Roseville Public Works, Environment and Transportation Commission Meeting Agenda

Tuesday, October 23, 2012, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

6:30 p.m.	**1.**	**Introductions/Roll Call**
6:35 p.m.	**2.**	**Public Comments**
6:40 p.m.	**3.**	**Approval of September 25, 2012 Meeting Minutes**
6:45 p.m.	**4.**	**Communication Items**
6:55 p.m.	**5.**	**Xcel Energy Presentation on LED Streetlight Study**
7:25 p.m.	**6.**	**Uniform Commission Code Proposal**
7:35 p.m.	**7.**	**County Road D Reconstruction Project Preliminary Design**
7:55 p.m.	**8.**	**Utility Conservation Rate Discussion**
8:15 p.m.	**9.**	**2013 Construction Workplan**
8:25 p.m.	**10.**	**Possible Items for Next Meeting – November 27, 2012**
8:30 p.m.	**11.**	**Adjourn**

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 3

Item Description: Approval of the September 25, 2012 Public Works Commission Minutes

Attached are the minutes from the September 25, 2012 meeting.

Recommended Action:
Motion approving the minutes of September 25, 2012, subject to any necessary corrections or revision.

September 25, 2012 minutes

Move: ____________________

Second: ____________________

Ayes: ____________________

Nays: ____________________

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, September 25, 2012, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Call Roll

Chair Jan Vanderwall called the meeting to order at approximately 6:30 p.m.

Members Present: Chair Jan Vanderwall; and Members; Jim DeBenedet; Joan Felice; and Dwayne Stenlund; with Member Steve Gjerdingen arriving at approximately 7:20 p.m.

Staff Present: Public Works Director Duane Schwartz; City Engineer Debra Bloom; and Civil/Utility Engineer Ms. Christine Giga

2. Public Comments

No one appeared to speak at this time.

3. Approval of August 28, 2012 Meeting Minutes

Member DeBenedet moved, Member Felice seconded, approval of the August 28, 2012, meeting as presented.

Ayes: 5
Nays: 0
Motion carried.

4. Communication Items

City Engineer Bloom noted that updates on various construction projects were included in tonight's meeting packet, and also available on-line at the City's website at www.cityofroseville.com/projects; as detailed in the staff report dated September 25, 2012.

Discussion included the status of private utilities related to the Josephine Lift Station, with temporary power being provided due to another temporary setback and delay; and property owners still on hold and being incredibly patient throughout the delays; anticipated completion of the Fairview pathway project (concrete) within the next two (2) weeks between County Road B-2 and County Road B; completion by the City' Street Maintenance Division of re-pavement/replacement of sidewalk from Oakcrest north to near County Road C on the east side, with removal of the old 6’ wide bituminous pavement necessary due to root damage, and reconstructed as an 8’ concrete sidewalk.

Further discussion included the need for replacement of water/sewer services for Josephine Woods due to previously-installed valve boxes bent over on an old portion of County Road C-2 when service was extended to certain lots in the 1980’s that were not maintained well potentially due in part to the slope into the wetland, and now moved out to the sidewalk, with costs for this correction being paid in full by the private developer; even with the availability of a policy for traffic calming and other features along County Road C-2, remaining disappointment by the majority of residents along the roadway; and an upcoming meeting of property owners on County Road D for a preliminary plan review, with the anticipated walkthrough of the proposed amenities in the project area staked and sprayed out, currently scheduled for October 20, 2012.

Regarding Skillman Pond, Engineer Giga reported that the majority of the excavation work had been done this week and should be concluding this week as hydro-seeding proceeded; with the project receiving good feedback from adjacent neighbors.

Public Works Director Schwartz advised the Commission that the City Council had reviewed the PWETC recommended Special Assessment Policy earlier this month, with anticipated formal adoption in late October or November. Mr. Schwartz noted that the City Council had specifically asked staff to pass on their appreciation to the Commission for their hard work on this project and subsequent recommendation.

Ms. Bloom concurred, noting that the Council had very few questions after their review of the recommended draft policy.

Member DeBenedet noted that Ms. Bloom would be speaking at the October 9, 2012 meeting of the American Society of Civil Engineers (ASCE) to be held at Midland Hills Country Club. Ms. Bloom noted that she had also been asked to make a presentation at an upcoming meeting of the City Engineer’s Association.

5. Pathway Build Out Plan Committee Appointment and Schedule

Mr. Schwartz summarized this request to ensure consistency between the Pathway Master Plan priorities and the Parks and Recreation Master Plan and Renewal Program, working along with staff, as detailed in the staff report dated September 25, 2012.

Mr. Schwartz noted that more PWETC Members could attend the meetings; however, they would then need to be noticed if a quorum of members was in attendance.

Member DeBenedet volunteered to serve, noting that this was an issue in which he had significant interest; and advised that he intended to attend the meetings whether as a delegate or as a private citizen.

Member Stenlund also nominated Member Gjerdingen, not present at the meeting at this time, recognizing his significant interest in this issue as well.

Member DeBenedet concurred, noting that if Member Gjerdingen was unable to serve due to scheduling conflicts, he at least be considered as an Alternate, given his interest in this issue.

In his role with the School District's transportation services, Chair Vanderwall advised that he had an abiding interest as well, particularly since the build out of County Road B-2 was under consideration, long a near and dear project of interest in his employment as well as personally. However, Chair Vanderwall recognized that Member Gjerdingen would also share a strong interest in serving.

Mr. Schwartz advised that, during initial discussions with City Manager Bill Malinen and Parks & Recreation Director Lonnie Brokke, they all concurred that it was important to have School District No. 623 represented, especially with the projects receiving the highest priority, as well as for their feedback on the entire build out plan. Mr. Schwartz noted that this interest was further confirmed by the School District during discussions at a joint meeting of the School Board and City Council held in June of this year. Mr. Schultz suggested that Chair Vanderwall would be an excellent choice to represent the School Board, while serving in the dual capacity as PWETC Chair.

Chair Vanderwall confirmed that if an invitation was given to the School District, he would be interested in serving, and recognized Member Gjerdingen as an excellent choice to represent the PWETC as well.

Member Stenlund moved, Member DeBenedet seconded, appointment of Members Gjerdingen and DeBenedet, with Chair Vanderwall as their Alternate to ensure that there would always be two (2) representatives attending, to serve as the PWETC's representatives to the Pathway Build Out Subcommittee.

Ayes: 5
Nays: 0
Motion carried.

Mr. Schwartz advised that he would consult with the Parks & Recreation Department, as they will lead the charge and establish a meeting schedule.

After further discussion, staff advised that they would notice all of the meetings as required by law to ensure Open Meeting Law provisions were addressed.

6. Watermain Lining Presentation

Utility Engineer Christine Giga provided a presentation specific to several sections of the City's aging water main infrastructure identified for an upcoming rehabilitation project, as detailed in the staff report dated September 25, 2012. Ms. Giga advised that this project is currently being advertised for bids, with those bids to be opened on October 10, 2012, and if those bids are favorable, scheduled for construction in November of this year.

Ms. Giga reviewed two (2) new technologies in the industry as viable alternatives to open-cut pipe replacement, and as a way to achieve significant cost-savings while still extending the life of the existing underground pipe system. Ms. Giga reviewed the "cured-in-place-pipe (CIPP) liner, similar to that used on sanitary sewer lining projects; and another lining technology developed by 3M that is a spring-in-place lining system. Ms. Giga reviewed the limited number of manufacturers providing the CIPP lining system (Insituform, Aqua-pipe, and Norditube), with the spray-in-place lining system developed and produced only by 3M. Ms. Giga noted that this new product developed by 3M had not been used for any Minnesota projects to-date, however, it had been used in other states and in Canada and Europe with climates similar to that of MN.

Discussion included the process and chemical make-up of the liner materials; interruption time for services; cleaning of the lines before installation of the liner materials; and cure time; with potential to re-establish service connections within the same day.

Further discussion included safety concerns, specifically with the new 3M product, and recommendations by staff to provide affected residents with a "boil notice" for their water use until bacteria tests were passed, usually within 24-48 hours.

Mr. Schwartz advised that if the 3M product was chosen, staff was recommendation that the City distribute bottled water to the affected properties for consumption purposes.

Ms. Giga noted that the American Water Works Association (AWWA) had endorsed the lining products; and the products were accepted by the non-profit organization looking out for environmental and citizen public health and safety concerns, the National Sanitation Foundation (NSF 61) founded in 1944, with the organization having developed American national standards for all materials and products that treat or come into contact with drinking water and now having replaced the former U.S. Environmental Protection Agency (EPA) advisory standards with those of NSF 61.

Ms. Giga provided several video clips, excerpting a Discovery channel documentary about "Aqua-pipe" lining; and another clip excerpting the 3M Scotchkote Pipe Renewal Liner 2400.

Mr. Schwartz advised that both different approaches were being considered; and noted that 3M had shown great interest in partnering with the City to introduce this product in Minnesota. Mr. Schwartz noted that 3M had seen the product used successfully in Europe and Canada, and an initial project in the NE portion of the country several years ago. Mr. Schwartz advised that staff had been in discussions with 3M on their process for several years; and that they had two (2) national contractors who also work locally and partner with 3M, who are looking to bid on the Roseville project with the 3M product as well as the CIPP process.

Mr. Schwartz advised that staff was seeking feedback from the PWETC on potential use of either process and potential cost-savings for pipe bypassing. Since pipe bypassing required the bypass pipe to be located above ground, Mr. Schwartz noted that bacteria issues in that piping could be of concern during warmer months, but given the timing of the project, he didn't see that concern this fall. Mr. Schwartz noted that the interest in either process is due to potential cost-savings, with bids seeking by-pass piping as an alternate for one of the segments.

Ms. Giga noted that the segment for this alternate was on Transit Avenue; however, on the segment along Rice Street with four (4) apartment buildings potentially affected, staff felt it would be too difficult to notice all residents about the water.

Mr. Schwartz reiterated that, if the project was awarded without the bypass, the City should supply bottled water throughout the duration until boil test water reports are returned safe for consumption.

Member DeBenedet opined that the City should be liberal in furnishing bottled water to avoid any issues on safety and/or taste. While never having tasted water from lined pipes, Member DeBenedet noted that he had smelled the process during the Metropolitan Council's Environmental Services (MCES) sewer interceptor line process, and the smell had been quite strong during that process.

At the request of Chair Vanderwall, Member DeBenedet, based on his research during his Cap Stone project, advised that while staff had consulted with other communities about their experience using these processes, few communities had used the process to-date for water lines as it had been a much more expensive process than lining sanitary sewer lines.

At the request of Chair Vanderwall, Mr. Schwartz addressed reconstruction of Rice Street in the future and whether open cut water main replacements would be more cost effective than the lining. Mr. Schwartz noted that the City had open cut water main replacements as a part of this year's Pavement Management Program (PMP); and advised that the cost depended on how much other utility work and other components of the project were being done in conjunction, all impacting the cost. Mr. Schwartz advised that staff thought this year's project at $100/foot would prove competitive versus open cut due to the interest expressed, particularly by 3M in getting their product tested in the market.

Regarding the future of the next Rice Street reconstruction phase, Mr. Schwartz cautioned that there were still no guarantees for the project's timing; and based on a relatively deep water main section adjacent to wetlands between Transit and County Road C and other soil concerns, in addition to the challenges with County projects of late, staff was not recommending a delay. If the bids came in too high, Mr. Schwartz advised that staff would not recommend moving forward with them; however, he expressed his anticipation that they will be competitive or lower than open trenching.

At the request of Chair Vanderwall, Ms. Giga addressed the spray on methods and any impacts to potentially brittle cast iron pipes, advising that even if those pipes are classified as fully deteriorated, the lining product will make it structurally sound.

At the request of Chair Vanderwall, Mr. Schwartz advised that there were no concerns for potential dangers in the excavation and lining equipment inside the pipes, other than those private lines originally installed for wells serving the Reiling family properties.

At the request of Chair Vanderwall, staff confirmed that both processes required pre-cleaning of the pipes, and there was no cost reduction if less clean-out was needed.

Ms. Giga provided a sample from an earlier version of the 3M material and confirmed that either of the lining products had significantly reduced breaks in those pipes.

Mr. Schwartz noted that 3M was interested in moving into infrastructure rehabilitation in a major way; and had alluded to staff that they were going to "sharpen their pencils" for this product in an effort to make a splash and get attention for this market area.

Member DeBenedet noted the lack of experience to-date for lining products, estimating the full impact and its useful life experience was an unknown until twenty (20) years down the road. While currently not having much supporting documentation on how effective the products would be or how well they would perform, Member DeBenedet opined that it was worth taking a risk; and if that risk proved to be successful, the money normally spent on digging and replacing pipes could be used elsewhere. While there was a potential that the products may prove a poor choice, Member DeBenedet noted that this would serve as a learning experience as well, similar to previous methods considered new and inventive in years past.

Mr. Schwartz opined that, if the City chose to take that risk, it was somewhat reassuring that it do so with a company with the experience and reputation of 3M.

Discussion ensued regarding the use of the 3M product in Europe, now approaching ten (10) years; adoption of these processes more quickly abroad with less finger-pointing than in the U.S.; warranty period for the products typically one (1) year, with the public works industry now moving toward a two (2) year warranty, with some recent specifications not calling for a warranty, but calling for a correction period that could go on forever if the contractor was found negligent.

PWETC members concurred that staff review the specific warranty periods being offered by bidders on these products and processes.

Member Stenlund, with concurrence by the Commission, requested that staff provide and maintain a research comparison contract table for all three (3) methods (CIPP, 3M product, open-cut) to track cost benefits and to determine whether the lining worked better in a 6" and/or 8" diameter pipe over time. Member Stenlund also requested that staff required that each bidder submit a discharge SWPPP to spell out in detail their site plan for operation of pit locations, rather than making assumptions on their intent.

Ms. Giga advised that the City currently required outside plans, but may consider an addendum with those items of value mentioned by Member Stenlund and not currently included in the bid requests.

At the request of Member Stenlund, Ms. Giga addressed the de-watering pits indicated for each process; chemical management clean-up costs; pipe flexibility before and after either type of lining; any cracking data available; whether the lining (e.g. MSDS on chemical-based products, and other variables. Member Stenlund expressed his significant interest in the 3M product, noting the interesting opportunities becoming available with these new technologies. While the 3M product could provide lining up to 36' without a pit, Ms. Giga noted that the City needed to replace some valves with the project anyway, and both processes allowed could line through the valve and bypass some old ones for cut-in and replacement in a better location.

Member Gjerdingen arrived at this time, approximately 7:20 p.m.

Recess

Chair Vanderwall briefly recessed the meeting at approximately 7:21 p.m. and reconvened at approximately 7:25 p.m.

7. Public Works Strategic Plan Overview

Mr. Schwartz provided the Commission with an updated 2013-2017 Public Works Department Strategic Plan that aligned with the strategic directives assigned to

Public Works by the City Council. A bench handout, ***attached hereto and made a part hereof,*** was also provided further detailing those directives.

Mr. Schwartz reviewed changes made and those items in process or completed from the previous plan over the last 3-5 years; and started by providing an overview of the department's organizational plan, both current and projected.

Mr. Schwartz advised that, of significant note related to full-time equivalencies (FTE) for personnel was a number of upcoming retirements of existing employees, with a reorganization necessary to address those and facilitate current crew levels that are spread very thin, with a current management staff level of five (5). Mr. Schwartz advised that the reorganization intended to spread management duties across a larger pool, specific to additional water resource and environmental oversight needs and documentation of utility locations, under a rights-of-way specialist to consolidate those efforts, including oversight and monitoring of utility installations by other parties during excavation.

Discussion included qualifications and training for such a position; and future reorganization from a fleet/facilities supervisor to a maintenance supervisor rather than the current outsourcing for small engine repairs/maintenance to serve both the Public Works and Parks & Recreation Departments.

Mr. Schwartz reviewed each of the six (6) goals of the department, listed on page 5 of the staff report and detailed thereafter.

<u>Goal 1</u>

Members Felice and Gjerdingen expressed concern with the use of the term "customer" versus "citizen," opining that "customer" sounded so commercial and their preference for using "citizen."

Staff duly noted this feedback.

Member DeBenedet noted that, in the past, the term "customer" was only used in the private sector rather than the public sector, based on the theory that customers could determine their satisfaction levels with service; with current theory supporting that critique of the public sector as well. Member DeBenedet suggested that "customer" may not be appropriate, since citizens were actually owners of the public sector service entity.

<u>Goal 2</u>

Mr. Schwartz reiterated the concerns in recruiting and retaining specialists in the Public Works arena, recognizing the institutional knowledge, whether documented or held by those future retirees; and potential costs and risks to the organization in lowing that institutional knowledge.

<u>Goal 3</u>

Mr. Schwartz reviewed the accomplishments made to-date: development and adoption of the Traffic Management Plan (TMP); water/sewer rates addressed in 2012 and 2013; and review by the PWETC in the next few months of a tiered structure for water/sewer rates.

Chair Vanderwall noted the importance of putting through the second phase in 2013 of the rate structure to address current and future infrastructure deficits with the water and sewer systems.

Mr. Schwartz, in addressing the potential for a tiered water rate system, noted that the state legislature had recently relaxed requirements for conservation water rates in the last session based on complaints received.

At the request of Member Gjerdingen, Mr. Schwartz advised that over 2000 radio-read water meters had been installed to-date and the technology was working well.

<u>Goal 4</u>
Mr. Schwartz noted that City Council's endorsement of continued partnership opportunities, and referenced the Public Works Department's good history in achieving those efficiencies and effectiveness.

<u>Goals 5 and 6</u>
There were no specific discussion points on these goals that had not already been addressed in previous comments.

<u>General Observations/Discussion</u>
Member Gjerdingen asked that, while on page 2 in the Goal Overview provided a split for street maintenance between Parks & Recreation and Public Works, that a sentence be added to include trails. Member Gjerdingen suggested language include such language in the first goal.

In Goal 4, Member Gjerdingen asked that a dollar amount be included that would address staff time for their involvement in collaborating and enhancing partnerships.

Mr. Schwartz advised that those efforts were considered part of the department's day-to-day operations as opportunities are always sought and have many variables; and clarified that the intent of the Strategic Plan was for funding above and beyond those daily operations. Mr. Schwartz noted that the dollar amount(s) could actually be negative numbers if sufficient cost efficiencies were achieved.

Chair Vanderwall concurred with Mr. Schwartz, opining that it spoke to the openness of the organization to seek opportunities as they presented themselves, without prior knowledge of if and when those opportunities may occur.

In Goal 5, Member Gjerdingen asked that the Master Plans be identified by the date they were last revised to make them more official.

Staff duly noted this feedback.

On the table for Goal 5, Member Gjerdingen suggested a more detailed breakdown (e.g. utility costs) associated with pathway build out, while recognizing that the standard content was being sought.

Chair Vanderwall noted that the purpose of the Plan was to provide an overview on a broader level, and probably not to the level of specifics being suggested by Member Gjerdingen.

Member Gjerdingen suggested that Goal 6 include an additional sentence addressing how a reduced "carbon footprint" would be accomplished through addition of another engineer; and the specific responsibilities of that position that would achieve that reduction.

Mr. Schwartz advised that those efforts would be part of the responsibilities of the Environmental Quality Engineer position.

Discussion ensued on various responsibilities city-wide for sustainability efforts.

Chair Vanderwall suggested a better word may be "environmental protection;" or something similar to address strategies related to environmental stewardship.

Member DeBenedet clarified that reducing the City's footprint was related to efforts already underway over the last two (2) years by the City Council on sustainability, with the Head Engineer currently dealing with those issues and activities designed to reduce that footprint.

Member Gjerdingen still questioned if "carbon" was the right word, and suggested "more efficient natural resource utilization" may be more applicable.

Member Stenlund spoke in support of using "environmental protection" to extend the function of and/or save and protect green space and minimize energy use (e.g. Green Streets program, recognizing the value of trees, thermo-cooling, water retention).

Member DeBenedet noted that, in returning to the organizational chart and addition of the Environmental Engineer position, the Engineer speaks up during internal staff meetings among departments with options to achieve this goal.

Members concurred that leaving the language "as is" was prudent, based on this discussion.

On the gas and energy portion, Member Gjerdingen suggested that a metric to calculate cost savings based on 2012 energy costs would prove more beneficial.

Mr. Schwartz noted that this was difficult with changing costs that may not actually reflect energy savings, since they went beyond just cost.

Member Felice expressed her interest in the PWETC's review of savings to-date in energy and fuel costs.

Member DeBenedet noted that he suggested the previous Strategic Plan include the term "quality," however, he found it lacking in this update. While expressing appreciation in the identification of protecting the health and safety of employees and the public, Member DeBenedet expressed interest in seeing a separate and bold category entitled "Quality," since it relates to long-term costs being lowered.

Chair Vanderwall note that the term was included in the Commitment section.

Member DeBenedet duly noted that, however, he still advocated for a bold heading for "quality" as a primary goal or value statement.

Chair Vanderwall noted that documents such as the Strategic Plan were vetted numerous people via advisory commissions, staff and the City Council, and many recommendations may not make it to the final cut.

Member DeBenedet reiterated the comments of Mr. Schwartz regarding upcoming retirements impacting the departments, since this was a recurring issue in this type of organization, with students no longer seeing public works as a career choice. Member DeBenedet expressed his disappointment in this trend, opining that the Roseville Public Works Department was currently thinly staffed, while needing to and succeeding in providing quality services.

Chair Vanderwall opined that many of the current long-term public works employees nearing retirement had apparently found value and satisfaction in that field; and stated they were doing a quality job and must find that they were making a difference.

Member DeBenedet suggested that somehow that information needed to be conveyed to students as they made their career choice.

Overall, Member DeBenedet expressed his satisfaction with and quality of the Strategic Plan document.

Member Stenlund encouraged Members to review the City Council goals for the Public Works Department, recognizing the significant amount of work outlined that could impact the PWETC; and asked that Mr. Schwartz prioritize some of those tasks in the immediate future; and expressed his excitement going forward with a number of those projects, whether directly involving the PWETC or receiving some input from them.

Chair Vanderwall referenced his meeting with City Manager Malinen earlier this month to discuss a proposed new policy for advisory commissions to consolidate commission language overall related to terms, etc. Chair Vanderwall advised that, during those discussions, he requested that the PWETC be provided with more specific areas as part of their City Council charge to the Commission as it moved forward. Chair Vanderwall suggested that the results may be a change in the Commission's job description in the future.

Member DeBenedet noted efforts by the Minnesota Secretary of State's office to develop comparisons tools for communities.

Mr. Schwartz noted that this was similar to past efforts; however, he noted how difficult those comparisons were due to the differences among cities in their processes and funding sources.

Member DeBenedet noted Roseville's leadership in developing its PMP, and current leadership role for the twenty (20) year infrastructure for water and sewer systems.

Member Stenlund advised that he found Goal 2 frustrating in addressing new funding needed, and suggested that "technology" also be included as a tool. Member Stenlund noted that the sentence itself was worded awkwardly; and should address providing knowledge and tools.

As noted by Member Stenlund, Chair Vanderwall, with Member consensus, asked that staff review the document for reference to "garbage."

8. Asset Management Update

Mr. Schwartz provided a brief update on the purchase of asset management software to be used city-wide, not just specifically by the Public Works Department, as detailed in the staff report dated September 25, 2012. Mr. Schwartz noted a link to the website for the software chosen: "PubWorks Tracker Software Corporation from CO, at http://pubworks.com/. Mr. Schwartz noted that the City Council had approved its purchase earlier this month, following extensive staff research and reviews of a number of products; and advised that a kick-off meeting with the vendor had been held.

Discussion included hosting of the system at Roseville by on-site IT staff; integration of data from existing software programs; generation of service and/or information requests city-wide by the public; management records to track response times; web and e-mail assignment to the specific staff/department(s) indicated; exclusion of integrating data from the current PMP software at this time as it contains greater analysis tools at a lower cost; direct linkage to as-builts, maintenance history, with vendors already required to provide data for integration.

Further discussion included GIS capabilities and options; photographic support for assets; equipment/vehicle details for better age and cost analysis, and depreciation; sign inventory access; creation of work orders from the system for various needs whether annually recurring or emergencies; cost tracking for completion of work and liability records; and ease of use by staff and the public of this program.

Members expressed interest in the report capabilities of the system once in operation, and sharing that data with the PWEC as applicable.

Mr. Schwartz advised that the Department's GIS employee, Jolinda Stapleton, would be leading the management function and implementing the system, based on her GIS and related experience with similar systems. Mr. Schwartz noted that the software company had advised that it had never undergone such a rigorous review as required by the City of Roseville.

9. Possible Items for Next Meeting – October 23, 2012

Discussion of items for the next agenda included:

- **Xcel Energy presentation on their LED streetlight study**
  Mr. Schwartz advised that Xcel now had a demonstration study from the City of West St. Paul.
- **Advisory Commission Consistency Proposals**
  Chair Vanderwall asked that the document discussed by him and City Manager Malinen to make advisory commissions consistent in their membership and purposes to support the City Council, once through the draft stages are shared with the full Commission.
- **County Road D Reconstruction Project Preliminary Design**
  Member DeBenedet advised that he intended to attend the October 4, 2012, Public Information Meeting, and suggested that staff notice it as a public meeting in case any other members of the PWETC attended.
- **Salt Effectiveness/Impacts**
  At some future point, Member Felice requested a discussion on staff's study of salt on roads and their effectiveness/impacts.

10. Adjourn

Member Felice moved, Member DeBenedet seconded, adjournment of the meeting at approximately 8:45 p.m.

Ayes: 5
Nays: 0
Motion carried.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 4

Item Description: Communication Items

- Projects update-
  - Josephine Woods– The public improvements are all complete.
  - Josephine Lift Station– The City’s contractor, Minger Construction, has placed the new structures for the lift station. The bypass was made active 10/17/12 and will remain active for about a week. The work will be complete by the end of October.
  - Fairview Pathway, Phase 2 - Construction has started on the pathway work on Fairview between County Road B-2 and County Road B. The project is expected to be complete by October 26. There will be a celebration for the project on November 1, 2012. Details will be provided at the meeting.
  - Skillman Drainage improvements - Complete
  - Waterman lining project - the bids for this project were opened on October 10. Staff is evaluating the bids and products. Work is anticipated to be completed Spring 2013.
  - Staff is working on the following projects:
    - County Road D Reconstruction
    - 2013 Pavement Management Project
    - County Road B-2 Pathway Construction
- Maintenance Activity
  - Leaf Program signup is underway
  - Winter maintenance preparation is underway

Attachments:
A. County Road D Meeting notice

ROSEVILLE

October 11, 2012

RE: County Road D Reconstruction- between Lexington Avenue and Victoria Street
Walk Thru Meeting- Saturday, October 27, 10:00 a.m.

Dear Resident:

In 2013, the City of Roseville is proposing to reconstruct County Road D. Since County Road D is a city street on the border of Shoreview and Roseville, this will be a joint project between the two cities. We would like to invite you to our third meeting for this project on:

Saturday, October 27, 2012, 10:00 a.m.
Along County Road D- Rain or Shine
City staff will start at Lexington and walk in the direction of Victoria Street, stopping to talk to people as they come out.

During the week before, City staff will mark out the proposed location of the sidewalk. Two staff members will be out on County Road D, starting at 10 a.m. We will walk east (towards Victoria Street) wearing yellow safety vests. When you see us in front of your property, please come out. We can walk you through what is being proposed in front of your property.

This is our last planning meeting before completing the Feasibility Report. Our final meeting will be **Thursday, November 29, 6:00 p.m., location TBD**. At that meeting staff will present the findings from the Feasibility Report and estimated assessment rates for the project.

We encourage you to attend the planning meetings. If you cannot, please consider sending us an e-mail or calling with your questions. Our contact information:

Sincerely,

Debra M Bloom

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

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 5

Item Description: Xcel Energy Presentation on LED Streetlight Study

Background:
The Commission requested we continue discussion of LED street lighting. We have invited Colette Jurek, Community Relations Manager, and Ed Bieging, Manager of Outdoor Lighting for Xcel Energy to discuss where technology is today as it relates to street lighting and to discuss their LED pilot project in West St. Paul. Xcel owns and maintains the majority of the street lights in Roseville and the city pays them a monthly fee per light.

Recommended Action:
Received presentation

Attachments:
A. None

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 6

Item Description: Uniform Commission Code Proposal

Background:

The Commission asked for a discussion on the uniform commission code proposal that was presented to the City Council earlier this year.

Roseville currently has six standing commissions. Each of the commissions was established at different times in response to different needs of the community. As a result, commissions have been established in a piecemeal fashion, and do not have consistent language in city code.

The City Manager's office researched other cities to see how commissions are organized. Staff found that many cities have a uniform policy on establishing commissions followed by ordinances addressing specific needs of the specific commission.

The City Manager's reviewed language establishing commissions and found many common themes and structures. Using the common language, staff developed a uniform code to establish boards and commissions. This includes Establishment; Purpose; Membership; Terms; Compensation; Organization; Meetings and Reports; Rules; and Bylaws.

The attached draft does not reflect feedback from Commission Chairs that was requested.

Recommended Action:
Discuss proposal

Attachments:
A. Draft ordinance
B. Minutes of council discussion

City of Roseville
ORDINANCE NO.

AN ORDINANCE AMENDING

TITLE _____, SECTION _______
TITLE/SECTION NAME___________________

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title ____, Section _______ of the Roseville City Code is amended to read as follows:

Chapter 2XX
Establishment of Boards and Commissions

SECTION:

xxx Establishment
xxx Purpose
xxx Membership
xxx Terms
xxx Compensation
xxx Organization
xxx Meetings and Reports
xxx Rules
xxx Bylaws

Establishment

The Council has created and may create additional commissions and boards to assist and advise the Council with respect to the administration of any city function or activity or to investigate any subject of interest to the city, as defined by the Council. The creation of any commission or board not established by this code shall be by resolution of the Council and the resolution shall set forth the purpose and duties of the commission or board.

Purpose

Commissions or boards are established to provide a method for citizen input on topics of interest. A commission or board is advisory to the full Council. No commission or board shall have decision-making power.

Membership

Unless otherwise established by specific language in the code related to a specific commission or board, or by state statute, the terms of this section shall apply.

A commission shall not consist of more than seven members, unless specific language in the code related to a specific commission. In addition to the regular commission members, the Council may appoint additional residents of the city, under the age of 21, to serve one year terms as ex officio members of a commission.

All members of the commission shall be residents of the city.

Members are appointed by the Council.

Terms

Members shall serve terms of three years, except that of the first members appointed following the creation of the commission. One third of commissioners shall be appointed for three-year terms, one third for two-year terms and one third for a one-year term. A member’s term shall expire on March 31 of the year of expiration of the term, or until a successor is appointed.

Members are eligible, to serve two consecutive terms. Upon completion of term(s) on one commission, members are eligible for consideration to another commission. Former commissioners are eligible for appointment to a commission after sitting out one year.

Members may be removed by the Council, without cause.

Vacancies during a term may be filled by the Council for the unexpired portion of a term. A vacancy occurs if any of the following occur: resignation, residence outside the city or death.

An unexcused absence is defined as a commissioner not notifying staff of their absence prior to the meeting.

If a commissioner has an unexcused absence from more than three consecutive commission meetings or is absent from more than half of the meetings in one twelve month period, staff shall notify the City Council, and the commissioner may be removed.

Every appointed member, before beginning his or her duties, shall take an oath of office that he or she will faithfully discharge the duties of the commission to which he or she was appointed.

Compensation

Members of all commissions shall serve without compensation.

Members shall complete an annual disclosure of financial statement. Failure to complete the annual form by February 28 may result in removal from a commission or board.

Organization

Each commission shall elect a chair and vice-chair from among its appointed members for a term of one year. The commission may create and fill other offices if the Council empowers by resolution the commission to do so.

Meetings and reports

Commissions shall adhere to an established meeting schedule. Commissions may cancel meetings or call special meetings, as needed. Commissions shall meet at least quarterly, with the exception of the Police Civil Service which shall meet annually in February, and as needed.

At least once a year, the commission shall meet with the council to review the previous year's work and to receive direction for the upcoming year.

All meetings of a quorum of the commission shall be open to the public and conducted in a public facility. Commissions shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which shall be a public record. Minutes of the commission shall be filed and retained by the City.

Rules and Bylaws

The commission shall adopt Rosenberg's Rules of Order.

The commission may adopt additional rules or bylaws as it deems necessary for the conduct of its work, compatible with the provisions of this chapter and subject to Council approval.

CHAPTER 201
PLANNING COMMISSION

SECTION:

201.01: Establishment
~~201.02: Composition~~
~~201.03: Members of Commission~~
~~201.04: Organization~~
~~201.05: Meetings; Reports~~
201.06: Preparation of Comprehensive Plan
201.07: Procedure for Adoption of City Comprehensive Plan
201.08: Adoption of City Comprehensive Plan by City Council
201.09: Means of Executing Plan
201:10: Zoning Code and City Comprehensive Plan

201.01: ESTABLISHMENT:

A City Planning Commission for the City is hereby established. The Planning Commission shall be the City planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes, sections 462.351 through 462.364, as amended, and as conferred upon it by this Chapter. (Ord. 194, 4-19-1955; 1995 Code)

~~201.02: COMPOSITION:~~

~~The Planning Commission shall consist of seven members appointed by the City Council, and may be removed by a 4/5 vote of the City Council. One of the seven members appointed by the City Council may be a member of the City Council. (Ord. 194, 4-19-1955; 1995 Code)~~

~~201.03: MEMBERS OF COMMISSION:~~

~~A. Members: Members shall be residents of the City.~~
~~B. Term of Appointment: of the members of the Commission first appointed, two shall be appointed for the term of one year, two for the term of two years, two for the term of three years, and one for the term of four years. Their successors shall be appointed for terms of three years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. (Ord. 1313, 12-6-2004)~~
~~C. Vacancies: Vacancies during the term shall be filled by the City Council for the unexpired portion of the term.~~
~~D. Oath: Every appointed member shall, before entering upon the discharge of his/her duties, take an oath that he/she will faithfully discharge the duties of his/her office.~~
~~E. Compensation: All members shall serve without compensation. (Ord. 194, 4-19-1955; 1995~~

~~Code)~~

~~201.04: ORGANIZATION:~~

~~A. Officers: The Planning Commission shall elect one of the members to act as chairperson. The Community Development Director or designee shall act as the Planning Commission's secretary.~~

~~B. Term: The term of the chairperson shall be for one year. The chairperson shall be elected by the Planning Commission at the last regular Planning Commission meeting of March, effective April 1, during each calendar year.~~

~~C. Additional Officers and Committees: The Planning Commission may elect such other officers as may be necessary and may give the chairperson authority to appoint committees if such appointments should become necessary. (Ord. 194, 4-19-1955; 1995 Code) (Ord. 1316, 3-28-2005)~~

~~201.05: MEETINGS; REPORTS:~~

~~The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. (Ord. 194, 4-19-1955; 1995 Code)~~

201.06: PREPARATION OF COMPREHENSIVE PLAN:

It shall be the function and duty of the Planning Commission to prepare and recommend a Comprehensive City Plan for the development of the City, including proposed public buildings, street arrangements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the development of the City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. (Ord. 194, 4-19-1955; 1995 Code)

201.07: PROCEDURE FOR ADOPTION OF CITY COMPREHENSIVE PLAN:

The Planning Commission may, at any time, recommend to the City Council, the adoption of the City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making such recommendation to the City Council, the Planning Commission shall hold at least one public hearing, as provided for in Chapter 108 of this Code. ~~The recommendation by the Planning Commission to the City Council shall be by a resolution of the Commission, approved by the affirmative votes of not less than 5/7ths of its total membership.~~ The Commission may from time to time recommend minor amendments to the City Comprehensive Plan or any section thereof without the public hearing mentioned herein providing that a majority of its members are of the opinion that such hearing is not necessary or in the public interest. (Ord. 1175A, 11-25-1996)

If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property owner, the applicant shall hold an open house meeting with residents and property owners in the vicinity of the affected property prior to submitting an application for the amendment. Requirements for such an open house are as follows:

A. Purpose: 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.

B. Timing: The open house shall be held not more than 30 days prior to the submission of an application for Comprehensive Plan Future Land Use Map Amendment approval 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.

C. Location: The open house shall be held at a location in or near the neighborhood affected by the proposed amendment, and (in the case of a site 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.

D. Invitations: The applicant shall prepare a printed invitation indentifying 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 500 feet of the project property, members of the Planning Commission and City Council, and other community members that have registered to receive the invitations.

E. Summary: A written summary of the open house shall be submitted as a necessary component of an application for Comprehensive Plan Future Land Use Map Amendment approval. (Ord. 1362, 3-24-2008)

201.08: ADOPTION OF CITY COMPREHENSIVE PLAN BY CITY COUNCIL:

Upon receiving a recommendation from the Planning Commission for the establishment or amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this Code. The City Council may adopt such plan or amendments by a majority vote of its members or by a larger majority if required by statute. (Ord. 1175A, 11-25-1996)

201.09: MEANS OF EXECUTING PLAN:

Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such Plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City. Such means shall consist of a zoning plan, the control of subdivision plats, a plan for future street locations, etc. (Ord. 194, 4-19-1955)

201.10: ZONING CODE AND CITY COMPREHENSIVE PLAN:

The Planning Commission may, upon its own motion or upon instruction by the City Council, prepare revisions to the Zoning Code and/or Plan for the City. Before recommending such Code and/or Plan to the City Council, the Planning Commission shall hold at least one public hearing as provided for in Chapter 108 of this Code. The same procedure shall apply for the preparation of any overall street plan or acquisition of lands for public purposes. (Ord. 1175A, 11-25-1996)

CHAPTER 202
POLICE CIVIL SERVICE COMMISSION

SECTION:

202.01: Establishment
202.02: Duties and Functions, Statute Adopted

202.01: ESTABLISHMENT:

There is established a Police Civil Service Commission which shall consist of three members appointed by the City Council. ~~, the duties of which shall be those provided in Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56)~~

202.02: DUTIES AND FUNCTIONS, STATUTE ADOPTED:

Subject to restrictions defined by this chapter, the ~~The~~ City accepts and adopts all of the provisions of Minnesota Statutes, Chapter 419. (Ord. 221, 10-22-56)

CHAPTER 203
PARKS AND RECREATION COMMISSION

SECTION:

203.01: Establishment ~~and Membership~~
~~203.02: Vacancies~~
~~203.03: Organization~~
203.04: Duties and Functions
~~203.05: Compensation~~
~~203.06: Joint Meeting with City Council~~
~~203.07: Rules~~

203.01: ESTABLISHMENT ~~AND MEMBERSHIP~~:

There is hereby established a parks and recreation commission of the city, which shall consist of nine members appointed by the City Council. ~~Members shall be appointed for three year terms. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the parks and recreation commission.~~ (Ord. 1253, 6-26-2001)

~~203.02: VACANCIES:~~

~~In case of vacancy during the term of office of any member of the commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death, failure to serve as shown by failure to attend a specified number of regular meetings as established by the commission, residence outside the city, or resignation. (Ord. 1038, 6-27-1988; amd. 1995 Code)~~

~~203.03: ORGANIZATION:~~

~~The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. Minutes of the commission shall be filed and retained by the parks and recreation commission, as well as other recommendations and studies performed by the commission. (Ord. 1038, 6-27-1988)~~

203.04: DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

A. Serve in an advisory capacity to the City Council, City Manager and Director of Parks and Recreation on parks and recreation matters.
B. Maintain an interest in and an understanding of the functions and operations of the parks and recreation department.

C. Maintain an interest in and an understanding of the city school system and promote the greatest possible utilization of school and municipal recreation programs.
D. Endeavor to secure a full and complete understanding of the city's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
E. Convey to the City Council their understanding of the community's sentiment regarding recreation and parks and to submit recommendations to the City Council on parks and recreation programs and policy.
F. Review conditions and adequacy of city park property.
G. Provide hearings to groups or individuals, upon request, regarding parks and recreation matters.
H. Keep informed and consider all financial aspects pertaining to parks and recreation.
I. Consider proper names for city park property.
J. Propose regulations for control of city park property to the City Council.
K. Advise and assist architectural engineers on preparation of specific plans prior to the presentation to the City Council for formal approval.
L. Represent the city at community functions where appropriate and approved by the City Council.
M. Represent the city at meetings with other community, county or state boards of similar nature where appropriate and approved by the City Council.
N. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council. (Ord. 1038, 6-27-1988)
O. Shall act in all matters relating to the Urban Forest Management Ordinance contained in Chapter 706 of this code, and shall act as the Tree Board as set forth in section 706.03 of this code.

(Ord. 1410, 6-13-2011)

~~203.05: COMPENSATION:~~

~~No compensation shall be paid to members of the commission; however, commission members may have expenses paid to attend conferences on parks and recreation that are offered in the state when approved by the city manager. (Ord. 1038, 6-27-1988; amd. 1995 Code)~~

~~203.06: JOINT MEETING WITH CITY COUNCIL:~~

~~The commission shall request a joint meeting with the City Council when deemed necessary and at least a minimum of once a year. (Ord. 1038, 6-27-1988)~~

~~203.07: RULES:~~

~~The commission may adopt such rules as it deems necessary for the conduct of its work, compatible with the provisions of this chapter. (Ord. 1038, 6-27-1988)~~

CHAPTER 204
HUMAN RIGHTS COMMISSION

SECTION:

~~204.01: Policy~~
204.02: Establishment ~~of Commission~~
~~204.03: Purpose~~
~~204.04: Membership; Terms and Removal~~
204.05: Duties and Functions

~~204.01: POLICY:~~

~~It is hereby declared that it is the public policy of the city to fulfill its responsibility as a partner of the state department of human rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to work consistently to improve the human relations climate of the city. (Ord. 566, 2-19-1968)~~

204.02: ESTABLISHMENT ~~OF COMMISSION~~:

There is hereby established within the city a human rights commission. (Ord. 566, 2-19-1968)

~~204.03: PURPOSE:~~

~~The purpose of the commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community by assisting the state department of human rights in implementing the Minnesota Human Rights Act and by advising the City Council on long range programs to improve community relations in the city. Additionally the commission will work to increase the sense of community by reaching out to all members of the community and ensuring that our city government and its activities, programs and services are accessible understandable and responsive to all. (Ord. 566, 2-19-1968; amd. 1995 Code, Ord. 1324, 08-08-2005) (Ord. 1381, 04-27-2009)~~

~~204.04: MEMBERSHIP; TERMS AND REMOVAL:~~

~~A. Membership: The commission shall consist of seven members, to be appointed by the City Council. Members of the commission shall be appointed with due regard to their fitness for the efficient dispatch of the functions, powers and duties vested in and imposed upon the commission. In addition to the members appointed above, the City Council may for one year terms appoint additional residents of the city under 21 years of age to serve as (ex officio) members of the human rights commission. (Ord. 1253, 6-26-2001) (Ord. 1313, 12-6-2004)~~

~~B. Terms: The first commission shall consist of four members appointed for a term of three years, three members for a term of two years, and three members for a term of one year.~~

~~Members of the commission shall be appointed for terms of three years, except that any person appointed to fill a vacancy occurring prior to the expiration of the term for which such member's predecessor was appointed, shall be appointed only for the remainder of such term. Upon the expiration of such member's term of office, a member shall continue to serve until such member's successor is appointed and shall have qualified.~~

~~C. Compensation; Removal: The members of the commission shall serve without compensation, and may be removed from office by a 4/5 vote of the City Council. (Ord. 566, 2-19-1968)~~

204.05: DUTIES AND FUNCTIONS:

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

A: Work to increase the sense of community by reaching out to all members of the community and ensuring that our city government and its activities, programs and services are accessible, understandable and responsive to all.

~~A: Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees.~~

B. 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.

C. Formulate a human relations program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights.

D. 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.

E. 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)

F. 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.

(Ord. 1381, 4-27-2009)

CHAPTER 205
PUBLIC WORKS, ENVIRONMENT, AND TRANSPORTATION COMMISSION

SECTION:

205.01: Establishment ~~and Membership~~
~~205.02: Organization~~
~~205.03: Meetings and Reports~~
205.04: Duties and Functions

205.01: ESTABLISHMENT ~~AND MEMBERSHIP~~:

There is hereby established a public works, environment, and transportation commission of the city which shall consist of five members. ~~appointed by the City Council. Members shall be residents of the city and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms. (Ord. 1260, 4-15-2002) (Ord. 1313, 12-6-2004)~~

~~205.02: ORGANIZATION:~~

~~The commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson. (Ord. 1260, 4-15-2002)~~

~~205.03: MEETINGS AND REPORTS:~~

~~The commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions. (Ord. 1260, 4-15-2002)~~

205.04: DUTIES AND FUNCTIONS:

The duties and functions of the commission shall be as follows:

A. Serve in an advisory capacity to the City Council, City Manager and Director of Public Works on public works, environmental, and transportation matters. (Ord. 1313, 12-6-2004)
B. Maintain an interest in and an understanding of the functions and operations of the Public Works Department.
C. Maintain an interest in and an understanding of federal, state, county, regional and other public works, environmental, and transportation services that impact City services. (Ord. 1313, 12-6-2004)
D. Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the city. (Ord. 1260, 4-15-2002)

CHAPTER 206
ETHICS COMMISSION

SECTION:

206.01: Establishment ~~and Membership~~
~~206.02: Organization~~
~~206.03: Meetings and Reports~~
206.04: Duties and Functions

206.01: ESTABLISHMENT ~~AND MEMBERSHIP~~:

There is hereby established an ethics commission of the City ~~which shall consist of five members appointed by the City Council. Members shall be residents of the City and appointed for three year staggered terms. Terms of the initial members will be established by the council at the time of their appointment. No member shall serve more than two full consecutive terms~~.

~~206.02: ORGANIZATION:~~

~~The Commission shall annually elect one member to serve as chairperson and one member to serve as vice chairperson.~~

~~206.03: MEETINGS AND REPORTS:~~

~~The Commission shall annually adopt a regular meeting schedule and may hold other meetings, as it deems necessary. The Commission may adopt rules for the transaction of business and shall keep a record of its meetings and actions.~~

206.04: DUTIES AND FUNCTIONS:

The duties and functions of the Commission shall be as follows:

A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
B. Administer any ethics code adopted by the City Council.
C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006)

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

Passed by the City Council of the City of Roseville this ___ day of ______ 200_.

Ordinance – Title of Ordinance ___________-

(SEAL)

CITY OF ROSEVILLE

BY: ___________________________

Daniel J. Roe, Mayor

ATTEST:

____

William J. Malinen, City Manager

about, particularly addressing pedestrian and safety issues; and from a funding perspective, this process would need to be followed.

At the request of Councilmember Willmus, Mr. Schwartz advised that the PWET Commission had yet to discuss funding mechanisms in any great detail, focusing more on the Chapter 429 process instead.

Mayor Roe noted that the PWET Commission was currently reviewing the City's Assessment Policy more broadly.

Councilmember Willmus asked that the TMP be part of that discussion as well; along with ongoing maintenance and models employed by other communities immediately adjacent to Roseville.

Mayor Roe concurred, and asked that staff consult with the Cities of Blaine and Edina on their experience upon implementing the TMP; opining that this may inform the City of Roseville how to react to this and its potential implementation.

Councilmember McGehee recognized the ongoing work and recommendations coming forward to the City Council from the PWET Commission, and thanked them for their work on behalf of the City and prompting good discussions at the City Council level.

Mayor Roe concurred, noting that all of the City Council's advisory commissions provided good product.

d. Discuss Uniform Commission Code

City Manager Malinen briefly summarized the proposed ordinance drafted by staff and detailed in the RCA dated April 16, 2012, establishing common themes and structures for advisory commissions. Mr. Malinen suggested adopting this uniform code for general guidance for each commission.

Councilmember McGehee opined that she was not excited about how this recommendation was presented for a variety of reasons, and questioned what initiated this work, since it obviously had a financial impact based on staff time and effort, even if not defined; and questioned what the initial problem was that staff was attempting to fix.

City Manager Malinen advised that initially, the inconsistencies had been uncovered as the Human Rights Commission (HRC) considered changing their meeting nights; and unilateral decisions were considered about whom was responsible for such decisions, the advisory commissions or the City Council; with no consistent guidance found by staff to this simple question.

Councilmember McGehee opined that she had no problem making the code consistent for commissions; however, she supported seeking input from each commission and bringing their comments forward to the City Council, rather than the City Council dictating to them. Councilmember McGehee spoke in support of the commissions bringing forward their rules and guidelines, and how they saw their mission, since they were the ones selected through the application and interview process to perform that function for the City; and were capable of running their own meetings.

City Manager Malinen clarified that he was not suggesting otherwise.

Councilmember Willmus opined that he would be interested in receiving feedback from Chairpersons and Department Liaisons to each commission; however, he noted that individual advisory commissions were carrying out a charge set out by the City Council. Councilmember Willmus referenced the spreadsheet outlining all advisory commissions to the City Council, created and provided by Mayor Roe as a bench handout, attached hereto and made a part hereof. Councilmember Willmus noted that this clearly laid out the parameters, and suggested that it be used as an overlay for the new ordinance to see consistencies and inconsistencies. Councilmember Willmus noted that there shouldn't be much difference in the governance of respective advisory commissions.

Councilmember Johnson noted that this may be a direct result of a requested action item he identified during recent work session meetings. Councilmember Johnson advised that his rationale in this request was based on the need for clarity; and when he currently looked across the scheme and realm of advisory commissions, he was cognizant that some of them were pared down and others more aggressive. Being unable to attend all advisory commission meetings, Councilmember Johnson noted that he relies on periodic reports or meeting minutes from them to follow-up on their progress. Councilmember Johnson used, as an example, the Civic Engagement Task Force, a subcommittee of the Human Rights Commission, and lack of any reports to-date from this group. Councilmember Johnson advised that this gives him pause to question what was actually occurring; and emphasized the need for them to communicate more effectively with the City Council, and ultimately the public. Councilmember Johnson commended the Parks and Recreation Commission for their communication efforts. Councilmember Johnson noted his need to more fully understand the reporting hierarchy of commissions (e.g. Police Civil Service Commission) and who they actually reported to: the City Council or a Department. Councilmember Johnson advised that this was part of his rationale in seeking this action step.

Mayor Roe noted that it was in the City Council's work plan.

Mayor Roe advised that one of his goals, since first coming onto the City Council, was to make the different ordinances addressing advisory commissions more consistent from an organizational point, thus his development of the chart provided as a bench handout. Mayor Roe noted that some were more detailed, while others remained silent in some organizational areas. Mayor Roe referenced line 46 of page 2 of the draft ordinance as an example, with some addressing the number of members, while others did not. Mayor Roe also noted that the City Council's recent adoption of Rosenberg's Rules of Order was not addressed in any of the current ordinances, and suggested that, since this may change in the future, language should indicate that advisory commissions use the same Rules of Order as the City Council. Mayor Roe advised that he had other suggested language revisions that he would provide directly to staff. From his point of view, Mayor Roe opined that there was nothing changing in the ordinance other than moving items to a generic organizational framework, while duties and functions remained intact. Mayor Roe referenced lines 322-325 as an example of an area of concern in which he wanted to ensure that nothing was lost in the process from a technical or operational standpoint. Mayor Roe spoke in support of an overall, general organizational ordinance as a step in the right direction; and expressed support for letting respective advisory commissions weigh in with their comments, as well as alerting the City Council of any other inconsistencies or problem areas of which they were aware. However, Mayor Roe clarified that advisory commissions were set up organizationally by the City Council and received direction from the City Council.

Councilmember McGehee opined that she would like to see another topic in the section and provided to and filtered through Chairpersons and Commissions, using the spreadsheet and answering questions and tied into consistent language, such as a purpose statement for each commission that they could lift or modify. Councilmember McGehee reiterated her preference that a working copy be provided from commissions to the City Council.

Mayor Roe questioned if it was Councilmember McGehee's intent to re-open purpose statements for advisory commissions or just how they were organized and operated.

Councilmember McGehee responded that if duties needed editing, or if they needed to be repurposed or enhanced, or their duties altered, it could then be done.

Mayor Roe suggested that the City Council should start with the organizational aspect, with staff's draft ordinance providing an overarching ordinance, and deleting inconsistent or inapplicable language, not intended to change the purpose of any advisory commission.

Councilmember Willmus reiterated his support for a quick review by advisory commission Chairpersons and their staff liaisons; and had identified no other glaring red flags.

Councilmember Johnson concurred with Councilmember Willmus' comments; and spoke in support of a City Council consensus on the organizational side of things; with a separate discussion on what the City Council consensus was related to the respective realm of advisory commissions and their responsibilities. Councilmember Johnson noted that they ultimately reported to the City Council, and their agendas needed to be steered accordingly in that direction. Councilmember Johnson noted that the information gathering and discussions provided to the City Council was essential to their decision-making and provided much more depth to that decision-making.

Mayor Roe indicated that he would work with staff on an updated overarching organizational ordinance, and as advisory commissions came before the City Council over the next few months for their annual joint meetings, they could weigh in on the organizational ordinance, after which time the ordinance could go through the enactment process.

Councilmember Willmus spoke in support of Mayor Roe's proposed process; noting that this spoke to the concerns he had personally heard form one advisory commission chair.

14. City Manager Future Agenda Review

City Manager Malinen reviewed upcoming agenda items.

City Manager Malinen advised that the Walmart land use request would not be considered at the April 23, 2012 regular City Council meeting, as a petition had been received for an Environmental Assessment Worksheet (EAW); with the Environmental Quality Board (EQB) and staff working on the process.

Councilmembers Willmus and McGehee requested staff to provide estimated numbers and potential funding sources if the City were to acquire this parcel.

Discussion ensued regarding the EAW process and 60-day review period for land use cases; with City Attorney Gaughan advising that the 60-day rule was "tolled" pending the EAW process.

15. Councilmember-Initiated Items for Future Meetings

Councilmember McGehee expressed interest in ensuring that the Nextdoor item be included for future discussions, receiving assurances from Mayor Roe that it would be on a future agenda.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 7

Item Description: County Road D Reconstruction Design

Background:
The Roseville City Council authorized the preparation of a Feasibility Report for County Road D (Lexington Ave to Victoria Street) Reconstruction project on June 11, 2012. Construction is proposed for 2013. In the last 6 months, city staff has held 2 public information meetings with residents living along County Road D. The first meeting was on August 6, where we presented the proposed reconstruction project and received input regarding neighborhood concerns along the corridor. Among these were: Street design, parking, the need for a south side sidewalk, and traffic,

The second meeting was on October 4, where we showed the residents a proposed street design. This design included a 6 foot wide detached concrete sidewalk along the south side of the street, along with a parking lane along the north side of the street for the entire corridor.

On October 27, we will have a "walk thru" meeting on site. This meeting will start at Lexington Ave and will continue east toward Victoria Street. It will be a meeting in motion. The City surveyor marked the location of the new curb and sidewalk allowing staff to be able to meet with residents individually to discuss the project and show them how it would impact the right of way in front of their property.

Our final information meeting will be on November 29. At that meeting, we will present the preliminary staff recommendations including project cost and proposed assessments for the project.

The Feasibility Report will be presented to the City Council in December, with a Public Hearing in January 2013. Staff will walk through the preliminary plans at the meeting next week.

Recommended Action:
Discuss County Road D Reconstruction project.

Attachments:
A. None

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 8

Item Description: Utility Conservation Rate Discussion

Background:
The City Council Strategic Directives document contains a short term goal to explore additional tiers in the water utility rate structure. Finance staff is preparing recommended 2013 utility rates for Council discussion in November. We have put together a spreadsheet (attached) of current usage for both residential customers and commercial customers broken into usage increments. Current average residential usage is 16,000 gallons per quarter. This is down from 20,000 gallons per quarter a few years ago. We do not have specific evidence to tie the drop to the current rate structure with just two tiers for residential usage. Staff feels it generally correlates to weather patterns and overall awareness of water conservation. The availability of low flow fixtures and low usage appliances has had a significant impact on water usage by residential customers. Roseville residential water usage is low compared to many outer ring communities. The low usage reflects Roseville demographics and lot size.

The current water rates for 2012 are as follows:

2012 Residential Utility Rates

Service	Standard Service Fee*	Consumption Fee Under 30,000	Consumption Fee Winter over 30,000	Consumption Fee Summer over 30,000 **
Water	40.03	2.15	2.40	2.65

2012 Commercial Standard Service Charge

Water		Sewer	
Meter Size	Flat Rate	Meter Size	Flate Rate
5/8"	39.39	5/8"	22.20
1"	50.45	1"	44.40
1.5"	79.25	1.5"	66.30
2"	151.30	2"	110.60
3"	302.60	3"	221.40
4"	605.23	4"	443.0
6"	1210.45	6"	885.90

2012 Commercial Utility Rates

Service	Standard Service Fee*	Consumption Fee Winter Rate	Consumption Fee Summer Rate
Water	See Table Above	2.80	3.10

The legislature removed the absolute requirement for conservation water rate structures in the 2012 session if the utility has an education program promoting water conservation.

Recommended Action:
Staff is seeking a recommendation from the Commission on the conservation water rate structure. Staff recommends adjustment to tier structure considering the conservation and usage reduction already occurring. One additional tier could be added for residential customers at the 20,000 gallons per quarter level could be considered as an alternative.

Attachments:
A. Usage spreadsheet

Utility Conservation Rate Discussion

Current Residential Usage Per Quarter

Usage	*# of Customers*	*Percentage*
Over 30,000	509	5.6%
Under 30,000	8529	94.4%

Average Residential Usage City Wide (16,000 per quarter)

Usage	*# of Customers*	*Percentage*
less than 10,000	3973	43.9%
10,001 - 20,000	3498	38.7%
20,001 - 30,000	1058	11.7%
30,001 - 40,000	236	2.6%
40,001 - 50,000	132	1.5%
50,001 - unlimited	141	1.6%

Commercial Usage

Average number of meters using:	*Annual*	*Per Quarter*
10,000 and under	600	150
11,000 - 49,000	916	229
50,000 - 99,000	581	145
100,000 - 499,000	1366	342
500,000 - 599,000	93	23
600,000 - 699,000	83	21
700,000 - 799,000	50	13
800,000 - 899,000	36	9
900,000 - 999,000	49	12
1,000,000 and up	119	30

	Annual	*Per Quarter*
Total Meters Read:	3,893	973
Total Annual Usage:	839,465,000	209,866,250
Average usage per meter per quarter:	215,634	

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 9

Item Description: 2013 Construction Work plan

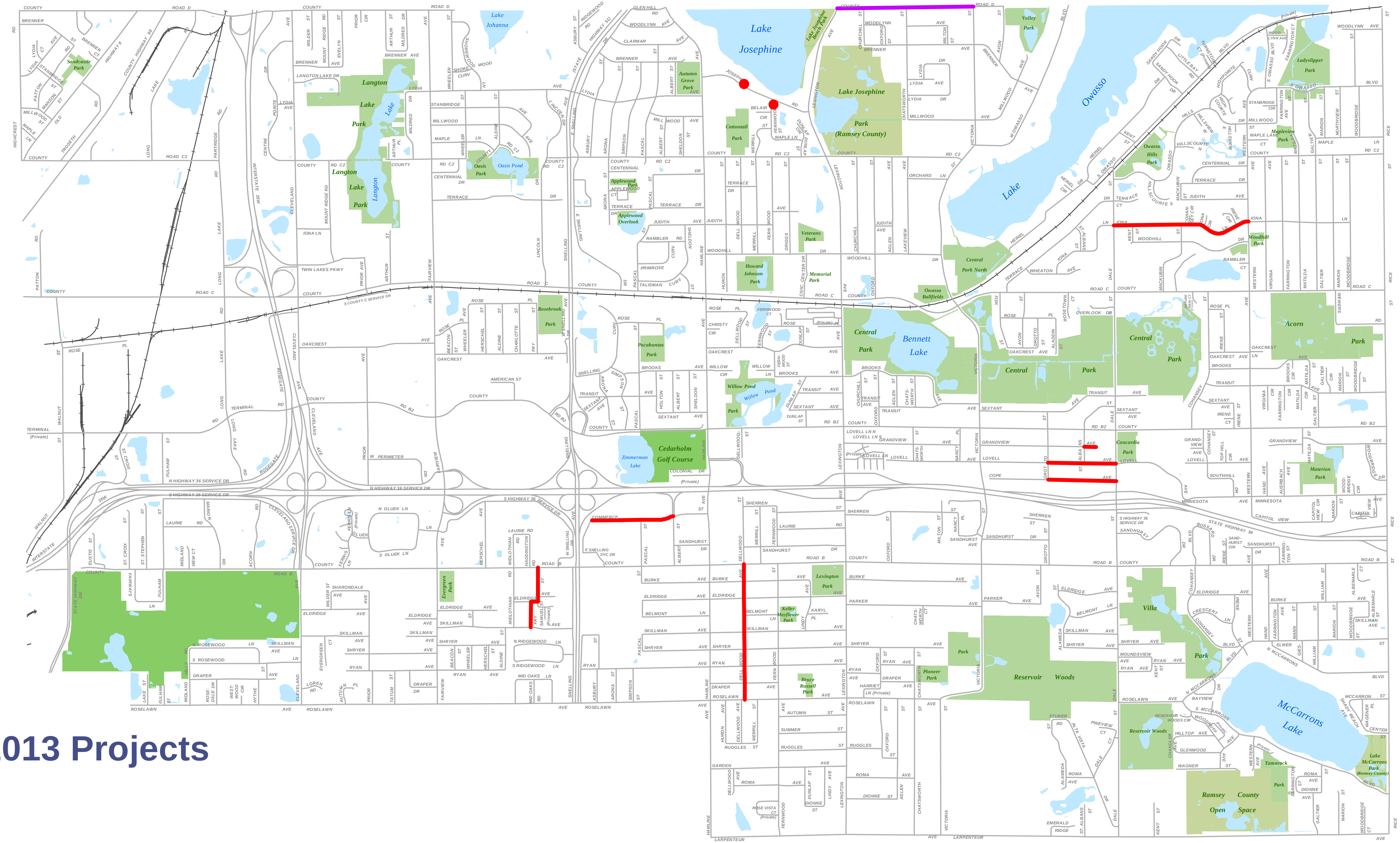
Background:
Attached is a map of proposed 2013 street improvements. These are streets that are in need of reconstruction or of a new pavement surface. Staff will review related proposed utility work in these areas and the cost of the proposed program at your meeting.

Recommended Action:
Comment on the proposed 2013 street improvement plan.

Recommended Action:
Receive presentation

Attachments:
A. Map

Attachment A



2013 Projects

Reconstruction

Mill & Overlay

ROSEVILLE

Prepared by:
Engineering Department
October 17, 2012

Data Sources and Contacts:
* Ramsey County GIS Base Map (10/1/12)
* 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

0 500 1000 1500 2000 Feet

N

mapdoc: 2013Projects.mxd
map: 2013Projects.pdf

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: October 23, 2012 **Item No:** 10

Item Description: Look Ahead Agenda Items/ Next Meeting November 27, 2012

Suggested Items:

- Ice control product discussion
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Recommended Action:
Set preliminary agenda items for the November 27, 2012 Public Works, Environment & Transportation Commission meeting.