining wall on the west side of Ferris Lane, just north of County Road B. The existing wood wall was installed when Ferris Lane was constructed in the early 1980's and is showing signs of failure and is in need of replacement.

The ownership of this retaining wall has historically been unclear. There was no Public Improvement Contract for this development that included the retaining wall which would show who the owner of the wall is. The current wall is constructed on or near the right-of-way line.

The proposed new wall will be constructed within the right-of-way and closer to the road to reduce the height of the wall and to reduce costs. This will also make the new wall easier to construct and reduce construction impacts. To accommodate moving the wall, the City will reduce the road width adjacent to this wall to 26 feet and post no parking on both sides in this area.

The City has been working with the property owner adjacent to this wall at 1995 County Road B to come to an agreement for the replacement of the wall. With the help of the City Attorney, we have worked with the property owner's attorney to come to an agreement.

The agreement includes language that the City will replace the existing wall with a new retaining wall on City right-of-way. The City would be responsible for all maintenance and future replacement of the new wall. The property owner would pay for one-third (1/3) of the retaining wall costs up to \$20,000. The agreement allows the property owner to have their portion of the costs assessed against their property for up to 10 years with interest, pursuant to Minnesota Statutes Chapter 429. The agreement has language that waives the property owner's rights to a public hearing and to any objection of the assessment.

FINANCIAL IMPACTS

The overall cost to remove and replace the retaining wall is estimated to be approximately \$90,000. Based on the agreement, the property owner would pay for one-third (1/3) of the retaining wall costs up to \$20,000. Based on bid prices the property owner will pay the capped \$20,000 amount. The remainder would be paid by the City using Street Replacement Funds.

31 **STAFF RECOMMENDATION**

32 Staff recommends the Council approve the Retaining Wall Agreement at 1995 County Road B.

33 **REQUESTED COUNCIL ACTION**

34 Motion to approve the Retaining Wall Agreement at 1995 County Road B.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Work Director
Attachments: A: Retaining Wall Agreement at 1995 County Road B w/ Exhibit
B: Location Map

AGREEMENT OF ASSESSMENT AND WAIVER OF IRREGULARITY AND APPEAL

This Agreement of Assessment and Waiver of Irregularity and Appeal (“Agreement”) is made and entered into between Stephen J. Enzler and Kathleen K. Enzler, husband and wife (the “Owners”), and the City of Roseville, a Minnesota municipal corporation (the “City”).

RECITALS

A. The Owners own the real property located at 1995 West County Road B, Roseville, Minnesota, legally described as:

Outlot C, Ferriswood, Ramsey County, Minnesota (the “Property”).

B. As part of its 2017 Pavement Management Program (the “PMP”), the City plans to replace the retaining wall located in the right-of-way on the border of Owners’ Property and Ferris Lane North (the “Retaining Wall”).

C. The parties wish to memorialize their agreement concerning responsibility for the Retaining Wall replacement, future maintenance, and associated costs.

NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated into this Agreement, the Owners and City agree as follows:

AGREEMENT

1. The Retaining Wall will be removed and rebuilt by the City closer to Ferris Lane North, reducing the wall height, reducing construction and maintenance costs, and reducing impacts to existing trees, in accordance with the plans attached hereto as Exhibit A and in accordance with the following (the “Project”). Specifically:

a. Retaining Wall – The City will remove the existing Retaining Wall, including the attached fence. The City will construct a new retaining wall, including footings, backfill, wall cap, and staining (the “New Retaining Wall”). The New Retaining

Wall location will be consistent with the wall profile and plan view in Exhibit A.

- b. Clear, Grub, and Landscape – The City will clear, grub, and landscape the area uphill from the New Retaining Wall (“Landscaping”).
- c. Fence – The City will install a new fence uphill from the New Retaining Wall on or near the Owners’ Property line (“Fence”).
- d. Final Plans and Material Finishes Selection – The City shall work in conjunction with Owners to finalize material finishes for the New Retaining Wall, Landscaping and Fence to ensure a balance between City engineering needs and Owners’ interest in construction of same. Before the City signs the construction contract for the Project, the City shall provide Owners with a copy of the proposed contract for the Project. In addition, the City shall provide to Owners an initial and final accounting of Project costs.

2. The Owners consent to the Project and the City’s assessment of a portion of the Project costs against the Property, as set forth below; provided, however, that the City will not assess the Property for any other costs related to the 2017 PMP.

3. The Owners hereby request that the City proceed with the construction of the Project, and also that the Assessment Amount (as defined below) be assessed against the Property pursuant to Minnesota Statutes Chapter 429.

4. The assessment amount (“Assessment Amount”) shall be the lesser of the following:

- a. One-third (1/3) of the Project Costs, where “Project Costs” means the final, total sum of money actually paid or incurred by the City for the Project, which sum shall not exceed one hundred ten percent (110%) of the awarded bid amount; or
- b. \$20,000.00.

5. The Owners shall pay the Assessment Amount without interest or penalty within 30 days of the City’s completion of the Project. The 30 day period will commence on the day the City provides the Owners with written notification that the Project is complete. Alternatively, if the Owners opt to pay the Assessment Amount over time, then the Owners shall pay the Assessment Amount, along with interest at the rate of five percent (5%) per annum, in not to exceed ten (10) equal annual installments. It shall be in the Owners’ sole discretion whether to pay the Assessment Amount in a single lump-sum within 30 days of Project completion or over time as provided in this paragraph.

6. The City of Roseville, through its representatives including without limitation its employees, agents, contractors, and other necessary third parties, has permission to enter the Property as reasonably necessary to complete the Project.

78 7. When constructing the New Retaining Wall, the City shall make every reasonable
79 effort to preserve the two large trees near the Retaining Wall and Property. In the event that the
80 City is unable to preserve either or both of the trees, however, the City agrees to bear all financial
81 responsibility for removal of the trees.
82

83 8. Following Project completion, the City shall be responsible, both physically and
84 financially, for the maintenance and associated costs for the New Retaining Wall, the Fence, and
85 the area between the New Retaining Wall and the Owners' Property, and the Owners shall have
86 no responsibility, financial or otherwise, for same, except to the extent arising or resulting from
87 the negligence or willful misconduct of one or both of the Owners or their licensees, contractors,
88 agents, or employees. Except as otherwise provided herein, the City expressly agrees to waive any
89 claims against the Owners or the Property under Minnesota Statutes Chapter 429 or other law
90 concerning the Retaining Wall, the Fence, and the City's maintenance obligations. The
91 maintenance and associated costs for the rest of the right-of-way to Ferris Lane North shall be as
92 provided by state and local law. The City does not waive its ability to enforce and/or correct any
93 City Code violation for which one or both of the Owners, or their successors and assigns, are
94 responsible.
95

96 9. The Owners expressly waive any objection with regard to the assessment and any
97 claim that the amount thereof levied against the Property is excessive, so long as the amount does
98 not exceed the Assessment Amount set forth in Provision 4 above.
99

100 10. The Owners hereby waive all rights they have by virtue of Minnesota Statutes
101 Chapter 429 to a public hearing before the City Council, any appeal of the assessment in court or
102 otherwise to challenge the amount or validity of the assessment or the procedures used by the City
103 in levying the assessments for the Project and hereby release the City, its mayor, councilmembers,
104 employees, agents, and contractors, from any and all liability related to or arising out of the levying
105 of said Assessment Amount and the Project.
106

107 11. The terms and provisions hereof shall inure to the benefit of the City of Roseville
108 and shall be binding upon the Owners, and their heirs, representatives, successors, and assigns,
109 and all future owners of all or any part of the Property, and shall be deemed to be covenants running
110 with the land.
111

112 12. The City shall record this Agreement with the offices of the Ramsey County
113 Recorder and/or the Ramsey County Registrar of Titles.
114
115

(Signatures follow)

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

OWNERS

Stephen J.ENZler

Kathleen K.ENZler

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Stephen J.ENZler and Kathleen K.ENZler, husband and wife.

Notary Public

(SEAL)

CITY OF ROSEVILLE

Dan Roe
Mayor

Patrick Trudgeon
City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by Dan Roe, Mayor of the City of Roseville, and by Patrick Trudgeon, City Manager of the City of Roseville, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

(SEAL)

THIS INSTRUMENT WAS DRAFTED BY:
Erickson, Bell, Beckman & Quinn, P.A.
Rosedale Tower, Suite 110
1700 West Highway 36
Roseville, MN 55113
Phone: 651-223-4999

EXHIBIT A

Project Plans

The Project plans follow.

BOOK:
03/27/2017
Drawing name: \\metro-metrosevillepub\dwg\CAD\Projects\2017\17-04_2017 PMP Street Maintenance\Drawings\55-FerrisC625.dwg
X:\SITE\EXIST\X-SITE\NEW_RSV\22.dwg

- NOTES:
1. CONTRACTOR IS RESPONSIBLE FOR HAVING UTILITIES LOCATED IN THE FIELD.
 2. SIGN RELOCATIONS (REMOVAL, PROTECTION AND REINSTALLATIONS) ARE INCIDENTAL UNLESS OTHERWISE NOTED.
 3. CONSTRUCT CONCRETE PEDESTRIAN CURB RAMP WITH TRUNCATED DOMES. SEE MnDOT STANDARD PLANS.
 4. REMOVE AND REPLACE CURB & GUTTER SECTIONS AS DIRECTED BY THE ENGINEER.
 5. STREET CORRECTION: *MILL ROADWAY CURB TO CURB, 2" THICK MILL AT EDGE OF CURB.
*MILL DEPTH AT CENTER WILL VARY TO MEET 2.8% CROSS-SLOPE OR AS DIRECTED BY THE ENGINEER.
*SUB-CUT AND BACKFILL FAILURE AREAS AS DIRECTED BY THE ENGINEER.
*CONSTRUCT 2" TYPE SPWEA330B WEARING COURSE AS PER TYPICAL SECTION.
 6. SEE TABULATION A FOR WORK PERFORMED ON ALL UTILITY STRUCTURES WITHIN CONSTRUCTION LIMITS.

FERRIS LANE
60' RIGHT OF WAY

EXISTING 1/8" PROFILE

REMOVAL LEGEND	
SAWCUT AND REMOVE EXISTING BITUMINOUS REMOVE EXISTING CONCRETE OR BITUMINOUS DRIVEWAY	REMOVE AND REPLACE EXISTING CONCRETE CURB
MILL AND OVERLAY EXISTING BITUMINOUS	RECLAIM EXISTING BITUMINOUS

DRAWN
DRT
CHECKED
JAF
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED
BY ME OR UNDER MY DIRECT SUPERVISION AND THAT
I AM A DULY LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE OF MINNESOTA

CITY ENGINEER
DATE 3/24/17
LIC. NO. 47272
DESCRIPTION OF REVISIONS
NO. DATE BY

IMPROVEMENTS PLAN
PROFILE FOR:
FERRIS LANE
FROM COUNTY ROAD B TO GLUEK LANE

CITY PROJ. NO. 17-04 SAP NO.

1992

1980

0+00

MATCH
EXISTING CURVE

1+00

2+00

3+00

4+00

5+00

6+00

STA. 0+45.08', 15.20' LT
BEGIN RADIUS

STA. 0+91.18' 12.20' LT
END CURVE

COUNTY RD. B

INSTALL B618 CONCRETE
CURB AND GUTTER 10"
LOCATION SHOWN

STA. 2+59.31' 10.00' LT
BEGIN CURB TAPER

STA. 3+58.33' 16.00' LT
END CURB TAPER

STA. 2+162.00' 20.20' LT
END RETAINING WALL

MATCH
EXISTING CURB

10' RAD
F/C

STA. 4+10.80' 14.80' LT
BEGIN RADIUS

CONSTRUCT MODULAR BLOCK (BIG BLOCK)
RETAINING WALL SEE SPECIFICATIONS
FOR MORE DETAILS

RESTORE DISTURBED AREA
SHOWN WITH MULCH
MATERIAL 4" DEPTH

STA. 1+00 TO STA. 2+30
CONSTRUCT WOOD RAIL FENCE
2' BEHIND RETAINING WALL.
SEE DETAIL ON SHEET 2

2175-2177

2185

2162-2164

2166

2172

2181

2191

2187

2213

GLUEK LN.

SCALE IN FEET

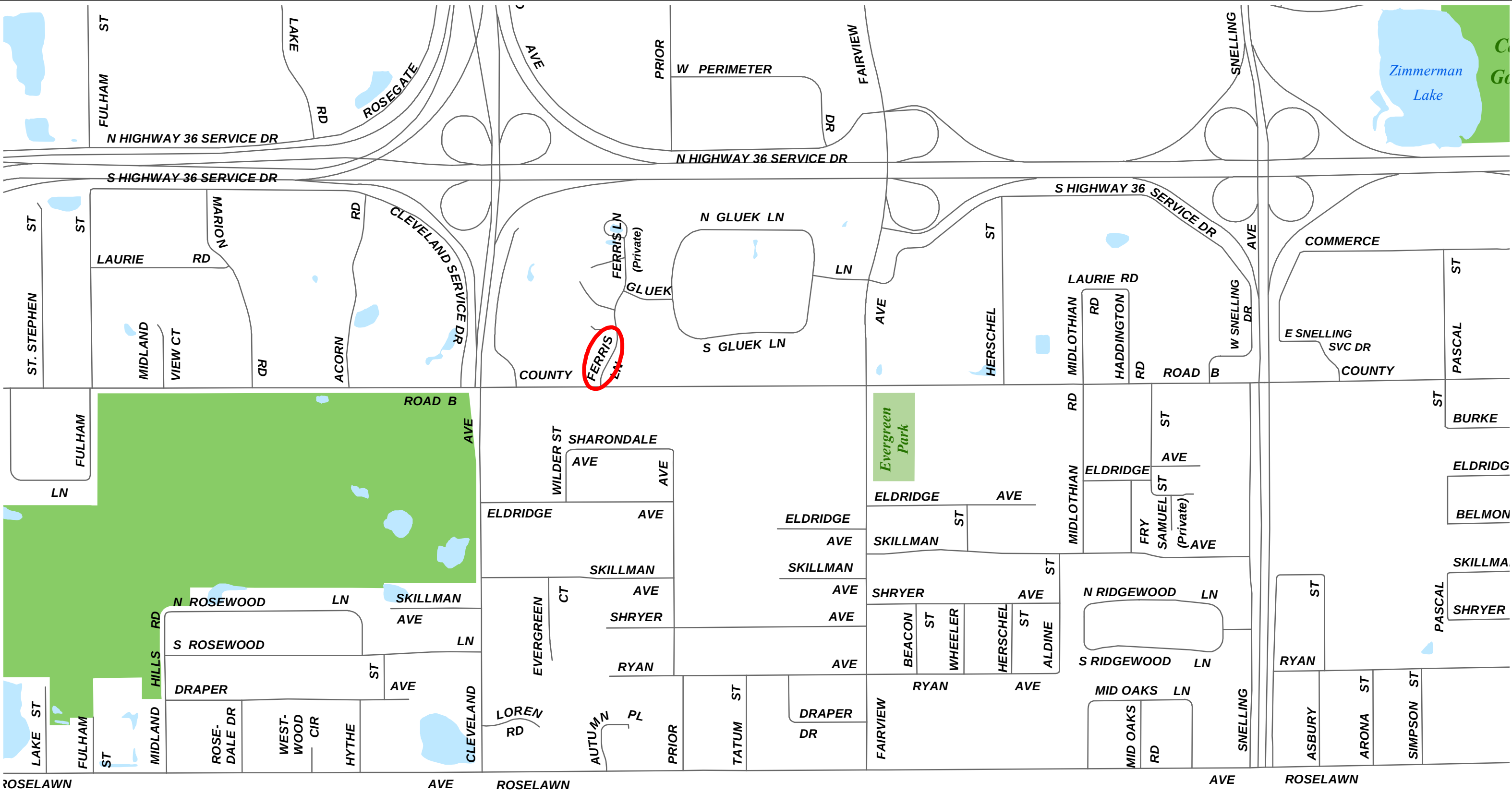
RETAINING WALL ELEVATIONS			
STATION	TOP	6" BURY	2' BURY
0+50	984.30	982.30	980.30
0+75	984.89	982.52	980.52
1+00	986.86	982.93	980.93
1+25	990.40	983.31	981.31
1+50	993.44	983.71	981.71
1+75	993.72	984.04	982.04
2+00	992.91	984.44	982.44
2+25	988.26	984.85	982.85
2+50	987.01	985.27	983.27
2+62	986.54	985.39	983.39

SHEET NO. 55 OF 91
SHEET NO. 55 OF 91 SHEETS

DESIGNED
DRT

PAVEMENT MANAGEMENT PROJECT





Ferris Lane Retaining Wall Location



Prepared by:
Engineering Department
April 05, 2017

 Proposed Retaining Wall Location

Data Sources and Contacts:
* Ramsey County GIS Base Map (3/10/17)
* 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.

0 150 300 450 600 Feet

mapdoc: FerrisLaneRetainingWall.mxd
map: FerrisLaneRetainingWall.pdf



ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 04/24/17
Agenda Item: 9.h

Department Approval



City Manager Approval



Item Description: Consider a Comprehensive Plan Land Use Map Change and rezoning for property located at 211 North McCarrons Boulevard (PROJ0041).

BACKGROUND

On January 18, 2017, the City Council directed the Community Development Department to begin the formal process to change the land use and zoning designations of the former armory site from Institutional (IN) to Low Density Residential (LDR), and to rezone the property from a classification of Institutional (INST) District to Low Density Residential-1 (LDR-1) District.

On February 16, 2017, the Planning Division held the open house meeting to seek out questions and/or concerns regarding the proposed changes in land use and zoning for the former armory property. Approximately 40 citizens were in attendance at the meeting, in which staff provided a brief presentation and some general information regarding what could be developed in the Low Density Residential-1 District.

PLANNING COMMISSION ACTION

A public hearing was held at the April 5, 2017, Roseville Planning Commission meeting regarding the proposed Comprehensive Plan Amendment and Rezoning for the property at 211 North McCarrons Boulevard (see PC Report – Attachment A). At this hearing, Commissioners had a few questions of the Planning staff and only one citizen was present to address the Commission (see attached meeting minutes – Attachment B).

Based on the information and analysis provided in the Planning Division report, public comments, and Planning Commission discussion, the Commission voted 6-0 to recommend approval of the proposed COMPREHENSIVE LAND USE PLAN MAP CHANGE AND ZONING MAP CHANGE, as detailed below.

- a. The property be re-guided from a Comprehensive Land Use Map designation of Institutional (INS) to Low Density Residential (LDR); and
- b. The property be rezoned from an Official Map classification of Institutional (INST) District to Low Density Residential-1 (LDR-1) District

25 **SUGGESTED CITY COUNCIL ACTION**
26 Adopt a Resolution approving a Comprehensive Plan Land Use Map designation change from
27 Institutional to Low Density Residential at 211 North McCarrons Boulevard, subject to
28 Metropolitan Council review and approval (see draft resolution – Attachment C).

Report prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. RPCA B. Draft PC minutes
C. Draft resolution



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: **04/05/17**

Agenda Item: **7b**

Prepared By

Department Approval

Agenda Section

Public Hearings

Item Description: Consideration of a **Comprehensive Land Use Plan map change and Zoning map change** at 211 North McCarrons Boulevard (**PROJ0041**).

1 APPLICATION INFORMATION

2 Applicant:	City of Roseville – Community
3	Development Department
4 Location:	211 North McCarrons Boulevard
5 Property Owner:	Department of Military Affairs
6 Application Submission:	NA
7 City Action Deadline:	NA
8 Planning File History:	None

9 **LEVEL OF DISCRETION IN DECISION MAKING:** Actions taken on a Comprehensive Plan
 10 Land Use change and Rezoning request are legislative; the City has broad discretion in
 11 making land use decisions based on advancing the health, safety, and general welfare of
 12 the community.

13 BACKGROUND

14 The subject properties, located in Planning District 16, have Comprehensive Plan Land
 15 Use Designations of Institutional (I), and the respective zoning classification of
 16 Institutional (I) Districts.

17 On January 21, 2016, the City of Roseville was notified by the Department of Military
 18 Affairs that they were selling the property at 211 N. McCarrons and that the City held the
 19 Right of First Refusal. At its August 29, 2016, meeting, the Roseville City Council voted
 20 not to acquire the site and directed staff to engage the community in a rezoning process.
 21 Before initiating a rezoning process staff checked in with Ramsey County to see if they
 22 were interested in redeveloping the site, since they had the next Right of Refusal. In
 23 November the County declined to purchase the property.

24 On November 15, 2016, Community Development Staff held two Community Input
 25 Meetings (one at 3:30 pm and the other at 6:30 pm) to inform the community that a
 26 rezoning process was about to occur and to gather any feedback about preferred uses on

the site. The input sessions were well attended – more than 80 people attended the two sessions – and there was a high level of interest in the future development of the site. After receiving a brief presentation, attendees were invited to complete a survey that asked which uses they would find most suitable for the site. The survey was made available (in paper form and electronically) following the presentations (see Attachment B for an example of the survey).

Community Development Staff received 87 total survey responses, 56 were submitted electronically and 31 were completed on paper. See Attachment C for a summary of the results. Following are some of the key takeaways from the results:

- The land use that received the greatest number of votes was Single-Family Residential (Detached) with 69 of 87 respondents selecting that as an acceptable use. With regard to other housing uses, the next highest vote-getter was Townhome/Row Home (1-family attached) with 29 votes, followed by Twinhome (2-family-attached) and Duplex (2-family attached) each receiving 26 votes.
 - When considering housing options, respondents were also asked what density they preferred. Of the density options available, 51 respondents selected up to 4 units/acre, 20 selected 5-8 units per acre, 4 selected 12+ units, and 3 selected 9-12 units/acre.
 - Five respondents selected, “No Housing is Suitable.”
- The use, or actually “non-use,” with the next highest number of votes was “No Commercial Use is Suitable,” with 53 respondents selecting that choice. When looking at the 34 respondents who found a commercial use acceptable, the highest vote-getter was Daycare Center with 19 votes, followed by Office with 14 votes, and Sit-down Restaurant and Health Club/Fitness Center each receiving 13 votes.
- The next highest use selected was Community Center, which received 44 votes. Interestingly, the next highest Institutional use was, “No Institutional Use is Suitable” with 29 respondents selecting that option.

Gardens were the 4th highest use selected with 38 respondents identifying that use as acceptable. Of the other Parks & Recreation options available, the next highest vote getter was “No Park & Rec Uses are Suitable” with 29 votes, followed by Athletic Fields, which was selected by 24 respondents.

Survey respondents were also invited to provide comments, which are included as Attachment C.

On January 18, 2017, the Community Development Department brought forth to the City Council the neighborhood input session information and sought direction regarding the next step in the process. At the meeting the City Council directed the Planning Division to begin the process of amending the Comprehensive Plan Land Use designation from Institutional (IN) to Low Density Residential (LDR) and to rezone the property from a classification of Institutional (INST) District to Low Density Residential-1 (LDR-1) District.

On February 16, 2017, the Planning Division held the open house meeting to seek out questions and/or concerns regarding the proposed changes in land use and zoning for the former armory property. Approximately 40 citizens were in attendance at the meeting, in which staff provided a brief presentation and some general information regarding what could be developed in the Low Density Residential-1 District.

As a component of the presentation, members of the audience commented on the proposal and asked the following questions concerning redevelopment of the property:

Interested in knowing what is going on with the site

Is the wooded lot in southwest portion of property restricted?

Can the wooded area in southwest portion of lot be protected/

Zone the property as is of as park land

Keep west portion of woods and wetland green space

How many potential single family lots can the property support?

Who pay for the infrastructure (streets and utilities)?

What is the type of development on the five lots along Elmer?

Will citizens be notified regarding the sale of the property and development proposals?

Asking price seems high

Can single family lots of \$100,000 or more sell in Roseville?

Does the building contain asbestos?

What type of road design could be supported by the property?

Has the State been through the building with an engineer?

Has a City inspector been through the building?

After the presentation, question and answer period, staff visited with members in attendance at the two illustration board areas answering very similar questions to those contained above.

COMPREHENSIVE LAND USE PLAN MAP CHANGE:

City Code §202.07 (Comprehensive Plan Amendments) allows the City Council to seek, and the Planning Commission to recommend, changes to the Comprehensive Plan; a recommendation by the Planning Commission to approve a change to the Comprehensive Plan must have the affirmative votes of at least 5/7ths of the Planning Commission's total membership.

Based upon the listening session the Planning Division held, City Council direction, and input received from the open house, it is clear that the majority of the community desires to see the armory property redevelop into a low density use that fits well into the surrounding neighborhood.

At 4 units per acre, a low density residential community is the lowest intensification of uses allowed other than park/open space. The change from a current land use designations to the proposed Low Density Residential, further promotes the following Residential Area Goals and Policies:

Goal 1: Maintain and improve Roseville as an attractive place to live, work, and play by promoting sustainable land-use patterns, land-use changes, and new developments that contribute to the preservation and enhancement of the community's vitality and sense of identity.

Policy 1.1: Promote and provide for informed and meaningful citizen participation in planning and review processes.

Policy 1.4: Maintain orderly transitions between different land uses in accord with the general land-use guidance of the Comprehensive Plan by establishing or strengthening development design standards.

Goal 4: Protect, improve, and expand the community's natural amenities and environmental quality.

Policy 4.2: Seek to use environmental best practices for further protection, maintenance, and enhancement of natural ecological systems including lakes, lakeshore, wetlands, natural and man-made storm water ponding areas, aquifers, and drainage areas.

Policy 4.3: Promote preservation, replacement, and addition of trees within the community.

Goal 5: Create meaningful opportunities for community and neighborhood engagement in land-use decisions.

Policy 5.1: Utilize traditional and innovative ways to notify the public, the community, and neighborhoods about upcoming land-use decisions as early as possible in the review process.

Policy 5.2: Require meetings between the land-use applicant and affected persons and/or neighborhoods for changes in land-use designations and projects that have significant impacts, prior to submittal of the request to the City.

Policy 5.3: Provide for and promote opportunities for informed citizen participation at all levels in the planning and review processes at both the neighborhood and community level.

Goal 6: Preserve and enhance the residential character and livability of existing neighborhoods and ensure that adjacent uses are compatible with existing neighborhoods.

Policy 6.1: Promote maintenance and reinvestment in existing residential buildings and properties, residential amenities, and infrastructure to enhance the long-term desirability of existing neighborhoods and to maintain and improve property values.

Goal 7: Achieve a broad and flexible range of housing choices within the community to provide sufficient alternatives to meet the changing housing needs of current and future residents throughout all stages of life.

Policy 7.1: Promote flexible development standards for new residential developments to allow innovative development patterns and more efficient

densities that protect and enhance the character, stability, and vitality of residential neighborhoods.

Policy 7.4: Promote increased housing options within the community that enable more people to live closer to community services and amenities such as commercial areas, parks, and trails.

Goal 8: Promote a sense of community by encouraging neighborhood identity efforts within the community.

Policy 8.2: Where feasible, provide or improve connections between residential areas and neighborhood amenities such as parks, trails, and neighborhood business areas

ZONING MAP CHANGE:

Assuming that the Comprehensive Plan change is supported and approved, the requested ZONING MAP CHANGE becomes a clerical step to ensure that the zoning map continues to be “consistent with the guidance and intent of the Comprehensive Plan” as required in City Code §1009.04 (Zoning Changes).

STAFF RECOMMENDATION

Based upon community and neighborhood input, the Planning Division recommends the following for 211 North McCarrons Boulevard:

- a. The property be re-guided from a Comprehensive Land Use Map designation of Institutional (INS) to Low Density Residential (LDR); and
- b. The property be rezoned from an Official Map classification of Institutional (INST) District to Low Density Residential-1 (LDR-1) District

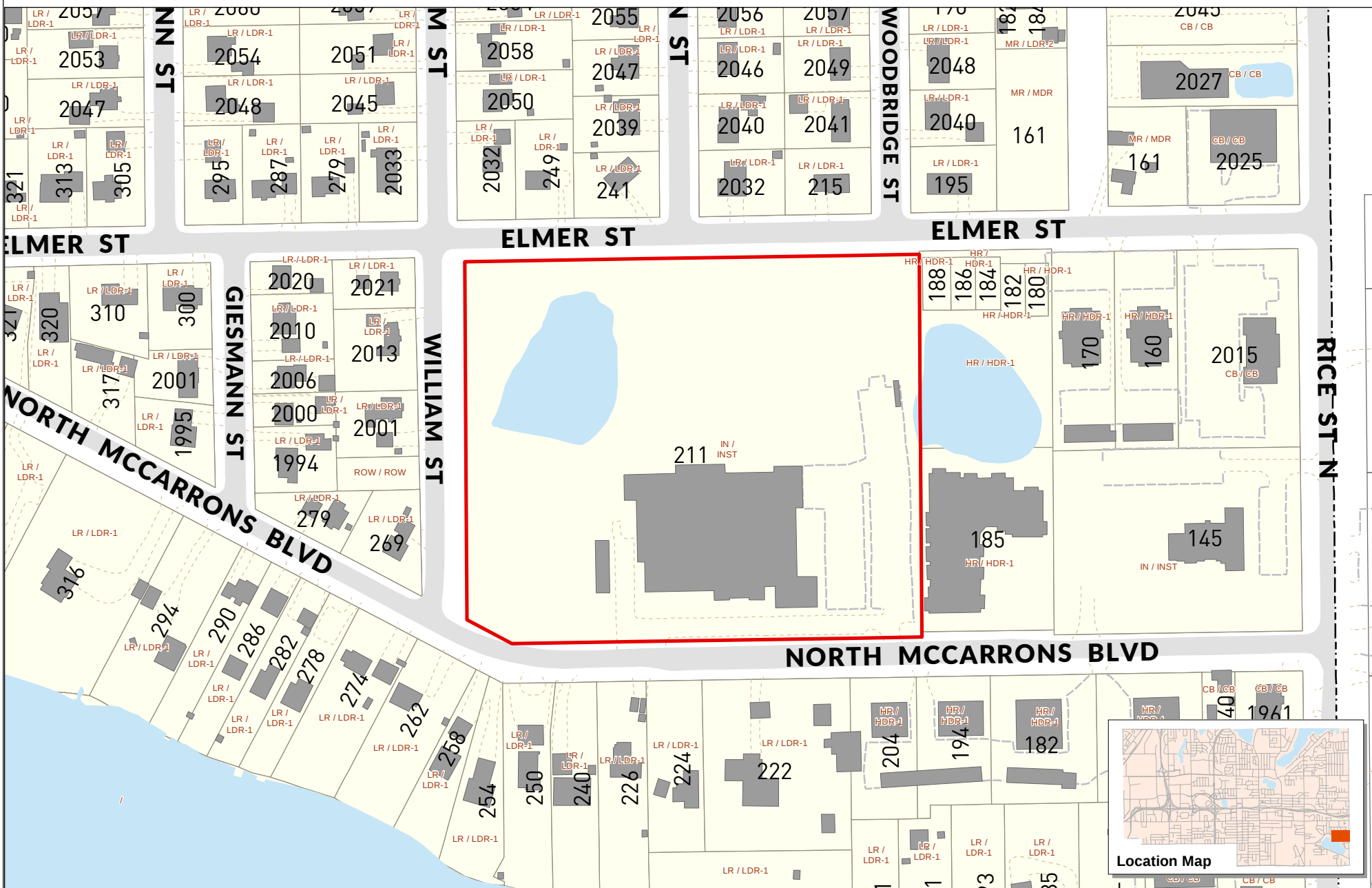
SEGUESTED PLANNING COMMISSION ACTION

By motion recommend approval of a **COMPREHENSIVE LAND USE PLAN MAP AND ZONING MAP CHANGES**, based on the information contained within this report dated April, 5, 2017.

Report prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. Site map B. Aerial photo
C. Open house summary

Attachment A for Project File 0041



Prepared by:

Community Development Department

Printed: March 21, 2017



Site Location

Data Sources

* Ramsey County GIS Base Map (3/10/2017)

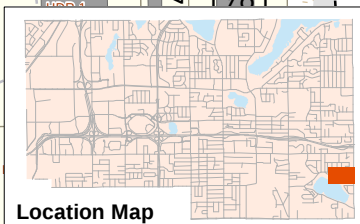
For further information regarding the contents of this map contact:

City of Roseville, Community Development Department,

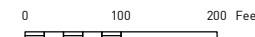
2660 Civic Center Drive, Roseville MN

Disclaimer

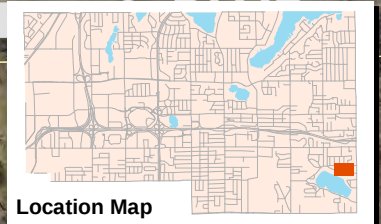
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Location Map



Attachment B for Project File 0041



Prepared by:
Community Development Department
Printed: March 21, 2017



Site Location

Data Sources

- * Ramsey County GIS Base Map (3/10/2017)
- * Aerial Data: Surdex (4/2015)

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

Disclaimer

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0 50 100 Feet





March 23, 2017

Resident
294 North McCarrons Boulevard
Roseville, MN 55113

Re: 211 McCarrons Boulevard Open House Summary

Dear Roseville Citizen:

Per the requirements of 1009.07, Open House Meetings, the Community Development Department, as applicant on behalf of the City, is required to provide a summary of the open house meeting to all who signed the attendance sheet. Below, please find the summary of the open house held regarding 211 North McCarrons Boulevard:

On February 16, 2017, the Roseville Planning Division held the required open house meeting concerning the re-guiding and rezoning of the former Roseville Armory property from its current Comprehensive Plan Land Use designation of Institutional (INS) to Low Density Residential (LDR) and from an Official Zoning Map classification of Institutional (INST) Low Density Residential-1 (LDR-1) District.

This required meeting was held to seek out questions and/or concerns regarding the proposed changes in land use and zoning for the former armory property. Approximately 40 citizens were in attendance at the meeting, in which staff provided a brief presentation and some general information regarding what could be developed in the Low Density Residential-1 District.

As a component of the presentation, members of the audience commented on the proposal and asked the following questions concerning redevelopment of the property:

- Interested in knowing what is going on with the site
- Is the wooded lot in southwest portion of property restricted?
- Can the wooded area in southwest portion of lot be protected/
- Zone the property as is of as park land
- Keep west portion of woods and wetland green space
- How many potential single family lots can the property support?
- Who pay for the infrastructure (streets and utilities)?
- What is the type of development on the five lots along Elmer?
- Will citizens be notified regarding the sale of the property and development proposals?
- Asking price seems high
- Can single family lots of \$100,000 or more sell in Roseville?
- Does the building contain asbestos?
- What type of road design could be supported by the property?
- Has the State been through the building with an engineer?
- Has a City inspector been through the building?

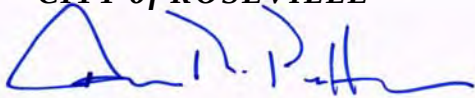
The Planning staff then met with citizens at the two illustration board areas answering very similar questions to those identified above.

The next step in the process will occur on Wednesday, April 5, 2017, when the Planning Commission conducts the public hearing to consider the two requested changes, which required notice of the meeting will be forthcoming.

Should you have any specific, please feel free to contact me at 651-792-7074 or thomas.paschke@cityofroseville.com.

Respectfully,

CITY of ROSEVILLE



*Thomas Paschke
City Planner*

**Extract of the April 5, 2017, Roseville Planning Commission
Draft Meeting Minutes**

- b. **PROJ0041: Request by the City of Roseville to change Comprehensive Plan (Land Use) and Zoning classification (Rezoning) of the former Roseville Armory site, 211 N McCarrons Boulevard. Existing Comprehensive Plan designation would change from Institutional (IN) to Low Density Residential (LR) and the Zoning classification would change from Institutional District (INST) to Low Density Residential District (LDR01)**

Chair Murphy opened the public hearing for Project File 0041 at approximately 8:07 p.m.

As detailed in the staff report, and as indicated by public feedback, Mr. Lloyd advised that this step was being recommended as outlined for redevelopment of 211 N McCarrons Boulevard. Since this is a comprehensive plan amendment, Mr. Lloyd advised that it would require a super majority vote (5/6) for recommendation to the City Council and forwarding to the Metropolitan Council if approved at that time.

Member Kimble sought clarification on the total acreage involved and maximum number of units with this classification and designation.

Mr. Lloyd advised that the developable area was approximately 6 acres without the wetland, and divided by minimum lot size would accommodate up to twenty-four units without factoring in the new street that would take up some space, resulting in fewer than twenty-four units.

Referencing page 3 of the staff report and the series of questions and audience comments, Member Kimble asked if there was a record of staff's responses to those questions.

Ms. Collins advised that City Planner Paschke had summarized notes of the meeting, apologizing for not including it in tonight's packet materials, and offering to do so for the City Council meeting on April 24, 2017.

Being new to the Commission, Member Sparby asked for what all was entailed in LDR-1 designations.

Mr. Lloyd advised that the district only allowed for single-family development, not duplexes, townhomes or non-residential development. Mr. Lloyd clarified that the only caveat being that home-based businesses were allowed as defined in city code; and also accessory dwelling units (e.g. mother-in-law units) similar to a duplex but more confined or constrained square footage allowable than a duplex or twin home property would allow.

Chair Murphy noted that zoning requirements had minimum lot and setback requirements.

At the request of Member Kimble, Mr. Lloyd advised that, with the federal government (Department of Military Affairs) in charge of the property, the process for marketing it for sale would be at their discretion. At the further request of Member Kimble, Mr. Lloyd advised that as the site is currently structured, the city could not require an affordable housing component, with tonight's action specific to regulatory land use and zoning.

With this site bordered partially by High Density Residential (HDR), Vice Chair Bull noted several ponds that could serve as a buffer to other LDR. Without City Council meeting minutes available to inform tonight's discussion and their direction to explore LDR, Vice Chair Bull referenced related work on the comprehensive plan and opportunities for the city to meet the goals of the Metropolitan Council for an additional 600 housing units for LDR. Under that scenario, Vice Chair Bull asked if any consideration was given for MDR or HDR to meet those goals since the city was fully developed.

Mr. Lloyd reported that there had been some discussion for a marginally greater density on the east side adjacent to HDR. However, Mr. Lloyd noted the difficulty in a boundary line between HDR and MDR and other land use categories. Mr. Lloyd reported on some discussion for descending density moving westward across the site, but due to practical challenges with the topography of the site and the overwhelming response of the community in seeking single-family homes on this site, it drove the City Council's decision to initiate this direction.

Vice Chair Bull opined that the zoning of this property could actually impact its marketability and asked if that had an impact on interested developers.

Member Kimble responded that it would depend on the price of the land as the basic determining factor. Member Kimble noted that developers usually liked adding density from a cost-effective perspective, but further noted that it would depend on the market and whether they could attract a higher density.

Vice Chair Bull stated that he was at a loss for setting the zoning now without knowing actual development proposals.

Chair Murphy clarified that staff had received the directive from the City Council with the Commission seeing the results of that direction at this time.

Member Kimble concurred, further recognizing that the City Council had based that direction on the neighborhood input received.

Mr. Lloyd concurred with Chair Murphy and Member Kimble's comment; and reviewed existing guidance of the site as Institutional and the restrictive nature of any future development or redevelopment. With this guidance for LDR-1 serving as the starting point, Mr. Lloyd noted that any interested developer could seek further amendment for a specific development at their discretion.

At the request of Member Daire, Ms. Collins reported that the asking price was \$2.1 million.

Public Comment

Steven Rosengren (no address provided)

Mr. Rosengren sought clarification as to whether the wetland area was considered part of the development or would remain intact.

Ms. Collins reiterated that the wetland was under city, county and watershed district restrictions and had not been identified by the city as part of the developable area.

With no one else appearing to speak for or against, Chair Murphy closed the public hearing at approximately 8:20 p.m.

Commission Deliberation

At the request of Member Daire, Mr. Lloyd confirmed that a standard approval process for any development included requirements of the city, state and watershed districts to preserve existing wetlands; with mitigation requirements addressed as well.

At the request of Member Kimble, Mr. Lloyd advised that he was not aware of any wetland survey, but noted that it would be an essential part of any future development proposal. Chair Murphy opined that he was reasonably confident that a formal survey of the wetland would be part of the school district's records.

Member Daire sought clarification of the four lots northwest of this site as shown in the aerial photo taken in 2015; with Mr. Lloyd advising that those lots remained undeveloped and were platted at the

same time as the condominium development; with staff not aware of any immediate plans for development. Mr. Lloyd noted that the lots at Elmer Street were intended as detached home sites, even though they were small lots with almost no yard space available if a home is constructed on any of the lots.

Chair Murphy referenced the Rice Street/Larpenteur Avenue redevelopment area and overlay extending to this area; and questioned if the city was limiting flexibility for that group with designation for this area even though it was more removed from that immediate corridor.

Ms. Collins clarified that there were two priority areas: one specific to Roseville and the other considered a multi-jurisdictional area. While generally focused on the corridor itself, Ms. Collins noted that Roseville had identified SE Roseville as a priority including the former armory site; but were generally supported of these changes to the comprehensive plan and zoning ordinance.

MOTION

Member Bull moved, seconded by Member Gitzen to recommend to the City Council approval of a Comprehensive Land Use Plan Map designation of Institutional (INS) to Low Density Residential (LDR) at 211 N McCarrons Boulevard, as detailed in Lines 163-166 of the staff report of today's date.

At the request of Chair Murphy, Ms. Collins advised that this item was tentatively scheduled for the April 24, 2017 City Council meeting.

Recess

Chair Murphy recessed the meeting at approximately 8:26 p.m. and reconvened at approximately 8:34 p.m.

Ayes: 6

Nays: 0

Motion carried.

Member Bull moved, seconded by Member Kimble to recommend to the City Council approval of the property rezoned from an Official Map classification of Institutional (INST) District to Low Density residential – (LDR-1) District.

Ayes: 6

Nays: 0

Motion carried.

**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 24th day of April, 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 APPROVING AN AMENDMENT TO THE COMPREHENSIVE LAND USE PLAN MAP
DESIGNATION FROM INSTITUTIONAL (IN) TO LOW DENSITY RESIDENTIAL (LR) FOR PROPERTY
LOCATED AT 211 NORTH MCCARRONS BOULEVARD (PROJ0041)**

WHEREAS, the Planning Commission, at a public hearing held on April 5, 2017, pertaining to the request they received from the Roseville Community Development Department for a Comprehensive Land Use Plan Amendment on property commonly known as 211 North McCarrons Boulevard; and

WHEREAS, the proposed Comprehensive Land Use Plan Amendment requires a map designation change from “IN” (Institutional) to “LR” (Low Density Residential); and

WHEREAS, said Comprehensive Land Use Plan Amendment affects the following addressed properties (also see attached map):

**211 North McCarrons Boulevard
PIN #132923140014**

WHEREAS, after required public hearings, the Roseville Planning Commission recommended approval (6-0) of the request for a Comprehensive Plan Amendment, indicating support for the proposed change; and

WHEREAS, the Roseville City Council at their meeting of April 24, 2017, was presented with the project report from the Community Development staff regarding the subject request; and

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the amendment to the Comprehensive Plan from “IN” (Institutional) to “LR” (Low Density Residential) for property located at 211 North McCarrons Boulevard (legally described above), subject to the approval of the Comprehensive Plan Map Change by the Metropolitan Council.

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: April 24, 2017
Item No.: 9.i

Department Approval



City Manager Approval



Item Description: Receive Authorization to Accept Grant Funding from Ramsey County
Emergency Management & Homeland Security for Night Vision Optics

BACKGROUND

The East Metro Swat Team, a specialized unit which is lead by the City of Roseville Police Department, provides tactical support to the cities of Roseville, North St. Paul and St. Anthony, as well as Metro Transit and the University of Minnesota. The Swat team includes officers representing all five member agencies.

The team has requested grant funding and received an award in the amount of \$21,100 from Ramsey County Emergency Management & Homeland Security through the 2016 Urban Area Security Initiative (UASI) grant program. Please see Attachment A for the grant agreement.

Grant funds awarded to the team will go toward procuring six sets of night vision goggles. Night vision optics equipment will be highly beneficial to the Swat team as well as the residents served by the team. Often times, the East Metro Swat Team is called upon in the late hours of night. Due to this, flashlights and other means of artificial lighting must be used in and around extremely dangerous situations. These lights give away the location of officers and in turn can provoke a hostile or disturbed individual into action. The use of night vision will alleviate unnecessary confrontations and allow officers to move freely and safely under the cover of darkness. Night vision can help officers decipher specific objects in the control of an individual which may or may not be a threat thus providing for a more informed resolution.

Night vision optical equipment has also been used to assist law enforcement in the location of the young, elderly and those with special needs. When individuals wander away from their homes in the middle of the night, they are often confused and may not have the capacity to seek or yell for help. Due to the Minnesota climate, minutes can make an extreme difference. This equipment will assist law enforcement in the timely location of these residents and allow for a safe return home.

As with past grant applications, the East Metro Swat Team seeks out items that are both important and outside the reaches of its annual operating budget.

POLICY OBJECTIVE

Allow the Roseville Police Department to accept the \$21,100 in grant funds on behalf of the East Metro Swat Team to be used as requested.

29 **BUDGET IMPLICATIONS**

30 There is no match required by this grant and no ongoing expenses related to procurement of
31 requested equipment; therefore, no cost to the City of Roseville.

32 **STAFF RECOMMENDATION**

33 Allow the Roseville Police Department, on behalf of the East Metro SWAT Team, to accept the
34 Ramsey County Emergency Management & Homeland Security grant funding thereby allowing the
35 purchase of night vision optics equipment beginning April 2017.

36 **REQUESTED COUNCIL ACTION**

37 Authorize the Roseville Chief of Police to sign the attached Ramsey County Emergency
38 Management & Homeland Security Grant Agreement (see Attachment A) thereby allowing the City
39 of Roseville on behalf of the East Metro Swat Team to accept the grant funding and proceed with the
40 purchasing of night vision optics equipment.

Prepared by: Sarah Mahmud, Police Services Manager

Attachments: A: Ramsey County Emergency Management & Homeland Security Grant Agreement

GRANT AGREEMENT

Ramsey County Emergency Management & Homeland Security 90 W. Plato Blvd., Suite 220 St. Paul, MN 55107	Grant Program: 2016 Urban Area Security Initiative (UASI) CFDA: 97.067 Grant Agreement No.: A-UASI-2016-RAMSEYCO-009 Ramsey County Accounting String: 2017-UASI-223280
Grantee: City of Roseville Police Department 2660 Civic Center Dr Roseville, MN 55113	Grant Agreement Term: Effective Date: 04/01/2017 Expiration Date: 10/31/2017
Grantee Authorized Representative: Chief Rick Mathwig 	Grant Agreement Amount: \$21,100.00
Ramsey County Authorized Representative: Judson Freed, Director Emergency Management & Homeland Security Phone: 651-266-1020 E-mail: judd.freed@co.ramsey.mn.us 	Project Description: 030E-02-TILA - Optics, Thermal Imaging and/or Light Amplification Roseville Police Department on behalf of East Metro SWAT will purchase six sets of night vision goggles to include equipment, supplies, interface and mounting hardware.

To receive reimbursement for your proposed project please do the following:

1. Sign next to your name in the Grantee Authorized Representative, scan and email back to kristen.sailer@co.ramsey.mn.us
2. After Kristen has acknowledged receiving the signed document, you may start the project.
3. You must follow Ramsey County Procurement Policies.
4. You must submit receipts and proof of payment within 30 days of the expiration of this grant agreement to receive reimbursement.

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 04/24/17

Agenda Item: 9.j

Department Approval



City Manager Approval



Item Description: Consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit seasonal household hazardous waste collection at Ramsey County Kent Street property (PF17-003).

BACKGROUND

Ramsey County Department of Public Health has requested a five year extension of their INTERIM USE approval to allow continuation of the operation of a satellite household hazardous waste (HHW) collection facility at the County's site along Kent Street just north of Larpenteur Avenue pursuant to §1009.03 (Interim Uses) of the City Code (see PC Report, Attachment A).

Minnesota Law requires metropolitan communities to provide for the collection of HHW and Ramsey County has operated a satellite collection site in this location along the 1700 block of Kent Street since 1992. In July 1992 the City of Roseville granted Ramsey County a two-year Interim Use Permit (IUPs, as such approvals were formerly known) that allowed HHW collection to occur during September and October of 1992 and 1993. In July 1994 the City granted another two-year IUP for HHW collection during September and October of 1994 and 1995.

PLANNING DIVISION RECOMMENDATION

In review of the existing IU for the HHW, the Planning Division would draw attention to the existing condition of approval below:

The HHW collection use shall be administratively reviewed on an annual basis on the anniversary date of the resolution granting the renewed INTERIM USE approval, with a staff report submitted to the Planning Commission and City Council as needed to address operational or maintenance issues that may arise.

The Planning Division has reviewed the condition and although it cannot remember the last time it annually reviewed the HHW IU, its operation and/or maintenance, nor does it ever recall reporting any issues of the same to the Planning Commission or City Council, the condition itself is difficult to enforce. First off the HHW is not operational in April so an annual inspection/review on the date of resolution granting the IU serves no purpose. Additionally, it is unclear from the condition what exactly staff is to be inspecting/reviewing and what the basis of the review would be (e.g. business operations versus physical storage of HHW). Lastly, the as needed statement would be interpreted to mean if an issue or complaint were to arise we would check it out, however, that is current practice for our Code Enforcement staff for any business where a complaint is recorded. Therefore, the Division recommends renewed approval of the continuation of the seasonal household hazardous waste collection facility as an INTERIM USE for an additional five years including the removal of the condition.

32 **PLANNING COMMISSION ACTION**

33 At their meeting on April 5, 2017, the Roseville Planning Commission held the duly noticed
34 public hearing regarding the Ramsey County HHW IU renewal. At this meeting, no citizens
35 were present to address the Commission, however, Commissioners did have questions of the
36 Planning staff regarding the desire to eliminate the condition.

37 More specifically, some Commissioners were concerned that the Planning Division was not
38 enforcing a stated condition. Senior Planner Lloyd and Community Development Director
39 Collins responded, providing historical information and interpretations of the condition.

40 The Commission recommended 6-0 to approve the five year renewal of the INTERIM USE for
41 Ramsey County to continue operating a household hazardous waste collection facility at the Kent
42 Street location, including the existing condition. The Planning Commission also directed
43 amending it to include ***an administrative review submitted to the Planning Commission within***
44 ***the next 60-90 days”.***

45 **SUGGESTED CITY COUNCIL ACTION**

46 **Adopt a resolution approving a five year renewal of the INTERIM USE** for Ramsey County to
47 continue operating a household hazardous waste collection facility at the Kent Street location,
48 with the existing condition to annually review the site as needed and/or as issues arise (see
49 Attachment C).

50 **ALTERNATIVE ACTIONS**

- 51 **a.** Pass a motion to table the item for future action. An action to table must be tied to the need
52 for clarity, analysis, and/or information necessary to make a recommendation on the request.
- 53 **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings
54 of fact germane to the request.

Report prepared by: Thomas Paschke, City Planner
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. RPCA B. Draft PC minutes
C. Draft resolution



REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 04/05/17

Agenda Item: 7A

Prepared By

Department Approval

Agenda Section
Public Hearings

Item Description: Consideration of an Interim Use Renewal pursuant to §1009.03 of the City Code to permit seasonal household hazardous waste collection at Ramsey County Kent Street property (PF17-003).

APPLICATION INFORMATION

Applicant:	Ramsey County Public Health
Location:	1310 County Road B2
Property Owner:	Ramsey County
Application Submission:	03/08/17; deemed complete 03/10/17
City Action Deadline:	05/06/17
Planning File History:	PF2985, 3302, 3663, and 3663-2011
	Renewal

LEVEL OF DISCRETION IN DECISION MAKING: Actions taken on an Interim Use request are legislative; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community.

BACKGROUND

Ramsey County Department of Public Health has requested a 5 year extension of their INTERIM USE approval to allow continuation of the operation of a satellite household hazardous waste (HHW) collection facility at the County's site along Kent Street just north of Larpenteur Avenue pursuant to §1009.03 (Interim Uses) of the City Code.

Minnesota Law requires metropolitan communities to provide for the collection of HHW and Ramsey County has operated a satellite collection site in this location along the 1700 block of Kent Street since 1992. In July 1992 the City of Roseville granted Ramsey County a two-year interim use permit (IUPs, as such approvals were formerly known) that allowed HHW collection to occur during September and October of 1992 and 1993. In July 1994 the City granted another two-year IUP for HHW collection during September and October of 1994 and 1995.

Beginning in 1996, the City began granting longer approvals. Since 2000, Ramsey County has been contracting with Bay West, Inc. to facilitate the HHW collections services. Approvals in May 1996, May 2001, February 2006, and April 18, 2011, were granted IUPs that were valid for 5 years (the maximum term for such approvals) with

monitoring by City staff and, if necessary, preparing reports of issues requiring the attention of the Planning Commission and City Council.

STAFF REVIEW OF RAMSEY COUNTY HHW IU

An applicant seeking approval of an IU or its renewal is required to hold an open house meeting to inform the surrounding property owners, renters, and other interested attendees of the proposal, to answer questions, and to solicit feedback. The summary of the open house meeting can be found in Attachment C.

REVIEW OF IU CRITERIA

§1009.03 D of the City Code specifies that three specific findings must be made in order to approve a proposed INTERIM USE:

- a. *The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.* This is generally intended to ensure that the particular interim use will not make the site costly to clean up if the City were to acquire the property for some purpose in the future. Although the use specifically involves hazardous waste, the types and quantities are of a household nature and scale and the facility is built and operated to protect against spillage of these materials. Although a public entity already owns the property, Planning Division staff nonetheless believes that the operation of the HHW collection site will adequately protect the site from contamination.
- b. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.* With an average of 150 vehicles visiting the HHW collection site on its operational days, the traffic generated by the facility is well within the capacity of Larpenteur Avenue, and Planning Division staff believes that the waste collection use itself is conducted and located in a way that has no effect of other public facilities.
- c. *The proposed use will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.* The HHW collection use has operated periodically for nearly 20 years and Community Development staff is unaware of any complaints having been made about the use during that time. Planning Division staff believes that the continuation of the use in the same conscientious manner will ensure that it does not injure the public health, safety, and general welfare.

PUBLIC COMMENT

Aside from the information provided as a component of the open house, the Planning Division has not received any comments as of the printing of this report. Please note the report was printed on March 22 in preparation of the City Planners vacation the week of April 3-7.

STAFF REVIEW AND RECOMMENDATION

In review of the existing IU for the HHW, the Planning Division would draw attention to the existing condition of approval below:

The HHW collection use shall be administratively reviewed on an annual basis on the anniversary date of the resolution granting the renewed INTERIM USE approval, with a staff report submitted to the Planning Commission and City Council as needed to address operational or maintenance issues that may arise.

The Planning Division has reviewed the condition and cannot remember the last time it annually reviewed the HHW IU, its operation and/or maintenance, nor does it ever recall reporting any issues of the same to the Planning Commission or City Council. Therefore, the Division recommends renewed approval of the continuation of the seasonal household hazardous waste collection facility as an INTERIM USE for an additional 5 years and the removal of the condition as reviewing issues/concerns can occur through the Planning Division, should issues arise in the future.

SUGGESTED PLANNING COMMISSION ACTION

By motion, recommend renewed 5-year approval of the INTERIM USE for Ramsey County to continue operating a household hazardous waste collection facility at the Kent Street location, based on the information contained in this.

ALTERNATIVE ACTIONS

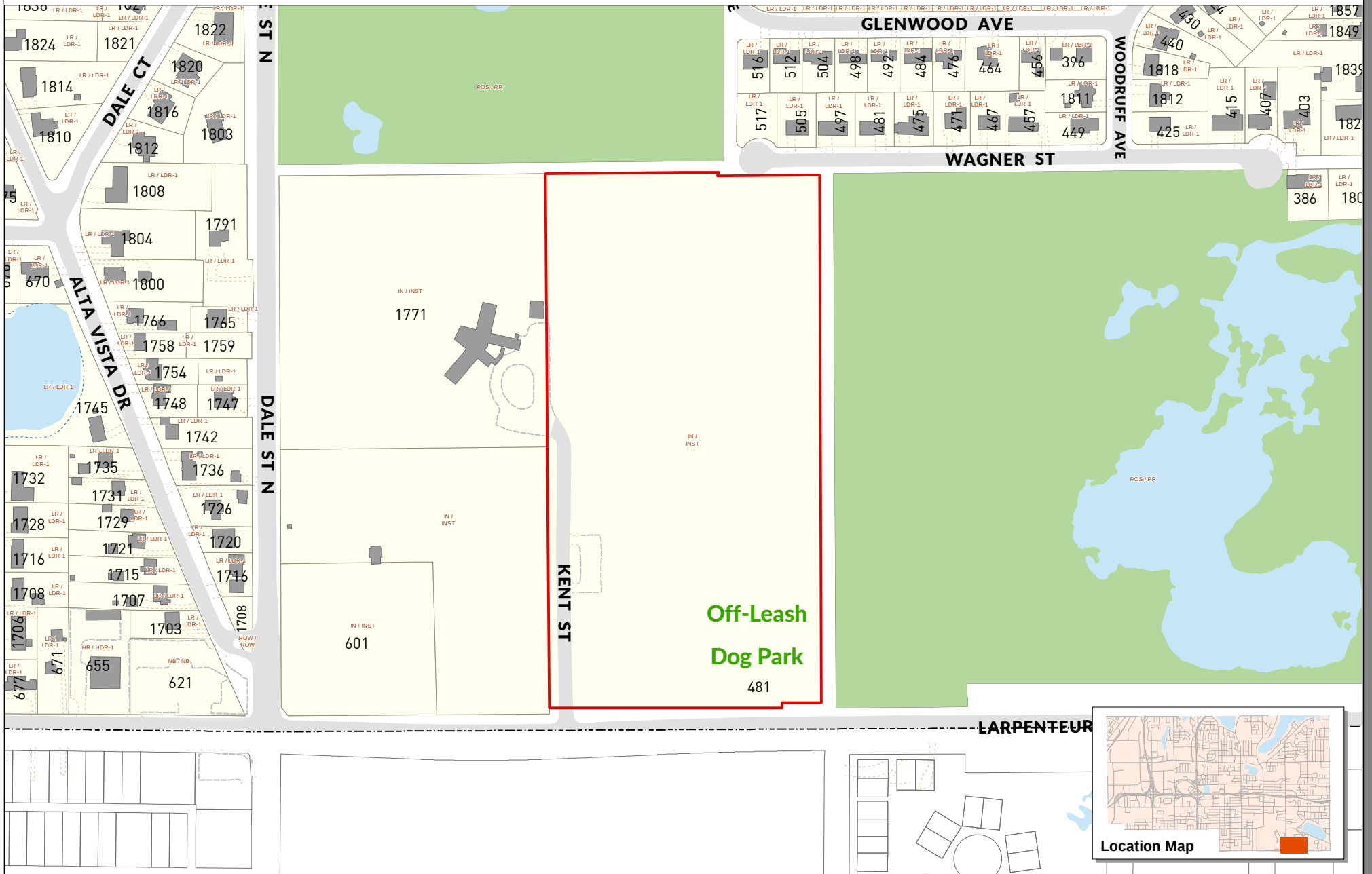
- a. Pass a motion to table the item for future action. An action to table must be tied to the need for clarity, analysis, and/or information necessary to make a recommendation on the request.
- b. Pass a motion recommending denial of the proposal. A motion to deny must include findings of fact germane to the request.

Report prepared by: **Thomas Paschke, City Planner**
651-792-7074
thomas.paschke@cityofroseville.com

Attachments: A. Site Map B. Aerial Photo
 C. Open house summary

Attachment A for Planning File 17-003

Attachment A



Prepared by:
Community Development Department
Printed: March 21, 2017



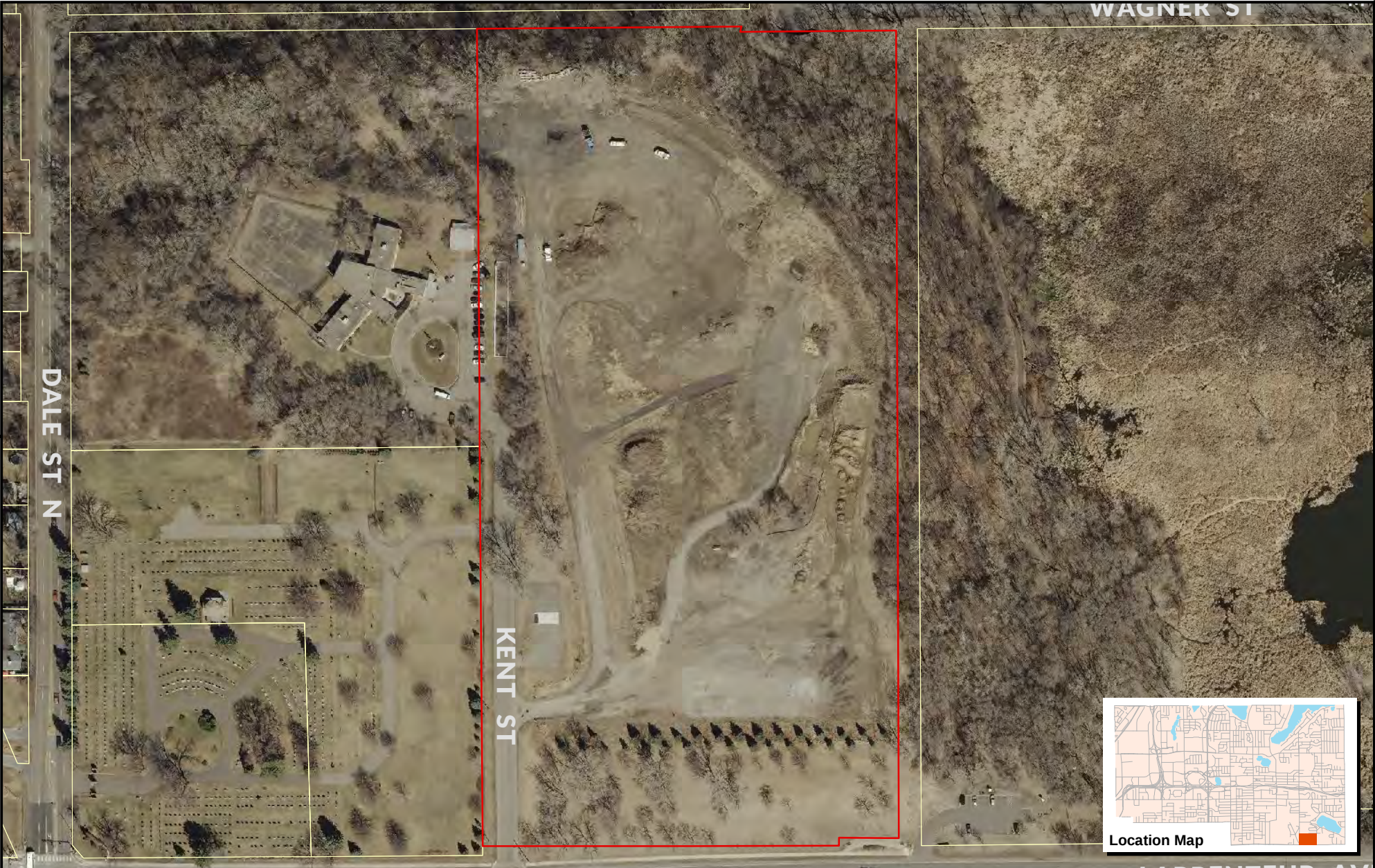
Data Sources
 * Ramsey County GIS Base Map (3/10/2017)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

Disclaimer
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Attachment B for Planning File 17-003



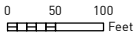
Prepared by:
Community Development Department
Printed: March 21, 2017



Site Location

Data Sources
* Ramsey County GIS Base Map (3/10/2017)
* Aerial Data: Surdex (4/2015)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
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Thomas Paschke

From: Springman, John [REDACTED]
Sent: Thursday, February 23, 2017 9:38 AM
To: Thomas Paschke
Subject: FW: Interim Use Permit for Kent Street and Larpenteur Avenue
Attachments: 2017 open house1.JPG; 2017 open house2.jpg; 2017 sign in sheet.pdf

Hi Thomas,

Besides the email below, I received only one other comment via phone call: John Tschida at 512 Glenwood Ave. called and said he couldn't make it to the open house but wanted to let us know he is fully supportive of HHW collection at the Kent St. location.

Regarding the open house, we had only one person show up (see attached). He doesn't live near the HHW location and just dropped by out of curiosity. He said he was at City Hall for another open house regarding a road construction project and noticed the sign outside the door for HHW. He asked about what to do with sharps (we now accept those at the mobile HHW sites in addition to the permanent site at Bay West) and whether we operated over a concrete surface. I gave him a rack card on sharps collection and described the concrete pad used for HHW collection. I will include this information in the report I send with the application. I have requested our Finance Dept. cut a check for the IUP renewal and will hopefully be able to include that with the application before the first Friday in March. If not, I will include the requisition and, like the open house fee, will submit payment later.

Thanks,

John

John Springman | Environmental Health Supervisor
Saint Paul – Ramsey County Public Health
Environmental Health
2785 White Bear Ave. N., Ste. 350
Maplewood, MN 55109
[REDACTED]
www.co.ramsey.mn.us

From: JOANN BECKER [REDACTED]
Sent: Tuesday, February 21, 2017 11:47 AM
To: Springman, John [REDACTED]
Subject: Re: Interim Use Permit for Kent Street and Larpenteur Avenue

Thank you very much for your immediate and thorough response. We'll look over all the material and contact you if we have any questions or concerns.

Much appreciated.
Joann and Mark Becker

From: Springman, John [REDACTED]
Sent: Tuesday, February 21, 2017 5:41 PM
To: JOANN BECKER
Cc: Thomas Paschke
Subject: RE: Interim Use Permit for Kent Street and Larpenteur Avenue

Hi Joann and Mark,

It is unfortunate that you cannot make it to the open house this evening. I appreciate your concern regarding the environment surrounding the Household Hazardous Waste (HHW) collection location. Ramsey County recognizes this and applies the following safeguards to each of the mobile HHW collection locations:

- Material drop-off and collection occurs over a concrete pad that is sealed with an epoxy coating. The pad is designed with a swale (low area) on one or both ends (depending on site location) that is engineered to contain at least a 55 gallon spill.
- Oil and flammables are bulked (placed from smaller containers into drums) over polyethylene and surrounded by berms/socks that provide an absorbent barrier.
- Metal drums are grounded to an 8 ft. copper rod installed permanently in the ground near the bulking area.
- As materials are collected, they are placed in the appropriate container based on their hazard characteristics. Wastes that are "spillable" are immediately placed in leak-proof containers, such as large plastic bins in the case of paint or plastic drums in the case of pesticides. Waste is not stored on the ground except for the larger propane cylinders, which don't present a risk of leaking.
- None of the materials collected during the course of a collection day remain on site at the end of the day. All materials collected are trucked to the Bay West facility in Saint Paul for further sorting, categorization, and shipping. Bay West is the county's HHW collection vendor and provides collection at all mobile sites and at their main facility in Saint Paul. Please see the attached Appendix C of the counties contract with Bay West that further details containment of wastes on site and removal of waste at the end of the day.
- All collection locations receive a Hazardous Waste Generator License, annually. The license provides for proper management of wastes pursuant to the Ramsey County Hazardous Waste Ordinance. All mobile locations and the main collection facility are inspected by a Ramsey County Environmental Health Specialist to assure the sites remain compliant with the requirements of the ordinance.
- Each year, prior to opening the mobile site for operation, Ramsey County Environmental Health Section staff work with local emergency response departments to create an Emergency Contingency Plan. The plan gives notification to local police and fire departments of the upcoming HHW collection and details procedures for Bay West to follow in the event of a spill or other emergency. Please see the attached plan for the 2016 collection period at the Roseville location. This plan will be updated prior to the 2017 operational period and for each successive year, pending approval of the Interim Use Permit.
- Bay West also holds the contract with the State of Minnesota for emergency response to spills. Therefore, they are able and equipped to respond to a spill at a county HHW collection location. The same staff that collect HHW at the county locations are also trained to respond to incidents such as burst oil pipelines, fuel or other hazardous waste spills from overturned trucks, etc. For example, Bay West responded to the fuel cleanup in the Mississippi river following the I-35W bridge collapse. <https://www.baywest.com/>

Bay West

www.baywest.com

Welcome! We are committed to protecting and enhancing our environment. Water. Oil Spill Removal Organization (OSRO): On-Water Response Services

I hope the above safeguards address your concerns. Ramsey County strives to operate convenient and safe locations for collecting HHW. Please, feel free to email or call me if you would like to discuss this in more detail.

Thank you,

John Springman

John Springman | Environmental Health Supervisor
Saint Paul – Ramsey County Public Health
Environmental Health
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[REDACTED]
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From: JOANN BECKER [REDACTED]
[REDACTED] February 17, 2017 5:47 PM
To: Springman, John [REDACTED]
Subject: Interim Use Permit for Kent Street and Larpenteur Avenue

We reside at 467 Wagner Street but are unable to attend the open house on February 21st. We would like follow-up regarding the county's plan to assure safe use of the land and the prevention of any run-off or harm to the wild life, open space, wet land and Lake McCarrons.

Thank you.
Joann and Mark Becker

**Extract of the April 5, 2017, Roseville Planning Commission
Draft Meeting Minutes**

6. Public Hearings (New)

- a. **PLANNING FILE 17-003: Request by Ramsey County Public Health to renew its INTERIM USE approval for a seasonal household hazardous waste (HHW) collection site at Kent Street and Larpenteur Avenue. The site lies just north of Larpenteur Avenue and approximately one block east of Dale Street, on property owned by Ramsey County. The site has served as the community's HHW site since 1992.**

Chair Murphy opened the public hearing for Planning File 17-003 at approximately 7:42 p.m.

Mr. Lloyd summarized this IU renewal request and staff's recommendation for approval. Mr. Lloyd noted the existing condition of approval as detailed in lines 68 – 71 of the staff report; and with no calls received by the city to-date given site operators performing monitoring on a regular basis, suggested removal of that condition.

With Member Gitzen expressing confusion, Chair Murphy clarified that the site was operated 24/7 under practical operation rationale but only open during particular times and typically on weekends for a certain number of hours.

Member Sparby asked how the adjacent off-leash dog park came into play based on its proximity.

Displaying the aerial map (Attachment B), Mr. Lloyd reviewed the locations of the collection site and dog park; with both fenced.

As a frequent user of the hazardous site, Member Daire attested to the extreme care of workers in handling materials at the site; and also the obvious segregation of the dog park use and hazardous waste site.

There were no representatives of the applicant, Ramsey County, present.

With no one appearing to speak for or against, Chair Murphy closed the public hearing at approximately 7:43 p.m.

Commission Deliberation

Chair Murphy reported that he had personally used this site over the years and also attested to the professionalism of their staff over the years. As noted in the staff report, Chair Murphy noted that those operators received State Hazardous material training; and opined that the city was fortunate to have operators of that quality available. Chair Murphy opined that Ramsey County had done a good job in building up the collection site over the years; and further opined that it was far better to have this site in place for use versus nothing.

Vice Chair Bull opined that they serve a useful purpose in the community; but offered his frank embarrassment with a condition requiring an annual review and report. Since it was not enforced, Vice Chair Bull spoke in support of removing the condition.

MOTION

Member Bull moved to TABLE this item until a report was received from staff on the rationale for this condition as required by the current IU permit.

Chair Murphy declared the motion failed due to lack of a second.

Discussion ensued related to the intent of the condition and whether it was to be reviewed whether a complaint was received or not.

From his perspective, Mr. Lloyd opined that the condition suggested a proactive review of the operation of the site; and while unable to speak to why that hasn't been done nor to the history of the condition, stated that it didn't appear that a review was generated by a complaint.

Chair Murphy noted that he didn't see that the review was tasked to any specific city department; but noted there were several that would be involved, including the Fire Department (hazardous materials), Public Works (runoff), and Planning (setbacks). Even with no complaints from neighbors to-date, Chair Murphy supported the rationale for an annual administrative review.

Member Daire asked if the annual review of operations for a hazardous materials site required an amendment to this IU or if it was a normal function of the city, and if so, who that responsible person would be and what would their review consist of.

Mr. Lloyd responded that he wasn't aware of what city staff would have that knowledge for waste disposal to adequately review the site to see if it was proceeding required. With the condition indicating the review was to be on the anniversary date, Mr. Lloyd stated that caused him to further question the intent of the review in the first place.

Ms. Collins responded from the staff's perspective, noted the "as needed" language of the condition to submit an annual report or administrative review to address operation and maintenance issues. Since there was typically something that triggered staff's reaction to any IU conditions that would involve any and all parties, and since staff had received no complaints to-date, Ms. Collins reported that nothing had been done and thus the recommendation to remove the condition. However, Ms. Collins clarified that this was not meant to state that if there were any complaints in the future, they would not be reviewed by staff.

Member Sparby stated that he had read the condition as "you shall do a review" with staff submitting a report as needed. Even with no complaints to-date, Member Sparby stated that he had some concern with staff not conducting a review and therefore not being aware of whether or not the site was in compliance or how they were treating hazardous waste materials. Member Sparby opined that the adjacent neighbors would certainly seek assurances, whether or not they had any concerns. Therefore, Member Sparby stated that he wasn't sure he could support moving forward without some kind of review condition in place, especially for an IU term of five years.

At the request of Chair Murphy, Mr. Lloyd advised that the current IU had expired on April 18, 2016, having been approved in 2011 for the five year period.

After further discussion, Ms. Collins clarified that every IU application is treated as new, whether or not it was a renewal.

With the number of federal and state statutes required for this type of operation, and with Bay West serving as the operator for this site for Ramsey County, Member Kimble shared Mr. Lloyd's point that no one on city staff was qualified to review the site; and questioned the desired results of such a review.

Ms. Collins noted that the Minnesota Pollution Control Agency (MPCA) was fully aware of activities on this or any hazardous waste site.

Chair Murphy suggested the Fire Chief and/or Building Inspector would be the most likely city enforcement officials.

84 Member Kimble noted that there were reporting requirements for any spill; and suggested that if
85 the city was going to require something, they needed to be definitive.

86 **MOTION**

87 **Member Murphy moved, seconded by Member Bull, to recommend to the City Council a**
88 **five-year INTERIM USE for Ramsey County to continue operating a household hazardous**
89 **waste collection facility at the Kent Street location; based on the information contained in**
90 **the staff report of April 5, 2017, inclusive of the condition detailed in lines 68-71; and**
91 ***amended to ask for an administrative review submitted to the Planning Commission within the***
92 ***next 60-90 days.***

93 Member Sparby spoke in support of the motion; opining it was prudent to retain the
94 administrative review allowing for city leverage if it was ever needed. Even though the condition
95 wasn't a permanent obligation nor had it been treated as such, Member Sparby opined that it was
96 prudent to reserve it.

97 **Ayes: 6**

98 **Nays:0**

99 **Motion carried.**

100

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 24th day of April 2017, at 6:00 p.m.

The following Members were present:
and ____ was absent.

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

RESOLUTION NO. _____
A RESOLUTION APPROVING A FIVE YEAR EXTENSION TO RAMSEY COUNTY'S
EXISTING HOUSEHOLD HAZARDOUS WASTE COLLECTION SITE AS AN
INTERIM USE IN ACCORDANCE WITH §1009.03 OF THE ROSEVILLE CITY CODE

WHEREAS the subject property at the northeast corner of Larpenteur Avenue and Kent Street is owned by Ramsey County, and

WHEREAS, Ramsey County has requested a 5-year extension of the approval of the satellite household hazardous waste collection facility at the subject property as an INTERIM USE; and

WHEREAS, the household hazardous waste site operates on a seasonal schedule, typically during the summer months; and

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed INTERIM USE renewal on April 5, 2017, voting 6-0 to recommend approval of the use through for an additional five years, based on the comments and findings of the staff report prepared for said public hearing which were found to adequately address the City's interests; and

WHEREAS, the Roseville City Council has determined that approval of the proposed INTERIM USE will not result in adverse effects on the public health, safety, and general welfare, and that it will not impose additional costs on the public if it is necessary for the public to take the property in the future;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the proposed INTERIM USE renewal in accordance with Section §1009.03 of the Roseville City Code, subject to the condition that:

The household hazardous waste collection use shall be administratively reviewed on an annual basis on the anniversary date of the resolution granting the renewed INTERIM USE approval, with a staff report submitted to the Planning Commission and City Council as needed to address operational or maintenance issues that may arise.

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

35 WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 24th day of April 2017.

(SEAL)

ROSEVILLE
REQUEST FOR CITY COUNCIL ACTION

Agenda Date: 04/24/2017
Agenda Item: 9.k

Department Approval



City Manager Approval



Item Description: Annual Variance Board Appointments

BACKGROUND:

Pursuant to Chapter 1014.04 (Board of Zoning Adjustments and Appeals) of the Roseville City Code, the City Council annually nominates three members of the Planning Commission to serve as the Roseville Variance Board.

On April 5, 2017, Planning Commissioners Jim Daire, Chuck Gitzen, Julie Kimble, and Pete Sparby volunteered to serve as the 2017/18 Variance Board; Commissioner Sparby was designated as an alternate.

STAFF RECOMMENDATION

The Roseville Planning Commission recommends that the Roseville City Council ratify Jim Daire, Chuck Gitzen, Julie Kimble, and Pete Sparby (alternate) as the Variance Board serving from May 3, 2017 to April 4, 2018.

SUGGESTED CITY COUNCIL ACTION

By motion, ratify the selection of Roseville Planning Commissioners Jim Daire, Chuck Gitzen, Julie Kimble, and Pete Sparby (alternate) as the Planning Commission members appointed to serve as the Variance Board from May 3, 2017 to April 4, 2018.

Prepared by: City Planner Thomas Paschke