



City Council Agenda

Monday, May 21, 2012

6:00 p.m.

City Council Chambers

(Times are Approximate)

- | | |
|-----------|--|
| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for May: Pust, Willmus, McGehee, Johnson, Roe |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports and Announcements |
| 6:15 p.m. | 5. Recognitions, Donations and Communications |
| 6:20 p.m. | 6. Approve Minutes
a. Approve Minutes of May 14, 2012 Meeting |
| 6:25 p.m. | 7. Approve Consent Agenda
a. Approve Payments
b. Approve Business Licenses
c. Approve General Purchases and Sale of Surplus items in excess of \$5000
d. Request by Kevin Miller for approval of a partial sewer easement vacation at 1770 Chatsworth Street (PF12-007)
e. Request by Minnehaha Transportation, Inc. for approval of outdoor storage of bus fleet vehicles as a conditional use at 2507 Walnut Street (PF12-006)
f. Accept Community Forest Bonding Grant
g. Accept a Conservation Partners Legacy Grant for Langton Lake Park
h. Accept a Metropolitan Regional Arts Council Grant for the 2012 Summer Entertainment Series
i. Award Contract for Storm Water Ditch Erosion Repair
j. Approve Memorandum of Understanding Terminating the Joint Powers Agreement for Engineering Services With |

the City of Arden Hills

- 6:35 p.m. **8. Consider Items Removed from Consent**
9. General Ordinances for Adoption
10. Presentations
- 6:45 p.m. a. Receive Update from Ramsey County Commissioner Jan Parker
- 7:00 p.m. b. Joint Meeting with Ethics Commission
- 11. Public Hearings**
12. Business Items (Action Items)
- 7:25 p.m. a. Consider Citizens' Petition for an Environmental Assessment Worksheet for the Proposed Wal-Mart store at County Road C and Cleveland Ave
b. Approve Preliminary/Final Plat & Development Agreement – Roseville Properties (Wal-Mart)
- 13. Business Items – Presentations/Discussions**
- 9:40 p.m. **14. City Manager Future Agenda Review**
- 9:45 p.m. **15. Councilmember Initiated Items for Future Meetings**
- 10:00 p.m. **16. Adjourn**

Some Upcoming Public Meetings.....

Tuesday	May 22	6:30 p.m.	Public Works, Environment & Transportation Commission
Monday	May 28	-	City Offices Closed - Observation of Memorial Day
June			
No Meeting in June			Parks & Recreation Commission
Wednesday	Jun 6	6:30 p.m.	Planning Commission
Wednesday	Jun 6	6:30 p.m.	Parks & Recreation Commission
Monday	Jun 11	6:00 p.m.	City Council Meeting
Monday	Jun 18	6:00 p.m.	City Council Meeting
Tuesday	Jun 19	6:00 p.m.	Housing & Redevelopment Authority
Wednesday	Jun 20	6:30p.m.	Human Rights Commission
Thursday	Jun 21	4:00 p.m.	Grass Lake Water Management Organization

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

Date: May 21, 2012

Item: 6.a

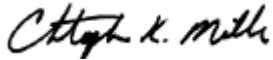
Approve Minutes of May 14,
2012 Meeting

REQUEST FOR COUNCIL ACTION

Date: 5/21/2012

Item No.: 7.a

Department Approval



City Manager Approval



Item Description: Approval of 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	\$126,388.14
66229-66276	\$45,803.47
Total	\$172,191.61

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: Checks For Approval

Accounts Payable

Checks for Approval

User: mary.jenson
Printed: 5/15/2012 - 9:13 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/08/2012	General Fund	Telephone	Sprint-ACH	Cell Phones	195.58
0	05/08/2012	Information Technology	Telephone	Sprint-ACH	Cell Phones	243.49
0	05/08/2012	Recreation Fund	Telephone	Sprint-ACH	Cell Phones	224.54
0	05/08/2012	P & R Contract Maintenance	Telephone	Sprint-ACH	Cell Phones	40.92
0	05/08/2012	Golf Course	Telephone	Sprint-ACH	Cell Phones	78.27
0	05/08/2012	General Fund	Telephone	Sprint-ACH	Cell Phones	61.03
0	05/08/2012	General Fund	Telephone	Sprint-ACH	Cell Phones	367.25
0	05/08/2012	General Fund	Telephone	Sprint-ACH	Cell Phones	187.61
0	05/08/2012	Telecommunications	Telephone	Sprint-ACH	Cell Phones	48.90
0	05/08/2012	Water Fund	Telephone	Sprint-ACH	Cell Phones	40.93
0	05/08/2012	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Tree Pruning Paint	17.12
0	05/08/2012	P & R Contract Maintenance	Temporary Employees	Sprint-ACH	Cell Phones	80.25
0	05/08/2012	Storm Drainage	Telephone	Sprint-ACH	Cell Phones	54.25
0	05/08/2012	General Fund	Operating Supplies	Sprint-ACH	Cell Phones	650.00
0	05/08/2012	Information Technology	Telephone	Sprint-ACH	Cell Phones	82.50
0	05/08/2012	Community Development	Transportation	Allied Capital City-ACH	Parking Reimbursement-Trudgeon	10.00
0	05/08/2012	General Fund	Conferences	Hamline Univ-ACH	Collaborative Governance Conference	50.00
0	05/08/2012	General Fund	Telephone	Sprint-ACH	Holster	21.41
0	05/08/2012	Housing & Redevelopment Agency	Operating Supplies	Chianti Grill-ACH	HRA Volunteer Lunch	123.74
0	05/08/2012	Telecommunications	Operating Supplies	RadioShack-ACH	Headphones	24.62
0	05/08/2012	P & R Contract Maintenance	Operating Supplies	North Hgts Hardware Hank-ACH	Lights, Tennis Court Repair Supplies	30.62
0	05/08/2012	Recreation Fund	Operating Supplies	Office Depot- ACH	Office Supplies	30.55
0	05/08/2012	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	265.60
0	05/08/2012	Golf Course	Operating Supplies	Home Depot- ACH	Caulk	8.05
0	05/08/2012	Recreation Fund	Operating Supplies	Cub Foods- ACH	Spring Break Snacks	81.47
0	05/08/2012	General Fund	Operating Supplies	Target- ACH	Cleaning Supplies	3.31
0	05/08/2012	General Fund	Operating Supplies	Grumpy's Grill-ACH	Merit Pay Program Meeting	61.00
0	05/08/2012	Golf Course	Memberships & Subscriptions	MGCSA-ACH	Annual Membership McDonagh	115.00
0	05/08/2012	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Rope, Quick Snaps	38.18
0	05/08/2012	Information Technology	Operating Supplies	Amazon.com- ACH	Solid State Disk Drive Notebook	361.22
0	05/08/2012	Information Technology	Use Tax Payable	Amazon.com- ACH	Sales/Use Tax	-23.24
0	05/08/2012	Water Fund	Operating Supplies	Suburban Ace Hardware-ACH	Supplies	4.27
0	05/08/2012	General Fund	Operating Supplies	UPS Store-ACH	Shipping Costs	26.16
0	05/08/2012	Recreation Fund	Operating Supplies	Maplewood Community Center - ACH	Admission Fee	38.58

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/08/2012	General Fund	Op Supplies - City Hall	Suburban Ace Hardware-ACH	Glue, Anchors	18.71
0	05/08/2012	General Fund	Vehicle Supplies	PTS Tool Supply-ACH	Relay Tester	160.88
0	05/08/2012	General Fund	Training	Byerly's- ACH	Water/Cookies-No Receipt-Rosand	39.64
0	05/08/2012	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-ACH	Water, Brushes, Fasteners	12.79
0	05/08/2012	General Fund	Vehicle Supplies	Harbor Freight Tools-ACH	5-Drawer Roll	171.39
0	05/08/2012	Recreation Fund	Professional Services	Northstar Publishing-ACH	Digital Flip Book	240.00
0	05/08/2012	Water Fund	Water Meters	McMaster-Carr-ACH	Water Meter Supplies	126.64
0	05/08/2012	Water Fund	Use Tax Payable	McMaster-Carr-ACH	Sales/Use Tax	-8.15
0	05/08/2012	General Fund	Operating Supplies	Mills Fleet Farm-ACH	Scale	21.41
0	05/08/2012	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Chain Saw Sharpening	70.00
0	05/08/2012	Recreation Fund	Operating Supplies	North Hgts Hardware Hank-ACH	3KALF-0536-5/5 Secret Service	282.55
0	05/08/2012	General Fund	Operating Supplies	Super America-ACH	Fire Meeting Food	11.44
0	05/08/2012	Recreation Fund	Operating Supplies	Home Depot- ACH	Cleaning Supplies, Floor Stripper and	100.37
0	05/08/2012	Golf Course	Operating Supplies	Suburban Ace Hardware-ACH	Paint Supplies	14.43
0	05/08/2012	Recreation Fund	Office Supplies	Factory Express, Inc-ACH	Coil Binding Machine	352.67
0	05/08/2012	Recreation Fund	Use Tax Payable	Factory Express, Inc-ACH	Sales/Use Tax	-22.69
0	05/08/2012	Recreation Fund	Operating Supplies	Shoreview Park & Rec-ACH	Community Center Admission Fee	74.10
0	05/08/2012	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Tennis Court Repair Supplies	234.19
0	05/08/2012	Golf Course	Operating Supplies	Home Depot- ACH	Window Cleaning Supplies	26.47
0	05/08/2012	Community Development	Memberships & Subscriptions	APA Online-ACH	APA Membership-Lloyd	405.00
0	05/08/2012	General Fund	Operating Supplies	Peavey Corporation - ACH	Tape	151.50
0	05/08/2012	General Fund	Operating Supplies	S & T Office Products-ACH	Office Supplies	325.36
0	05/08/2012	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Wood	120.02
0	05/08/2012	General Fund	Operating Supplies	Coverking-ACH	Medic-3 Seat Cover	219.90
0	05/08/2012	General Fund	209001 - Use Tax Payable	Coverking-ACH	Sales/Use Tax	-14.15
0	05/08/2012	General Fund	Operating Supplies	Staples-ACH	Recorder	64.26
0	05/08/2012	Golf Course	Operating Supplies	Discount Steel Inc-ACH	Angle Iron for Pull Cart Stand	35.27
0	05/08/2012	General Fund	Operating Supplies	Panera Bread-ACH	Detective Interview Lunches	40.66
0	05/08/2012	General Fund	Training	Fox Labs Intl-ACH	Replacement Canisters	79.47
0	05/08/2012	General Fund	209001 - Use Tax Payable	Fox Labs Intl-ACH	Sales/Use Tax	-5.11
0	05/08/2012	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Shop Tools, Fence Supplies	135.88
0	05/08/2012	General Fund	Training	Little Caesars-ACH	Fire Training Food	30.00
0	05/08/2012	General Fund	Operating Supplies	Panera Bread-ACH	Chaplain Corp Meeting Snacks	74.97
0	05/08/2012	General Fund	Operating Supplies	Suburban Ace Hardware-ACH	Station Supplies	52.45
0	05/08/2012	Water Fund	Water Meters	Batteries Plus-ACH	Meter Van Supplies	58.91
0	05/08/2012	Golf Course	Operating Supplies	Office Depot- ACH	Printer Cartridges	298.62
0	05/08/2012	General Fund	Operating Supplies	Home Depot- ACH	Station Supplies	32.32
0	05/08/2012	Information Technology	Contract Maintenance	Arin-ACH	Internet Numbers Registry	1,250.00
0	05/08/2012	Recreation Fund	Operating Supplies	Sports Authority-ACH	Lacrosse Sticks	85.68
0	05/08/2012	Police Forfeiture Fund	Professional Services	Erik's Bike Shop- ACH	Repair of Reserve Bicycles	713.66
0	05/08/2012	General Fund	Training	American Public Works -ACH	Webinar	175.00
0	05/08/2012	Information Technology	Operating Supplies	Menards-ACH	Keystone Jacks	32.03
0	05/08/2012	Recreation Fund	Operating Supplies	Suburban Ace Hardware-ACH	Arts at the Oval Supplies	19.76
0	05/08/2012	Recreation Fund	Operating Supplies	Rainbow Foods-ACH	Arts at the Oval Vendor Supplies	535.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/08/2012	Information Technology	Contract Maintenance	Network Solutions-ACH	Web Hosting	278.00
0	05/08/2012	Recreation Fund	Operating Supplies	PetSmart-ACH	Animal Supplies	13.05
Check Total:						10,777.64
0	05/09/2012	General Fund	Vehicle Supplies	Zarnoth Brush Works, Inc.	2012 Blanket PO for Vehicle Repairs	1,067.68
0	05/09/2012	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-April 2012	250.00
0	05/09/2012	Recreation Fund	Printing	Roseville Area Schools	Copy Service-Acct 407	712.00
0	05/09/2012	General Fund	211402 - Flex Spending Health		Flexible Benefit Reimbursement	160.26
0	05/09/2012	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Mileage Reimbursement	67.71
0	05/09/2012	General Fund	211403 - Flex Spend Day Care		Dependent Care Reimbursement	850.79
0	05/09/2012	Housing & Redevelopment Agency	Transportation	Jeanne Kelsey	Expense Reimbursement	13.00
0	05/09/2012	Solid Waste Recycle	Professional Services	Eureka Recycling	Curbside Recycling	39,515.28
0	05/09/2012	Recreation Fund	Operating Supplies	Stitchin Post	T-Shirts	2,583.59
0	05/09/2012	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Contract Maintenance	1,500.89
0	05/09/2012	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Contract Maintenance	1,080.00
0	05/09/2012	General Fund	Vehicle Supplies	Catco Parts & Service Inc	2012 Blanket PO For Vehicle Repairs	200.06
0	05/09/2012	Golf Course	Vehicle Supplies	Cushman Motor Co Inc	Tire, Tube	84.44
0	05/09/2012	General Fund	Vehicle Supplies	Catco Parts & Service Inc	2012 Blanket PO For Vehicle Repairs	4.36
0	05/09/2012	Recreation Improvements	Amenities	St. Croix Recreation Co., Inc.	Grill	1,074.09
0	05/09/2012	Telecommunications	Furniture and Fixtures	EPA Audio Visual, Inc.	Wall Brackets	300.79
0	05/09/2012	General Fund	Vehicle Supplies	Napa Auto Parts	2012 Blanket PO for Vehicle Repairs	51.17
0	05/09/2012	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	2012 Blanket PO For Vehicle Repairs	20.05
0	05/09/2012	General Fund	Motor Fuel	Yocum Oil	2012 Blanket PO for Fuel - State cont	6,305.00
0	05/09/2012	General Fund	Motor Fuel	Yocum Oil	2012 Blanket PO for Fuel - State cont	6,305.00
0	05/09/2012	Golf Course	Operating Supplies	Spartan Promotional Group, Inc.	Water Bottles	545.12
0	05/09/2012	General Fund	Utilities - Old City Hall	Xcel Energy	Historical Society	658.47
0	05/09/2012	Recreation Fund	Utilities	Xcel Energy	Nature Center	475.37
0	05/09/2012	License Center	Utilities	Xcel Energy	Motor Vehicle	466.19
0	05/09/2012	General Fund	Utilities	Xcel Energy	Street Lights	51.03
0	05/09/2012	General Fund	Utilities	Xcel Energy	Street Lights	65.40
0	05/09/2012	Information Technology	Operating Supplies	Pro-Tec Design, Inc.	Door Access System Cards	325.97
0	05/09/2012	Information Technology	Operating Supplies	Newegg Computers, Inc.	Printer	537.56
0	05/09/2012	Information Technology	Use Tax Payable	Newegg Computers, Inc.	Sales/Use Tax	-34.58
0	05/09/2012	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Midway Ford Co	Ford F250 Pickup	18,741.82
0	05/09/2012	General Fund	Vehicle Supplies	Grainger Inc	2012 Blanket PO for Vehicle Repairs	36.12
0	05/09/2012	General Fund	Operating Supplies City Garage	Grainger Inc	Batteries	16.59
0	05/09/2012	Information Technology	Computer Equipment	SHI International Corp	Qty 1 - Microsoft Software Assurance	28,443.55
0	05/09/2012	Information Technology	Computer Equipment	SHI International Corp	Sales Tax	1,926.35
0	05/09/2012	Information Technology	Operating Supplies	SHI International Corp	Office Pro	1,032.41
0	05/09/2012	General Fund	Vehicle Supplies	Larson Companies	2012 Blanket PO for Vehicle Repairs	173.65
0	05/09/2012	General Fund	Vehicle Supplies	Larson Companies	2012 Blanket PO for Vehicle Repairs-	-173.65
0	05/09/2012	General Fund	Vehicle Supplies	Larson Companies	2012 Blanket PO for Vehicle Repairs	54.59
0	05/09/2012	P & R Contract Maintenance	Operating Supplies	Turfwerks	Valve	29.40

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	05/09/2012	P & R Contract Maintenance	Operating Supplies	Tessman Seed Co - St. Paul	Grass Seed	92.98
					Check Total:	115,610.50
66229	05/09/2012	General Fund	Training	Anoka County Attorney's Office.	Cyber Crime Training-Baker	25.00
					Check Total:	25.00
66230	05/09/2012	General Fund	Clothing	Aspen Mills Inc.	Jumpsuits	43.75
66230	05/09/2012	General Fund	Clothing	Aspen Mills Inc.	shirts	264.39
					Check Total:	308.14
66231	05/09/2012	Fire Station 2011	Professional Services	Bossardt Corporation	Construction Management Services	12,300.00
					Check Total:	12,300.00
66232	05/09/2012	Golf Course	Green Fees	Carrie Broin	League Green Fees Refund	166.40
					Check Total:	166.40
66233	05/09/2012	Information Technology	Operating Supplies	CDW Government, Inc.	Replacement Drive	275.05
					Check Total:	275.05
66234	05/09/2012	Recreation Fund	Fee Program Revenue	Laurel Cederberg	Shelter Key Deposit Refund	25.00
					Check Total:	25.00
66235	05/09/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.60
66235	05/09/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.60
66235	05/09/2012	P & R Contract Maintenance	Clothing	Cintas Corporation #470	Uniform Cleaning	8.60
66235	05/09/2012	General Fund	Clothing	Cintas Corporation #470	Uniform Cleaning	30.60
					Check Total:	78.40
66236	05/09/2012	General Fund	Operating Supplies	Commercial Asphalt Co	Qty 1 - Asphalt patching material, per	1,102.00
66236	05/09/2012	Storm Drainage	Operating Supplies	Commercial Asphalt Co	Qty 1 - Asphalt patching material, per	1,500.63
66236	05/09/2012	Water Fund	Operating Supplies	Commercial Asphalt Co	Qty 1 - Asphalt patching material, per	1,080.13
					Check Total:	3,682.76
66237	05/09/2012	Recreation Improvements	Hockey Rink Board Upgrades	Consolidated Container Co, LLC	Hockey Rink Supplies	311.01
					Check Total:	311.01
66238	05/09/2012	General Fund	Vehicle Supplies	Crysteel Truck Equipment, Inc.	2012 Blanket PO for Vehicle Repairs	92.34
					Check Total:	92.34
66239	05/09/2012	P & R Contract Maintenance	Operating Supplies	Dalco	Toilet Tissue, Roll Towels	479.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
66240	05/09/2012	General Fund	Contract Maintenance Vehicles	Dealer Automotive Service, Inc	Check Total:	479.53
					Vehicle Repair	1,143.73
66241	05/09/2012	Recreation Fund	Fee Program Revenue	Abel Diaz	Check Total:	1,143.73
					Arboretum Rental Refund	125.00
66242	05/09/2012	General Fund	Operating Supplies	Fastsigns	Check Total:	125.00
					Banner	390.15
66243	05/09/2012	Municipal Jazz Band	Operating Supplies	Kay Foster	Check Total:	390.15
					Big Band Appreciation Event Reimbu	715.10
66244	05/09/2012	Boulevard Landscaping	Operating Supplies	Fra-Dor Inc.	Check Total:	715.10
					Black Dirt	550.00
66244	05/09/2012	Storm Drainage	Operating Supplies	Fra-Dor Inc.	Black Dirt	100.00
66244	05/09/2012	General Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	68.20
66244	05/09/2012	Water Fund	Operating Supplies	Fra-Dor Inc.	Black Dirt	400.00
66245	05/09/2012	Housing & Redevelopment Agency	Advertising	Greater Metropolitan Housing Corp.	Check Total:	1,118.20
					Administration Fees	875.00
66246	05/09/2012	General Fund	Other Improvements	Hewlett-Packard Company	Check Total:	875.00
					LCD Monitor	812.25
66247	05/09/2012	Singles Program	Operating Supplies	Jean Hoffman	Check Total:	812.25
					Singles Supplies Reimbursement	43.50
66248	05/09/2012	Telephone	PSTN-PRI Access/DID Allocation	Integra Telecom	Check Total:	43.50
					Telephone	2,756.88
66249	05/09/2012	General Fund	Professional Services	Linn Building Maintenance	Check Total:	2,756.88
					General Cleaning	3,337.71
66249	05/09/2012	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	1,048.44
66249	05/09/2012	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaning	836.83
66249	05/09/2012	License Center	Professional Services	Linn Building Maintenance	General Cleaning	625.22
66249	05/09/2012	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaning	942.64
66249	05/09/2012	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	Floor Maintenance	499.11
66250	05/09/2012	General Fund	Const. Operating Supplies	Locators & Supplies, Inc	Check Total:	7,289.95
					Safety Vests	37.07

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Check Total:	37.07
66251	05/09/2012	General Fund	Vehicle Supplies	Matheson Tri-Gas, Inc	Acetylene	46.07
					Check Total:	46.07
66252	05/09/2012	Information Technology	Contract Maintenance	McAfee, Inc.	Fail Safe Disaster Recovery Service	723.47
					Check Total:	723.47
66253	05/09/2012	Recreation Fund	Building Rental	Xiomara Medina Calderon	Damage Deposit Refund	200.00
					Check Total:	200.00
66254	05/09/2012	Golf Course	Rental	MIDC Enterprises	Golf Course Supplies	74.81
					Check Total:	74.81
66255	05/09/2012	General Fund	Training	MN Board Peace Ofc Stds & Trng	POST Licensure-15 Officers	1,350.00
					Check Total:	1,350.00
66256	05/09/2012	Fire Station 2011	Professional Services	Mn Dept of Labor & Industry	Plumbing Plan Review Application	1,954.00
					Check Total:	1,954.00
66257	05/09/2012	Golf Course	Operating Supplies	Outback Steakhouse	Tournament Food	500.00
					Check Total:	500.00
66258	05/09/2012	General Fund	Training	Greg Peterson	Conference Reimbursement	25.46
					Check Total:	25.46
66259	05/09/2012	Solid Waste Recycle	Professional Services	The Retrofit Companies Inc	Electronics Recycling	1,026.00
					Check Total:	1,026.00
66260	05/09/2012	General Fund	Contract Maintenance	Rick Johnson's Deer & Beaver Inc.	Deer Removal	115.00
					Check Total:	115.00
66261	05/09/2012	Singles Program	Operating Supplies	Ron Rieschl	Singles Supplies Reimbursement	20.00
					Check Total:	20.00
66262	05/09/2012	Recreation Fund	Printing	Nancy Robbins	Arts at the Oval Expense Reimbursen	87.31
					Check Total:	87.31
66263	05/09/2012	Water Fund	Clothing	Michael Ross	Boot Reimbursement per Union Cont	208.24

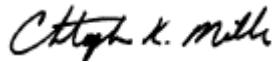
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
Check Total:						208.24
66264	05/09/2012	General Fund	Operating Supplies	Sam's Club	Annual Membership Fee	140.00
Check Total:						140.00
66265	05/09/2012	Info Tech/Contract Cities	North St. Paul Computer Equip	Sillworks	Computer Equipment	758.65
66265	05/09/2012	Info Tech/Contract Cities	Use Tax Payable	Sillworks	Sales/Use Tax	-48.80
Check Total:						709.85
66266	05/09/2012	Recreation Fund	Building Rental	Maria Smisek	Damage Deposit Refund	400.00
Check Total:						400.00
66267	05/09/2012	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	HRA Meeting Minutes	287.50
66267	05/09/2012	Housing & Redevelopment Agency	Professional Services	Sheila Stowell	Mileage Reimbursement	4.83
Check Total:						292.33
66268	05/09/2012	General Fund	Telephone	T Mobile	Cell Phones-Acct: 771707201	39.99
66268	05/09/2012	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Acct: 771707201	80.19
Check Total:						120.18
66269	05/09/2012	General Fund	Operating Supplies	The Mulch Store	Yardwaste	105.00
Check Total:						105.00
66270	05/09/2012	Boulevard Landscaping	Operating Supplies	Tri State Bobcat, Inc	Trimmer	219.09
Check Total:						219.09
66271	05/09/2012	Parks & Recreation Vehicle Rev	Parks & Recreation Vehicles	Truck Utilities Mfg Co.	Cable Lift	2,500.88
Check Total:						2,500.88
66272	05/09/2012	General Fund	Contract Maint. - City Garage	Trugreen L.P.	Lawn Service	107.95
66272	05/09/2012	General Fund	Contract Maint. - City Hall	Trugreen L.P.	Lawn Service	242.62
Check Total:						350.57
66273	05/09/2012	Golf Course	Operating Supplies	US Foods Culinary E&S	Barstool	46.69
Check Total:						46.69
66274	05/09/2012	General Fund	Training	USPCA Region 12	2012 PD1 Certification Handler Gray	100.00
Check Total:						100.00
66275	05/09/2012	Recreation Fund	Fee Program Revenue	Josh Whitcomb	Key Deposit Refund	25.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
66276	05/09/2012	Information Technology	Telephone	XO Communications Inc.	Check Total:	25.00
					Telephone	1,413.06
					Check Total:	1,413.06
					Report Total:	172,191.61

REQUEST FOR COUNCIL ACTION

Date: 05/21/2012
Item No.: 7.b

Department Approval



City Manager Approval



Item Description: Approval of 2012/2013 Business and Other Licenses

BACKGROUND

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

Massage Therapist Establishment

Steiner Naturopathy, LLC
2353 Rice St., Suite 208
Roseville, MN 55113

Massage Therapist

Greg Steiner at Steiner Naturopathy, LLC
2353 Rice St., Suite 208
Roseville, MN 55113

Gasoline Station

Dave's Roseville Auto Care
2171 N. Hamline Ave
Roseville, MN 55113

B-Dale Corner Store
2164 Dale St. N.
Roseville, MN 55113

Gas Plus 12
1583 W County Road C
Roseville, MN 55113

Cigarette/Tobacco Products

B-Dale Corner Store
2164 Dale St. N.
Roseville, MN 55113

Gas Plus 12
1583 W County Road C
Roseville, MN 55113

36 Walgreens #13685
37 2635 Rice St.
38 Roseville, MN 55113
39

40 Walgreens #02002
41 1611 W County Road C
42 Roseville, MN 55113
43

44 Walgreens #01804
45 1739 N Lexington Ave
46 Roseville, MN 55113
47

48 MGM Wine & Spirits
49 1149 Larpenteur Ave W.
50 Roseville, MN 55113
51

52 Hamline Liquors Inc.
53 2825 Hamline Ave. N.
54 Roseville, MN 55113
55

56 **Gas Pumps - Private**
57 Midland Hills Country Club
58 2001 Fulham St.
59 Roseville, MN 55113
60

61 Ryder Truck Rental
62 2580 Long Lake Rd
63 Roseville, MN 55113
64

65 **Veterinarian Examination & Inoculation Center**
66 Roseville Animal Hospital
67 2630 N. Snelling Curve
68 Roseville, MN 55113
69

70 **Theater**
71 AMC Theatres Rosedale 14
72 850 Rosedale Center
73 Roseville, MN 55113
74

75 **Temporary On-Sale License**
76 Rotary Club of Roseville
77 2233 Hamline Ave. N., Suite 620
78 Roseville, MN 55113
79

80 **POLICY OBJECTIVE**
81 Required by City Code

82 **FINANCIAL IMPACTS**
83 The correct fees were paid to the City at the time the application(s) were made.

84 **STAFF RECOMMENDATION**

85 Staff has reviewed the applications and has determined that the applicant(s) meet all City requirements. Staff
86 recommends approval of the license(s).

87 **REQUESTED COUNCIL ACTION**

88

89 Motion to approve business and other license application(s) as submitted.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



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

Massage Therapy Establishment License Application

Business Name STEINER NATUROPATHY, LLC
Business Address 2353 RICE ST. SUITE 208
Business Phone 651-308-4199
Email Address _____

Person to Contact in Regard to Business License:

Legal Name _____
Address _____
Phone _____ Date of Birth _____
Drivers License Number _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 31, 2013, in the City of Roseville, County of Ramsey, and State of Minnesota.

License Required

Fee

Massage Therapy Establishment \$300.00

\$150.00 Background Check (new license only)

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182. In addition, the applicant acknowledges that they are responsible for reviewing the background and work history of their employees, including those that have received a massage therapist license from the City.

I have attached a certificate indicating Workers Compensation coverage, and the appropriate fee(s).

Signature _____

Date 5/5/12

If completed license should be mailed somewhere other than the business address, please advise.



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

Massage Therapist License

New License ☐ Renewal ☒

For License year ending June 30, 2013

1. Legal Name GREG STEINER
2. Home Address _____
3. Home Telephone _____
4. Date of Birth _____
5. Drivers License Number _____
6. Email Address _____
7. 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 name along with dates and places where used.

8. Name and address of the licensed Massage Therapy Establishment that you expect to be employed by.
STEINER NATUROPATHY LLC / 2353 RICE ST. SUITE 200
9. Have you had any previous massage therapist license that was revoked, suspended, or not renewed?
Yes ☐ No ☒ If yes, explain in detail on a separate page.

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 a minimum of 600 hours in successfully completed course work as described in Roseville Ordinance 116, Massage Therapy Establishments.

Finance Department, License Division
2660 Civic Center Drive
Roseville, MN 55113

License fee is \$100.00
Make checks payable to: City of Roseville



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

Gasoline Station License Application

Business Name Dave's Roseville Auto Care
Business Address 2171 N. Hamline Ave.
Business Phone 651-636-7718
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Gasoline Station

Fee

\$130.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature David W. Miller

Date 5-11-2012

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Gasoline Station License Application

Business Name B-Dale Corner Store
Business Address 2164 Dale St. N. Roseville, MN 55113
Business Phone 651-487-7931
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Gasoline Station

Fee

\$130.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Handwritten Signature]
Date 5-15-12

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Cigarette/Tobacco Products License Application

Business Name B-Dale Corner Store
Business Address 2164 Dale St. N.
Business Phone 651-487-7931
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5-15-12

If completed license should be mailed somewhere other than the business address, please advise.



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

Gasoline Station License Application

Business Name

Gas Plus 12
1583 City Rd. E

Kath Fuel Oil Service Co.

Business Address

3096 Rice Street

Business Phone

Little Canada, MN 55113

Email Address

Person to Contact in Regard to Business License:

Name

Kath Fuel Oil Service Co.

Address

3096 Rice Street

Phone

Little Canada, MN 55113

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Gasoline Station

Fee

\$130.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature

Date

5/8/12

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Cigarette/Tobacco Products License Application

Business Name _____
Business Address _____
Business Phone _____
Email Address _____

Kath Fuel Oil Service Co.
3096 Rice Street
Little Canada, MN 55113

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

Kath Fuel Oil Service Co.
3096 Rice Street
Little Canada, MN 55113

651 484 3325

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature _____
Date 5/8/12

If completed license should be mailed somewhere other than the business address, please advise.



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

Cigarette/Tobacco Products License Application

Business Name WALGREENS #13685
Business Address 2635 RICE ST. ROSEVILLE, MN 55113
Business Phone 651-483-3976
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Fee

Cigarette/Tobacco Products

\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature M. F. [Signature] Asst. Secretary

Date MAY 08 2012

If completed license should be mailed somewhere other than the business address, please advise.

RF 9039333 RL
MAY 08 2012



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

Cigarette/Tobacco Products License Application

Business Name WALGREENS #02002
Business Address 1611 W COUNTY ROAD C ROSEVILLE, MN 55113
Business Phone 651-636-9369
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature M. F. [Signature] Asst. Secretary

Date MAY 08 2012

If completed license should be mailed somewhere other than the business address, please advise.



Business Name WALGREENS #01804

Business Address 1739 N LEXINGTON AVE ROSEMILLE, MN 55113

Business Phone 651-488-5516

Email Address _____

Phone

If completed license should be mailed somewhere other than the business address, please advise.



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

Cigarette/Tobacco Products License Application

Business Name MGM Wine & Spirits
Business Address 1149 Larpenteur Ave W. Roseville, MN 55113
Business Phone 651 487-4048
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]

Date 5/11/12

If completed license should be mailed somewhere other than the business address, please advise.



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

Cigarette/Tobacco Products License Application

Business Name HAMLIN LIQUORS INC.
Business Address 2825 HAMLIN AVE. N. ROSEVILLE, MN. 55113
Business Phone 651 - 639 - 1369
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature 
Date 5/9/12

If completed license should be mailed somewhere other than the business address, please advise.



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

Gas Pumps - Private License Application

Business Name Midland Hills Country Club
Business Address 2001 Fulham Street, Roseville, MN 55113
Business Phone 651-631-0440
Email address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Gas Pumps - Private	\$60.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5-8-12

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Gas Pumps - Private License Application

Business Name

Ryder Truck Rental

Business Address

2580 Long Lake Rd / Roseville MN 55113

Business Phone

651 636 6900

Email address

Person to Contact in Regard to Business License:

Name

Address

Phone

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013 in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Gas Pumps - Private

Fee

\$60.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute #176.182.

Signature

Date

[Signature]
Aug 14/12

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.



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

Veterinarian Examination & Inoculation Center License Application

Business Name ROSEVILLE ANIMAL HOSPITAL
Business Address 2630 N SNELLING CURVE
Business Phone 651-633-4884
Email Address _____

Person to Contact in Regard to Business License:

Name _____
Address _____
Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Veterinarian Examination & Inoculation Center	\$80.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Signature]
Date 5-8-12

If completed license should be mailed somewhere other than the business address, please advise.



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

Theater License Application

Business Name

AMC Theatres Rosedale 14

Business Address

850 Rosedale Ave., Roseville, MN 55113

Business Phone

(651) 681-9344

Email Address

Person to Contact in Regard to Business License:

Name

Address

Phone

I hereby apply for the following license(s) for the term of one year, beginning July 1, 2012, and ending June 30, 2013, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>	<u>Quantity</u>	<u>Total</u>
Theater	\$70.00 (per screen)	14	980.00

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature

Date

A fire inspection is required before issuance of a license. Please call 651-792-7341 to set up an inspection.

If completed license should be mailed somewhere other than the business address, please advise.

Attn: Licenses & Permits
920 Main St
Kansas City, MO 64105



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
444 Cedar Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number	
Rotary Club of Roseville		May 7, 1970	23-7068538	
Address	City	State	Zip Code	
2233 Hamline Avenue North, Ste 620	Roseville	Minnesota	55113	
Name of person making application		Business phone	Home phone	
Jingle Mahan		651/636-9054		
Date set ups will be sold		Type of organization		
June 28, 2012		☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name		City	State	Zip
☒ Lynne Megan, President	Roseville	Minnesota	55113	
Add New Officer				

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

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

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

APPROVAL

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

Roseville	Date Approved
City/County	
\$50.00	Permit Date
City Fee Amount	
5/17/12	
Date Fee Paid	

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.

Date: May 21, 2012

Item: 7.c

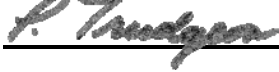
No General Purchases and
Sale of Surplus Items in
Excess of \$5000 Needing
Approval

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 5/21/2012

ITEM NO: 7.d

Department Approval



City Manager Approval

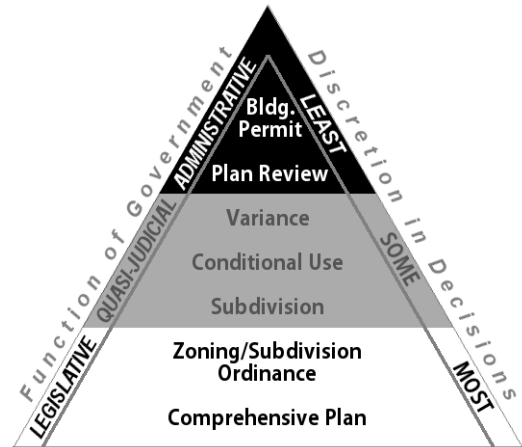


Item Description: Request by Kevin Miller for approval of a partial **sewer easement vacation** at 1770 Chatsworth Street (PF12-007).

Application Review Details

- RCA prepared: May 15, 2012
- Public hearing: May 2, 2012
- City Council action: May 21, 2012
- Statutory action deadline: June 15, 2012

Action taken on an easement vacation request is **legislative in nature**; the City has broad discretion in making land use decisions based on advancing the health, safety, and general welfare of the community.



1.0 REQUESTED ACTION

Mr. Miller requests the vacation of the existing sewer easement that crosses his parcel in order to rebuild a garage which would extend to the 5-foot setback line except that the easement is presently in the way.

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff concurs with the recommendations of the Public Works Department and the Planning Commission (7-0) to approve the proposed EASEMENT VACATION; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed EASEMENT VACATION; see Section 8 of this report for the detailed action.

4.0 BACKGROUND

The property at 1770 Chatsworth Street, located in City Planning District 15, has a Comprehensive Plan designation of Low Density Residential (LDR) and a zoning classification of Low Density Residential-1 (LDR-1) District.

5.0 VACATION ANALYSIS

- 5.1 Public Works Department staff has reviewed the proposed vacation of the sewer easement as illustrated in Attachment C. In light of the fact that sewer infrastructure was never built, nor are there any plans to install sewer in that location, Public Works staff finds that vacating the southern 5 feet of the easement on the subject property would not harm the public health, safety and general welfare of the community. Public Works staff recommends retaining the northern 5 feet of the easement similar to the drainage and utility easement required along the side property lines of newly created residential parcels.
- 5.2 Since the Planning Commission is responsible for holding the public hearings for applications like the proposed vacation, Planning Division staff is preparing the report and supporting materials for review. But Planning staff doesn't have an interest, *per se*, in such proposals and merely conveys the comments and recommendation of the Public Works Department in addition to coordinating the review of the proposal by the Planning Commission and City Council.

6.0 PUBLIC COMMENT

The duly-noticed public hearing for this application was held by the Planning Commission on May 2, 2012; no members of the public were present to comment on the proposal. After closing the public hearing, the Planning Commission voted (7-0) to approve the requested EASEMENT VACATION; draft minutes of the public hearing are included with this report as Attachment D. As of the time this report was prepared, Planning Division staff has received a handful of questions about the proposal from nearby property owners, but there were no objections or other concerns once people understood more about the nature of a "vacation."

7.0 RECOMMENDATION

Based on the comments and findings outlined in Sections 5 and 6 of this report, the Planning Division concurs with the recommendations of the Public Works Department and the Planning Commission to approve the EASEMENT VACATION of the southern 5 feet of the sewer easement traversing the residential property at 1770 Chatsworth Street.

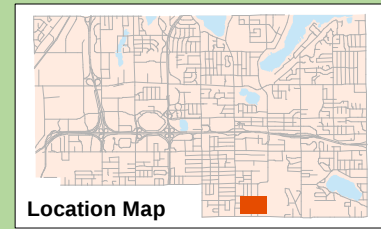
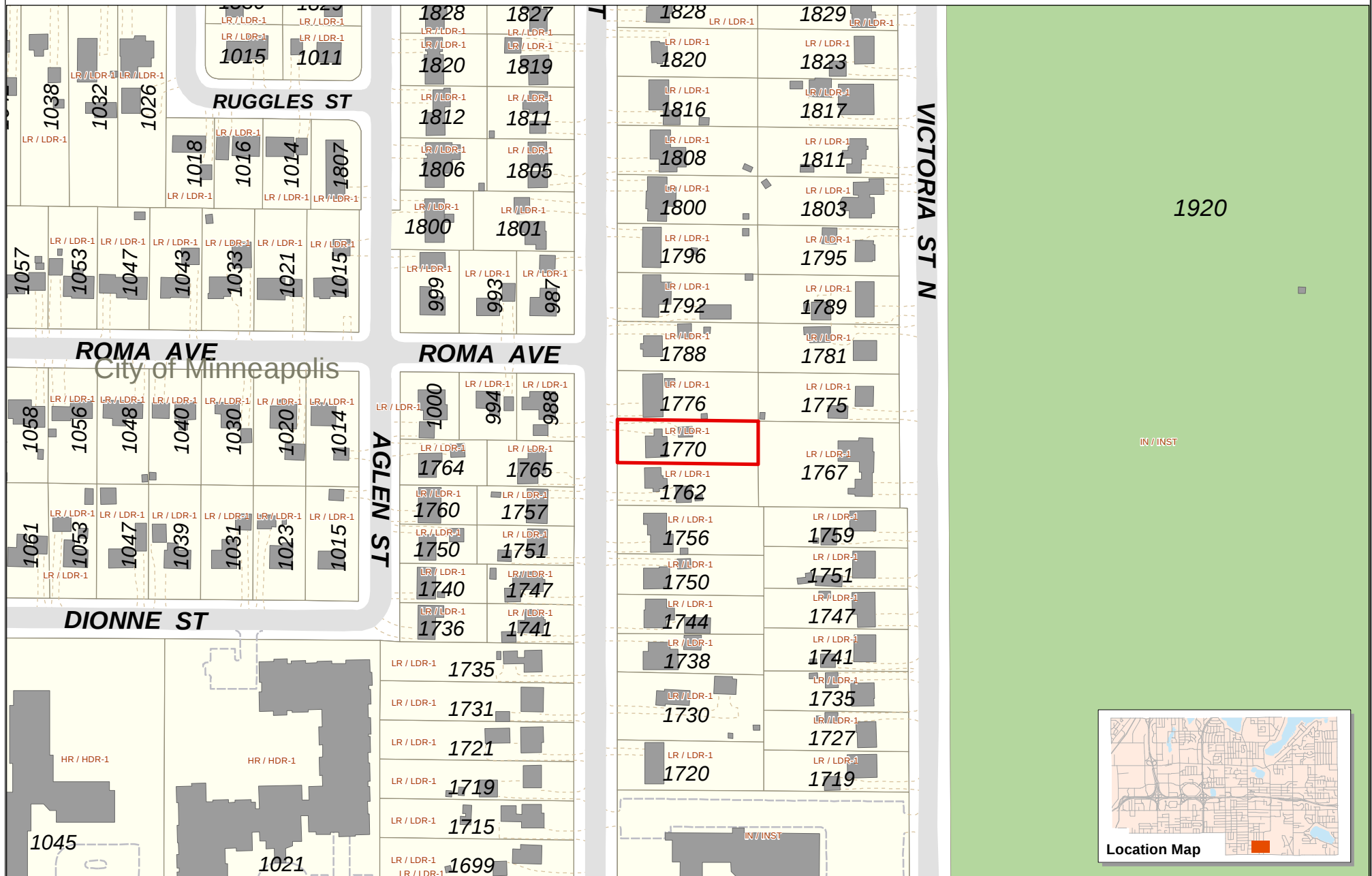
8.0 SUGGESTED ACTION

Adopt a resolution approving the VACATION of the southern 5 feet of the sewer easement at 1770 Chatsworth Street, based on the comments and findings of Sections 4-6 and the recommendation of Section 7 of this staff report.

Prepared by: Associate Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments: A: Area map C: Proposed vacation
B: Aerial photo D: Draft public hearing minutes
E: Draft resolution

Attachment A for Planning File 12-007



Prepared by:
Community Development Department
Printed: April 18, 2012

Site Location

Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (4/3/2012)
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

mapdoc: planning_commission_location.mxd

Attachment B for Planning File 12-007



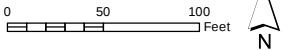
Prepared by:
Community Development Department
Printed: April 20, 2012

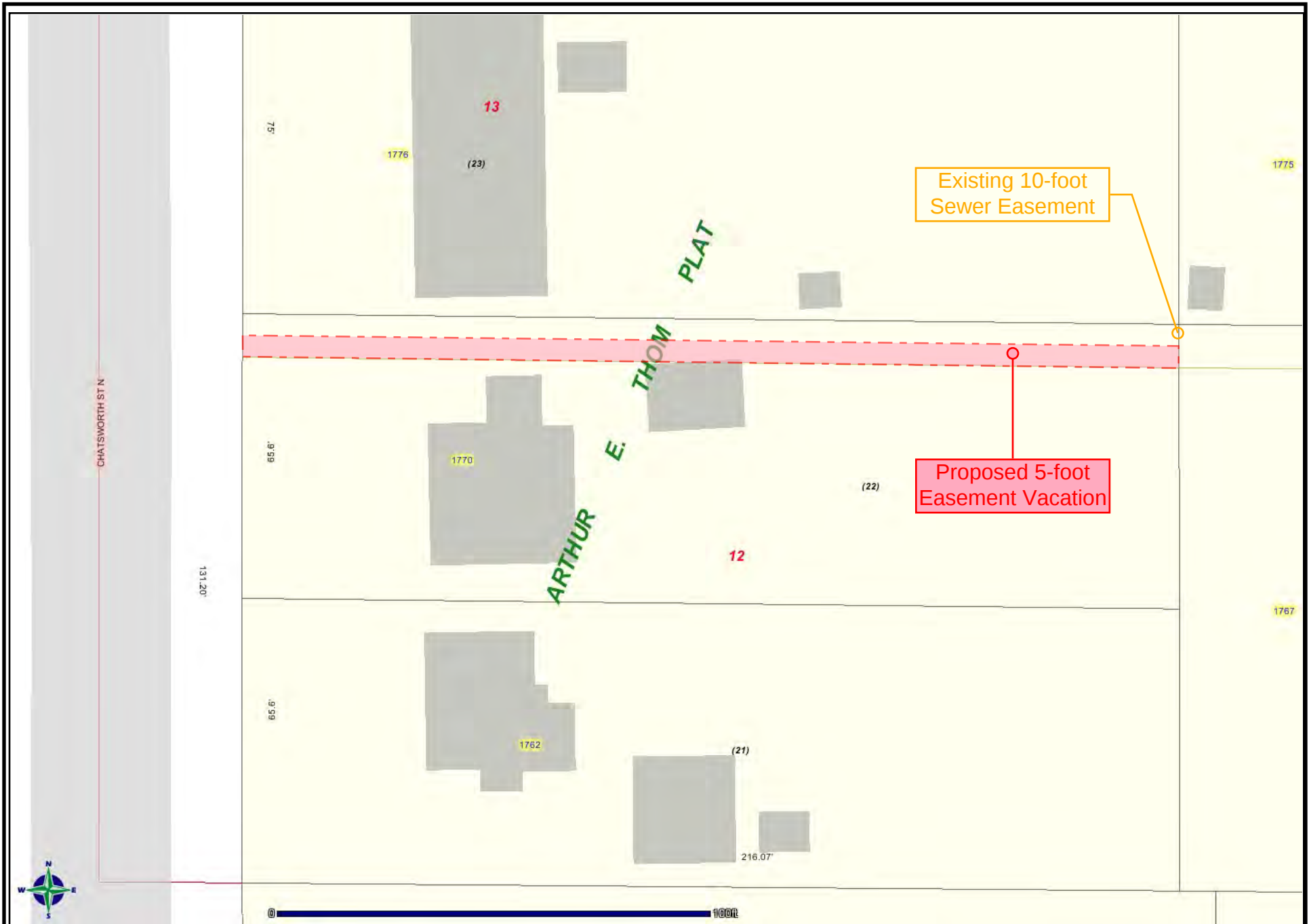


Site Location

Data Sources
* Ramsey County GIS Base Map (4/3/2012)
* Aerial Data: Pictometry (4/2011)
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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SOURCES: City of Roseville and Ramsey County, The Lawrence Group; April 3, 2012 for City of Roseville data and Ramsey County property records data, April 2012 for commercial and residential data, April 2009 for

PLANNING FILE 12-007**Request by Kevin Miller for approval of a partial SEWER EASEMENT VACATION at 1770 Chatsworth Street**

Chair Boerigter opened the Public Hearing for File 12-007 at approximately 6:45 p.m.

Associate Planner Bryan Lloyd briefly summarized the request to vacate the existing sewer easement that crosses his parcel in order to rebuild a garage that would extend to the five foot (5') setback line except that the easement is presently in the way.

Mr. Lloyd, from a historical perspective, advised that when lots platted in 1940's, sewer easement platted along subject and adjacent neighbor fronting on Victoria Street. Mr. Lloyd advised that since then, no sewer infrastructure had been installed, and there was no known intent by the City to use it for that purpose. Mr. Lloyd noted that, in such a case, adjoining property owners can request vacation and the easement would become additional, usable space for that property owner.

Mr. Lloyd advised that the City's Public Works Department recommends APPROVAL of the proposed EASEMENT VACATION, as detailed in Section 7 of the Request for Planning Commission Action dated May 2, 2012.

Discussion among Commissioners and staff included clarification that the Easement Vacation was reviewed and recommended by Public Works and Zoning Departments, and would facilitate the Building Permit process to proceed; rationale in retaining a portion of the easement (northern 5') at this time, since that property owner had not requested its vacation and was subject to a \$300 application fee to process; typical dedication of easements to adjacent parcels; and comments fielded by staff from adjacent property owners within the legal notice area.

Mr. Lloyd advised that most of the calls had been for clarification of the easement and requested vacation, with the majority not even aware of the existence of the easement; and upon understanding that there would be no assessment to them for any future sewer work, no one had any further issues.

City Planner Paschke concurred, noting that upon receipt of the post card notice, most had been unaware of the easement of that there was an unimproved road right-of-way existing in their neighborhood; and that staff had basically responded to inquiries from an educational process perspective.

Applicant, Kevin Miller, 1770 Chatsworth Street

The applicant was in the audience and advised (off-microphone) that he had nothing to add to staff's report; and would also have no objection to his adjacent neighbor receiving a benefit from his personal application.

Chair Boerigter closed the Public Hearing at approximately 6:54 p.m., with no one appearing for or against.

Deliberation

At the request of Member Strohmeier, Mr. Lloyd explained the State Law provisions for process these vacation requests through the Planning Commission, rather than through the City's Public Works, Environment and Transportation Commission.

MOTION

Member Gisselquist moved, seconded by Member Boguszewski to recommend to the City Council APPROVAL OF THE VACATION of the southern five feet (5') of the sewer easement at 1770 Chatsworth Street; based on the comments and findings of Sections 4-6 and the recommendations of Section 7 of the staff report dated May 2, 2012.

Ayes: 7

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 21st day of May 2012 at 6:00 p.m.

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

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

**RESOLUTION NO. _____
A RESOLUTION APPROVING THE VACATION OF A PORTION OF THE SEWER
EASEMENT AT 1770 CHATSWORTH STREET (PF12-007)**

WHEREAS, Kevin Miller, applicant for approval of the proposed VACATION, owns the residential property at 1770 Chatsworth Street, which is legally described as:

PIN: 14-29-23-34-0022

Arthur E. Thom plat, subject to sewer easement, the N half of Lot 12

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed EASEMENT VACATION on May 2, 2012, voting 7-0 to recommend approval of vacating the southern half of the existing 10-foot easement based on the comments and findings of the staff report prepared for said public hearing; and

WHEREAS, the Roseville Public Works Department has determined that sewer infrastructure was never built within the easement, nor are there any plans to install sewer in that location, and has found that vacating the southern 5 feet of the easement on the subject property would not harm the public health, safety and general welfare of the community as long as the northern 5 feet of the easement is retained for drainage and utility purposes;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the requested VACATION of the southern 5 feet of the 10-foot sewer easement.

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 21st day of May 2012.

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 5/21/2012

ITEM NO: 7.e

Department Approval

P. Trudgen

City Manager Approval

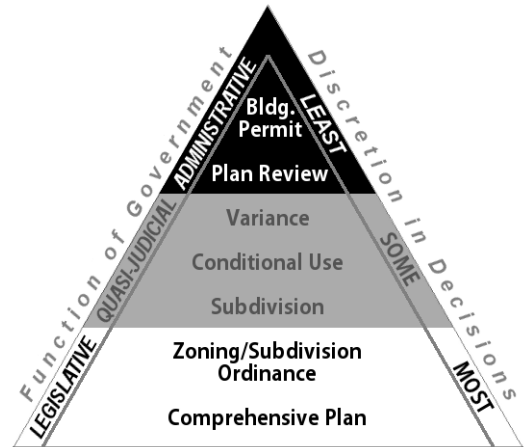
W. Mahonen

Item Description: Request by Minnehaha Transportation, Inc. for approval of outdoor storage of bus fleet vehicles as a **conditional use** at 2507 Walnut Street (PF12-006)

Application Review Details

- RPCA prepared: May 15, 2012
- Public hearing: May 2, 2012
- City Council action: May 21, 2012
- Statutory action deadline: June 5, 2012

Action taken on a conditional use request is **quasi-judicial**; the City's role is to determine the facts associated with the request, and apply those facts to the legal standards contained in State Statute and City Code.



1.0 REQUESTED ACTION

The applicant proposes to operate a school bus dispatch and maintenance facility if the outdoor storage of the bus fleet is approved as a CONDITIONAL USE.

2.0 SUMMARY OF RECOMMENDATION

Planning Division concurs with the recommendation (6-0, with one abstention) of the Planning Commission to approve the proposed CONDITIONAL USE; see Section 7 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed CONDITIONAL USE, pursuant to §1005.03 (Commercial Uses) and §1009.02 (Conditional Uses) of the City Code; see Section 8 of this report for the detailed action.

4.0 BACKGROUND

- 4.1 The property at 2507 Walnut Street, located in City Planning District 11 has a Comprehensive Plan designation of Industrial (I) and a corresponding zoning classification of Industrial (I) District, in which outdoor storage requires approval as a CONDITIONAL USE. The fleet dispatch and vehicle maintenance aspects of the proposed facility are permitted uses in the I District.
- 4.2 Section 1009.02E of the City Code requires the applicant to validate an approval of the CONDITIONAL USE by beginning site work related to the proposed outdoor storage area. If the approval has not been validated within 1 year, the approval will expire and become void.

5.0 CONDITIONAL USE ANALYSIS

- 5.1 REVIEW OF GENERAL CONDITIONAL USE CRITERIA: Section 1009.02C of the City Code establishes general standards and criteria for all conditional uses, and the Planning Commission and City Council must find that each proposed conditional use does or can meet these requirements. The general standards are as follows:
- a. *The proposed use is not in conflict with the Comprehensive Plan.* While outdoor storage doesn't necessarily *advance* the goals of the Comprehensive Plan aside from facilitating continued investment in an industrial property, the Planning Commission found that it does not conflict with the Comprehensive Plan.
 - b. *The proposed use is not in conflict with a Regulating Map or other adopted plan.* The proposed use is not in conflict with such plans because none apply to the property.
 - c. *The proposed use is not in conflict with any City Code requirements.* By its recommendation, the Planning Commission found that the proposed outdoor storage area can and shall meet all applicable City Code requirements; moreover, a CONDITIONAL USE approval can be rescinded if the approved use fails to comply with all applicable Code requirements or any conditions of the approval.
 - d. *The proposed use will not create an excessive burden on parks, streets, and other public facilities.* The property has been used as a legal, nonconforming semi-trailer-leasing facility for many years (the nonconformity is the result of the outdoor storage of trailers prior to the adoption of the conditional use approval requirement), so the Planning Commission found that the proposal is unlikely to intensify any practical impacts on parks, streets, or public infrastructure.
 - e. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.* If the outdoor storage area is approved, it could add vehicle trips to the local road network each day over the existing trailer leasing business, but not so many trips as to be out of line with other permitted uses; some could argue that the additional vehicles constitute a negative impact on traffic (and a violation of this general criterion), but the Planning Commission has found in item "d" above that the potential, additional traffic would not impose an excessive burden on the public street infrastructure. Aside from the potential for some additional traffic, visual clutter seems to be the only other source of impact to surrounding properties, and the zoning code's specific requirements for outdoor storage areas should address this concern.

5.2 REVIEW OF SPECIFIC CONDITIONAL USE CRITERIA: Section 1009.02D of the City Code establishes additional standards and criteria that are specific to outdoor storage facilities; they are as follows.

- a. *Areas of outdoor activity or storage shall be located to the side or rear of buildings and shall not be located between the principal use and the primary public street.* The proposed outdoor storage area is at the rear of the building; this location should not be visible from the public street except through the entrance gate.
- b. *Areas of outdoor activity or storage shall be screened by a solid opaque wall or fence at least 8 feet in height.* The proposed fencing illustrated on the site plan (included with this staff report as Attachment C) would fall short of the letter of this requirement, but Planning Division staff believes that the proposed 6-foot fencing can be supported. As noted above, the trailer leasing facility predates the zoning requirements for screening and obtaining approval of the outdoor storage as a conditional use, and the existing fencing around the property was for security rather than screening; as such, the fence is bare chain link and only 6 feet tall. A 2012 approval allowed outdoor storage of a bus on a Partridge Road parcel, but required the replacement of a similar fence with a proper screen fence in that case because the property had not been used for outdoor storage up to then. In the present case, the property has long been used for outdoor storage of semi-trailers, and Planning Division staff believes that merely adding slats to the existing fence to improve the screening is reasonable because it would bring the site into greater conformity even though it would not completely meet the code requirements. The applicant has also proposed to screen the rear of the property, which faces the Gross Golf Course in Minneapolis, with arborvitae or other opaque evergreen plantings. This is unconventional in an industrial area, but Planning Division staff believes that such screening would be an effective alternative and appreciated by users of the golf course.
- c. *Aggregates and other granular materials shall be stored in such a way that prevents erosion.* Aggregates or granular materials are not proposed to be stored outdoors, nor would this be allowed without appropriate review and approval.
- d. *The Planning Commission and City Council shall give special consideration to the height of equipment and materials stored outside and its visibility from nearby properties and roadways.* Planning Division staff does not believe that a bus fleet warrants the kind of special consideration identified in this provision, which is intended to account for large piles of materials or tall pieces of machinery.

5.1 Roseville's Development Review Committee, a body comprising staff from various City departments, met on April 19th to review and discuss the proposal. The only comments which have not been addressed above are as follows:

- a. Inoperable vehicles should not be allowed to remain outdoors.
- b. Any screen plantings along the western property boundary should remain outside of any easements.
- c. Any future expansion of the outdoor storage area needs to be paved, with the installation of associated storm water control measures, according to the pertinent, standard code requirements.

100 5.2 Review of the proposed outdoor storage area against the CONDITIONAL USE standards and
101 criteria leads Planning Division staff to conclude that the use can meet all pertinent
102 requirements except those pertaining to screening, and Planning Division staff believes
103 that the proposed screening makes reasonable and acceptable progress toward conformity
104 in light of the existing, nonconforming conditions.

105 **6.0 PUBLIC COMMENT**

106 A representative of the business to the north of the subject property exchanged some
107 emails with Planning Division staff, supporting the application, offering suggestions for
108 screening materials, and expressing optimism for improved maintenance of the property
109 by a new owner; these comments are included with this report as Attachment D. The
110 duly-noticed public hearing for this application was held by the Planning Commission on
111 May 2, 2012; draft minutes are included with this report as Attachment.

112 **7.0 RECOMMENDATION**

113 Based on the comments and findings outlined in Sections 4-6 of this report, the Planning
114 Division concurs with the recommendation of the Planning Commission to approve the
115 proposed CONDITIONAL USE pursuant to §1004.07 and §1009.02 of the Roseville City
116 Code, with the following conditions:

- 117 a. Inoperable vehicles shall not remain outdoors;
- 118 b. Any screen plantings along the western property boundary shall remain outside of
119 any easements; and
- 120 c. The applicant shall continue to work with Planning Division staff to select slats and
121 plant materials that will be reasonably attractive and effective at screening the
122 outdoor storage and shall maintain and replace the screening materials as necessary to
123 ensure effective screening.

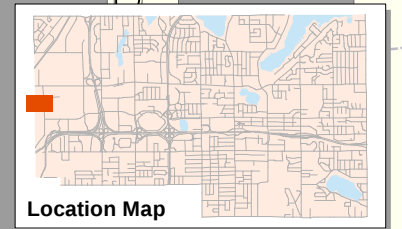
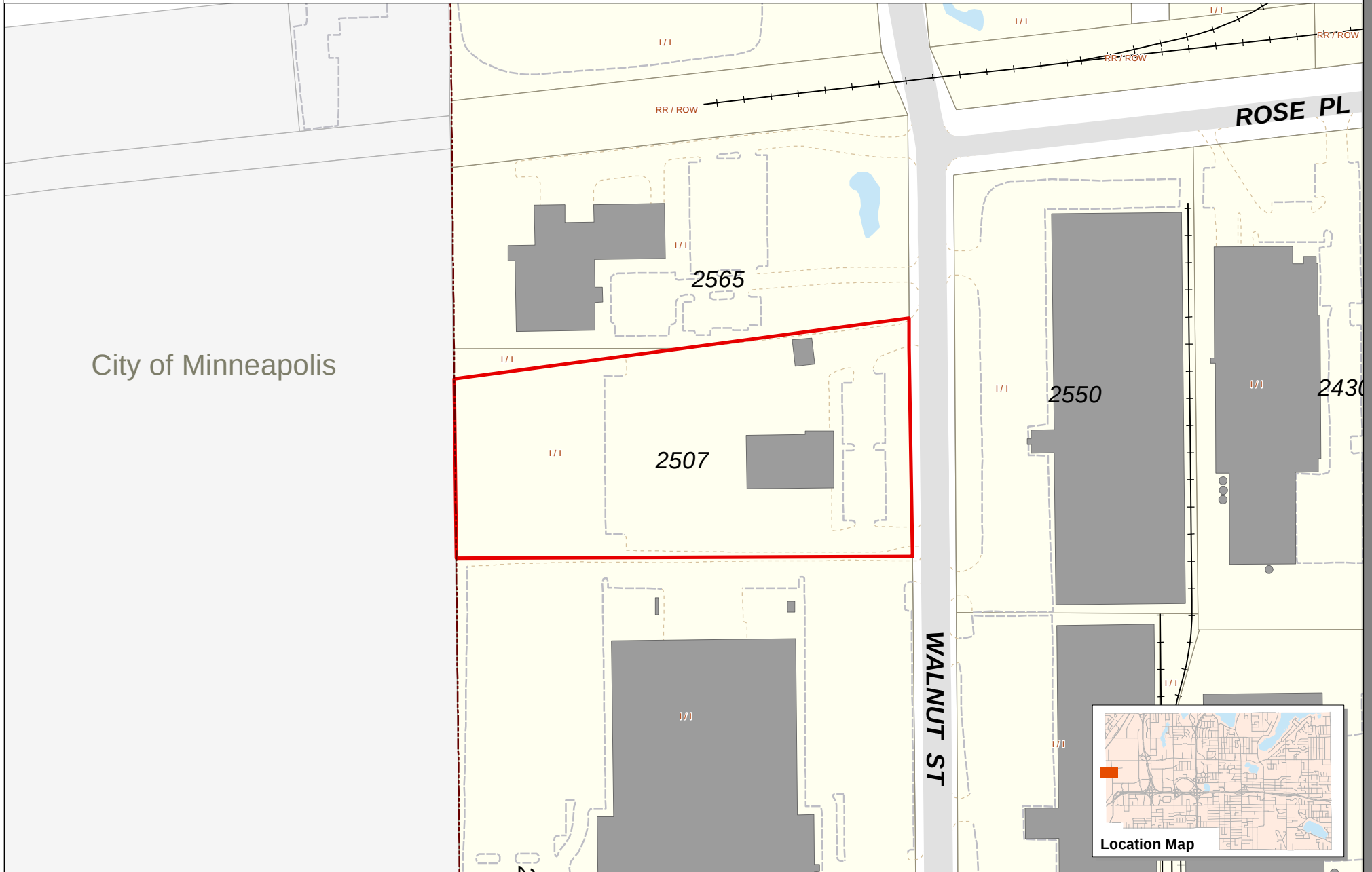
124 **8.0 SUGGESTED ACTION**

125 **By motion, recommend approval of outdoor storage of fleet vehicles as a**
126 **CONDITIONAL USE** at 2507 Walnut Street, based on the comments and findings of
127 Sections 4-6 and the recommendation of Section 7 of this staff report.

Prepared by: Associate Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments: A: Area map D: Public comment
B: Aerial photo E: Draft public hearing minutes
C: Proposal details F: Draft resolution

Attachment A for Planning File 12-006



Prepared by:
Community Development Department
Printed: April 18, 2012



Site Location

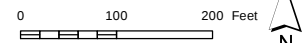
LR / LDR-1 Comp Plan / Zoning Designations

Data Sources

* Ramsey County GIS Base Map (4/3/2012)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

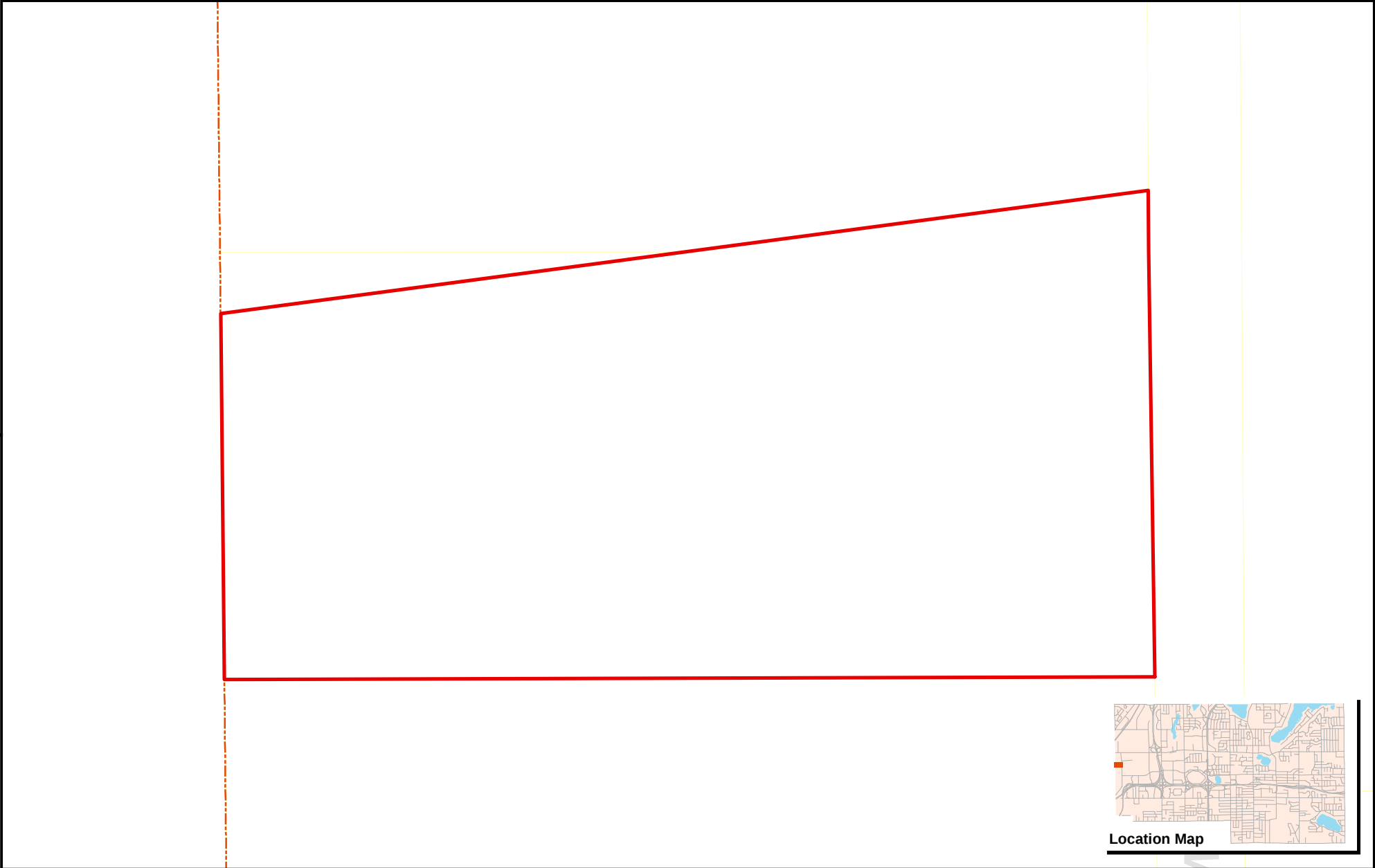
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mapdoc: planning_commission_location.mxd

Attachment B for Planning File 12-006



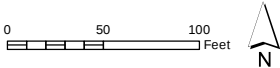
Prepared by:
Community Development Department
Printed: April 20, 2012



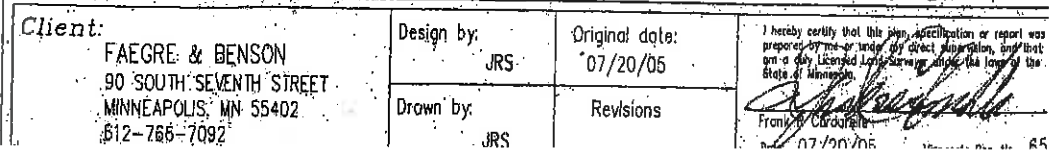
Site Location

Data Sources
* Ramsey County GIS Base Map (4/3/2012)
* Aerial Data: Pictometry (4/2011)
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Attachment C



Bryan Lloyd

From: Terry Gilberstadt [REDACTED]
Sent: Tuesday, May 01, 2012 4:14 PM
To: Bryan Lloyd
Cc: Joe Herzog
Subject: RE: 2507 Walnut Street

Dear Mr. Lloyd,

I appreciate your reply to our concerns. We would like to work with the city and the new tenant to find a good solution for the fence slat material, one that would be nice looking and not be overly expensive. We also would hope that the lawn is mowed on a regular basis and that weed control and good property maintenance is practiced by the new tenants. It does sound like the proposed tenants are willing to comply with the city ordinances and will take pride in their property. We would be happy to give them the names of our lawn vendors or any other help with property maintenance contacts they would need.

Thank you for your response and please contact me at any time in the future. We are looking forward to working with the new tenant on the common areas of our property to continue beautifying the neighborhood.

Terry Gilberstadt

Terry Gilberstadt
Corporate Secretary and Manager Horton Transportation
Horton Holding, Inc.
2565 Walnut Street
Roseville, MN 55113



www.hortonww.com

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From: Bryan Lloyd [mailto:bryan.lloyd@ci.roseville.mn.us]
Sent: Tuesday, May 01, 2012 10:07 AM
To: Terry Gilberstadt
Cc: Joe Herzog
Subject: RE: 2507 Walnut Street

Ms. Gilberstadt,

Thank you for taking the time to provide the constructive comments pertaining to the request for approval of outdoor storage of fleet vehicles at 2507 Walnut Street. I'll certainly pass your comments to the Planning Commissioners for their information as they consider the request, and I wanted to reply to you in the meantime in case I can address some of your concerns.

I think that a couple of your comments stem from the fact that they're treated rather generally in the report, so they may seem to be overlooked. Specifically, the general requirements discussed in Section 5.1 of the report require any approved conditional use to comply with all applicable code requirements; one of the zoning regulations worth highlighting here is that if an approved conditional use fails to comply with standard code requirements like keeping vehicles on paved areas, keeping the grass under 8 inches in length, and so on, the City may begin the process of revoking the conditional use approval. This provides rather more leverage (compared to the old zoning code, prior to 2011) to the City for ensuring that a property conforms to the standard Code requirements as well as any special conditions of approval. The City Council Resolution document, which typically isn't provided to the Planning Commission, will be somewhat more explicit about these more categorical requirements.

The reason we have come to rely on this general "you-still-have-to-adhere-to-the-code" kind of conditional use approval is that introducing conditions which are redundant with standard code requirements can be a bit confusing. For example, why did the Council require that the grass be maintained? Does that mean they don't have to properly maintain the building? Does it mean they can't eliminate some of the grass for additional paved fleet parking area in the future? We've found that it's simpler to be specific about any special conditions of approval because such conditions are intended to relate to the proposed use in a specific location, and to leave everything else to be regulated by the standard Code requirements.

You did catch an inadvertent omission on my part, however: the business about the slat material to be used in the fence. In my communications to the applicant, I've been clear that we still need to determine what slat material will be reasonably attractive and effective at screening without being unreasonably expensive. That is something that I meant to include as a recommended condition of approval and, since it wasn't included in the staff report, I will address it during my presentation

to the Planning Commission tomorrow evening. The condition is typically something like "the applicant shall continue working with Planning Division staff to select screening material that is ..." This allows us to get input from comments like yours and from the Planning Commissioners that can help us recognize a material that may be broadly acceptable. While we wouldn't allow third parties, like Horton, in this case, the authority to approve or deny a portion of the conditional use approval (that seems like a very slippery slope), I would certainly welcome any of your suggestions for materials that Horton would generally find acceptable or unacceptable.

Anecdotally, my conversations with the applicant make me hopeful for significant improvements on the property next to Horton's. Naturally, he doesn't want to spend more money than he has to, but he seems to understand his obligations and I think he wants to run a nice bus facility. Whether he's truly committed to running a nice, well-kept facility is less important, frankly, than the fact that a new conditional use approval like this, obligates him to comply with the present City Code--and the present City Code has better tools for enforcing compliance than it used to. We still rely on folks like yourself to tell us when things aren't going right (e.g., the grass is too long, dead buses are being kept on site, etc.), but we have more and better tools for fixing the problems when they're brought to our attention.

Thank you again for your thoughtful comments. It's far too rare that people look for ways for a proposal to succeed. Please let me know if I've missed the mark on addressing your concerns or if you have additional thoughts to share.

Bryan Lloyd
Associate City Planner
City of Roseville
651-792-7073
bryan.lloyd@ci.roseville.mn.us

-----Original Message-----

From: Terry Gilberstadt
Sent: Monday, April 30, 2012 4:11 PM
To: Bryan Lloyd
Cc: Joe Herzog
Subject: 2507 Walnut Street

Dear Mr. Lloyd,

Please find attached a letter and a few photos taken of the 2507 property as it interfaces with our lot on the south side of our building. These photos were taken April 30, 2012. Please contact me if

you would like any further information or have any questions. I have also copied Joe Herzog, Horton Inc. Vice President of Manufacturing and Facilities Manager.

Thank you,

Terry Gilberstadt

cid:DF7707DC-DE99-4B93-894A-CBEFF5039233

Terry Gilberstadt

Corporate Secretary and Manager Horton Transportation

Horton Holding, Inc.

2565 Walnut Street

Roseville, MN 55113

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

www.hortonww.com <<http://www.hortonww.com/>>



Terry Gilberstadt
Corporate Secretary/Manager Horton Transportation

Horton Holding Inc.
2565 Walnut Street
Roseville, MN 55113

Direct:

Fax:

April 30, 2012

Attn: Mr. Bryan Lloyd
 Associate City Planner
 City of Roseville

Subject: Conditional Use Permit for school bus storage at 2507 Walnut St.

Dear Mr. Lloyd:

I am writing to you as the corporate secretary and one of the owners of Horton Holding Inc., a manufacturing company with its headquarters located at 2565 Walnut Street in Roseville. Thank you for sending us a postcard a couple weeks ago to give notice of an upcoming Public Hearing on May 2, 2012. The hearing is in regard to an application made to the City by Horton's next-door neighbor at 2507 Walnut, wherein they requested a Conditional Use Permit for school bus dispatch, maintenance, and outdoor storage on their property. Via this e-mail, Horton is offering our comments on the proposed new Permit.

Horton Holding has downloaded from your website and read with interest the report written by the City Planning Division and the recommendations therein that are being made to the Planning Commission. Basically, the report recommends that the applicant's request for the Conditional Use Permit be granted, but with two conditions:

- a. Inoperable vehicles shall not remain outdoors; and
- b. Any screen plantings along the western property boundary shall remain outside of any easements.

Mr. Lloyd, Horton Holding does have some reservations about the Permit requested by our next-door neighbor, because they already have a history of failing code inspections and receiving letters from the City in 2006 and 2008 for improper outdoor storage of semi-trailers on the same property. A copy of the most recent letter from the City of Roseville to our neighbor is attached for your reference. Horton is concerned that this new Conditional Use Permit could possibly create a further nuisance and eyesore for the City of Roseville and specifically for the Walnut Street neighborhood.

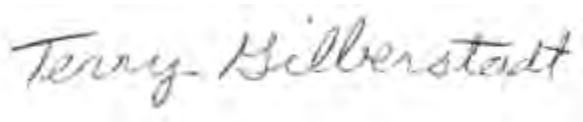
However, in the interest of trying to be a good neighbor, Horton would prefer to not oppose the new Permit, but we request that the following Conditions also be imposed by the City before granting the Permit:

- o The new Conditional Use Permit should clarify that the applicant is restricted to parking buses and/or semi-trailers only on the paved portion of the property, as required by City code.
- o The Planning Division's report gave no details or requirements on the appearance of the proposed slats to be added to the chain link fence on the north and south boundaries of the property. A Condition of the new Permit should be that the physical appearance of the slatted fencing must have the prior approval of the neighboring property owners on the north and south sides of the subject property.

- O The unpaved area at the west end of our neighbor's property is not maintained by the property owner and, even this early in the growing season, it already contains waist-high grasses and weeds. Attached are a few photos showing the attractive appearance of Horton's property as contrasted with the general state of disrepair of the neighboring property. Horton continues to be concerned about the effect that this neighbor's property may have on the public's perception of Horton's business. We request that the occupant at 2507 Walnut Street be directed to maintain, and then continue to maintain, the appearance of their property to comply with all City codes, as a condition of receiving this new Permit.

Mr. Lloyd, please let us know your feedback on Horton's proposed additional conditions for this Permit.

Best regards,

A handwritten signature in dark ink that reads "Terry Gilberstadt". The signature is written in a cursive, flowing style.

Terry Gilberstadt
Corporate Secretary



PLANNING FILE 12-006

Request by Minnehaha Transportation, Inc. for approval of outdoor storage of bus fleet vehicles as a CONDITIONAL USE at 2507 Walnut Street

Chair Boerigter opened the Public Hearing for File 12-007 at approximately 6:56 p.m.

Associate Planner Lloyd briefly summarized the request to operate a school bus dispatch and maintenance facility if OUTDOOR STORAGE of the bus fleet is approved as a CONDITIONAL USE. Mr. Lloyd displayed the aerial photo of the site that had been inadvertently omitted in the staff report.

Mr. Lloyd advised that the property had an existing, non-conforming use (outside storage of trailers) having gone through various iterations of approval in the past; however, there was nothing making today's use conforming and this would fall under the category of another non-conforming use, specific to the outdoor storage and need to install screened fencing around that outdoor storage area or perimeter, since the existing fence was an existing, non-conformity yet to be addressed after the potential use approved as a Conditional Use. Mr. Lloyd advised that staff and the applicant would determine a reasonable advancement of screening on the existing fence for height and screening material to bring the existing non-conforming fence into existing Code standards.

Mr. Lloyd reviewed the process used to evaluate criteria as detailed in Section 5 of the staff report; and subsequent recommendation by the Planning Division for APPROVAL of the proposed CONDITIONAL USE, as detailed in Section 7 of the Request for Planning Commission Action dated May 2, 2012.

Member Olson advised that he would be recusing himself from the discussion and vote on this item due to a potential conflict of interest; and was duly noted by Chair Boerigter.

Mr. Lloyd clarified that the purpose of the Conditional Use was specific to the outdoor storage of a bus fleet similar to that of the current non-conforming use for storage of truck trailers, and not allowing for outdoor storage of granular materials or other prohibited materials not allowed under City Code.

Chair Boerigter asked if the Commission were to approve the Conditional Use for outdoor storage of the bus fleet that may be revoked in the future due to non-compliance, would the property owner have the right to revert use to store trailers as a continuing non-conforming use; or would this Conditional Use supersede that previous use since it is essentially a different use.

Mr. Lloyd advised that if this Conditional Use was approved, and for any future reason, it was revoked or went away if not used, any subsequent use of the property for outdoor storage would not be grandfathered in and the property would lose its non-conforming status.

Chair Boerigter sought to make sure that status was very clear to the property owner and/or applicant(s).

While not addressed in the staff report, Mr. Lloyd advised that it was the general nature of approvals such as this and abatement of non-conformities, that once they were removed, the use of the property went away (e.g. use for truck storage) as it was no longer protected as a non-conforming use.

Chair Boerigter sought to ensure that switching from truck trailers to buses eliminated the non-conforming use and provided the City with more powers, since it's current powers related to the non-conforming use were limited, and the Conditional Use provisions should provide the City with some benefit through a clear agreement that if this Conditional Use is approved and the property owner/applicant did not comply, they would lose their ability to use the property in the previous way as a non-conforming use.

Mr. Lloyd advised that the staff would ensure that this was made very clear in the revised staff report when it went before the City Council with the Planning Commission's recommendation; as well as through language of the formal resolution for review and final consideration by the City Council to convey Conditional Use approval. Mr. Lloyd noted that there were provisions in the City Code that clearly stated that if conditions on a property fail to meet code requirements, the City could begin the process to revoke a non-conforming use.

Chair Boerigter sought yet again to ensure that there would be no future issues, since this property had a history of non-compliance; and he, nor the City was interested in the property reverting back to truck trailer storage and non-mown grass; and spoke in support of this Conditional Use allowing the City more control since that previous non-conforming use no longer existed, created the above-referenced issues.

Mr. Lloyd assured Commissioners that this Conditional Use allowed much better controls for the City, since the property would lose its current grandfathered characteristics.

Member Cunningham asked if staff had provided legal notice to Saint Anthony Village, as an adjacent property holder, allowing for their comment.

Mr. Lloyd advised that the State required notification; and their property was within the 500' property notice proscribed by the City Council via code; and advised that Hennepin County's Park Board, manager of the adjacent golf course, had also been notified. Mr. Lloyd advised that no comment from either body had been received.

Applicant Representative, Jeff Dufresne – Minnehaha Transportation

Mr. Dufresne advised that their firm had been in operation now for six (6) years, and as a former School Principal, the business had been established to serve area charter schools. Mr. Dufresne advised that, now that he has retired, the business continues to grow and they found they were outgrowing their previous location.

Mr. Dufresne advised that his firm did not want to preclude the possibility of limited outside truck storage. Even though the firm was a school bus company with forty-five (45) buses and ten (10) vans, However, Mr. Dufresne advised that he wanted to be clear upfront that they served a diverse and particular community, with many of their drivers and the community they served of East African descent, and using their facility in off hours for repair and maintenance of their personal vehicles, some of which were semi-trucks. Mr. Dufresne noted that the trucks would come and go from the site and facility; and not be stored long-term on-site. However, Mr. Dufresne advised that he did not want to preclude that use, since this had been part of their rationale in considering this parcel.

Member Boguszewski clarified that the intent was that the truck drivers, once trucks were repairs, would not be stored on the parcel; but may be there for some short period of time (e.g. several days), but not a permanent storage area per se, but only while under maintenance and/or repair. Member Boguszewski asked Mr. Dufresne to define "truck."

Mr. Dufresne advised that some of the drivers' personal vehicles could include 19-wheelers. Mr. Dufresne advised that his firm was not currently using the property; but was hoping to purchase in the future.

Chair Boerigter questioned, if Mr. Dufresne purchased the property, would he have any opposition to the City regulating under this Conditional Use, that there would be no right to continue any operations as a non-conforming use once this Conditional Use was granted. Chair Boerigter clarified that the current outdoor truck/trailer storage was allowed to operate as a legally, non-conforming use; however, if this Conditional Use application is approved and moves forward, with the City Council's final approval, for this specific requested use, if this use was found out of compliance in the future the City would have the ability to revoke it.

Mr. Dufresne sought clarification as to what manner the property was currently out of compliance.

Chair Boerigter advised that outdoor storage was not permitted without a Conditional Use; however, since the current property owner/tenant had been using it for that purpose for a significant amount of time, it had been allowed as a legally, non-conforming use.

Mr. Lloyd further clarified that use of the property did not include or allow for outdoor storage of trailers; and approval of this Conditional Use would remove that previous legally, non-conforming use. From his perspective, Mr. Lloyd opined that buses and trucks could be kept on the site in compliance with this Conditional Use; however, no piles of material, construction equipment or truck bodies not considered fleet vehicles would be allowed under this use.

Mr. Dufresne interpreted the City's preference and intent to avoid the property becoming a scrap yard.

Member Boguszewski further noted that, if in the future, the applicant was found to have broken down, inoperable vehicles on site, the City could then revoke this Conditional Use as it would be out of compliance; and the use of the property could not revert back to storing of trailers as had been done before the applicant's use and/or purchase of this property.

Member Lester sought clarification if the applicant repaired buses and semis, would they not be defined as "inoperable."

Chair Boerigter opined that not necessarily since this Conditional Use related only to outdoor storage and they have a building that could house inoperable vehicles.

Mr. Paschke concurred, as long as the facility use was in compliance with City Code, with maintenance for fleet and worker's vehicles allowed, since the Code didn't preclude that, and actually supported it. However, Mr. Paschke clarified that Code defined what outdoor storage allowed and where it was located; what could and couldn't be stored out side; and other parameters defining that use. Mr. Paschke advised that the use would be permitted and monitored as with any other use in Roseville; with staff monitoring situations to garner compliance. Mr. Paschke advised that a Conditional Use provided a higher level of authority for the City to revoke them if not kept in compliance.

For extra clarification, Mr. Lloyd noted the difference in a bus in the yard that didn't start and needed to be moved into the garage since it was temporarily not operational, but was intended to be brought back into service versus letting the grass grow around it and remaining inoperable, or abandoned or scavenged for parts.

Member Cunningham questioned if there were time guidelines for how long inoperable vehicles could be kept on site.

Mr. Lloyd advised that there was nothing currently in City Code to draw a clear distinction; and depending on circumstances, it was hard to define a rationale timeline. Mr. Lloyd advised that the Planning Commission could provide a recommended condition as part of their approval, but noted that he would be hard pressed to offer any guidance for such a timeframe.

Mr. Paschke advised, from a staff perspective, that it was key for them to understand the issue and determine why a vehicle was sitting out for any length of time, and to work with the property owner on compliance. Mr. Paschke advised that it was typical for adjacent property owners to serve as staff's eyes for them, in addition to staff observations. From a personal perspective, Mr. Paschke opined that it was not unreasonable for a vehicle to be outside for a week or so, especially if parts were not immediately available.

At the request of Member Cunningham, Mr. Dufresne advised that they would typically work on the trucks in the garage.

Public Comment

As a Bench Handout, ***attached hereto and made a part hereto***, Mr. Lloyd provided correspondence with Ms. Terry Gilberstadt, Corporate Secretary and Manager of Horton Transportation, Horton Holding, Inc., 2565 Walnut Street, Roseville, MN, as adjacent property owner and specific to this requested use.

Ms. Terry Gilberstadt, Corporate Secretary and Manager, Horton Transportation, 2565 Walnut Street (adjacent to subject site)

Ms. Gilberstadt referenced the correspondence as noted; and provided photos to display of the current property situation with weeds, inappropriate fencing, and other debris on the subject property. Ms. Gilberstadt noted that their property, Horton Holding, served as their corporate headquarters, serving national and international visitors, and that they kept their property maintained and aesthetically presentable accordingly. Ms. Gilberstadt expressed her appreciation of the new owner's intent to improve the property; however, she expressed concern that current conditions may continue unless the Conditional Use could effectively address the majority of their concerns. At a minimum, Ms. Gilberstadt requested that the new owner mow the weeds; and if using the back portion of the parking lot, tar it to keep dust blowing into their office. Ms. Gilberstadt noted how aesthetically pleasing the adjacent golf course was to their office; even though they had been living with the current conditions at the subject parcel since they constructed their Horton headquarters in 2001.

Member Boguszewski clarified that Ms. Gilberstadt and Horton Holding may be in support of this Conditional Use application, if the applicant was able to purchase the property and make obvious improvements.

Ms. Gilberstadt responded affirmatively; opining that it would be refreshing to work with a different property owner, since they hadn't had much luck to-date with the current property owner in improving the property.

Mr. Paschke advised that Community Development Department staff had worked with Horton for a considerable time in attempting to rectify ongoing issues at the site; often with vehicles parked at the rear of the site and stuck in the mud, all violations of City Code, and requiring staff considerable time in attempting to follow-up on compliance efforts. Mr. Paschke noted that the applicant, and hopefully new property owner, had modified the site to bring it into compliance with City Code; and expressed his assurance that Ms. Gilberstadt would continue to serve as the City's eyes to alert staff to any issues or concerns. Mr. Paschke opined that this use should prove to be a good addition to this area, and it should make lives easier for Horton Holding as well as City staff, noting the difficulties in the past in working with the current property owner to bring it into compliance, with annual remediation efforts required. Mr. Paschke expressed his hope that the applicant would prove to be a better neighbor.

Chair Boerigter closed the Public Hearing at approximately 7:35 p.m.

MOTION

Member Cunningham moved, seconded by Member Boerigter to recommend to the City Council APPROVAL of OUTDOOR STORAGE AS A CONDITIONAL USE at 2507 Walnut Street; based on the comments and findings of Sections 4-6; and the conditions of Section 7 of the staff report dated May 2, 2012; amended as follows:

- Additional condition C: The applicant shall continue to work with staff to arrive at applicable slat materials for the existing cyclone fencing to balance screening needs while keeping costs reasonable; and provide plant materials to assist with that screening from adjacent properties***

Ayes: 6

Nays: 0

Abstentions: 1 Gerald (Jim) Olson

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 21st day of May 2012 at 6:00 p.m.

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

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

**RESOLUTION NO. _____
A RESOLUTION APPROVING OUTDOOR STORAGE OF FLEET VEHICLES AS A
CONDITIONAL USE AT 2507 WALNUT STREET (PF12-006)**

WHEREAS, Minnehaha Transportation, Inc. has applied for approval of the proposed conditional use in conjunction with Dedicated Logistics, Inc., owner of the property at 2507 Walnut Street, which is legally described as:

**PIN: 08-29-23-23-0008
See Exhibit A**

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed CONDITIONAL USE on May 2, 2012, voting 6-0 to recommend approval of the use based on the comments and findings of the staff report prepared for said public hearing; and

WHEREAS, the Roseville City Council has determined that approval of the proposed CONDITIONAL USE will not result in adverse impacts to the surrounding properties based on the following findings:

- a. While outdoor storage as proposed might not advance the goals of the Comprehensive Plan aside from facilitating continued investment in an industrial property, it does not conflict with the Comprehensive Plan;
- b. The proposed use is not in conflict with a Regulating Map or other adopted plan because no such plans apply to the area surrounding the property;
- c. The proposed use is not in conflict with City Code requirements since permits will not be issued if the plans fail to meet all of the relevant requirements and, moreover, the conditional use approval can be rescinded if the use or the property fails at any time to comply with all applicable Code requirements or conditions of the approval;
- d. The property has been used as a legal, nonconforming semi-trailer-leasing facility for many years, and the conforming outdoor storage of fleet vehicles or trailers is unlikely to intensify any practical impacts on parks, streets, or public infrastructure;

- e. The outdoor storage area of active fleet vehicles could add vehicle trips to the local road network each day, but not so many trips as to be out of line with other permitted uses, and not so many as to impose an excessive burden on the public street infrastructure. Aside from the potential for some additional traffic, visual clutter seems to be the only other source of potential harm to public health, safety, and general welfare, and the zoning code's specific requirements for outdoor storage areas should address this concern;
- f. The proposed outdoor storage area is at the rear of the building; this location should not be visible from the public street except through the entrance gate;
- g. Installing slats in the existing 6-foot-tall fence as proposed would fall short of the letter of the screening requirement, but the existing trailer leasing facility predates the zoning requirements for screening and adding slats to the existing fence to improve the screening is reasonable because it will bring the site into greater conformity even though it would not completely meet the code requirements. Likewise, the proposal to screen the rear of the property, which faces the Gross Golf Course in Minneapolis, with arborvitae or other opaque evergreen plantings is unconventional in an industrial area, but such screening would be an effective alternative and appreciated by users of the golf course;
- h. Aggregates or granular materials are not proposed to be stored outdoors, nor would this be allowed without appropriate review and approval; and
- i. Fleet vehicles would have a much smaller range of visibility than large piles of materials or tall pieces of machinery.

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the proposed outdoor storage of fleet vehicles at 2507 Walnut Street as a CONDITIONAL USE in accordance with Section §1009.02 of the Roseville City Code, subject to the following conditions:

- a. Inoperable vehicles shall not remain outdoors;
- b. Any screen plantings along the western property boundary shall remain outside of any easements; and
- c. The applicant shall continue to work with Planning Division staff to select slats and plant materials that will be reasonably attractive and effective at screening the outdoor storage and shall maintain and replace the screening materials as necessary to ensure effective screening.

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

WHEREUPON said resolution was declared duly passed and adopted.

[illegible]

WITNESS MY HAND officially as such Manager this 21st day of May 2012.

(SEAL)

EXHIBIT A

Legal Description of the Land

Parcel 1:

The North 320.3 feet of the South 1,344.3 feet of the West 680.07 feet of the Northwest Quarter (NW1/4) of Section Eight (8), Township Twenty-nine (29) North, Range Twenty-three (23), West, according to the United States Government Survey thereof and situate in Ramsey County, Minnesota.

And

That part of the West 680.07 feet of the Northwest Quarter of Section 8, Township 29, Range 23, lying South of the Northern Pacific Railway Company's right-of-way, except the South 1,344.3 feet thereof according to the United States Government Survey thereof and situate in Ramsey County, Minnesota.

Except:

That part of the West 680.07 feet of the Northwest Quarter of Section 8, Township 29, Range 23, Ramsey County, Minnesota which lies Southerly of the following described Line "A" and Northerly of the following described Line "B"

Line "A":

Commencing at the Northwest corner of said Section 8; thence South 00 degrees 35 minutes 02 seconds East, bearing based on the Ramsey County Coordinate System NAD 83, along the West line of the Northwest Quarter of said Section 8 for a distance of 1,011.43 feet, to a point 50 feet Southerly of (when measured at right angles with) the centerline of existing Burlington Northern Santa Fe Railroad Company's right-of-way, said point being the point of beginning of the line to be described; thence North 83 degrees 29 minutes 39 seconds East, parallel with said railroad right-of-way centerline, a distance of 703.76 feet to a point on the East line of the West 700 feet of said Northwest Quarter and said line there terminating.

Line "B":

Commencing at the Northwest corner of said Section 8; thence South 00 degrees 35 minutes 02 seconds East, bearing based on the Ramsey County Coordinate System NAD 83, along the West line of the Northwest Quarter of said Section 8 for a distance of 1,323.36 feet to the point of beginning of the line to be described; thence North 83 degrees 20 minutes 40 seconds East 683.91 feet to a point on the East line of the West 680.07 feet of the said Northwest Quarter and said line there terminating.

(Abstract)

Parcel 2:

That part of the South 1,391.59 feet of the East 19.93 feet of the West 700 feet of the Northwest Quarter (NW1/4) of Section Eight (8), Township twenty-nine (29) North, Range Twenty-three (23) West lying North of the South 1,344.3 feet thereof.

(Torrens)

Parcel 3:

The North 320.3 feet of the South 1,344.3 feet of the East 19.93 feet of the West 700 feet of the Northwest Quarter (NW1/4) of Section Eight (8), Township Twenty-nine (29) North, Range Twenty-three (23) West.

(Torrens)

Note: Parcel descriptions are for convenience of reference only and do not constitute an integral part of the legal description.

REQUEST FOR COUNCIL ACTION

Date: 5-21-12
Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Acceptance of a Community Forest Bonding Grant

BACKGROUND

The Parks and Recreation Department has received notice of being awarded a Community Forest Bonding Grant from the Minnesota Department of Natural Resources in the amount of \$25,000 for public tree planting. The application is attached.

The proposed project will include planting approximately 60 trees on public property including boulevards and parks. A partnership has also been established with the Parkview Center School Forest where approximately 6 trees will be planted and maintained at that site by volunteers and students.

There are no matching funds required for this grant.

POLICY OBJECTIVE

This proposal is consistent with the City's Natural Resource Management Plan, Public Tree Master Plan, Parks and Recreation System Master Plan and leveraging non-city money through grants to further City efforts.

FINANCIAL IMPLICATION

The grant application is for \$25,000 with no matching funds required.

STAFF RECOMMENDATION

Staff recommends accepting the Community Forest Bonding Grant in the amount of \$25,000 from the Minnesota Department of Resources for public tree planting.

COUNCIL ACTION REQUESTED

Motion authorizing the acceptance of a Community Forest Bonding Grant from the Minnesota Department of Natural Resources for \$25,000 for public tree planting.

Prepared by: Lonnie Brokke, Director
Attachments: A: Grant Application



2010 to 2014 Community Forest Bonding Grant Application

Coversheet

Please refer to the *Guidelines* when completing the application. This form is also available on the DNR website: <http://www.dnr.state.mn.us/grants/forestmgmt/commforestbondgrant/index.html>

Applicant Information

Application Date: Feb 10, 2012

Organization: City of Roseville

Project coordinator: Jeff Evenson

Title Park Superintendent

Address: 2660 Civic Center Drive

City, State, Zip Roseville, MN, 55113

Phone: office 651-792-7107

cell _____

Fax: 651-792-7050

Email: jeff.evenson@ci.roseville.mn.us

Additional Project Coordinators/Technical Advisors: (List names, organization/agency and phone)

Anita Twaroski, City of Roseville, 651-792-7142

Linda Haugen, Parkview Center School Forest Co-coordinator

Eligibility (check one): ☒ City ☐ Township ☐ County ☐ Park & Recreation Board in city of First Class

Has your organization received a DNR Community Forest Bonding grant? ☒ No ☐ Yes, when? _____

For cities or townships only. Is your community a Tree City USA? ☐ No ☒ Yes

Project Title: Planting for Diversity 2012

Summary Statement—Please give a 2-3 sentence summary of your overall project.

Upon completion of the public tree inventory, Roseville Park and Recreation staff found that the city's urban forest was not as diverse as it could be. Over the years trees have been lost due to insects and disease. It is the city's intention to plant approximately 60 trees, mostly on the boulevard, with a few trees planted in parks around new park shelters. A cooperative effort is being developed with the Parkview Center School Forest and their volunteers to enhance their school forest by planting five to six additional native trees.

Project location (county, city, site): City-owned land along streets and in parks, and the local school forest.

Start date: March 2012

Expected completion date: May 2014

Budget Summary

Type of Fund	\$ Amount
Non-state cash contributions (not required)	
Non-state in-kind contributions (not required)	26600.00
Ash Tree Removal grant requested	
Tree Planting grant requested	25.000.00
TOTAL PROJECT COSTS:	51600.00

Authorization

I certify this information is valid and factual as described in this application and that all costs are eligible under the DNR Community Forest Bonding Grant Guidelines.

Name: _____ Title: _____

Signature: _____ Date signed: _____

Project Questions

Please answer the following questions on separate pages. **Limit to 2 pages.** You may reproduce these questions on your computer. Refer to the *Guidelines* to better understand how projects will be evaluated.

1. **Organization applying (e.g. City of _____) and Project Title.**
2. **Project Purpose**—In what ways will your project meet the needs of the community forest resources? Explain how the project will benefit and enhance the community and why you feel your project should receive funding.
3. **Project Location Description**—Describe the site location(s) of the project in detail along with special characteristics such as soil composition.
4. **Document Public Ownership-** **Certification and/or Declaration of Bond-financed Property** documents will need to be included when the Grant Agreement is signed and returned to DNR, but are NOT required with the project application. We do recommend including a map of the project area. See the **Project Timeline** section of the Guidelines for details.
5. **Project Goals**—What are the project's goals and objectives for each grant category applying for? 1. Planting for diversity, replacing trees lost to storm(s). 2. Removal and replacement of EAB-infested ash trees.
6. **Methods**—What will be developed, produced, performed and implemented—who will be responsible for these activities and when will they occur? Include any educational outreach efforts, owork with volunteers, and especially the technical plans and practices.
7. **Personnel**—Describe the names, titles, qualifications and project role for all staff and technical partners involved. Describe the roles of volunteers involved and training to be provided.
8. **Maintenance and Management Plan**
 - A. Upon completion, what are your plans for long-term maintenance of trees planted, and monitoring and management of insect and disease pests? Include how, when and by whom activities will be accomplished. For any tree planting project, you must provide a summary of at least a 3-year maintenance plan.*
 - B. What is the community doing to build capacity towards long-term management of this project or a community forestry program independent of state funding? Describe any existing management plans.*

*Note: Please see **Required Local Program Components** in the Guidelines for documents that are due upon completion of the grant project. Those documents should be included with the **Final Report and Invoice form**.

Tree Planting List

Only fill out this table if you are doing tree planting as part of your project. If you need additional space, an **additional sheet may be included (1 page limit)**. Please refer to: [Approved Native Planting Stock List](#).

Tree Stock Source(s): Baileys, Bachmans, Margolis, Other local nurseries

QTY	Species (Common & Scientific Name)	Size & Type (B&B, bare root or container-grown)
1	Kentucky Coffeetree (<i>Gymnocladus dioicus</i>)	2-2.5" B&B
1	Skyline Honeylocust (<i>Gleditsia triacanthos</i>)	2-2.5" B&B
1	Black Walnut (<i>Juglans nigra</i>)	2-2.5" B&B
1	Ironwood (<i>Ostrya virginiana</i>)	2-2.5" B&B
1	Blue Beech (<i>Carpinus caroliniana</i>)	2-2.5" B&B
1	Shagbark Hickory (<i>Carya ovata</i>)	2-2.5" B&B
54	varieties of <i>Ulmus</i> , <i>Gleditsia</i> , <i>Celtis</i> , <i>Tilia</i>	2-2.5" B&B
60	<< Total number of trees (Use 1 additional sheet if needed)	

Project Budget Breakdown

Please refer to the *Guidelines* for eligible and ineligible expenses. Highlighted areas are ineligible expenses.

Please attach a Budget Narrative with details of Contractual Services, Equipment and "Other" costs. (limit 1 page).

ITEM (specify type and source)	In-kind Match	Cash Match	Bonding Grant Funds	Total
Public Ash Tree Removal Budget (See "Know EAB-Infested Areas Map" for eligible public lands.)				
Personnel:(No grant funds can be used for grantee personnel)				0
Contractual Services: Briefly describe in Budget Narrative. (see Eligible Costs)				0
Grantee-owned, lease or rental equipment use. Match only. (no grant funds for equipment use)				0
Education costs. Match only.				0
Other. Briefly describe in Budget Narrative. (see Eligible Costs in Guidelines):				0
Public Ash Tree Removal Sub Totals	0.00	0.00	0.00	0.00

Public Tree Planting Budget (storms or infested ash replacement and planting for diversity)				
Personnel: :(No grant funds can be used for grantee personnel)	24600			24600
Plant Stock (trees only):			15000	15000
Grantee-owned, lease or rental equipment use. Match only. (no grant funds for equipment use)				0
Contractual Services: Briefly describe in Budget Narrative. (see Eligible Costs)			10000	10000
Education costs. Match only. (workshops, publications, etc)	500			500
Other. Briefly describe in Budget Narrative. (see Eligible Costs in Guidelines):	1500			1500
Public Tree Planting Sub Totals	26600.00	0.00	0.00	51600.00
TOTALS for both project types	26600.00	0.00	0.00	51600.00
Must equal amounts in p.1 Budget Summary				

Application Check-off:

Mail the **original and 3 copies** of the following:

- Completed and signed application form
- Attached pages: Answers to project questions (2 page limit), budget narrative (1 page limit), extra tree planting list (1 page limit), and optional map (1 page limit)

Applications must be received by 4:30 pm, Friday, February 17, 2012.

Mail to:

2012-14 Community Forest Bonding Grants
Minnesota DNR, Division of Forestry, Box 44
500 Lafayette Road
St. Paul, MN 55155-4044

Budget Summary
Planting for Diversity 2012
City of Roseville

Personnel: Staff time for the Park Superintendent as well as the forestry tech.
The School Forest volunteer's time is also included.

Plant stock: approximate cost of 60 trees

Contractual Services: approximate cost of planting sixty 2-2.5" B&B trees

Education Costs: cost of tree care brochures/fliers that will be distributed to
residents upon planting of the boulevard trees

Other: Cost of supplies that will provide care, support and protection of the trees.

Project Questions

Please answer the following questions on separate pages. Limit to 2 pages. You may reproduce these questions on your computer. Refer to the Guidelines to better understand how projects will be evaluated.

1. Organization applying (e.g. City of _____) and Project Title.

City of Roseville Planting for Diversity Project 2012

2. Project Purpose—In what ways will your project meet the needs of the community forest resources? Explain how the project will benefit and enhance the community and why you feel your project should receive funding.

Using our Public Tree Master Plan and with the help of this grant we could begin the process of replanting our urban forest to become more diverse. As result the urban forest would not be as susceptible to attack by the next shade tree pest. In addition we would use this opportunity to educate the public on the need for species diversity.

The Parkview Center School Forest benefits the entire school community as an outdoor classroom. The purpose of the school component of this project is to expand their collection of trees and to provide opportunities for students to participate in planting and tree maintenance.

3. Project Location Description—Describe the site location(s) of the project in detail along with special characteristics such as soil composition.

The sites for the planting trees will be selected from the inventory map that shows the neighborhood with the most need, i.e., the most available planting spaces. A few trees will be planted near park shelters as well as in the Parkview Center School Forest.

Most of the soil in Roseville is compacted clay type soil. The street planting spaces are adjacent to asphalt roads and are easily accessed. The soil at the park planting spaces is less compact with possible slope to the terrain. Most of the planting sites at Parkview Center School Forest are between remnant red and bur oaks on a sandy upland portion of the site.

4. Document Public Ownership—Certification and/or Declaration of Bond-financed Property documents will need to be included when the Grant Agreement is signed and returned to DNR, but are NOT required with the project application. We do recommend including a map of the project area. See the Project Timeline section of the Guidelines for details.

The yellow dots on the attached map indicate available planting spaces. The specific species of tree to be planted will be identified according to the Public Tree Master Plan.

5. Project Goals—What are the project's goals and objectives for each grant category applying for? 1. Planting for diversity, replacing trees lost to storm(s). 2. Removal and replacement of EAB-infested ash trees.

The City of Roseville is applying for the Planting for Diversity grant. Our goal is to identify planting spaces in which we can replant trees to improve species diversity within our urban forest. The goal of the Parkview Center School forest portion of the project is to add 5 to 6 site-appropriate native tree species that are not yet represented on the site, to enhance educational opportunities such as tree identification and ecological lessons.

6. Methods—What will be developed, produced, performed and implemented—who will be responsible for these activities and when will they occur? Include any educational outreach efforts, or work with volunteers, and especially the technical plans and practices.

The Park Superintendent along with the forestry technician will develop and implement the Planting for Diversity 2012 project. Information about tree planting, care and maintenance as well as the benefits of trees will be provided to each resident where a street tree is planted.

A portion of this project will be dedicated to working with Parkview Center School students at their School Forest.

7. Personnel—Describe the names, titles, qualifications and project role for all staff and technical partners involved. Describe the roles of volunteers involved and training to be provided.

Jeff Evenson, Park Superintendent...landscape architect,
Anita Twaroski, Forestry Technician... B.S. & M.S. natural resources
Linda Haugen, Parkview Center School Forest Co-coordinator... B.S. & M.S. Forestry.

8. Maintenance and Management Plan

A. Upon completion, what are your plans for long-term maintenance of trees planted, and monitoring and management of insect and disease pests? Include how, when and by whom activities will be accomplished. For any tree planting project, you must provide a summary of at least a 3-year maintenance plan.*

Most of the long-term maintenance, monitoring and management of the newly planted trees will be completed by the forestry technician, with occasional assistance by the park maintenance staff. In addition the residents will be asked to "adopt" the tree on the boulevard adjacent to their residence for purposes of watering.

Staff will inspect all trees for disease and insect problems, and adequate mulch each year. Pruning needs will be determined by trained city staff after the first year.

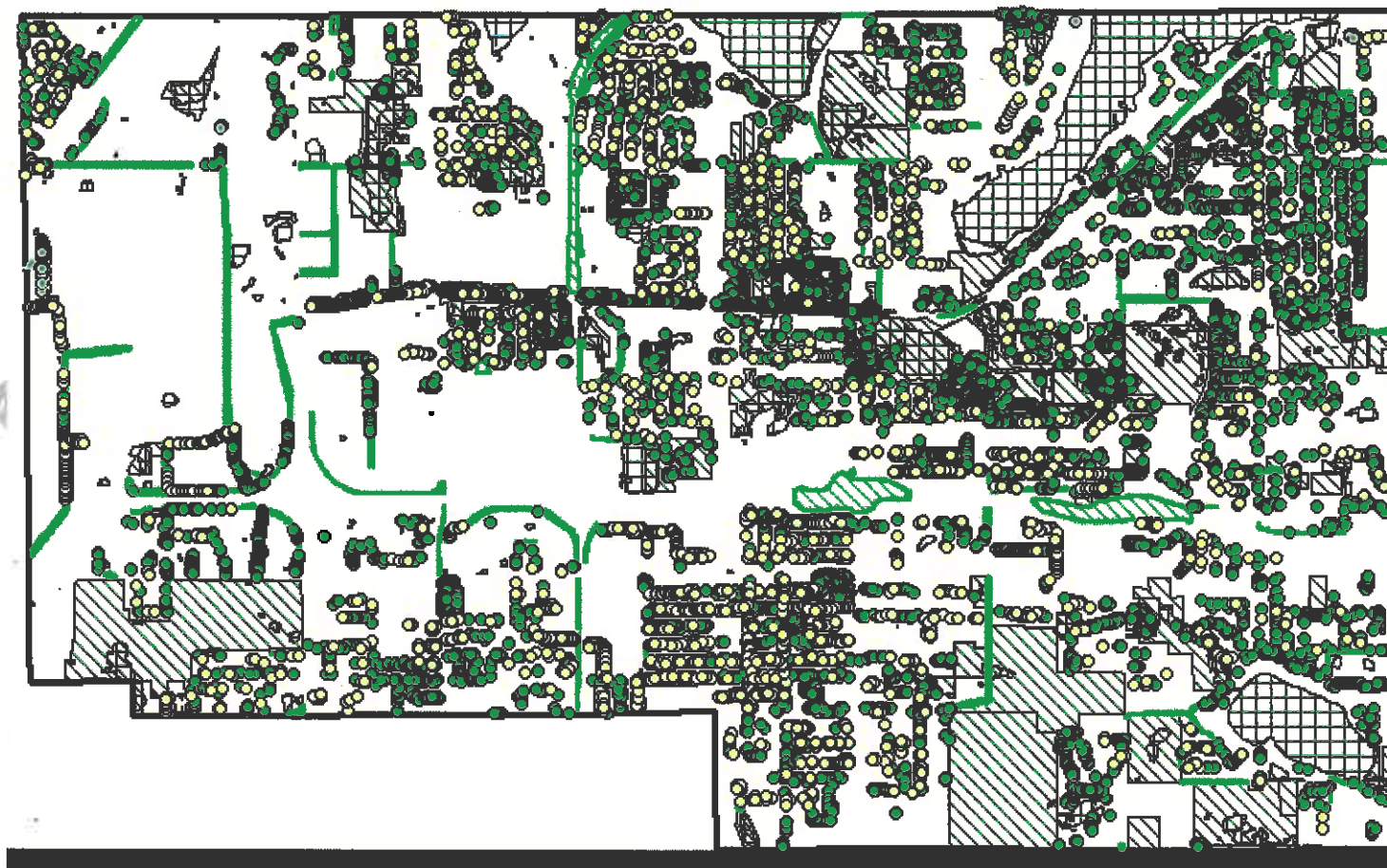
The tree maintenance aspects for the School Forest component will be coordinated by the School Forest Committee and implemented by the students and other school volunteers.

B. What is the community doing to build capacity towards long-term management of this project or a community forestry program independent of state funding? Describe any existing management plans.*

Recently the city of Roseville developed and the city council adopted an EAB Preparedness Plan, updated its Public Tree Master Plan and revised its tree ordinance. City staff completed a public tree inventory. The city is working cooperatively with the Department of Agriculture in monitoring for EAB.

The Parkview Center School continues to educate students through the use of their School Forest. They have a history of working cooperatively to accomplish site development and educational goals, utilizing volunteers and partnerships with several organizations within the community including: Minnesota DNR, US Forest Service, University of Minnesota, Rainbow Tree Care, S&S Tree Specialists, and the City of Roseville.

*Note: Please see Required Local Program Components in the Guidelines for documents that are due upon completion of the grant project. Those documents should be included with the Final Report and Invoice form.



CITY OF ROSEVILLE
MAP OF AVAILABLE PLANTING SPACES

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5-21-12
Item No.: 7.g

Department Approval



City Manager Approval



Item Description: Acceptance of a Conservation Partners Legacy Grant for Langton Lake Park

BACKGROUND

The Parks and Recreation Department has received notice of being awarded a Conservation Partners Legacy (CPL) Grant from the Minnesota Department of Natural Resources for Natural Resource Restoration at Langton Lake Park. The application is attached.

The proposed project will restore approximately 20 acres of upland (oak) forest, as well as restore approximately 140 feet of eroded shoreline near the public fishing pier. The amount awarded was \$89,168. There were 66 eligible CPL grant applications received for a total of \$6.6M. Of those, 38 grants for a total of \$2.6M were funded.

The next step in the process is for the DNR to give final approval to a work plan, describing the specific work and how it will be done. This is currently being developed.

It has been with anticipation of the Park and Recreation Renewal Program that grants have been pursued where matching funds might be required. The proposed project application was for \$89,168 with an in-kind City match of \$320 and a City cash match of \$9,880 proposed to be taken from the Parks and Recreation Renewal Program Budget.

POLICY OBJECTIVE

This proposal is consistent with the City's Natural Resource Management Plan, Parks and Recreation System Master Plan and leveraging non-city money through grants to further City efforts.

FINANCIAL IMPLICATION

The grant application is for \$89,168 with a \$9,880 City cash match proposed to be taken from the approved Parks and Recreation Renewal Program Budget.

STAFF RECOMMENDATION

Staff recommends accepting the Conservation Legacy Partners (CLP) Grant in the amount of \$89,168 from the Minnesota Department of Resources for Natural Resource Restoration at Langton Lake Park.

33 COUNCIL ACTION REQUESTED

34 Motion authorizing the acceptance of a Conservation Legacy Partners (CLP) Grant from the Minnesota
35 Department of Natural Resources in the amount of \$89,168 for Langton Lake Park Natural Resource
36 Restoration with a City cash match of \$9,880 to be taken from the Parks and Recreation Renewal Program
37 Bond Funds.

Prepared by: Lonnie Brokke, Director

Attachments: A: Grant Application

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Conservation Partners Legacy Grant Application

Printed 2012-04-10

Project Contact

Project Name:	Langton Kids Fishing Lake Habitat Restoration	Project Manager:	Jeff Evenson
Organization Name:	City of Roseville	Title:	Parks Superintendent
Organization Type:	Government	Phone:	651-792-7107
Mailing Address 1:	2660 Civic Center Drive	Email:	jeff.evenson@ci.roseville.mn.us
Mailing Address 2:			
City:	Roseville		
State:	MN		
Zip Code:	55113		

Project Summary

Project Location Summary

Primary County:	Ramsey	Secondary Land Ownerships:	
Project Site Name:	Langton Lake		
Primary Land Ownership:	Local		

Project Activity Summary

Primary Activity	Restoration	Primary Habitat Type:	Fish, Game or Wildlife Habitat
Additional Activities:	Enhancement		
Total Project Sites:	1	Additional Habitats:	Forest
Total Project Acres:	51		

Project Funding Summary

Grant Request Level:	> \$25,000
Total Grant Amount Requested:	\$89,168
Total Match Amount Pledged:	\$9,908
Additional Funding:	\$320
Total Project Cost:	\$99,395
Estimated Project Completion Date:	0013-06-30

Additional Funding Details: Roseville City staff time to coordinate grant activities/contractor(s)

Summary

The proposed project is located at Langton Lake Park, a heavily visited park in the City of Roseville. Langton Lake is a Kids Fishing Lake and is regularly stocked with the goal of attracting and retaining urban youth as life-long anglers. Langton Lake has good water quality and the upland around the lake supports moderate quality oak forest that provides an important buffer to the lake, as well as offering habitat to resident and migratory wildlife. The proposed project will restore a minimum of 20 acres of upland (oak) forest, as well as restore approximately 140 feet of eroded shoreline near the public fishing pier.

Problem Statement

Langton Lake has good water quality for an urban lake and the surrounding upland supports quality oak forest habitat. However, the shoreline in select areas of the lake is eroding and the upland forests have been colonized by invasive, nonnative shrubs and trees. Currently, the area between and existing trail and the lake is maintained as mowed turf grass with occasional trees and reed canary grass up to the lakes edge, where eroding, undercut banks drop 2 - 4' into the Lake bottom. Erosion has eliminated emergent vegetation and fishery habitat along the shoreline. The City is considering projects that would help protect the water quality of Langton Lake through development of rain gardens and other alternative stormwater treatment strategies (a project not related to this grant request). Restoring shoreline habitat will improve water quality and the overall quality of fish and wildlife habitat. Restoring adjacent upland forests will improve the buffering capacity to the lake as well as improve habitat availability and quality of habitat for resident and migratory wildlife, including 12 Species in Greatest Conservation Need known or probable users of the site. This project is timely and critical to improving the native habitat at this site, particularly because it will manage invasive upland and aquatic plant species that will likely displace native aquatic and upland species in the near future. This is particularly true for Eurasian water milfoil, first documented at Langton Lake in 2007. The city is currently researching options to treat milfoil at the site as a complement to the work outlined in this grant (the city is not seeking CPL funding for this work).

Project Objectives

The project funding is sought for restoration of oak/hardwood forest and shoreline habitat. Forest Restoration: The forest areas at Langton Lake were identified in the Roseville Parks NRMP as having high potential for restoration. The mature oak trees at the park provide important habitat, particularly for forest nesting birds such as wood ducks. These areas also provide important seasonal habitat for migratory birds. The objective for upland areas is to improve the overall habitat composition, structure and function for both resident and migratory wildlife. This is particularly true for migratory birds, which use the wetland and upland habitats around the lake at a remarkably high rate for an urban area. Shoreline Restoration: Shoreline restoration activities will consist of minor re-shaping of the shoreline to recreate a more natural and safe shoreline profile, temporary wave protection during plant establishment using a biolog or similar product, and restoration of the area with a diverse, local ecotype native vegetation. Native plants for the aquatic, wet meadow and upland buffer will be planted in this area to restore fishery habitat along the shoreline while providing several other benefits including: stabilizing soil to prevent erosion, and filtering solids, nutrients, and other harmful substances. Other benefits of restoring a native buffer include habitat for feeding, roosting, breeding and rearing of young birds and animals; and cover for safety, movement and thermal protection for many species of birds and animals. The location of this may also offer future educational opportunities for shoreline habitat restoration due to the heavy use of the trail in the park.

Methods

Forest Restoration Oak/forest areas will be restored using the following activities: Forest restoration work will include initial focused effort to treat invasive, nonnative shrubs that are currently impacting the overall habitat composition, structure and function at the site. Work will include cut/treat of invasive woody and herbaceous species. Prescribed burn is anticipated for select areas of the woodland as site preparation for species enrichment seeding using diverse local ecotype native grass, sedge and flower seed. The seed mix will exceed seeding density and diversity used in MN State seed mixes with more than 40 seeds per square foot, 25 of which are flowers and/or sedges and a total of more than 30 native species. Follow-up treatment of invasive woody/herbaceous seedlings will be conducted through the period of the grant and beyond to minimize the risk for resurgence of nonnative European buckthorn, honeysuckle, Siberian elm, garlic mustard, and similar species. Invasive/nonnative tree/brush will be cut and treated in winter 2012-13. Invasive species too small to be cut will be foliar treated during fall and/or spring periods when invasives are green but the majority of native plants are dormant. Supplemental native seeding will be integrated with brush cutting. We also anticipate integrating a prescribed burn of select woodland areas to further impact invasive, nonnative vegetation and to prepare the site for enrichment seeding described above. Shoreline Restoration is proposed for an area on the west side of the lake, near the fishing pier. Because there is an abrupt drop off of the shoreline, it may be necessary to complete minor reshaping to stabilize the slope. The area will be stabilized with biolog, blanket and planted to a diverse mix of native plants. The planted area will have fencing to protect the plantings from canada geese and park users. Vegetative maintenance to remove invasive will occur for 2-3 seasons. All work will be conducted by, or under the direct supervision of restoration ecologists to ensure the best outcome for on-the-ground work. The City of Roseville intends to work with Stantec Ecologist Paul Bockenstedt to successfully complete the work outlined. The city is considering other work that will benefit wildlife habitat and fishing access at this site, including treatment of Eurasian water milfoil and alternative stormwater treatment features to improve water quality in the lake.

Project Timeline

Time Frame

Summer 2012

Fall 2012 - Winter 2012-13

Late winter/Spring 2013

Summer 2013

Fall 2013

Spring/summer 2014

Goal

Initial Shoreline Restoration work

Cut/treat invasive brush/trees

Oak forest habitat seeding

Grow-in maintenance, shoreline/oak forest

Treat invasive shrub seedlings/garlic mustard

Maintain plantings/spot treat invasives

Project Information

1. Describe the degree of collaboration and local support for this project.

The City of Roseville Parks will lead this effort and will continue the strong relationship it has with DNR Fisheries to continue offering a quality Kids Fishing lake experience. We will work with MN DNR AIS staff to plan for and conduct Eurasian Water millfoil treatment. Likewise, Roseville will work with the Rice Creek Watershed District as they plan for alternative stormwater treatment features at Langton Lake. Langton Lake has a strong local resident volunteer base that actively participate in planning for and conducting natural resource monitoring. This group is supportive of projects that will improve the quality of aquatic and upland resources at the park, including the proposed work. Volunteers will be utilized for on ground restoration activities. The City of Roseville recently approved a bonding effort specifically dedicated to improving parks, including restoration of existing native habitats and reconstruction of native habitats within each park.

2. Describe any urgency associated with this project.

This project is critical to improving the native habitat at this site, particularly because it will manage invasive upland and aquatic plant species that will likely displace native aquatic and upland species in the near future. This is particularly true for Eurasian water milfoil, first documented at Langton Lake in 2009. The city is considering the treatment of milfoil at the site as a complement to the work outlined in this grant (city is not seeking CPL funding for this work). Integrated with the work proposed in this grant the city is considering the development of water quality treatment features (rain gardens, infiltration features, and/or permeable pavement) at key locations around Langton Lake to reduce nutrient input to the lake. Langton Lake has a history of overall good water quality. Retrofitting stormwater infrastructure here would be an important aspect of further protecting the lake, aquatic habitat, and providing a quality fishing experience to urban residents.

3. Discuss if there is full funding secured for this project, the sources of that funding and if CPL Grant funds will supplement or supplant existing funding.

The City of Roseville has sufficient funds to meet the match and in-kind obligations outlined in this grant application. CPL funding would supplement (not supplant) existing funding.

4. Describe public access at project site for hunting and fishing, identifying all open seasons.

Langton Lake is a MN DNR Kids Fishing Lake with multiple access points for public fishing, including a fishing pier. Due to the lake and oak forest occurring within the City of Roseville, public hunting is not permitted.

5. Discuss use of native vegetation (if applicable).

The native seeding and planting proposed for the shoreline and oak forest restoration at this site will use local ecotype plant materials where practicable. The City's restoration contractor (Stantec) can provide seed/plant materials that have a geographic origin within 25-50 miles of the site, for nearly all species.

6. Discuss your budget and why it is cost effective.

The proposed costs are consistent with past restoration projects we have undertaken and are within the competitive range of bid prices in this region for the listed on-the-ground restoration activities.

7. Provide information on how your organization encourages a local conservation culture. This includes your organization's history of promoting conservation in the local area, visibility of work to the public and any activities and outreach your organization has completed in the local area.

Roseville Parks will lead and manage this project and has a strong history of working with the MN DNR for fish stocking, as well as successfully completing MN DNR grants. Roseville Parks has a strong volunteer and citizen scientist program across its park system. The local Parks and Recreation Commission is highly supportive of natural resource protection, restoration and long-term management, recently identifying natural areas restoration as a top priority for the entire park system. The City operates the Harriet Alexander Nature Center that reaches out to local students and citizens to increase awareness of natural resources. Roseville Parks have also partnered with the Wildlife Rehabilitation Center, whose facility to restore health to injured wildlife is in Roseville's Central Park.

Site Information

Land Manager

Name:	Bill Malinen	Phone:	651-792-7021
Organization:	City of Roseville	Email:	bill.malinen@ci.roseville.mn.us
Title:	City Manager		

Site Information

Land Ownership:	Local	Acres:	21
Site Name(s)	Langton Lake Park	Open to Public Hunting?	No
Activity	Restoration	Open to Public Fishing?	Yes - all
Habitat	Fish, Game or Wildlife Habitat		



Budget Information

Organization's Fiscal Contact Information

Name:	Jeff Evenson	Street Address 1:	2660 Civic Center Drive
Title:	Parks Superintendent	Street Address 2:	
Email:	jeff.evenson@ci.roseville.mn.us	City:	Roseville
Phone:	651-792-7107	State:	MN
		Zip Code:	55113

Budget Subtotals

Budget Item	Grant	Match	Total		
Personnel	\$0	\$320	\$320		
Contracts	\$89,195	\$9,880	\$99,075		
Fee Acquisition with PILT	\$0	\$0			
Fee Acquisition without PILT	\$0	\$0			
Easement Acquisition	\$0	\$0		In-kind Total	Cash Total
Easement Stewardship	\$0	\$0		\$320	\$9,880
Travel (in-state)	\$0	\$0			
Professional Services	\$0	\$0			
DNR Land Acquisition Cost	\$0	\$0			
Equipment/Tools/Supplies	\$0	\$0			
Additional Budget Items	\$0	\$0			
Total:	\$89,195	\$10,200	\$99,395		

Details

Personnel

Name	Title / work to be completed	Amount	Grant/Match	In-kind/Cash
Roseville Parks Staff	Grant coordination/admin	\$320	Match	In-kind
Totals	Grant: \$0 Match: \$320	Total: \$320		

Contracts

Contractor Name	Contracted Work	Amount	Grant/Match	In-kind/Cash
Stantec	140LFShoreline restore	\$32,630	Grant	
Stantec	20ac Oak forest invas cut/trt	\$17,730	Grant	
Stantec	40-60acTreat inv sdlgs/weeds	\$30,420	Grant	
Stantec or NRR, Inc.	Prescribed burn-oak forest	\$2,925	Grant	
Stantec	Native woodland seed/seedling	\$2,790	Grant	
Stantec	Project coordination/mgmt	\$2,700	Grant	
Stantec	140LFShoreline restore	\$3,595	Match	Cash
Stantec	20ac Oak forest invas cut/trt	\$1,970	Match	Cash
Stantec	40-60acTreat inv sdlgs/weeds	\$3,380	Match	Cash
Stantec or NRR, Inc.	Prescribed burn-oak forest	\$325	Match	Cash
Stantec	Native woodland seed/seedling	\$310	Match	Cash
Stantec	Project coordination/mgmt	\$300	Match	Cash
Totals	Grant: \$89,195 Match: \$9,880	Total: \$99,075		

Project Review and Approval

At least one Land Manager Review and Approval form is required for each grant application. There must be one submitted for each Land Manager named on the site information tab. You may attach as many as needed to this page. This form fulfills the following requirements:

- Provides the results of the Natural Heritage Database Review,
- Allows for technical review of the project by the Land Manager, and
- Verifies that the public agency approves the work to be done (or acquisition) on land they manage.

If you are working within a public water, you must ALSO submit a Public Waters Project Form. One form is required for each DNR Hydrologist you must consult. See the Request for Proposal for more information about working in public waters.

No late Land Manager Review and Approval Forms will be accepted. Applications lacking any necessary approval forms will be deemed incomplete and not considered for funding.

Answer the following questions, then attach the form(s)

No Natural Heritage elements were found within my project site(s):

Project Review and Approval Forms

Uploaded Form 1

Uploaded Form 2

Additional Information

Describe your organization's ability to successfully complete this work, including experience in the area of interest and ability to successfully implement the proposed project. Include descriptions of your most recent grant experience and if the expected outcomes were achieved.

The City of Roseville has a history of successfully implementing a wide variety of grants throughout its history. Over the course of the last 10 years, the City has been successful completed three MN DNR grants, including one Metro Greenways planning grant (Roseville Parks Natural Resource Inventory and Management Plan), one Metro Greenways Restoration Grant (Reservoir Woods Forest Restoration), and one MN DNR Shoreline restoration grant (Bennett Lake). The City has also partnered with a variety of nonprofits, watersheds and other entities to successfully secure and complete a variety of other grants related to natural resources management. In each of these cases, the project-specific goals were achieved. Roseville is dedicated to increasing the amount of natural areas/native habitats in the City's park system. City staff and the Park & Recreation Dept. have support from the citizens of Roseville to implement an ambitious restoration program to expand natural areas in parks, and maintain existing quality natural areas.

Supplemental Documents

Upload additional information here (limited to Partner Commitment Letters, Letters of Support, Easement information, etc.). If you exceed the size limit with these required documents, contact CPL Grant Staff prior to the application deadline to discuss options. Contact information can be found on the CPL website or by clicking [here](#).

Final Application Submission

This completes your CPL Grant Application. Please take the time to revisit the previous sections and make sure you have entered everything completely and correctly. Once you hit the submit button below, you will not be able to return to this application to make changes.

- ✓ I certify that I have read the Conservation Partners Legacy Grants Program Request for Proposal, Program Manual and other program documents, and have discussed this project with the appropriate public land manager, or private landowner and easement holder.
- ✓ I certify I am authorized to apply for and manage these grant and match funds, and the project work by the organization or agency listed below. I certify this organization to have the financial capability to compete this project and that it will comply with all applicable laws and regulations.
- ✓ I certify that all of the information contained in the application is correct as of the time of the submission. If anything should change, I will contact CPL Grant Staff immediately to make corrections.
- ✓ I certify that if funded I will give consideration to and make timely written contact to Minnesota Conservation Corps or its successor for consideration of possible use of their services to contract for restoration and enhancement services. I will provide CPL staff a copy of that written contact within 10 days after the execution of my grant, should I be awarded.
- ✓ I certify that I am aware at least one Land Manager Review and Approval form is required for every application and at least one Public Waters Contact form is required for all public waters work. I am aware I must submit all completed forms by uploading them into this application. I have attached the required type and number of forms as necessary for this project.
- ✓ I am aware that by typing my name in the box below, I am applying my signature to this online document.

Signature:

Jeffrey M Evenson

Organization / Agency:

City of Roseville

Title:

Parks Superintendent

Date:

2012-02-08

Administrative Use Only Funded? Grant Round: **Fiscal Year 2012, Round 2**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 5-21-12
Item No: 7.h

Department Approval



City Manager Approval



Item Description: Acceptance of a Metropolitan Regional Arts Council Grant for the 2012 Summer Entertainment Series.

BACKGROUND

Roseville residents and community guests have enjoyed performances at the Roseville Central Park Frank Rog Amphitheatre for many years. In 2012, Roseville Parks and Recreation, under the guidance of the Parks and Recreation Commission, will provide an arts integrated focus throughout the summer entertainment series. Artists share their talents with the community three evenings each week, Tuesday, Thursday and Sunday, late May through August. Funding for Roseville's summer performance series is supplemented by sponsorships, donations and grants.

The Metropolitan Regional Arts Council offers a community arts grant program to stimulate and encourage the creation, performance and appreciation of the arts in the seven county metropolitan area of Minnesota.

The Metropolitan Regional Arts Council has awarded the City of Roseville a community arts grant for \$5,000 to assist in funding the summer performance series in the Frank Rog Amphitheatre. The grant application is attached.

POLICY OBJECTIVE

The attached proposal is consistent with the policy of leveraging other public and private resources to obtain funding that offsets the cost of providing programs, services and facilities for Roseville residents. It is also consistent with efforts to partner with other agencies.

FINANCIAL IMPLICATIONS

The City must provide matching funds of \$1250 which has been identified in the approved 2012 Parks and Recreation Budget.

STAFF RECOMMENDATION

To continue to provide excellent community art focused activities, staff recommends that the City accept a grant from the Metropolitan Regional Arts Council in the amount of \$5,000 to assist in the offering of a art focused summer concert series in Roseville Central Park Frank Rog Amphitheatre.

32 COUNCIL ACTION REQUESTED

33 Motion authorizing the acceptance of a grant from the Metropolitan Regional Arts Council for \$5,000 to assist
34 in offering an art focused summer entertainment series in the Central Park Frank Rog Amphitheatre with
35 matching funds of \$1,250 to be taken from the approved 2012 Parks and Recreation Budget.

Prepared by: Lonnie Brokke, Director

Attachments: A: Grant Application

36

**2011-2012 Community Arts
Application Number SG12-2-107**

**GRANT AGREEMENT
BY AND BETWEEN THE METROPOLITAN REGIONAL ARTS COUNCIL
AND
Roseville Parks and Recreation**

THIS AGREEMENT is effective March 27, 2012, by and between the Metropolitan Regional Arts Council (hereafter referred to as MRAC) and Roseville Parks and Recreation (hereafter referred to as "Grantee").

WHEREAS, the MRAC has received block grant funds from the Minnesota Arts and Cultural Heritage Fund to distribute to applicants for the purpose of stimulating and encouraging the creation, performance, and appreciation of the arts in the seven-county metropolitan area of Minnesota; and

WHEREAS, the Grantee has applied to the MRAC for an Community Arts ; and

WHEREAS, the MRAC has found the Grantee's project to meet or exceed the established review criteria;

WHEREAS, the MRAC desires to assist the Grantee by awarding an Community Arts ;

NOW, THEREFORE BE IT RESOLVED, that the MRAC and the Grantee agree as follows:

I. GRANT AMOUNT

A. Total Grant Amount. The MRAC shall pay to the grantee or to the grantee's fiscal agent, if applicable, an amount not to exceed \$5000. Grant funds shall be distributed to the Grantee within forty-five (45) days of execution of this agreement.

B. Grantee's Match. The Grantee's share of the financial support for the project shall be at least 25% of the total MRAC award as set forth in the Grantee's application for grant assistance, which is attached to this agreement as Exhibit A and incorporated into this agreement. This match must be cash income as detailed in Exhibit A.

II. USE OF GRANT FUNDS

A. Authorized Use of Grant Funds. The project described in Exhibit A was recommended and approved for funding by panel and board based on the information and description contained in Exhibit A. Grantee is authorized to use the grant funds only to carry out the project in accordance with the specifications contained in Exhibit A. Any changes to the content of the project or the project budget, particularly in regard to payment to artists, must be reviewed and approved in advance by MRAC staff. Such changes not reviewed and approved in advance by MRAC staff may constitute a violation of the authorized use of grant funds.

B. Unauthorized Use of Grant Funds. Upon a finding by the MRAC that the Grantee has made an unauthorized use of grants funds or that the Grantee received grant funds but failed to submit required narrative summary and financial reports, and upon a demand by the MRAC for repayment, the Grantee agrees to promptly repay such amounts to the MRAC.

III. ACCOUNTING

A. Accounts and Records. The Grantee agrees to establish and maintain accurate and complete separate accounts and records relating to the receipt and expenditure of any and all grant funds and cash match items for the project as set forth in Exhibit A.

The project accounts and records shall be retained by the Grantee during the grant period specified in Section V, paragraph A of this agreement, and for at least three (3) years following the expiration of the grant period.

B. Audit. The project accounts and records of the Grantee shall be audited in the same manner as all other accounts and records of the Grantee are audited. The Grantee's project accounts and records may be audited and/or inspected on the Grantee's premises or otherwise by individuals or organizations designated and authorized by the MRAC at any time following reasonable notification during the grant period specified in Section V, paragraph A of this agreement, and for three (3) years following the expiration of the grant period.

IV. REPORTS

A. Interim Report. For a project whose completion date is more than six (6) months beyond the project starting date specified in Exhibit A, the Grantee may be asked to submit to the MRAC at the mid-point of the project a narrative summary of the progress of the project to date and a financial report indicating project expenditures to date, the match raised to date, and such other information which may be requested by the MRAC. Failure to comply may result in termination of the grant.

B. Final Report. Within 2 months of completion of the project, the Grantee shall submit to the MRAC a narrative summary and financial report for the project as described in Exhibit A, using the Final Report format provided to grantee by the MRAC. The MRAC shall evaluate the narrative summary and financial report to determine whether the grant funds were used in accordance with the provisions of this agreement and the project as described in Exhibit A and that:

1. The MRAC's share of the financial support of the project was not more than 80% of the project cost.
2. The major tasks to be funded by the grant funds were completed in a manner consistent with the project as described in Exhibit A;
3. That changes to any line item in the project budget as presented in Exhibit A of \$500 or more are satisfactorily explained; and
4. The Grantee complied with the terms of this agreement.

Organizations that have been previously funded in any program must fulfill final reporting requirements for all outstanding projects before new grant funds will be released. The final report due date for this project is 11/15/2012.

C. MRAC's Authorized Agent. For purposes of administration of the reporting and compliance provisions of the agreement, the MRAC's authorized agent is Jeff Prauer, Executive Director.

V. GENERAL CONDITIONS

A. Grant Period. The grant period shall commence on the effective date of the agreement and shall be in force and effect until the project end date as defined in Exhibit A. After the expiration of the grant period, all allocated grant funds which have not been expended or for which expenditures have not been committed by an executed contract or purchase order shall be returned to the MRAC.

B. Termination. This grant agreement may be terminated by the MRAC at any time upon thirty (30) days written notice to the Grantee if the Grantee fails to comply with one or more conditions of this agreement.

C. Amendments. The terms of this agreement including the project end date may be changed or modified only by mutual agreement of the parties. Such amendments, changes, or modifications shall be effective only on the execution of written amendment(s) agreed to and signed by the MRAC and the Grantee.

D. Equal Employment Opportunity. The Grantee agrees to comply with all applicable laws relating to nondiscrimination and affirmative action. In particular, the Grantee agrees not to discriminate against any employee, applicant for employment, or participant in this project because of race, color, religion, sex, national origin, disability or sexual orientation and to take affirmative action so that applicants and employees are treated equally with respect to employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay and other forms of compensation and selection for training.

E. Accessibility. The Grantee agrees in carrying out this project not to discriminate against any person because of disability, including persons participating as artists, staff, volunteers or audience members. The Grantee agrees to take affirmative action so that any request for special accommodation based on disability will be acted upon in a fair and reasonable manner that complies with all applicable laws.

F. Acknowledgment. The Grantee agrees that the following legend and logo(s) will appear on all graphic material, programs, and other publications related to the project:

This activity is funded, in part, by appropriations from the Minnesota State Legislature with money from the State's general fund, and its arts and cultural heritage fund that was created by a vote of the people of Minnesota on November 4, 2008.

Logos may be downloaded at <http://www.mrac.org/>



Oral acknowledgment must be given at any event for which there is no printed program and in any interviews with the media.

G. Binding Agreement and Assignment. Except as otherwise provided in the Grant project described in Exhibit A, the Grantee shall perform with its own organization the project work provided for under this grant agreement and shall not assign, subcontract, sublet, or transfer any of the project work described in Exhibit A without receiving the express written consent of the MRAC.

This grant agreement or any of the MRAC's rights and obligations under this agreement shall be assigned by the MRAC to any entity, including any entity affiliated with the MRAC, or to any successor of the MRAC or the MRAC's programs upon consolidation, reorganization, transfer or otherwise. This Grant Agreement shall inure to the benefit of and be binding on the MRAC and its successors and assignees and the Grantee and its successors and assignees, if any.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives.

GRANTEE: _____
APPLICANT ORGANIZATION (print name)

METROPOLITAN REGIONAL ARTS COUNCIL

BY: Jason Etten
SIGNING OFFICIAL* (print name)
Tasks and Rec Commission Chair
TITLE OF SIGNING OFFICIAL
[Signature]
SIGNATURE OF SIGNING OFFICIAL
DATE: 4-14-12

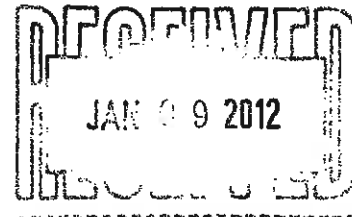
JEFF PRAUER, EXECUTIVE DIRECTOR

DATE: _____

* Note: The Signing Official must be a board/advisory officer or project director.

COVER PAGE

Community Arts



Amount of Request \$5,000
 Total Project Cost \$20,910

Project Start Date 03/24/2012
 mo. / day / yr.
 Project End Date 09/15/2012
 mo. / day / yr.

Applicant Group Roseville Parks and Recreation

☒ History of arts programming ☐ No history of arts programming as a group

Address 2660 Civic Center Drive

City, State, Zip Roseville, MN 55113

Phone 651-792-7163

Fax 651-792-7160

E-mail debbie.cash@ci.roseville.mn.us

Web Address www.cityofroseville.com/parks

County Ramsey

MN House District 54A

(District numbers are required. Call House Information at 651-296-2146 or visit <http://www.gis.leg.mn/openlayers/districts>)

Project Contact Debbie Cash

(The contact person should be available to answer questions about this application.)

Phone (w) 651-792-7163

(h) 612-722-4705

(fax) 651-792-7160

E-mail debbie.cash@ci.roseville.mn.us

If your group is not using a fiscal sponsor, this section will be blank:

Fiscal Sponsor _____

Address _____

City, State, Zip _____

Contact Person _____

Phone (w) _____

E-mail _____

Project Summary: Describe your project in fewer than 50 words.

For the 2012 Live at the Rog performance series, we would like to offer arts integration throughout the summer as well as themed "Signature Events" for Family Fun, Roots Music, and Cultural Exchange. In particular, we plan to blend arts integration with cultural exploration through several Cultural Exchange Signature Events. These events will offer a rich representation of the chosen cultures through diverse, interactive arts activities.

Complete this form or generate your own form
with the same information in the same format.

NARRATIVE

ARTISTIC QUALITY

Roseville's **Live at the Rog** summer performance series has been providing a wide variety of excellent performance art free to residents of Roseville and the surrounding community for over twenty years. During this time, the series has become a diverse collection of interdisciplinary, multicultural, intergenerational, and local performance art that provides accessible and diverse arts experiences to all who attend. Thirty two performances will be presented in the summer of 2012 at the Roseville Central Park Frank Rog Amphitheatre.

The 2011 performance series included an expanded, full-week Rosefest experience providing integrated arts "pairings" and a refined summer lineup featuring monthly themed "Signature Events." For the 2012 series, we would like to offer arts integration *throughout* the summer as well as retain themed Signature Events for Family Fun, Roots Music, and Cultural Exchange. In particular, we plan to blend arts integration with cultural exploration through several Cultural Exchange Signature Events. These events will offer a rich representation of the chosen cultures through multiple arts experiences that are interactive with the audience.

Examples of the new Cultural Exchange Signature Events might be:

- West African drums & rhythm, dance, storytelling, traditional clothing, and language
- Japanese traditional music and dance, kimono demonstration, origami projects, and a theatrical presentation of Hmong folk tales
- Mexican dance styles lesson with live music and a bi-lingual puppet show (English/Spanish)

Roseville Parks and Recreation's **Live at the Rog** performance series seeks each year to improve and expand the approach to offering high quality, accessible, hometown performing arts experiences to the Roseville area community. Enhanced and expanded community arts programs come with increased costs. For this reason, Roseville Parks and Recreation requests grant funding from the Metropolitan Regional Arts Council to support the artistic goals for the 2012 **Live at the Rog** series.

ARTISTIC CHALLENGE

Roseville is a community that appreciates opportunities for high quality arts experiences in their area. One challenge for the 2012 **Live at the Rog** series will be the integration of performing, visual and literary arts for the Cultural Exchange Signature Events. In addition, it will be a challenge for all the Signature Events to strike a balance between diverse performing arts interests in our community while also serving the community across populations.

In planning the Cultural Exchange Signature Events for 2012, we seek to emphasize the interrelationships between different art forms, including various types of music, theatre and

dance as well as textile arts, puppet and prop design, script and creative writing, and visual art. Music and drumming will be presented as something to move and dance to. Dance, live and puppet theater will be associated with textile art, clothing styles, and script writing. African drums will illustrate its inspiration for storytelling and costume design. These integrated arts experiences are intended to enhance audience appreciation and understanding of the different cultures being represented.

The themed Signature Events planned for the summer of 2012 will continue to address a wide range of age groups, cultural perspectives, and artistic traditions in the community. The featured themes of Family Fun, Roots Music, and Cultural Exchange need to be intermingled in the schedule to make performing arts accessible to the greatest number and variety of community residents. An aging local population combined with young families moving into the area requires more performances geared toward senior groups as well as multi-generational family groups. Changing population demographics in Roseville illustrate the need to provide arts access for increasing populations of Pan-Asian, Mexican, and African residents as well as to facilitate cultural understanding among members of the community audience.

The greatest artistic challenge for the 2012 **Live at the Rog** series will be to locate and engage performers with the richness of artistic expression to achieve the vision for this series. As the overall budget has not increased for this fiscal year, the only way to assure the high quality needed for this project will be to receive the financial backing of a Metropolitan Regional Arts Council Community Arts Grant.

ABILITY

Roseville's **Live at the Rog** planning team considers community interests and seeks advice from colleagues in an effort to bring the most talented, unique and engaging artists to Roseville. The program manager works with the planning team to evaluate feedback from the previous year's performers, program volunteers and audiences. The planning team also evaluates and considers proposals submitted by new artists and community members. Suggestions and comments are considered during this phase of program development and a pool of potential performers is created. The program manager contacts referrals for new performers to determine their appropriateness and appeal and adjusts the list of potential artists accordingly. Artists are then contacted to confirm availability and discuss fee structures.

Strict attention is paid to the annual budget for the **Live at the Rog** series. The Parks and Recreation department is responsible for staying within an established annual budget when developing the performance calendar. The focus on Cultural Exchange Signature Events, as well as continuation of the other themed Signature Events, comes with increased artistic fees that cannot be met without assistance from the Metropolitan Regional Arts Council's Community Arts Grant.

Promotional efforts for the **Live at the Rog** series are multi-faceted. In early May, a four-color promotional flyer announces the upcoming season and lists all performances. This flyer is

mailed directly to over 15,000 households in Roseville by way of the Roseville City News, a bi-monthly community newsletter. In addition, 8,000 flyers are made available throughout the spring and summer at all City of Roseville facilities and are hand distributed at the annual Rose Parade, which attracts 17,000 curbside viewers.

The **Live at the Rog** list of performers is included on the Parks and Recreation web page of the City of Roseville's website. In addition, photos of artists and audience members are posted on the website's photo gallery, and many artists list performances on calendars and websites of their own. Each performance receives top billing on the Roseville Central Park marquee sign, which greets visitors at the park entrance and is viewed by thousands of passers-by each day. Performances are also highlighted weekly in the "Upcoming Events" section of the Roseville Review, the local suburban newspaper.

Evaluation is a key element in the overall management of the **Live at the Rog** series. The process of evaluating each performance is ongoing throughout the season and is done on multiple levels. Staff members attend performances to gauge audience reaction firsthand and to critique performers. The performers are asked to provide feedback about their on-stage experience. Audience members are interviewed and their opinions are recorded. When assessing performances, the following criteria are considered. All forms of evaluation are compiled and used when scheduling future performances.

COMMUNITY NEED/SUPPORT

Roseville is a first ring suburb – a mature community where tree-lined streets lead to established neighborhoods and solid commercial development. The community embraces opportunities to support and participate in a wide range of leisure activities. Roseville is about families living together, employees working together, children playing together - a community coming together to participate in and appreciate the arts. The City of Roseville has always provided a comfortable, enjoyable, and convenient location where people can live, work, play and perform. Residents enjoy abundant parks, nationally recognized City services, a growing economic base, low city taxes, and convenient placement that combine to make it a great place to raise a family, start a business, and enjoy the arts. Nearly 7,000 people attend the **Live at the Rog** series each summer season.

The Roseville population is older than that of most Twin Cities suburbs, with 40% of all homes having a household head over the age of 55. As housing becomes available, mid-career, two-income families with grade school and middle school children are moving into the area. In addition, the ethnic composition of Roseville has become more diverse. The non-white population has doubled since 2001 and continues to rise. According to data from the 2010-11 Minnesota Automated Reporting Student System, enrollment numbers in the Roseville Area Schools are increasing for Pan-Asian, African, and Mexican students. There is great potential for embracing these students and their families by offering performances from their (or similar) cultures through Cultural Exchange Signature Events.

The Roseville community demonstrates its support of the **Live at the Rog** series through gifts of resources and donation of funds. Community civic groups and local businesses contribute over \$4,000 annually toward the expense of bringing high quality and diverse artists to our community. Community members volunteer over 100 hours as performance liaisons. City staff members maintain the Frank Rog Amphitheatre and develop and produce promotional and marketing materials. Lastly, tax-supported funds help to balance the financial responsibilities for performance fees and promotional costs. These funds come from a limited annual budget which has seen very little change in recent years. Maintaining and improving Roseville's **Live at the Rog** series requires the additional support made available with a Metropolitan Regional Arts Council Community Arts Grant.

DIVERSITY

Recognizing our community's diversity and celebrating both its similarities and differences is important to Roseville Parks and Recreation. The **Live at the Rog** planning team is dedicated to enhancing efforts that enrich and involve, connect and unite our diverse community. The plan for presenting Cultural Exchange Signature Events with the other themed Signature Events in 2012 is intended to satisfy a wide range of age groups, cultural perspectives, and artistic traditions within the community.

Efforts made to select artists that reach out to the varied interests of the Roseville community support our ultimate goal of promoting appreciation for the arts throughout the lifespan. Performances are planned for enjoyment by all ages, cultures, and artistic preference and encourage an appreciation for the arts throughout the Roseville population. Roseville Parks and Recreation hopes the **Live at the Rog** series acts as an agent to strengthen the bonds between community members, to develop community traditions, and to increase the sense of community place and pride.

The **Live at the Rog** planning team reflects the larger Roseville community. The team is culturally diverse and consists of young adults and senior citizens, parents of young families and teen-aged children, and artists with various backgrounds. Team members have a history of attendance at the **Live at the Rog** performances. They include new and long-term community residents, Parks and Recreation Commission members, students, business leaders, and city staff.

ACCESS

As a community, Roseville provides accessibility to all community-wide programs and facilities. The City of Roseville complies with ADA standards and provides support services for those in need. Our parks and programs are designed to encourage involvement and participation. Roseville's Central Park Frank Rog Amphitheatre, home to the **Live at the Rog** series, is completely accessible for audience members and artists. ADA requirements have guided the City in providing accessible parking, restrooms and seating.

Providing sign language interpreters is important in the effort to reach area residents with limited or restricted hearing capacities. All too often, individuals with special needs must leave their community to experience the arts. Efforts are made in Roseville to include sign language interpreters at selected performances throughout the summer.

All **Live at the Rog** events are free of charge. Every performance can be enjoyed without concern for the economic impact of admission fees. Free performances encourage people to take in a show by an artist they are unfamiliar with or an art form they have not experienced before. In today's economic climate, an opportunity to enjoy free, hometown entertainment is a treat and one that we expect will continue to draw large audiences.

Programming staff also regard the **Live at the Rog** series as an opportunity to demonstrate how the arts can be accessible for youth. Young artists have the occasion to observe experienced artists and are exposed to positive role models.

MISSION AND HISTORY

Roseville Parks and Recreation has been in existence since the early 1960's and has been a partner and supporter of the arts since its inception. The City of Roseville believes the quality of life in a community and the appreciation for and respect of individuals is directly improved through arts participation and/or arts audience involvement. During the past 5 years, Roseville Parks and Recreation has taken an active role in the organization, development, facilitation and support of a wide range of arts organizations and arts experiences. A sampling of recent artistic experiences includes:

- Year-round theater produced and presented by the Rosetown Playhouse.
- Roseville Community Band, Roseville Big Band and Roseville String Ensemble.
- Dance classes and music lessons for youth, adults and seniors.
- Creative arts classes and drama classes for youth.
- Roseville Area Arts Council supporting community arts endeavors.
- Community art exhibits and shows.

Community involvement in the development of local arts activities includes:

- Community arts collaboration resulting in creation of the Roseville Area Arts Council.
- Addition of public art in the Roseville parks system.
- Extensive support of community theater troupes.

The benefits of a free series of community performance arts experiences are endless. Artistic experiences foster community pride, create a sense of belonging, encourage socialization, build family unity and positively impact our quality of life. These benefits can be enhanced in 2012 with funding from the Metropolitan Regional Arts Council Community Arts Grant.

PROJECT PERSONNEL

Deborah L. Cash
Recreation Program Supervisor
Performances in the Park Program Manager

Debbie Cash has worked in recreation program management and special event planning for nine years. She has organized and supervised several annual public events, including all the events at Roseville's Harriet Alexander Nature Center since 2003. She has coordinated event performances in music, dance, and theater, as well as interactive arts activities, natural history demonstrations and educational programs. This is her third year as Program Manager of the **Performances in the Park** series.

Qualifications:

- Proven ability to identify, contact, book, accommodate, and evaluate performing arts programs.
- Proven ability to coordinate facility and staffing needs for large, public events.
- Successful budget, sponsorship, and grant management experience.
- Experienced and creative special event promotions.
- Demonstrated high enthusiasm for integrating the arts into non-traditional relationships.

PROJECT PERSONNEL

Roseville Parks and Recreation Department

Roseville Parks and Recreation is recognized by industry leaders in the delivery of recreation services, the management of park and recreation facilities and the practice of operational systems. The American Academy for Park and Recreation Administration and the National Recreation and Park Association awarded Roseville with the National Gold Medal Award for excellence in park and recreation management. Roseville Parks and Recreation was awarded National Agency Accreditation for park and recreation services in 1994. Roseville was one of only eight communities nation-wide to be recognized by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) as a nationally accredited agency during its inaugural review. In 2004, Roseville's parks and recreation operations met all 156 standards in acquiring its ten year re-accreditation status. This is an outstanding industry accomplishment. Over the years, Roseville Parks and Recreation has been recognized on twelve separate occasions with the Metropolitan Recreation and Parks Association's Award of Excellence for Programming and Events, Parks and Facilities and Sponsorships and Partnerships.

Administration:

Lonnie Brokke, Director

Jill Anfang, Assistant Director

Jeff Evenson, Parks Superintendant

Kara Thomas, Department Assistant

Elen Swenson, Customer Service Representative

Kim Wagner, Customer Service Representative

Recreations Programs Division:

Eric Boettcher, Recreation Program Supervisor

Debbie Cash, Recreation Program Supervisor

Roxanne Maxey, Recreation Program Supervisor

Rick Schultz, Recreation Program Supervisor

PROJECT PERSONNEL

Roseville Parks and Recreation Commission

The Roseville Parks and Recreation Commission is an advisory committee that makes recommendations to the Director of Parks and Recreation, the City Manager and the Roseville City Council on all matters relating to parks and recreation programs, facilities and services.

The Commission is responsible for:

- ~ Providing a method for citizens' input concerning the city's parks and recreation facilities, programs, needs and concerns.
- ~ Identifying areas that may require action and/or change to promote a harmonious, safe, and responsive Parks and Recreation program.

Current Parks and Recreation Commissioners:

Jason Etten, Chair

David Holt, Vice Chair

Erin Azer

Mary Holt

Gale Pederson

Harold G. Ristow

Randall Doneen

Lee Diedrick

Greg Simbeck

Chloe Boehm, Youth Commissioner

Lonnie Brokke, Director

Jill Anfang, Assistant Director

PROJECT PERSONNEL

Artists

The following is a list of artists under consideration for the 2012 Performances in the Park series. Artists being considered include former performers in the series as well as new artists recommended by audience members and other community arts coordinators.

Cultural Exchange Signature Events

- Pan-Asian: Mu Performing Arts (Hmong Folk Tales), Sansei Yonsei Kai (dance, kimonos origami)
- West African: Titambe West African Drum and Dance Ensemble
- Mexican: The PuppeTellers, Arabella Estrellas (dance instructor), Los Amigos (music)

Themed Signature Events

- *Family Fun:* Teddy Bear Band, The Splatter Sisters, The Okee Dokee Brothers, The PuppeTellers, Intergenerational Concert (North Suburban Chorus and Ramsey Area High School Choir), Mu Performing Arts
- *Roots Music:* Big Walter Smith and the Groove Merchants, The Butanes, The Squires, Wild Goose Chase Cloggers, The Roe Family Singers

ADVISORY COMMITTEE

Roseville Parks and Recreation Commission

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Chloe Boehm, Youth Commissioner

Lonnie Brokke, Director

Jill Anfang, Assistant Director

PROJECT BUDGET/EXPENSES

Please check your math. Project budget errors or ineligible expenses may affect your MRAC request.

Estimated Expenses	Cash	Explanatory notes
1. Personnel (employee or contract) <i>Please break down by individual position.</i> <i>Indicate number of hours or full-time equivalent.</i>	Goods and services requiring cash payment.	
a. Artistic <u>Performer & artist fees</u>	<u>\$13,000.00</u>	Performer & artist fees for 32 performances. All performers are paid according to their own fee structure.
b. Administrative & other personnel <u>Program Manager (100 hours)</u> <u>Sound Technician (32 hours)</u>	<u>\$3,236.00</u> <u>\$700.00</u>	Program Manager spends 5% FTE developing, managing and evaluating the annual performance series.
c. Employee benefits & payroll taxes	<u>\$924.00</u>	
2. Supplies <u>cords, microphones, stands</u>	<u>\$250.00</u>	Stand parts break, cords get misplaced, mics stop working.
3. Printing & postage <u>color performance schedules & postage</u>	<u>\$2,000.00</u>	15,000 performance schedules mailed to residents and 8000
4. Space & equipment rental		
5. Transportation		
6. ADA-related costs (e.g., sign language interpreters, signage, printing) <u>sign language interpreter</u>	<u>\$800.00</u>	
7. Other (explain)		
8. TOTAL EXPENSES	<u>\$ 20,910</u>	

Complete this form or generate your own form with the same information in the same format.

PROJECT BUDGET/INCOME

Please check your math. Project budget errors may affect your MRAC request.

Estimated Income	Amount	Explanatory Notes You may use this space to provide additional information.
1. Grants and contributions <i>(Place MRAC request on line 4. Indicate secured funds with an *)</i>		
a. Individual contributions		
Sponsorships _____	\$4,000	Local businesses contribute to the series through sponsorships.
_____	_____	
_____	_____	
b. Foundations and corporations (be specific)		
_____	_____	
_____	_____	
_____	_____	
c. Government		
City of Roseville _____	\$11,410	
_____	_____	
d. Other (explain)		
Food Vendors _____	\$500	
_____	_____	
_____	_____	
Subtotal grants and contributions (add lines 1a-d)	\$ 15,910	
2. Earned income		
a. Sales _____	_____	
b. Admissions _____	_____	
c. Other (explain) _____	_____	
Subtotal earned income (add lines 2a-c)	\$ 0	
3. Add subtotals for parts 1 & 2		\$ 15,910
4. MRAC request (Must not be more than 80% of line 8, Total Expenses)		\$ 5,000
5. TOTAL INCOME (Add lines 3 & 4)		\$ 20,910
Must be equal to line 8, Total Expenses		

Complete this form or generate your own form with the same information in the same format.

ORGANIZATIONAL INCOME-AND-EXPENSE STATEMENT

Arts groups provide actual income and expenses for your most recently completed 12-month fiscal year. Non-arts groups provide only actual income and expenses from arts programming in your most recently completed 12-month year. †

Financial statement for the fiscal year beginning 01/01/2011 ending 12/31/2011

INCOME

Support (contributors)	Amount
Individual contributions	<u>\$4,000.00</u>
Foundations/corporations	<u>\$3,000.00</u>
Government grants	<u>\$8,000.00</u>
Other (specify)	
Vendors	<u>\$500.00</u>
City Subsidy	<u>\$7,500.00</u>

Revenue

Earned income	
(List major sources such as admissions, sales and fees)	
Program Fees	<u>\$59,000.00</u>
Other (specify)	
TOTAL INCOME	\$ <u>\$82,000.00</u>

EXPENSES

	Amount
Employee salaries & wages	<u>32500</u>
Employee benefits & payroll taxes	<u>4500</u>
Independent contractor, consultant & professional fees	<u>15000</u>
Supplies	<u>11000</u>
Printing and copying	<u>4500</u>
Postage & shipping	<u>2500</u>
Rent, utilities, equipment	<u>11000</u>
Transportation	<u>1000</u>
Other (specify)	
TOTAL EXPENSES	\$ <u>\$82,000.00</u>
Income less expenses	\$ <u>0</u>

Please describe the circumstances surrounding a substantial year-end surplus or deficit:

† Organizations with annual expenses nearing \$400,000 may be asked for additional information such as an audit.

If you already have an income-and-expense statement that contains this information on one page, you may submit it in its original form.

REQUEST FOR COUNCIL ACTION

Date: 5/21/2012

Item No.: 7.i

Department Approval



City Manager Approval



Item Description: Award Contract for Storm Water Ditch Erosion Repair

BACKGROUND

The drainage ditch adjacent to the Minnesota Commercial Railroad adjacent 2265 – 2285 County Road C is in need of immediate repair due to erosion of the railroad embankment. The intense rain event of July 16, 2011 washed away some of the vegetation and soils and there is a risk to the railroad tracks if we get additional intense rain events. This ditch is located in an easement on railroad property and the easement documents require us to protect the railroad embankment.

City staff developed a plan in conjunction with a structural engineer to protect the railroad embankment in this area by constructing a retaining wall to absorb the turbulence as the water enters the ditch from the large diameter pipe under County Road C. Staff solicited quotations from local contractors to complete this work as soon as possible. Staff received two quotations for constructing an engineered gabion basket retaining wall per project plans. A third company, Frattalone Companies was interested, but did not submit a quotation. The following are the submitted quotations:

Company	Quotation
Larson Contracting	\$41,280
Blackstone Contractors, LLC	\$61,575

POLICY OBJECTIVE

To maintain the structural integrity of our storm sewer system and protect private property from damage. Staff seeks to find the most cost effective purchasing opportunities to meet budgetary and operational objectives.

FINANCIAL IMPLICATIONS

This work is proposed to be funded from storm water utility capital improvement funds.

STAFF RECOMMENDATION

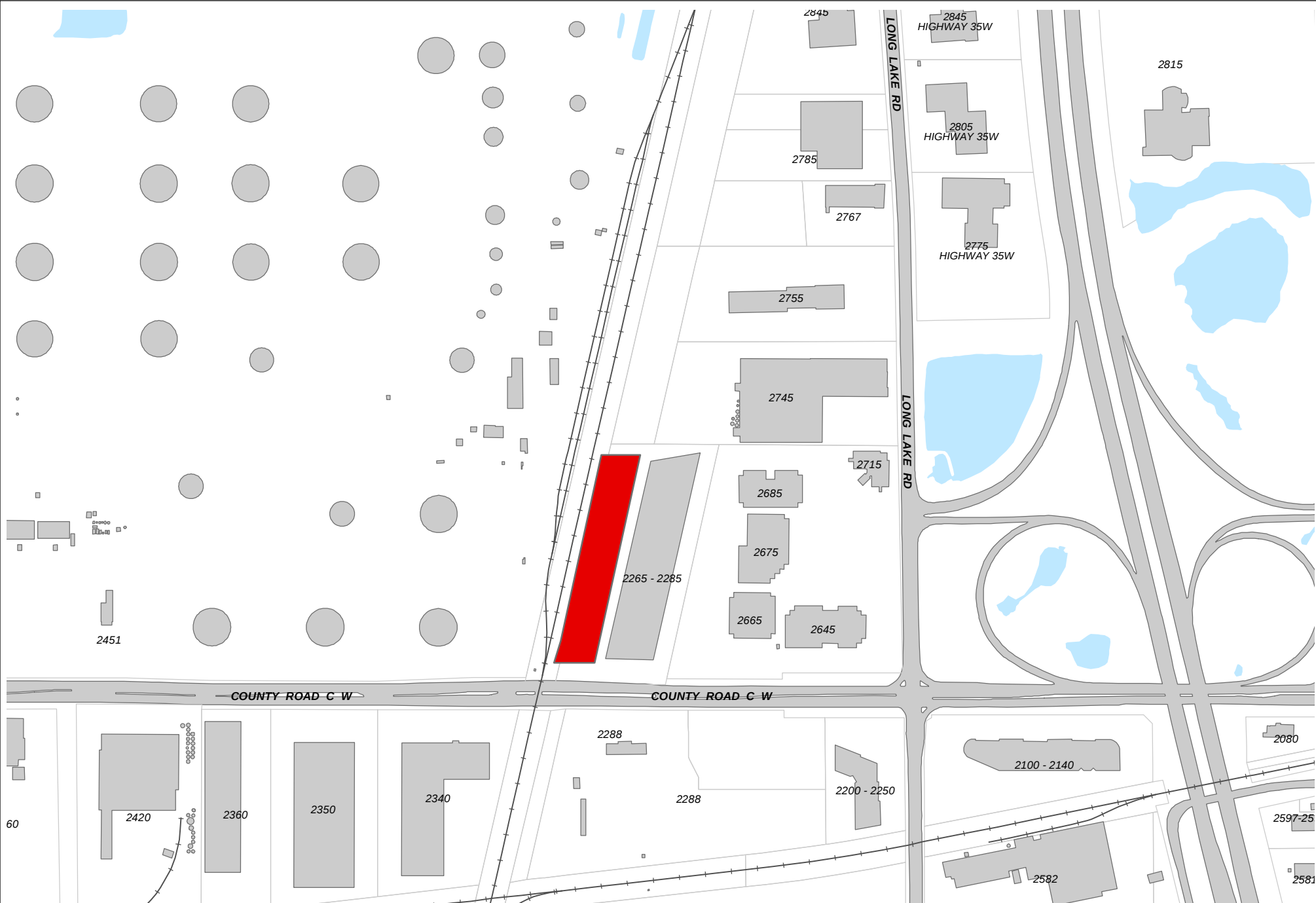
Staff recommends award of a contract to the low bidder, Larson Contracting for \$41,280, to construct an engineered retaining wall to prevent further erosion of the railroad embankment.

26 **REQUESTED COUNCIL ACTION**

27 Motion awarding a contract to Larson Contracting in the amount of \$41,280 to construct a
28 gabion basket retaining wall.

29

Prepared by: Steve Zweber, Street Supervisor
Attachments: A: Location Map



Ditch Retaining Wall



Prepared by:
Engineering Department
April 26, 2012

 Trench

Data Sources and Contacts:
* Ramsey County GIS Base Map (4/12/12)
* 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

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 shown on this map is correct or that it is accurate. The map is not a survey and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring bearing measurements of distance or direction or precision to the degree of geographic features. If errors or omissions are found please contact 651-702-7075. The preceding disclaimer is printed pursuant to Minnesota Statutes §465.05, Subd. 21 (2009), 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 this map.

0 100 200 300 Feet
mapdoc: DitchRetainingWall.mxd
map: DitchRetainingWall.pdf

REQUEST FOR COUNCIL ACTION

Date: 5/21/2012
Item No.: 7.j

Department Approval



City Manager Approval



Item Description: Approve Memorandum of Understanding Terminating the Joint Powers Agreement for Engineering Services With the City of Arden Hills

BACKGROUND

The City Council approved a funding change for the staff engineer position in the Public Works Department at its January 23, 2012 meeting. At that time staff discussed the desire of Arden Hills to terminate the current joint powers agreement for utilizing Roseville engineering employees. City staff has been discussing a termination date for the JPA that would be mutually agreeable to both cities. The agreement called for a one year notice for termination. The cities have verbally agreed to a May 31, 2012 termination subject to both city councils approval. Staff has drafted and the City Attorney has reviewed the attached (Attachment A) Memorandum of Understanding terminating the agreement. We have also attached the original Joint Powers Agreement (Attachment B).

POLICY OBJECTIVE

The City is committed to partnering with adjacent communities when feasible and it is mutually beneficial to both parties. Community needs change over time and agreements are revised or terminated to reflect those changes.

FINANCIAL IMPACTS

Roseville staff will focus on Roseville projects with the hours previously dedicated to providing Arden Hills engineering services. With an increased capital improvement program staff will have the ability to keep overall engineering costs for Roseville projects lower than if outside consultants were relied on solely for the increased project delivery.

STAFF RECOMMENDATION

Approve the attached Memorandum of Understanding terminating the joint powers agreement with Arden Hills for utilization of Roseville engineering employees.

REQUESTED COUNCIL ACTION

Approve a Memorandum of Understanding terminating the joint powers agreement with Arden Hills for utilization of Roseville engineering employees.

Prepared by: Duane Schwartz, Public Works Director
Attachment: A: Memorandum of Understanding
B: Joint Powers Agreement

Memorandum of Understanding

Between City of Roseville and the City of Arden Hills

The City of Roseville and the City of Arden Hills have come to an agreement to formally end their Joint Powers Agreement for the City of Arden Hills utilization of City of Roseville engineering employees, a true and correct copy is hereby attached as Exhibit A. The cities have agreed to the following terms effective as of the dates of signature of the parties:

Purpose and Scope: This MOA sets forth the terms to end the Joint Powers Agreement entered into in 2005 for the purpose of providing part time engineering assistance to the City of Arden Hills by City of Roseville engineering employees. The Joint Powers Agreement contains a one year notice provision to end the relationship and the cities have agreed to an earlier termination due to staffing changes and needs in both cities.

Background: The Joint Powers Agreement was entered into to provide engineering assistance to the City of Arden Hills. At the time Arden Hills did not employ any trained engineering employees. Arden Hills had utilized consultant engineering firms to meet these needs. The City of Roseville hired an additional professional engineer to provide in house staffing at the Arden Hills city hall three days a week. The City of Roseville required a provision in the Joint Powers Agreement for a one year notice of termination to protect the new employee from short notice lay off if necessary. Arden Hills hired a fulltime Registered Professional Engineer/Public Works Director in August 2010 and subsequently determined they have a long term need for additional engineering staff employed by Arden Hills. Arden Hills began discussions with Roseville staff in August of 2011 about ending the current JPA in 2012. Arden Hills hired an additional staff engineer in March 2012. The Roseville City Council approved the funding of the Roseville engineer position from Roseville utility funds at its January 23, 2012 meeting. Additional communication between the City Managers and staff from the two cities have concluded it would be in the interest of both cities to terminate the JPA effective May 31, 2012.

Roles and Responsibilities of City of Roseville: All duties, tasks, and responsibilities assigned to Roseville employees will cease on May 31, 2012. All files and data both electronic and paper owned by Arden Hills will be turned over to Arden Hills staff by that date.

Roles and Responsibilities of Arden Hills: Arden Hills shall not assign any additional tasks to Roseville engineering staff as of the dates of signatures of the parties.

Issues of Mutual Understanding: This memorandum of understanding terminates the current joint powers agreement as of the below effective date. The cities agree that all provisions in the JPA not contradicted by this memorandum remain in effect through the below termination date for all work provided by Roseville under the JPA.

Compensation Details: Arden Hills final billing will be a prorated annual minimum hours per the JPA for 5 months through May 31, 2012. The final bill will reflect 696 hours of Roseville staff hours utilized for 2012.

Termination Date : May 31, 2012

Signatures

Roseville Date: _____

Arden Hills Date: _____

By: _____
City Manager

By: _____
City Administrator

By: _____
Mayor

By: _____
Mayor

**JOINT POWERS AGREEMENT
FOR THE CITY OF ARDEN HILLS PART-TIME
UTILIZATION OF CITY OF ROSEVILLE ENGINEERING EMPLOYEES**

THIS AGREEMENT, entered into by and between the **CITY OF ROSEVILLE** (**"ROSEVILLE"**), a Minnesota municipal corporation, and the **CITY OF ARDEN HILLS** (**"ARDEN HILLS"**), a Minnesota municipal corporation, is effective upon the execution of this Agreement by the named officers of both cities.

RECITALS

WHEREAS, ARDEN HILLS is in need of additional engineering and technical support services; and

WHEREAS, ROSEVILLE has a full service Engineering Department and other technical employees that are able to provide the services required by ARDEN HILLS; and

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each, and also authorizes one of the parties to an agreement to exercise powers on behalf of another party.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

1. SERVICES.

A. ROSEVILLE shall provide qualified engineering services employees ("Employees") to perform civil engineering and related technical services required by ARDEN HILLS. These services include the following:

- ❑ Coordination and necessary updating of State Aid system requirements, projects, reports, funding, etc.
- ❑ Oversight of infrastructure record drawings and mapping.
- ❑ Coordination of infrastructure replacement and construction, capital improvements planning, development review, project coordination with contractors and consultants, and coordination with residents of ARDEN HILLS.
- ❑ Provision of customer service to the residents of ARDEN HILLS.
- ❑ Provision of assistance to other ARDEN HILLS staff regarding building projects, traffic control and management, infrastructure issues, and maintenance management assistance.
- ❑ Attendance at City Council, Planning Commission, and other City-related meetings as necessary.
- ❑ Staffing of an office at ARDEN HILLS City Hall by a Civil Engineer a minimum number of hours as agreed upon by the parties for service to ARDEN HILLS residents.

B. ROSEVILLE shall be solely responsible for compensating the assigned Employee(s) engaged in providing technical services under this Agreement, including any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of ROSEVILLE. In addition, ROSEVILLE shall be solely responsible for training, workers' compensation, reemployment insurance benefits, and other employee related laws, including OSHA, ERISA, RLSA, and FMLA.

ROSEVILLE shall retain the sole authority to control the employees, including the right to hire, fire and discipline them.

C. ARDEN HILLS will provide the necessary office, equipment, and supplies for the assigned Employee(s) when holding office hours in ARDEN HILLS City Hall, and will bear all costs attendant thereto.

D. ARDEN HILLS and ROSEVILLE shall coordinate scheduling of work to be performed by the assigned Employee(s) and shall receive prior approval of all scheduled hours to be performed under this Agreement from the ROSEVILLE City Manager or the Manager's designee.

E. The assigned Employee will be under the direct supervision of the ROSEVILLE City Engineer for the purpose of performance review and any discipline related issues. It is understood that while the assigned employee is providing services for ARDEN HILLS, the employee will be under the work direction of the ARDEN HILLS City Administrator. ARDEN HILLS shall notify ROSEVILLE of any and all complaints about the services rendered by the assigned Employee and cooperate in the documentation, investigation, and resolution of the same in any manner.

F. ARDEN HILLS and ROSEVILLE will participate jointly in the interviewing of applicants and hiring of the primary assigned staff (Civil Engineer), including replacement for this position if necessary. However, the final decision on selection shall be made by ROSEVILLE.

G. All costs related to training, licensing, equipment, and other matters concerning the professional development of the primary assigned Employee necessary to

provide these services contemplated by this Agreement shall be borne by ROSEVILLE. Reimbursement for these costs shall be included in the reimbursement formula under the payment section for engineering services.

2. PAYMENT. ARDEN HILLS will compensate ROSEVILLE for services rendered in the amount of 1.9 times the base salary of all staff, including the assigned Employee, providing services to ARDEN HILLS. ARDEN HILLS agrees to a minimum annual billing of 1670 hours of engineering staff time. ARDEN HILLS shall make monthly payments, upon presentation by ROSEVILLE of a monthly billing equal to costs incurred for that month. The last monthly bill in a years' cycle shall, if necessary, include an amount required to meet the minimum annual billing set forth above.

3. INDEMNIFICATION. ROSEVILLE agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either City. Each City agrees to indemnify, defend, and hold harmless the other from any claims, causes of action, damages, loss, cost or expenses including reasonable attorney's fees resulting from or related to the actions of each City, its officers, agents or employees in the execution of the duties outlined in this Agreement, except as qualified by the previous sentence.

4. TERMINATION, SEPARABILITY.

A. This Agreement may be terminated by either party upon three-hundred-sixty-five (365) days' written notice provided to the respective City Manager of ROSEVILLE or Clerk/Administrator of ARDEN HILLS.

B. Upon termination, any and all records or property of the respective Cities will be returned to the appropriate City within 90 days.

C. This Agreement is governed by the laws of the State of Minnesota.

D. In the event that any provision of this Agreement is held invalid, the other provisions remain in full force and effect.

E. In the event ARDEN HILLS elects to terminate this agreement, and ROSEVILLE incurs reemployment insurance or other costs attributable to the termination, ARDEN HILLS shall compensate ROSEVILLE for these costs based on the percentage of the assigned Employee's time spent on ARDEN HILLS work compared to the total amount work performed by the assigned Employee. For example, if 80% of the assigned Employee's time is spent on ARDEN HILLS work, ARDEN HILLS would be responsible for 80% of the costs.

5. REVISIONS TO AGREEMENT. Both parties acknowledge that modifications to this Agreement may be necessary to ensure an effective, on-going working relationship. To that end, ARDEN HILLS and ROSEVILLE shall use their best efforts to ensure the viability of this Agreement into the future. However, any alterations, variations, modification, or waivers of provisions to this Agreement will only be valid when they have been reduced to writing and duly signed, and attached hereto.

IN WITNESS WHEREOF, the Cities of ROSEVILLE and ARDEN

HILLS have caused this Agreement to be duly executed effective on the day and year last entered below.

Dated: 9/27/05

CITY OF ROSEVILLE

By: Craig D. Klausning
Craig Klausning
Its Mayor

By: Neal Beets
Neal Beets
Its City Manager

Dated: 10/3/05

CITY OF ARDEN HILLS

By: Severely Apikowski
Its Mayor

By: Michelle Hilde
Its City Administrator

Date: May 21, 2012

Item: 10.a

Receive Update from Ramsey
County Commissioner Jan Parker

No Attachment

REQUEST FOR COUNCIL ACTION

Date: May 21, 2012
Item No.: 10.b

Department Approval

City Manager Approval

WJ Malinen

Item Description: Joint Meeting with the Ethics Commission

1

2 **BACKGROUND**

3 Each year, the Ethics Commission meets with the City Council to discuss topics of mutual
4 interest.

5 The Commission wants to discuss the following topics:

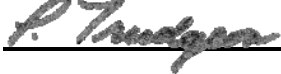
- 6 o Recap on 2012 Annual Ethics Training
- 7 o Update on Any Complaints Reported to Ethics Commission
- 8 o The Non-Filing of Annual Disclosure Statements
- 9

Prepared by: William Malinen, City Manager

REQUEST FOR COUNCIL ACTION

DATE: 5/21/2012
ITEM NO: 12 . a

Department Approval



City Manager Approval



Item Description: Make a decision regarding the citizens' petition for an Environmental Assessment Worksheet for the proposed Wal-Mart store at County Road C and Cleveland Ave.

1.0 BACKGROUND

A citizens' petition for an Environmental Assessment Worksheet (EAW) for the proposed Wal-Mart store at County Road C and Cleveland Avenue was submitted to the Minnesota Environmental Quality Board (EQB); the petition, in its entirety, is included with this report as Attachment A. The EQB rules require the responsible governmental unit (RGU—the City of Roseville, in this case) to decide whether an EAW is needed as a result of such a petition in light of the existing Alternative Urban Areawide Review (AUAR) environmental assessment.

2.0 REVIEW OF EQB RULES ON AUARs AND EAWs AND EISs

2.1 To begin this review, a brief comparison of AUARs, EAWs, and Environmental Impact Statements (EISs) may be useful. As the Minnesota Administrative Rules establish, the content and format of an AUAR is broad-ranging like an EAW, addressing concerns like water quality, soil conditions and contamination, traffic, dust, noise, and air emissions from vehicles and stationary sources, but an AUAR also provides an in-depth level analysis comparable to that of an EIS for direct, indirect, and cumulative potential effects typical of urban residential, commercial, warehousing, and light industrial development and associated infrastructure. An AUAR also establishes a plan for mitigating the potential environmental impacts identified in the analysis. The Rules also note that the adoption of an AUAR does not constitute a finding that each potential project within the designated boundary has or may have the potential for significant environmental effects; instead the adoption of an AUAR is a proactive step to provide thorough environmental review for all proposed development, major and minor, within a specified area.

2.2 Minnesota Administrative Rules Part 4410.3610 centers on AUARs. Subpart 1 says two main things about AUARs; to paraphrase:

- a. A City may use an AUAR instead of an EAW or an EIS to review anticipated residential, commercial, warehousing, and light industrial development and associated infrastructure in a particular geographic area within its jurisdiction, if the City has adopted a comprehensive plan that includes at least a land use plan, a public facilities plan, and an implementation plan.
- b. An AUAR may not be used as the environmental review when certain proposed projects would trigger a mandatory EAW or EIS.

Roseville's 2030 Comprehensive Plan has the necessary elements to qualify for utilization of an AUAR. Since the proposed development represents about 160,000 square feet of retail space, it would not trigger a mandatory EAW in any location except for an unincorporated area (Rule 4410.4300 subp. 14), nor would it trigger a mandatory EIS (Rules 4410.4400 subp. 11).

2.3 The relevant information in the Rules Part 4410.3610 subp. 2 says, essentially, that upon completion of an AUAR, residential, commercial, warehousing, and light industrial development projects and associated infrastructure within the AUAR's study boundaries that are consistent with the AUAR's development assumptions are exempt from citizens' petitions for preparation of an EAW as long as the approval and construction of the project complies with the conditions of the AUAR's plan for mitigation.

2.4 The EQB's website provides a document titled "Reviewing Petitions: A Procedural Guide for Local RGUs" containing instructions for how to address citizens' petitions for preparation of an EAW. While this document is, admittedly, imperfect, (the relevant Step 4 is poorly edited and incomplete) the EQB's Executive Director has posited that the incomplete criterion deals with standard exemptions. Thus, the Procedural Guide also confirms that projects which conform to an AUAR and which do not require mandatory EAW review cannot be petitioned for such review.

3.0 REVIEW OF THE PROPOSED WAL-MART DEVELOPMENT WITHIN THE AUAR

3.1 Having established above that an EAW requested through a citizens' petition cannot be required for a project which conforms to an AUAR and which does not require mandatory EAW review, the next step is to determine whether the proposed Wal-Mart development conforms to Roseville's AUAR for the Twin Lakes redevelopment area; the Twin Lakes AUAR, exclusive of its appendices, is included with this report as Attachment B.

3.2 The existing AUAR Update was adopted on October 15, 2007. Although Roseville's 2030 Comprehensive Plan was updated in 2009, Planning Division staff believes that the current Community Mixed Use (CMU) land use designation was intended to be—and is—substantially consistent with the former Business Park (BP) designation referenced in the AUAR. Some portions of the 2030 Comprehensive Plan were even developed with the benefit of the information contained in the AUAR. For these reasons, Planning Division staff believes that the AUAR continues to be a valid environmental review instrument and will remain so until October 15, 2012, when it would need to be updated again.

3.3 The Twin Lakes AUAR Update map showing the AUAR's overall boundary as well as the internal Subareas (included with this report as Attachment C) indicates that the area subject to the AUAR analysis encompasses the entirety of the Wal-Mart development as well as any proposed or required infrastructure improvements related to the development.

3.4 The AUAR analyzed three different Twin Lakes redevelopment scenarios for possible environmental impacts. Scenario "A" is identified as the "worst case," or the scenario that would lead to the greatest potential for environmental impact. As explained in Item 7 of the AUAR, Scenario A was developed by reviewing the four different future land use maps depicted in the 2001 Twin Lakes Business Park Master Plan (included with this report as Attachment D) and assuming that each of the redevelopment Blocks was developed with the most intensive of those possible future land uses in order to identify

strategies for effectively mitigating the potential impacts of such a “worst case” development. Attachment D also identifies the location of the proposed Wal-Mart development as Block 4 for the purposes of the AUAR’s analysis.

3.5 In addition to high levels of development throughout the Twin Lakes redevelopment area, Scenario A evaluated Block 4, the location of the proposed Wal-Mart development, for 240,000 square feet of a land use referred to as “service mix.” The AUAR defines “service mix” as consisting of “retail, a hotel, a day care facility, a health club facility and restaurant uses that would be complementary to the other uses in the Twin Lakes Business Park,” and noting that “Service Mix [was] analyzed from a retail perspective as retail generates greater impacts than the other potential uses described within service mix, thus providing the ‘worst case’ development scenario.” Since the proposed development comprises a 160,000-square-foot retail store, Block 4 could still accommodate another 80,000 square feet of retail, hotel, day care, health club, restaurant, or other uses without exceeding the capacity assumed in the AUAR analysis.

4.0 CONCLUSION

Based on the preceding analysis and the following findings, Planning Division staff believes that the proposed Wal-Mart development is exempt from the citizens’ petition for preparation of an EAW:

- a. The Twin Lakes AUAR was properly established and updated, and continues to be a valid environmental review instrument.
- b. The proposed Wal-Mart development, along with all of its associated infrastructure improvements, lies within the geographic area analyzed by the Twin Lakes AUAR.
- c. The proposed 160,000 square feet of retail floor area comprised by the proposed development is within the “worst case” assumptions for development of Block 4, as analyzed in Scenario A of the Twin Lakes AUAR.
- d. The proposed 160,000 square feet of retail floor area comprised by the proposed development is below the threshold for mandatory EAW or EIS review.
- e. Under Minnesota Administrative Rule 4410.3610, proposed commercial projects and associated infrastructure that fall within the geographic and analytic limits of a valid AUAR, that comply with the AUAR’s plan for mitigation, and that do not exceed the threshold for mandatory preparation of an EAW are exempt from EAW requirements.

5.0 SUGGESTED ACTION

- 5.1 Adopt a resolution documenting the exemption of the proposed Wal-Mart development from the citizen’s petition for preparation of an EAW.
- 5.2 Direct Planning Division staff to notify the petitioners’ representative and the EQB of the exemption of the proposed Wal-Mart development from the citizen’s petition for preparation of an EAW.

Prepared by: Associate Planner Bryan Lloyd
651-792-7073 | bryan.lloyd@ci.roseville.mn.us

Attachments: A: Citizen’s Petition for EAW D: Twin Lakes Master Plan future land use maps
B: Twin Lakes AUAR, less appendices
C: Twin Lakes AUAR boundary map E: Draft resolution

Link to attachments 9.75 MB PDF

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 5/21/2012
ITEM NO: 12.b

Department Approval

P. Trudgen

City Manager Approval

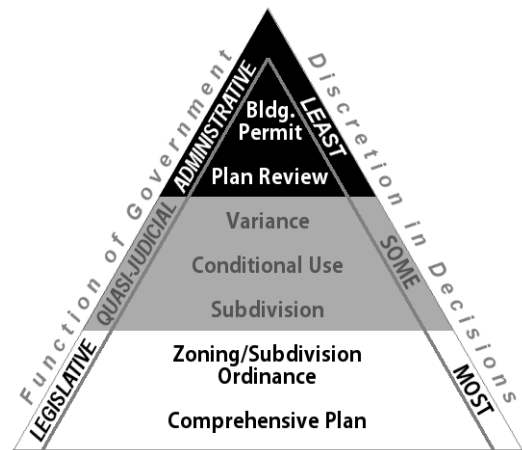
W. Mahner

Item Description: Request by Wal-Mart Stores, Inc. for approval of a **preliminary plat, final plat, and development agreement** of the land area bounded by County Road C, Cleveland Avenue, Twin Lakes Parkway, and Prior Avenue (PF12-001).

Application Review Details

- Public hearing: February 1, 2012
- RCA prepared: May 10, 2012
- City Council action: March 26, 2012
- Action deadline (extended by applicant): June 4, 2012

Action taken on a plat proposal is **quasi-judicial**; the City's role is to determine the facts associated with the request, and apply those facts to the legal standards contained in State Statute and City Code.



1.0 REQUESTED ACTION

Wal-Mart Stores, Inc., in conjunction with Roseville Properties and University Financial Corporation, current owners of the subject properties, seeks approval of **preliminary plat, final plat, and development agreement** for the portion of Twin Lakes sub-area 1 bounded by County Road C, Cleveland Avenue, Twin Lakes Parkway, and Prior Avenue.

2.0 SUMMARY OF RECOMMENDATION

2.1 The Planning Division concurs with the Planning Commission, which voted (5-1) to recommend approval of the proposed PRELIMINARY PLAT; see Section 8 of this report for the detailed recommendation.

2.2 Planning Division staff, Public Works Department staff, and the City Attorney recommend approval of the FINAL PLAT and the associated DEVELOPMENT AGREEMENT; see Section 8 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed PRELIMINARY AND FINAL TWIN LAKES 2ND ADDITION PLAT, pursuant to Title 11 (Subdivisions) of the City Code and the proposed DEVELOPMENT AGREEMENT, pursuant to Chapter 1022 (Twin Lakes Overlay District) of the City Code; see Section 9 of this report for the detailed action.

4.0 BACKGROUND

- 4.1 The subject property has a Comprehensive Plan designation of Community Mixed Use (CMU) and a corresponding zoning classification of Community Mixed Use (CMU) District. The PLAT proposal has been prompted by plans to develop an approximately 160,000-square-foot Walmart store in the eastern portion of the site and two smaller future developments on the western side of the property, along Cleveland Avenue. When exercising the so-called “quasi-judicial” authority when acting on a plat request, the role of the City is to determine the facts associated with a particular request and apply those facts to the legal standards contained in the ordinance and relevant state law. In general, if the facts indicate the applicant meets the relevant legal standard, then they are likely entitled to the plat approval, although the City is able to add conditions of approval to ensure that the likely impacts to roads, storm sewers, and other public infrastructure on and around the subject property are adequately addressed.
- 4.2 While the City Council is only responsible for reviewing and acting on the proposal to rearrange the parcel boundaries of the subject property rather than approving or denying the overall development or the use itself, a rendering of the overall development concept has been submitted to assist Public Works Department staff with understanding what will be required for adequate storm water management; the concept rendering is included with this report as Attachment C.

5.0 PLAT ANALYSIS

- 5.1 Plat proposals are reviewed primarily for the purpose of ensuring that all proposed lots meet the minimum size requirements of the zoning code, that adequate streets and other public infrastructure are in place or identified and constructed, and that storm water is addressed to prevent problems either on nearby property or within the storm water system. As a plat of a commercial property, the proposal leaves no zoning issues to be addressed since the Zoning Code does not establish minimum lot dimensions or area. The proposed FINAL PLAT is included with this report as Attachment D.
- 5.2 Roseville’s Development Review Committee (DRC), a body comprising staff from various City departments, met on January 12 and January 19, 2012 to discuss the application. The DRC did not have any major concerns about the proposed PLAT, but representatives of the Public Works Department have been working with the applicant to address the typical public needs related to rights-of-way on adjacent roadways as well as the overall site grading and storm water management.
- 5.3 Roseville’s Parks and Recreation Commission reviewed the proposed PLAT against the park dedication requirements of §1103.07 of the City Code, beginning on December 6, 2011 and continuing the discussion on January 3, 2012; the minutes of the Commission’s discussions are included with this report as Attachment E.

6.0 PUBLIC COMMENT

- 6.1 The duly-noticed public hearing for the PRELIMINARY PLAT application was held by the Planning Commission on February 1, 2012; the approved minutes are included with this report as Attachment F. After taking public testimony, the Planning Commission discussed the application and voted 5-1 to recommend its approval.
- 6.2 Email communications about the proposal received by the time this report was prepared are included as Attachment G; no phone calls or other verbal or written communications

have thus far been received. Because many of the comments express opposition that is primarily grounded in concern about Wal-Mart's corporate practices or preference for a higher quality retailer or some other development type, it seems worth noting that cities do not have the ability to discriminate between retailers or development types—whether the reasons to discriminate are superficial or significant—in zoning districts where a proposal represents a permitted type of land use.

7.0 DEVELOPMENT AGREEMENT

The bulk of the development agreement specifies the roles and obligations of the City and the developer in the process of developing the subject property to ensure that public improvements are properly constructed, that environmental remediation is carried out in compliance with the Twin Lakes AUAR, that City and the developer are expeditious in the performance of their respective duties, and so on.

The following are the salient points of the agreement:

- The Developer will be responsible for roadway infrastructure construction costs associated with the required left/right turn lane improvements along County Road C between Cleveland Avenue and Prior Avenue and related to a site access point.
- The Developer is responsible for roadway infrastructure construction costs associated with a right turn lane along Twin Lakes Parkway between Cleveland Avenue and the round-about at Mount Ridge Road.
- The Developer is responsible for a \$400,000 contribution regarding future roadway infrastructure construction costs associated with the interchange with Cleveland Avenue and I35W.
- The Developer is responsible for environmental investigation and remediation and must prepare a Response Action Plan under the direction of the Minnesota Pollution Control Agency.
- The Developer is responsible for a payment in lieu of park land dedication in the amount of \$411,115.
- Upon final calculation of all public roadway infrastructure costs, the Developer will be responsible for submitting a cash deposit of 125% the final cost for said improvements.
- The City will construct all roadway infrastructure improvements.

8.0 RECOMMENDATION:

- a. Based on the comments and findings outlined in Sections 4-7 of this report, Planning Division staff concurs with the recommendation of the Planning Commission to approve the proposed PRELIMINARY PLAT, pursuant to Title 11 of the Roseville City Code.
- b. Planning Division staff, Public Works Department staff, and the City Attorney recommend approval of the FINAL PLAT and the associated DEVELOPMENT AGREEMENT.

9.0 SUGGESTED ACTION

Adopt a resolution approving the proposed TWIN LAKES 2ND ADDITION PRELIMINARY

103 **AND FINAL PLAT, pursuant to Title 11 of the City Code, and the related**
104 **DEVELOPMENT AGREEMENT, pursuant to Chapter 1022 of the City Code,** for the
105 redevelopment area bounded by County Road C, Cleveland Avenue, Twin Lakes
106 Parkway, and Prior Avenue, and including the 4,643-square-foot rectangle of land that is
107 the subject of the disposal request, based on the comments and findings of Sections 4-7
108 and the recommendation of Section 8 of this report.

Prepared by: **Associate Planner Bryan Lloyd**

Attachments:	A: Area map	F: Parks and Recreation Commission minutes
	B: Aerial photo	G: Minutes from 2/1/2012 public hearing
	C: Concept rendering	H: Public comments
	D: Preliminary and final plat documents	I: Traffic Study material
	E: Memo from City Attorney	J: Draft Development Agreement
		K: Resolution

Link to Attachments 9.94 MB PDF