

City of Roseville Water Supply Plan

Formerly called Water Emergency & Water Conservation Plan





For more information on this Water Supply Plan Template, please contact the DNR Division of Ecological and Water Resources at (651) 259-5034 or (651) 259-5100.

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Table 1. General information regarding this WSP

Requested Information	Description
DNR Water Appropriation Permit Number(s)	See SPRWS Water Appropriation Permit
Ownership	☒ Public or ☐ Private
Metropolitan Council Area	☒ Yes or ☐ No (and county name)
Street Address	2660 Civic Center Drive
City, State, Zip	Roseville, MN 55113
Contact Person Name	Marc Culver
Title	Public Works Director
Phone Number	651-792-7041
MDH Supplier Classification	Municipal

PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION

The first step in any water supply analysis is to assess the current status of demand and availability. Information summarized in Part 1 can be used to develop Emergency Preparedness Procedures (Part 2) and the Water Conservation Plan (Part 3). This data is also needed to track progress for water efficiency measures.

A. Analysis of Water Demand

Complete Table 2 showing the past 10 years of water demand data.

- Some of this information may be in your Wellhead Protection Plan.
- If you do not have this information, do your best, call your engineer for assistance or if necessary leave blank.

If your customer categories are different than the ones listed in Table 2, please describe the differences below:

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Table 2. Historic water demand (see definitions in the glossary after Part 4 of this template)

Year	Pop. Served	Total Connections	Residential Water Delivered (MG)	C/I/I Water Delivered (MG)	Water used for Non-essential (MG)	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2005	33,882	10,115	505.4	1,469	Not Metered	423.36	1,975.5	2,021.5	No Data	2.33%	5.538	14.7	Unavailable	41	160
2006	33,969	10,083	486.5	1,582.7	Not Metered	447.82	2,069.2	2,115.2	No Data	2.22%	5.795	13.4	Unavailable	39	167
2007	33,969	10,199	495.8	1,607.3	Not Metered	464.83	2,103	2,156	No Data	2.52%	5.907	15.6	Unavailable	40	170
2008	34,099	10,271	598.1	1,389.5	Not Metered	454.19	1,987.60	2,066.70	No Data	3.83%	5.662	15.03	9/10/08	48	160
2009	34,115	10,300	610.9	1,438.5	Not Metered	483.04	2,049.40	2,081.90	No Data	1.56%	5.704	15.14	7/19/09	49	165
2010	34,178	10,261	597.2	1,199.8	Not Metered	424.24	1,797.00	1,807.90	No Data	0.60%	4.953	13.14	7/31/10	48	144
2011	33,660	10,273	578.6	1,196.3	Not Metered	414.39	1,774.90	1,857.40	0.02	4.44%	5.089	13.51	9/11/11	47	144
2012	33,807	10,279	579.3	1,357.4	Not Metered	451.27	1,936.70	1,996.70	0.01	3.00%	5.470	14.52	7/7/12	47	157
2013	34,486	10,287	534.2	1,254.4	Not Metered	418.99	1,788.60	1,826.50	0.01	2.08%	5.004	13.28	8/26/13	42	142
2014	34,476	10,303	485.4	1,112.5	Not Metered	353.28	1,597.90	1,699.01	0.01	5.95%	4.655	12.35	7/14/14	39	127
2015	35,306	10,311	544	1,050.4	Not Metered	316.17	1,594.40	1,645.60	0.01	3.11%	4.508	11.96	9/1/15	42	124
Avg. 2010 - 2015	34,319	10,286	553	1,195	Not Metered	422.87	1,748	1,806	0.01	3.20%	4.95	13.87	8/9	44	140

MG – Million Gallons **MGD** – Million Gallons per Day **GPCD** – Gallons per Capita per Day

See Glossary for definitions

Complete Table 3 by listing the top 10 water users by volume, from largest to smallest. For each user, include information about the category of use (residential, commercial, industrial, institutional, or wholesale), the amount of water used in gallons per year, the percent of total water delivered, and the status of water conservation measures.

Table 3. Large volume users

Customer	Use Category (Residential, Industrial, Commercial, Institutional, Wholesale)	Amount Used (Gallons per Year)	Percent of Total Annual Water Delivered	Implementing Water Conservation Measures? (Yes/No/Unknown)
1) AGROPUR, INC. 2080 RICE ST	INDUSTRIAL	57,519,000	3.61%	UNKNOWN
2) ROSEDALE CENTER 10 ROSEDALE DRIVE	COMMERCIAL	13,658,000	0.86%	UNKNOWN
3) NATH MIDWEST LODGING (RADISSON) 2540 CLEVELAND AVE	COMMERCIAL	10,978,000	0.69%	UNKNOWN
4) AX ROSEVILLE LP 2305 WALNUT	COMMERCIAL	10,363,000	0.65%	UNKNOWN
5) EVOQUA WATER TECH 2430 ROSE PL	COMMERCIAL	10,214,000	0.64%	UNKNOWN
6) OLD DUTCH FOODS 2375 TERMINAL ROAD	INDUSTRIAL	8,569,000	0.54%	UNKNOWN
7) WAL MART STORES INC 1960 TWIN LKS PKWY	COMMERCIAL	8,022,000	0.50%	UNKNOWN
8) HAMLINE HOUSE ASSN 2800 HAMLINE AVE	RESIDENTIAL	7,490,000	0.47%	UNKNOWN
9) ROSEVILLE ESTATES MOBILE HOME PARK 2599 LEXINGTON	RESIDENTIAL	7,457,000	0.47%	UNKNOWN
10) UNIVERSITY OF NORTHWESTERN 3003 SNELLING	INSTITUTIONAL	6,093,000	0.38%	UNKNOWN

B. Treatment and Storage Capacity

Complete Table 4 with a description of where water is treated, the year treatment facilities were constructed, water treatment capacity, the treatment methods (i.e. chemical addition, reverse osmosis, coagulation, sedimentation, etc.) and treatment types used (i.e. fluoridation, softening, chlorination, Fe/MN removal, coagulation, etc.). Also describe the annual amount and method of disposal of treatment residuals. Add rows to the table as needed.

Table 4. Water treatment capacity and treatment processes

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Amount of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
See Saint Paul Regional Water Service							
Total	NA		NA	NA		NA	

Complete Table 5 with information about storage structures. Describe the type (i.e. elevated, ground, etc.), the storage capacity of each type of structure, the year each structure was constructed, and the primary material for each structure. Add rows to the table as needed.

Table 5. Storage capacity, as of the end of the last calendar year

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
1	Elevated storage	1963	Steel	1,500,000
2	Ground storage	See SPRWS	See SPRWS	30,000,000
3	Other -			
Total	NA	NA	NA	

Treatment and storage capacity versus demand

It is recommended that total storage equal or exceed the average daily demand.

Discuss the difference between current storage and treatment capacity versus the water supplier's projected average water demand over the next 10 years (see Table 7 for projected water demand):

There should be no demand concerns with our current storage.

C. Water Sources

Complete Table 6 by listing all types of water sources that supply water to the system, including groundwater, surface water, interconnections with other water suppliers, or others. Provide the name of each source (aquifer name, river or lake name, name of interconnecting water supplier) and the Minnesota unique well number or intake ID, as appropriate. Report the year the source was installed or established and the current capacity. Provide information about the depth of all wells. Describe the status of the source (active, inactive, emergency only, retail/wholesale interconnection) and if the source facilities have a dedicated emergency power source. Add rows to the table as needed for each installation.

Include copies of well records and maintenance summary for each well that has occurred since your last approved plan in **Appendix 1**.

Table 6. Water sources and status

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection))	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
See Saint Paul Regional Water Service							

Limits on Emergency Interconnections

Discuss any limitations on the use of the water sources (e.g. not to be operated simultaneously, limitations due to blending, aquifer recovery issues etc.) and the use of interconnections, including

capacity limits or timing constraints (i.e. only 200 gallons per minute are available from the City of Prior Lake, and it is estimated to take 6 hours to establish the emergency connection). If there are no limitations, list none.

The City has a number of emergency interconnections, but each one has a limit on the capacity it can provide:

<u>Source</u>	<u>Capacity</u>
City of Shoreview	Approximately 500 GPM
City of New Brighton	Approximately 500 GPM
City of St. Anthony	Approximately 500 GPM
City of Lauderdale	Approximately 300 GPM
City of St. Paul	Approximately 500 GPM
City of Little Canada	Approximately 1300 GPM

D. Future Demand Projections – Key Metropolitan Council Benchmark

Water Use Trends

Use the data in Table 2 to describe trends in 1) population served; 2) total per capita water demand; 3) average daily demand; 4) maximum daily demand. Then explain the causes for upward or downward trends. For example, over the ten years has the average daily demand trended up or down? Why is this occurring?

Over the last 10 years the population served has remained somewhat constant and the overall water demand has been trending down. This would mean that the average user is decreasing their water usage in the City.

Use the water use trend information discussed above to complete Table 7 with projected annual demand for the next ten years. Communities in the seven-county Twin Cities metropolitan area must also include projections for 2030 and 2040 as part of their local comprehensive planning.

Projected demand should be consistent with trends evident in the historical data in Table 2, as discussed above. Projected demand should also reflect state demographer population projections and/or other planning projections.

Table 7. Projected annual water demand

Year	Projected Total Population	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	33,660	33,660	144.09	4.85	13.60
2017	33,706	33,706	144.19	4.86	13.62
2018	33,752	33,752	144.29	4.87	13.64
2019	33,795	33,795	144.10	4.87	13.65
2020	33,800	33,800	144.08	4.87	13.66
2021	33,833	33,833	144.24	4.88	13.67
2022	33,866	33,866	144.10	4.88	13.68
2023	33,899	33,899	144.25	4.89	13.70
2024	33,932	33,932	144.11	4.89	13.71
2025	33,965	33,965	144.27	4.90	13.72
2030	34,000	34,000	144.12	4.90	13.74
2040	34,500	34,500	144.35	4.98	13.94

GPCD – Gallons per Capita per Day

MGD – Million Gallons per Day

Projection Method

Describe the method used to project water demand, including assumptions for population and business growth and how water conservation and efficiency programs affect projected water demand:

Population projections were obtained from the Metropolitan Council. An average rate per person was determined based upon past data and the water demand was calculated from that. We are confident in our water demand projections due to the fact that the population in the City of Roseville is not projected to increase by very much and our overall city-wide water usage is trending down. The City of Roseville does provide water to the City of Arden Hills but their total and projected population are not included in the table above.

E. Resource Sustainability

Monitoring – Key DNR Benchmark

Complete Table 8 by inserting information about source water quality and quantity monitoring efforts. List should include all production wells, observation wells, and source water intakes or reservoirs. Add rows to the table as needed. Find information on groundwater level monitoring program at:

http://www.dnr.state.mn.us/waters/groundwater_section/obwell/index.html

Table 8. Information about source water quality and quantity monitoring

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
See SPRWS	☐ production well ☐ observation well ☐ source water intake ☐ source water reservoir	☐ routine MDH sampling ☐ routine water utility sampling ☐ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
	☐ production well ☐ observation well ☐ source water intake ☐ source water reservoir	☐ routine MDH sampling ☐ routine water utility sampling ☐ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
	☐ production well ☐ observation well ☐ source water intake ☐ source water reservoir	☐ routine MDH sampling ☐ routine water utility sampling ☐ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
	☐ production well ☐ observation well ☐ source water intake ☐ source water reservoir	☐ routine MDH sampling ☐ routine water utility sampling ☐ other	☐ continuous ☐ hourly ☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ SCADA ☐ grab sampling ☐ steel tape ☐ stream gauge
	☐ production well ☐ observation well	☐ routine MDH sampling	☐ continuous ☐ hourly	☐ SCADA ☐ grab sampling

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
	☐ source water intake ☐ source water reservoir	☐ routine water utility sampling ☐ other	☐ daily ☐ monthly ☐ quarterly ☐ annually	☐ steel tape ☐ stream gauge

Water Level Data

A water level monitoring plan that includes monitoring locations and a schedule for water level readings must be submitted as **Appendix 2**. If one does not already exist, it needs to be prepared and submitted with the WSP. Ideally, all production and observation wells are monitored at least monthly.

Complete Table 9 to summarize water level data for each well being monitored. Provide the name of the aquifer and a brief description of how much water levels vary over the season (the difference between the highest and lowest water levels measured during the year) and the long-term trends for each well. If water levels are not measured and recorded on a routine basis, then provide the static water level when each well was constructed and the most recent water level measured during the same season the well was constructed. Also include all water level data taken during any well and pump maintenance. Add rows to the table as needed.

Provide water level data graphs for each well in **Appendix 3** for the life of the well, or for as many years as water levels have been measured. See DNR website for Date Time Water Level

http://www.dnr.state.mn.us/waters/groundwater_section/obwell/waterleveldata.html

Table 9. Water level data

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
See SPRWS			☐ Falling ☐ Stable ☐ Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
			☐ Falling ☐ Stable ☐ Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
			☐ Falling ☐ Stable ☐ Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
			☐ Falling ☐ Stable ☐ Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____
			☐ Falling ☐ Stable ☐ Rising	MM/DD/YY: ____ MM/DD/YY: ____ MM/DD/YY: ____

Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark

Complete Table 10 by listing the types of natural resources that are or could be impacted by permitted water withdrawals. If known, provide the name of specific resources that may be impacted. Identify what the greatest risks to the resource are and how the risks are being assessed. Identify any resource protection thresholds – formal or informal – that have been established to identify when actions should be taken to mitigate impacts. Provide information about the potential mitigation actions that may be taken, if a resource protection threshold is crossed. Add additional rows to the table as needed. See glossary at the end of the template for definitions.

Some of this baseline data should have been in your earlier water supply plans or county comprehensive water plans. When filling out this table, think of what are the water supply risks, identify the resources, determine the threshold and then determine what your community will do to mitigate the impacts.

Your DNR area hydrologist is available to assist with this table.

For communities in the seven-county Twin Cities metropolitan area, the *Master Water Supply Plan Appendix 1 (Water Supply Profiles)*, provides information about potential water supply issues and natural resource impacts for your community.

Table 10. Natural resource impacts

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
☒ River or stream		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts ☐ Other: _____	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: ____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	See SPRWS
☐ Calcareous fen		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered,	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: ____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
		threatened, or special concern species habitat or other natural resource impacts ☐ Other: _____				
☐ Lake		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts ☐ Other: _____	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: ____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	
☐ Wetland		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts ☐ Other: _____	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: ____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	
☐ Trout stream		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered, threatened, or	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: ____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	

Resource Type	Resource Name	Risk	Risk Assessed Through	Describe Resource Protection Threshold*	Mitigation Measure or Management Plan	Describe How Changes to Thresholds are Monitored
		special concern species habitat or other natural resource impacts ☐ Other: _____				
☐ Aquifer		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts ☐ Other: _____	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: _____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	
☐ Endangered, threatened, or special concern species habitat, other natural resource impacts		☐ Flow/water level decline ☐ Degrading water quality trends and/or MCLs exceeded ☐ Impacts on endangered, threatened, or special concern species habitat or other natural resource impacts ☐ Other: _____	☐ GIS analysis ☐ Modeling ☐ Mapping ☐ Monitoring ☐ Aquifer testing ☐ Other: _____		☐ Revise permit ☐ Change groundwater pumping ☐ Increase conservation ☐ Other	

* Examples of thresholds: a lower limit on acceptable flow in a river or stream; water quality outside of an accepted range; a lower limit on acceptable aquifer level decline at one or more monitoring wells; withdrawals that exceed some percent of the total amount available from a source; or a lower limit on acceptable changes to a protected habitat.

Wellhead Protection (WHP) and Surface Water Protection (SWP) Plans

Complete Table 11 to provide status information about WHP and SWP plans.

The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health's (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

Table 11. Status of Wellhead Protection and Surface Water Protection Plans

Plan Type	Status	Date Adopted	Date for Update
WHP	☐ In Process ☐ Completed ☒ Not Applicable		
SWP	☒ In Process ☐ Completed ☐ Not Applicable	May 2013	March 2017

F. Capital Improvement Plan (CIP)

Please note that any wells that received approval under a ten-year permit, but that were not built, are now expired and must submit a water appropriations permit.

Adequacy of Water Supply System

Complete Table 12 with information about the adequacy of wells and/or intakes, storage facilities, treatment facilities, and distribution systems to sustain current and projected demands. List planned capital improvements for any system components, in chronological order. Communities in the seven-county Twin Cities metropolitan area should also include information about plans through 2040.

The assessment can be the general status by category; it is not necessary to identify every single well, storage facility, treatment facility, lift station, and mile of pipe.

Please attach your latest Capital Improvement Plan as **Appendix 4**.

Table 12. Adequacy of Water Supply System

System Component	Planned action	Anticipated Construction Year	Notes
Wells/Intakes	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition		
Water Storage Facilities	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition		
Water Treatment Facilities	☒ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition		
Distribution Systems (pipes, valves, etc.)	☐ No action planned - adequate ☒ Repair/replacement ☐ Expansion/addition	2017-18 Annually	Booster Station Annual watermain replacement
Pressure Zones	☐ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition		

System Component	Planned action	Anticipated Construction Year	Notes
Other:	☐ No action planned - adequate ☐ Repair/replacement ☐ Expansion/addition		

Proposed Future Water Sources

Complete Table 13 to identify new water source installation planned over the next ten years. Add rows to the table as needed.

Table 13. Proposed future installations/sources

Source	Installation Location (approximate)	Resource Name	Proposed Pumping Capacity (gpm)	Planned Installation Year	Planned Partnerships
Groundwater	See SPRWS				
Surface Water					
Interconnection to another supplier					

Water Source Alternatives - Key Metropolitan Council Benchmark

Do you anticipate the need for alternative water sources in the next 10 years? Yes ☐ No ☒

For metro communities, will you need alternative water sources by the year 2040? Yes ☐ No ☒

If you answered yes for either question, then complete table 14. If no, insert NA.

Complete Table 14 by checking the box next to alternative approaches that your community is considering, including approximate locations (if known), the estimated amount of future demand that could be met through the approach, the estimated timeframe to implement the approach, potential partnerships, and the major benefits and challenges of the approach. Add rows to the table as needed.

For communities in the seven-county Twin Cities metropolitan area, these alternatives should include approaches the community is considering to meet projected 2040 water demand.

Table 14. Alternative water sources

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
☐ Groundwater	NA					
☐ Surface Water	NA					
☐ Reclaimed stormwater	NA					
☐ Reclaimed wastewater	NA					
☐ Interconnection to another supplier	NA					

Part 2. Emergency Preparedness Procedures

The emergency preparedness procedures outlined in this plan are intended to comply with the contingency plan provisions required by MDH in the WHP and SWP. Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failings, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. Municipalities that already have written procedures dealing with water emergencies should review the following information and update existing procedures to address these water supply protection measures.

A. Federal Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act, (Public Law 107-188, Title IV- Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan.

Do you have a federal emergency response plan? Yes ☒ No ☐

If yes, what was the date it was certified? 2004

Complete Table 15 by inserting the noted information regarding your completed Federal Emergency Response Plan.

Table 15. Emergency Preparedness Plan contact information

Emergency Response Plan Role	Contact Person	Contact Phone Number	Contact Email
Emergency Response Lead	PAUL COONE	651-792-7053	PAUL.COONE@CITYOFROSEVILLE.COM
Alternate Emergency Response Lead	MARC CULVER	651-792-7041	MARC.CULVER@CITYOFROSEVILLE.COM

B. Operational Contingency Plan

All utilities should have a written operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance.

Do you have a written operational contingency plan? Yes ☒ No ☐

At a minimum, a water supplier should prepare and maintain an emergency contact list of contractors and suppliers.

C. Emergency Response Procedures

Water suppliers must meet the requirements of MN Rules 4720.5280 . Accordingly, the Minnesota Department of Natural Resources (DNR) requires public water suppliers serving more than 1,000 people to submit Emergency and Conservation Plans. Water emergency and conservation plans that have been approved by the DNR, under provisions of Minnesota Statute 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

Emergency Telephone List

Prepare and attach a list of emergency contacts, including the MN Duty Officer (1-800-422-0798), as **Appendix 5**. A template is available at www.mndnr.gov/watersupplyplans

The list should include key utility and community personnel, contacts in adjacent water suppliers, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list and date it. Thereafter, update on a regular basis (once a year is recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the Emergency Manager for that community. Responsibilities and services for each contact should be defined.

Current Water Sources and Service Area

Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation and maintenance records should be maintained in secured central and back-up locations so that the records are accessible for emergency purposes. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. It is critical that public water supplier representatives and emergency response personnel communicate about the response procedures and be able to easily obtain this kind of information both in electronic and hard copy formats (in case of a power outage).

Do records and maps exist? Yes ☒ No ☐

Can staff access records and maps from a central secured location in the event of an emergency?

Yes ☒ No ☐

Does the appropriate staff know where the materials are located?

Yes ☒ No ☐

Procedure for Augmenting Water Supplies

Complete Tables 16 – 17 by listing all available sources of water that can be used to augment or replace existing sources in an emergency. Add rows to the tables as needed.

In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Municipalities are encouraged to execute cooperative agreements for potential emergency water services and copies should be included in **Appendix 6**. Outstate Communities may consider using nearby high capacity wells (industry, golf course) as emergency water sources.

WSP should include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MDH are required for interconnections or the reuse of water.

Table 16. Interconnections with other water supply systems to supply water in an emergency

Other Water Supply System Owner	Capacity (GPM)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
CITY OF SHOREVIEW	500	NONE KNOWN	
CITY OF NEW BRIGHTON	500	NONE KNOWN	
CITY OF LITTLE CANADA	1300	NONE KNOWN	
CITY OF LAUDERDALE	300	NONE KNOWN	
CITY OF ST. ANTHONY	500	NONE KNOWN	

GPM – Gallons per minute MGD – million gallons per day

Table 17. Utilizing surface water as an alternative source

Surface Water Source Name	Capacity (GPM)	Capacity (MGD)	Treatment Needs	Note Any Limitations On Use
SEE SPRWS				

If not covered above, describe additional emergency measures for providing water (obtaining bottled water, or steps to obtain National Guard services, etc.)

SEE SPRWS

Allocation and Demand Reduction Procedures

Complete Table 18 by adding information about how decisions will be made to allocate water and reduce demand during an emergency. Provide information for each customer category, including its priority ranking, average day demand, and demand reduction potential for each customer category. Modify the customer categories as needed, and add additional lines if necessary.

Water use categories should be prioritized in a way that is consistent with Minnesota Statutes 103G.261 (#1 is highest priority) as follows:

1. Water use for human needs such as cooking, cleaning, drinking, washing and waste disposal; use for on-farm livestock watering; and use for power production that meets contingency requirements.
2. Water use involving consumption of less than 10,000 gallons per day (usually from private wells or surface water intakes)

3. Water use for agricultural irrigation and processing of agricultural products involving consumption of more than 10,000 gallons per day (usually from private high-capacity wells or surface water intakes)
4. Water use for power production above the use provided for in the contingency plan.
5. All other water use involving consumption of more than 10,000 gallons per day.
6. Nonessential uses – car washes, golf courses, etc.

Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Lower priority uses will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. Water use for lawn sprinkling, vehicle washing, golf courses, and recreation are legislatively considered non-essential.

Table 18. Water use priorities

Customer Category	Allocation Priority	Average Daily Demand (MGPD)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1	1.48	444,000
Institutional	2		
Commercial	3	1.92	480,000
Industrial	4		
Irrigation	5		
Wholesale	7	.866	216,500
Non-Essential	6	NA	
TOTAL	NA	4.266	1,140,500

GPD – Gallons per Day

Tip: Calculating Emergency Demand Reduction Potential

The emergency demand reduction potential for all uses will typically equal the difference between maximum use (summer demand) and base use (winter demand). In extreme emergency situations, lower priority water uses must be restricted or eliminated to protect priority domestic water requirements. Emergency demand reduction potential should be based on average day demands for customer categories within each priority class. Use the tables in Part 3 on water conservation to help you determine strategies.

Complete Table 19 by selecting the triggers and actions during water supply disruption conditions.

Table 19. Emergency demand reduction conditions, triggers and actions (Select all that may apply and describe)

Emergency Triggers	Short-term Actions	Long-term Actions
☒ Contamination ☐ Loss of production ☒ Infrastructure failure ☒ Executive order by Governor ☐ Other: _____	☐ Supply augmentation through _____ ☐ Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☒ Water allocation through Table 18 ☒ Meet with large water users to discuss their contingency plan.	☐ Supply augmentation through _____ ☒ Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☒ Water allocation through Table 18 ☒ Meet with large water users to discuss their contingency plan.

Notification Procedures

Complete Table 20 by selecting trigger for informing customers regarding conservation requests, water use restrictions, and suspensions; notification frequencies; and partners that may assist in the notification process. Add rows to the table as needed.

Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
☒ Short-term demand reduction declared (< 1 year)	☒ Website ☒ Email list serve ☒ Social media (e.g. Twitter, Facebook) ☒ Direct customer mailing, ☒ Press release (TV, radio, newspaper), ☒ Meeting with large water users (> 10% of total city use) ☐ Other: _____	☐ Daily ☒ Weekly ☐ Monthly ☐ Annually	
☒ Long-term Ongoing demand reduction declared	☒ Website ☒ Email list serve ☒ Social media (e.g. Twitter, Facebook) ☒ Direct customer mailing, ☒ Press release (TV, radio, newspaper), ☐ Meeting with large water users (> 10% of total city use) ☐ Other: _____	☐ Daily ☐ Weekly ☒ Monthly ☐ Annually	
☒ Governor's critical water deficiency declared	☒ Website ☒ Email list serve ☒ Social media (e.g. Twitter, Facebook)	☐ Daily ☒ Weekly ☐ Monthly ☐ Annually	

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	☐ Direct customer mailing, ☒ Press release (TV, radio, newspaper), ☐ Meeting with large water users (> 10% of total city use) ☐ Other: _____		

Enforcement

Prior to a water emergency, municipal water suppliers must adopt regulations that restrict water use and outline the enforcement response plan. The enforcement response plan must outline how conditions will be monitored to know when enforcement actions are triggered, what enforcement tools will be used, who will be responsible for enforcement, and what timelines for corrective actions will be expected.

Affected operations, communications, and enforcement staff must then be trained to rapidly implement those provisions during emergency conditions.

Important Note:

Disregard of critical water deficiency orders, even though total appropriation remains less than permitted, is adequate grounds for immediate modification of a public water supply authority's water use permit (2013 MN Statutes 103G.291)

Does the city have a critical water deficiency restriction/official control in place that includes provisions to restrict water use and enforce the restrictions? (This restriction may be an ordinance, rule, regulation, policy under a council directive, or other official control) Yes ☒ No ☐

If yes, attach the official control document to this WSP as **Appendix 7**.

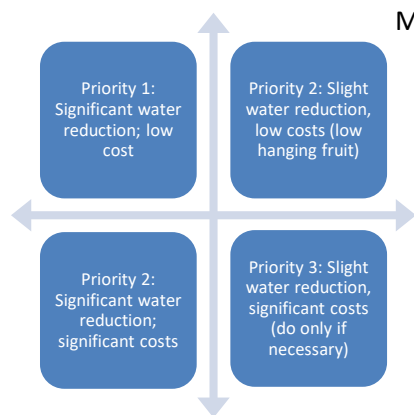
If no, the municipality must adopt such an official control within 6 months of submitting this WSP and submit it to the DNR as an amendment to this WSP.

Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions? Yes ☒ No ☐

If yes, cite the regulatory authority reference: City Manager.

If no, who has authority to implement water use restrictions in an emergency?

PART 3. WATER CONSERVATION PLAN



Minnesotans have historically benefited from the state's abundant water supplies, reducing the need for conservation. There are however, limits to the available supplies of water and increasing threats to the quality of our drinking water. Causes of water supply limitation may include: population increases, economic trends, uneven statewide availability of groundwater, climatic changes, and degraded water quality. Examples of threats to drinking water quality include: the presence of contaminant plumes from past land use activities, exceedances of water quality standards from natural and human sources, contaminants of emerging concern, and increasing pollutant trends from nonpoint sources.

There are many incentives for conserving water; conservation:

- reduces the potential for pumping-induced transfer of contaminants into the deeper aquifers, which can add treatment costs
- reduces the need for capital projects to expand system capacity
- reduces the likelihood of water use conflicts, like well interference, aquatic habitat loss, and declining lake levels
- conserves energy, because less energy is needed to extract, treat and distribute water (and less energy production also conserves water since water is used to produce energy)
- maintains water supplies that can then be available during times of drought

It is therefore imperative that water suppliers implement water conservation plans. The first step in water conservation is identifying opportunities for behavioral or engineering changes that could be made to reduce water use by conducting a thorough analysis of:

- Water use by customer
- Extraction, treatment, distribution and irrigation system efficiencies
- Industrial processing system efficiencies
- Regulatory and barriers to conservation
- Cultural barriers to conservation
- Water reuse opportunities

Once accurate data is compiled, water suppliers can set achievable goals for reducing water use. A successful water conservation plan follows a logical sequence of events. The plan should address both conservation on the supply side (leak detection and repairs, metering), as well as on the demand side (reductions in usage). Implementation should be conducted in phases, starting with the most obvious and lowest-cost options. In some cases one of the early steps will be reviewing regulatory constraints to water conservation, such as lawn irrigation requirements. Outside funding and grants may be available for implementation of projects. Engage water system operators and maintenance staff and customers in brainstorming opportunities to reduce water use. Ask the question: "How can I help save water?"

Progress since 2006

Is this your community's first Water Supply Plan? Yes ☐ No ☒

If yes, describe conservation practices that you are already implementing, such as: pricing, system improvements, education, regulation, appliance retrofitting, enforcement, etc.

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If no, complete Table 21 to summarize conservation actions taken since the adoption of the 2006 water supply plan.

Table 21. Implementation of previous ten-year Conservation Plan

2006 Plan Commitments	Action Taken?
Change water rates structure to provide conservation pricing	☒ Yes ☐ No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.)	☒ Yes ☐ No
Educational efforts	☒ Yes ☐ No
New water conservation ordinances	☐ Yes ☒ No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.)	☐ Yes ☒ No
Enforcement	☐ Yes ☒ No
Describe other	☐ Yes ☐ No

What are the results you have seen from the actions in Table 21 and how were results measured?

Based on utility billing Citywide water usage has been trending down over the last 8 years.

A. Triggers for Allocation and Demand Reduction Actions

Complete table 22 by checking each trigger below, as appropriate, and the actions to be taken at various levels or stages of severity. Add in additional rows to the table as needed.

Table 22. Short and long-term demand reduction conditions, triggers and actions

Objective	Triggers	Actions
Protect surface water flows	☐ Low stream flow conditions ☐ Reports of declining wetland and lake levels ☐ Other: _____	☐ Increase promotion of conservation measures ☐ Other: _____

Objective	Triggers	Actions
Short-term demand reduction (less than 1 year)	☐ Extremely high seasonal water demand (more than double winter demand) ☐ Loss of treatment capacity ☒ Lack of water in storage ☒ State drought plan ☐ Well interference ☐ Other: _____	☐ Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☐ Supply augmentation through _____ ☐ Water allocation through _____ ☒ Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	☒ Per capita demand increasing ☐ Total demand increase (higher population or more industry) Water level in well(s) below elevation of _____ ☐ Other: _____	☐ Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. ☐ Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. ☒ Meet with large water users to discuss user's contingency plan. ☒ Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	☒ Critical Water Deficiency Order	☒ Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses.

B. Conservation Objectives and Strategies – *Key benchmark for DNR*

This section establishes water conservation objectives and strategies for eight major areas of water use.

Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%

The Minnesota Rural Waters Association, the Metropolitan Council and the Department of Natural Resources recommend that all water uses be metered. Metering can help identify high use locations and times, along with leaks within buildings that have multiple meters.

It is difficult to quantify specific unmetered water use such as that associated with firefighting and system flushing or system leaks. Typically, water suppliers subtract metered water use from total water pumped to calculate unaccounted or non-revenue water loss.

Is your five-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?

Yes ☐ No ☒

What is your leak detection monitoring schedule? (e.g. monitor 1/3rd of the city lines per year)

The City will conduct leak detection on one fourth of the city annually for a four year cycle

Water Audits - are intended to identify, quantify and verify water and revenue losses. The volume of unaccounted-for water should be evaluated each billing cycle. The American Water Works Association (AWWA) recommends that ten percent or less of pumped water is unaccounted-for water. Water audit procedures are available from the AWWA and MN Rural Water Association www.mrwa.com. Drinking Water Revolving Loan Funds are available for purchase of new meters when new plants are built.

What is the date of your most recent water audit? 2015

Frequency of water audits: ☒ yearly ☐ other (specify frequency) _____

Leak detection and survey: ☐ every year ☐ every other year ☒ periodic as needed

Year last leak detection survey completed: 2003

If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe

NA

Metering -AWWA recommends that every water supplier install meters to account for all water taken into its system, along with all water distributed from its system at each customer's point of service. An effective metering program relies upon periodic performance testing, repair, maintenance or replacement of all meters. AWWA also recommends that water suppliers conduct regular water audits to ensure accountability. Some cities install separate meters for interior and exterior water use, but some research suggests that this may not result in water conservation.

Complete Table 23 by adding the requested information regarding the number, types, testing and maintenance of customer meters.

Table 23. Information about customer meters

Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Residential	9,042	9,042	9,022	5	2 /20
Irrigation meters					___ / ___
Institutional	70	70	70	5	2 / 20
Commercial	960	960	960	5	___ / ___
Industrial					___ / ___
Public facilities	30	2	2	5	2 /20
Other	364	364	364	5	2 /20
TOTALS	10,466	10,438	10,438	NA	NA

For unmetered systems, describe any plans to install meters or replace current meters with advanced technology meters. Provide an estimate of the cost to implement the plan and the projected water savings from implementing the plan.

City will conduct water audits on all its publically owned buildings and park facilities over the next 5 years by installing meters on any existing unmetered areas.

Table 24. Water source meters

	Number of Meters	Meter testing schedule (years)	Number of Automated Meter Readers	Average age/meter replacement schedule (years)
Water source (wells/intakes)	1	Semi Annual	1	5 /20
Treatment plant	NA	NA	NA	___ / ___

Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)

The 2002 average residential per capita demand in the Twin Cities Metropolitan area was 75 gallons per capita per day.

Is your average 2010-2015 residential per capita water demand in Table 2 more than 75? Yes ☐ No ☒

What was your 2010 – 2015 five-year average residential per capita water demand? 41.18 g/person/day

Describe the water use trend over that timeframe:

Water use on average has decreased over this time.

Complete Table 25 by checking which strategies you will use to continue reducing residential per capita demand and project a likely timeframe for completing each checked strategy (Select all that apply and add rows for additional strategies):

Table 25. Strategies and timeframe to reduce residential per capita demand

Strategy to reduce residential per capita demand	Timeframe for completing work
☐ Revise city ordinances/codes to encourage or require water efficient landscaping.	
☐ Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	

Strategy to reduce residential per capita demand	Timeframe for completing work
☐ Revise ordinances to limit irrigation. Describe the restricted irrigation plan:	
☐ Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	
☒ Make water system infrastructure improvements	Annually
☐ Offer free or reduced cost water use audits) for residential customers.	
☐ Implement a notification system to inform customers when water availability conditions change.	
☐ Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead and faucet aerators, water softeners, etc.)	
☐ Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
☐ Identify supplemental Water Resources	
☒ Conduct audience-appropriate water conservation education and outreach.	
☐ Describe other plans	

Objective 3: Achieve at least a 1.5% per year water reduction for Institutional, Industrial, Commercial, and Agricultural GPCD over the next 10 years or a 15% reduction in ten years.

Complete Table 26 by checking which strategies you will used to continue reducing non-residential customer use demand and project a likely timeframe for completing each checked strategy (add rows for additional strategies).

Where possible, substitute recycled water used in one process for reuse in another. (For example, spent rinse water can often be reused in a cooling tower.) Keep in mind the true cost of water is the amount on the water bill PLUS the expenses to heat, cool, treat, pump, and dispose of/discharge the water. Don't just calculate the initial investment. Many conservation retrofits that appear to be prohibitively expensive are actually very cost-effective when amortized over the life of the equipment. Often reducing water use also saves electrical and other utility costs. Note: as of 2015, water reuse, and is not allowed by the state plumbing code, M.R. 4715 (a variance is needed). However several state agencies are addressing this issue.

Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
☒ Conduct a facility water use audit for both indoor and outdoor use, including system components	City will conduct water audits on all its Publically owned buildings and park facilities over the next 5 years.
☒ Install enhanced meters capable of automated readings to detect spikes in consumption	City will conduct water audits on all its Publically owned buildings and park facilities over the next 5 years.

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
☐ Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	
☐ Install water conservation fixtures and appliances or change processes to conserve water	
☒ Repair leaking system components (e.g., pipes, valves)	Pipes and valves are replaced annually in conjunction with street improvement projects.
☒ Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	The City currently has 2 stormwater reuse system online. Both systems harvest rainwater and reuse it for irrigation.
☐ Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	
☒ Train employees how to conserve water	Annually
☐ Implement a notification system to inform non-residential customers when water availability conditions change.	
☐ Rainwater catchment systems intended to supply uses such as water closets, urinals, trap primers for floor drains and floor sinks, industrial processes, water features, vehicle washing facilities, cooling tower makeup, and similar uses shall be approved by the commissioner. Proposed plumbing code 4714.1702.1 http://www.dli.mn.gov/PDF/docket/4714rule.pdf	
☐ Describe other plans:	

Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand

Include as **Appendix 8** one graph showing total per capita water demand for each customer category (i.e., residential, institutional, commercial, industrial) from 2005-2014 and add the calculated/estimated linear trend for the next 10 years.

Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.

Over the last 8 years each customer category has a decreasing trend.

Objective 5: Reduce Peak Day Demand so that the Ratio of Average Maximum day to the Average Day is less than 2.6

Is the ratio of average 2005-2014 maximum day demand to average 2005-2014 average day demand reported in Table 2 more than 2.6? Yes ☒ No ☐

Calculate a ten year average (2005 – 2014) of the ratio of maximum day demand to average day demand: 2.61

The position of the DNR has been that a peak day/average day ratio that is above 2.6 for in summer indicates that the water being used for irrigation by the residents in a community is too large and that efforts should be made to reduce the peak day use by the community.

It should be noted that by reducing the peak day use, communities can also reduce the amount of infrastructure that is required to meet the peak day use. This infrastructure includes new wells, new water towers which can be costly items.

Objective 6: Implement a Conservation Water Rate Structure and/or a Uniform Rate Structure with a Water Conservation Program

Water Conservation Program

Municipal water suppliers serving over 1,000 people are required to adopt demand reduction measures that include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. These measures must achieve demand reduction in ways that reduce water demand, water losses, peak water demands, and nonessential water uses. These measures must be approved before a community may request well construction approval from the Department of Health or before requesting an increase in water appropriations permit volume (*Minnesota Statutes*, section 103G.291, subd. 3 and 4). Rates should be adjusted on a regular basis to ensure that revenue of the system is adequate under reduced demand scenarios. If a municipal water supplier intends to use a Uniform Rate Structure, a community-wide Water Conservation Program that will achieve demand reduction must be provided.

Current Water Rates

Include a copy of the actual rate structure in **Appendix 9** or list current water rates including base/service fees and volume charges below.

Volume included in base rate or service charge: 0 gallons or ____ cubic feet ____ other

Frequency of billing: ☐ Monthly ☐ Bimonthly ☒ Quarterly ☐ Other: _____

Water Rate Evaluation Frequency: ☒ every year ☐ every ____ years ☐ no schedule

Date of last rate change: 2016

Table 27. Rate structures for each customer category (Select all that apply and add additional rows as needed)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Residential	☐ Monthly billing ☐ Increasing block rates (volume tiered rates) ☒ Seasonal rates ☐ Time of use rates ☐ Water bills reported in gallons ☐ Individualized goal rates ☐ Excess use rates ☐ Drought surcharge ☐ Use water bill to provide comparisons	☐ Uniform ☐ Odd/even day watering	☐ Service charge based on water volume ☐ Declining block ☐ Flat ☐ Other (describe)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
	☒ Service charge not based on water volume ☐ Other (describe)		
Commercial/ Industrial/ Institutional	☐ Monthly billing ☐ Increasing block rates (volume tiered rates) ☒ Seasonal rates ☐ Time of use rates ☐ Water bills reported in gallons ☐ Individualized goal rates ☐ Excess use rates ☐ Drought surcharge ☐ Use water bill to provide comparisons ☒ Service charge not based on water volume ☐ Other (describe)	☐ Uniform	☐ Service charge based on water volume ☐ Declining block ☐ Flat ☐ Other (describe)
☐ Other			

*** Rate Structures components that may promote water conservation:**

- **Monthly billing:** is encouraged to help people see their water usage so they can consider changing behavior.
- **Increasing block rates (also known as a tiered residential rate structure):** Typically, these have at least three tiers: should have at least three tiers.
 - The first tier is for the winter average water use.
 - The second tier is the year-round average use, which is lower than typical summer use. This rate should be set to cover the full cost of service.
 - The third tier should be above the average annual use and should be priced high enough to encourage conservation, as should any higher tiers. For this to be effective, the difference in block rates should be significant.
- **Seasonal rate:** higher rates in summer to reduce peak demands
- **Time of Use rates:** lower rates for off peak water use
- **Bill water use in gallons:** this allows customers to compare their use to average rates
- **Individualized goal rates:** typically used for industry, business or other large water users to promote water conservation if they keep within agreed upon goals. **Excess Use rates:** if water use goes above an agreed upon amount this higher rate is charged
- **Drought surcharge:** an extra fee is charged for guaranteed water use during drought
- **Use water bill to provide comparisons:** simple graphics comparing individual use over time or compare individual use to others.
- **Service charge or base fee that does not include a water volume** – a base charge or fee to cover universal city expenses that are not customer dependent and/or to provide minimal water at a lower rate (e.g., an amount less than the average residential per capita demand for the water supplier for the last 5 years)
- **Emergency rates** -A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

****Conservation Neutral****

- **Uniform rate:** rate per unit used is the same regardless of the volume used

- **Odd/even day watering** –This approach reduces peak demand on a daily basis for system operation, but it does not reduce overall water use.

***** Non-Conserving *****

- **Service charge or base fee with water volume:** an amount of water larger than the average residential per capita demand for the water supplier for the last 5 years
- **Declining block rate:** the rate per unit used decreases as water use increases.
- **Flat rate:** one fee regardless of how much water is used (usually unmetered).

Provide justification for any conservation neutral or non-conserving rate structures. If intending to adopt a conservation rate structure, include the timeframe to do so:

Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning

Development and redevelopment projects can provide additional water conservation opportunities, such as the actions listed below. If a Uniform Rate Structure is in place, the water supplier must provide a Water Conservation Program that includes at least two of the actions listed below. Check those actions that you intent to implement within the next 10 years.

Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection

☒	Participate in the GreenStep Cities Program, including implementation of at least one of the 20 “Best Practices” for water
☐	Prepare a master plan for smart growth (compact urban growth that avoids sprawl)
☒	Prepare a comprehensive open space plan (areas for parks, green spaces, natural areas)
☐	Adopt a water use restriction ordinance (lawn irrigation, car washing, pools, etc.)
☐	Adopt an outdoor lawn irrigation ordinance
☒	Adopt a private well ordinance (private wells in a city must comply with water restrictions)
☒	Implement a stormwater management program
☒	Adopt non-zoning wetlands ordinance (can further protect wetlands beyond state/federal laws- for vernal pools, buffer areas, restrictions on filling or alterations)
☐	Adopt a water offset program (primarily for new development or expansion)
☐	Implement a water conservation outreach program
☐	Hire a water conservation coordinator (part-time)
☐	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
☒	Other

Objective 8: Tracking Success: How will you track or measure success through the next ten years?

Track our water usage and compare it to previous years.

Tip: The process to monitor demand reduction and/or a rate structure includes:

- a) The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.
- b) They will discuss what activities the community is doing to conserve water and if they feel their actions are successful. The Water Supply Plan, Part 3 tables and responses will guide the discussion. For example, they will discuss efforts to reduce unaccounted for water loss if that is a problem, or go through Tables 33, 34 and 35 to discuss new initiatives.
- c) The city representative and the hydrologist will discuss total per capita water use, residential per capita water use, and business/industry use. They will note trends.
- d) They will also discuss options for improvement and/or collect case studies of success stories to share with other communities. One option may be to change the rate structure, but there are many other paths to successful water conservation.
- e) If appropriate, they will cooperatively develop a simple work plan for the next few years, targeting a couple areas where the city might focus efforts.

A. Regulation

Complete Table 29 by selecting which regulations are used to reduce demand and improve water efficiencies. Add additional rows as needed.

Copies of adopted regulations or proposed restrictions or should be included in **Appendix 10** (a list with hyperlinks is acceptable).

Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies

Regulations Utilized	When is it applied (in effect)?
☐ Rainfall sensors required on landscape irrigation systems	☐ Ongoing ☐ Seasonal ☐ Only during declared Emergencies
☐ Water efficient plumbing fixtures required	☐ New development ☐ Replacement ☐ Rebate Programs
☐ Critical/Emergency Water Deficiency ordinance	☐ Only during declared Emergencies
☐ Watering restriction requirements (time of day, allowable days, etc.)	☐ Odd/even ☐ 2 days/week ☐ Only during declared Emergencies
☐ Water waste prohibited (for example, having a fine for irrigators spraying on the street)	☐ Ongoing ☐ Seasonal ☐ Only during declared Emergencies
☒ Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	☒ New development ☐ Shoreland/zoning ☐ Other
☒ Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	☒ New Development ☒ Construction Projects ☐ Other
☐ Tree ratios (requiring a certain number of trees per square foot of lawn)	☐ New development ☐ Shoreland/zoning ☐ Other
☐ Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	☐ Ongoing ☐ Seasonal

Regulations Utilized	When is it applied (in effect)?
	☐ Only during declared Emergencies
☐ Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	☐ Describe

B. Retrofitting Programs

Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use, as well as energy costs. It is recommended that municipal water suppliers develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and appliances. Some water suppliers have developed partnerships with organizations having similar conservation goals, such as electric or gas suppliers, to develop cooperative rebate and retrofit programs.

A study by the AWWA Research Foundation (Residential End Uses of Water, 1999) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

Retrofitting Programs

Complete Table 30 by checking which water uses are targeted, the outreach methods used, the measures used to identify success, and any participating partners.

Table 30. Retrofitting programs (Select all that apply)

Water Use Targets	Outreach Methods	Partners
☐ Low flush toilets, ☐ Toilet leak tablets, ☐ Low flow showerheads, ☐ Faucet aerators;	☐ Education about ☐ Free distribution of ☐ Rebate for ☐ Other	☐ Gas company ☐ Electric company ☐ Watershed organization
☐ Water conserving washing machines, ☐ Dish washers, ☐ Water softeners;	☐ Education about ☐ Free distribution of ☐ Rebate for ☐ Other	☐ Gas company ☐ Electric company ☐ Watershed organization
☒ Rain gardens, ☒ Rain barrels, ☐ Native/drought tolerant landscaping, etc.	☒ Education about ☐ Free distribution of ☐ Rebate for ☒ Other	☐ Gas company ☐ Electric company ☒ Watershed organization

Briefly discuss measures of success from the above table (e.g. number of items distributed, dollar value of rebates, gallons of water conserved, etc.):

From 2013-16 the City has distributed 25 rain barrels at an annual event held at City hall. The City also has a partnership with the watersheds as well as residents to help with costs for the installation of rain gardens and bio-retention ponds. To date there has been 86 rain gardens and 69 bio-retention ponds installed in the City of Roseville.

C. Education and Information Programs

Customer education should take place in three different circumstances. First, customers should be provided information on how to conserve water and improve water use efficiencies. Second, information should be provided at appropriate times to address peak demands. Third, emergency notices and educational materials about how to reduce water use should be available for quick distribution during an emergency.

Proposed Education Programs

Complete Table 31 by selecting which methods are used to provide water conservation and information, including the frequency of program components. Select all that apply and add additional lines as needed.

Table 31. Current and Proposed Education Programs

Education Methods	General summary of topics	#/Year	Frequency
Billing inserts or tips printed on the actual bill			☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Consumer Confidence Reports			☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)			☐ Ongoing ☐ Seasonal ☒ Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)			☐ Ongoing ☐ Seasonal ☒ Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Presentations to community groups			☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Staff training			☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Facility tours			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Displays and exhibits			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)			☐ Ongoing ☐ Seasonal

Education Methods	General summary of topics	#/Year	Frequency
			☐ Only during declared emergencies
Community news letters			☐ Ongoing ☒ Seasonal ☐ Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Information kiosk at utility and public buildings			☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Public service announcements			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Cable TV Programs			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Demonstration projects (landscaping or plumbing)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Community events (children's water festivals, environmental fairs)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Community education classes			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Water week promotions			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Website (include address:)			☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Targeted efforts (large volume users, users with large increases)			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Notices of ordinances			☐ Ongoing ☐ Seasonal ☐ Only during declared emergencies
Emergency conservation notices			☐ Ongoing ☐ Seasonal ☒ Only during declared emergencies
Other:	Pilot Program		☒ Ongoing ☐ Seasonal ☐ Only during declared emergencies

Briefly discuss what future education and information activities your community is considering in the future:

We are considering incorporating education into some of our public meetings. The City is also implementing a pilot program of smart irrigation controllers at City-owned facilities to determine any changes in water usage and share this data with our residents.

Part 4. ITEMS FOR METROPOLITAN AREA COMMUNITIES

Minnesota Statute 473.859 requires WSPs to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process.



Much of the information in Parts 1-3 addresses water demand for the next 10 years. However, additional information is needed to address water demand through 2040, which will make the WSP consistent with the Metropolitan Land Use Planning Act, upon which the local comprehensive plans are based.

This Part 4 provides guidance to complete the WSP in a way that addresses plans for water supply through 2040.

A. Water Demand Projections through 2040

Complete Table 7 in Part 1D by filling in information about long-term water demand projections through 2040. Total Community Population projections should be consistent with the community's system statement, which can be found on the Metropolitan Council's website and which was sent to the community in September 2015.

Projected Average Day, Maximum Day, and Annual Water Demands may either be calculated using the method outlined in *Appendix 2* of the *2015 Master Water Supply Plan* or by a method developed by the individual water supplier.

B. Potential Water Supply Issues

Complete Table 10 in Part 1E by providing information about the potential water supply issues in your community, including those that might occur due to 2040 projected water use.

The *Master Water Supply Plan* provides information about potential issues for your community in *Appendix 1 (Water Supply Profiles)*. This resource may be useful in completing Table 10.

You may document results of local work done to evaluate impact of planned uses by attaching a feasibility assessment or providing a citation and link to where the plan is available electronically.

C. Proposed Alternative Approaches to Meet Extended Water Demand Projections

Complete Table 12 in Part 1F with information about potential water supply infrastructure impacts (such as replacements, expansions or additions to wells/intakes, water storage and treatment capacity, distribution systems, and emergency interconnections) of extended plans for development and redevelopment, in 10-year increments through 2040. It may be useful to refer to information in the community's local Land Use Plan, if available.

Complete Table 14 in Part 1F by checking each approach your community is considering to meet future demand. For each approach your community is considering, provide information about the amount of

future water demand to be met using that approach, the timeframe to implement the approach, potential partners, and current understanding of the key benefits and challenges of the approach.

As challenges are being discussed, consider the need for: evaluation of geologic conditions (mapping, aquifer tests, modeling), identification of areas where domestic wells could be impacted, measurement and analysis of water levels & pumping rates, triggers & associated actions to protect water levels, etc.

D. Value-Added Water Supply Planning Efforts (Optional)

The following information is not required to be completed as part of the local water supply plan, but completing this can help strengthen source water protection throughout the region and help Metropolitan Council and partners in the region to better support local efforts.

Source Water Protection Strategies

Does a Drinking Water Supply Management Area for a neighboring public water supplier overlap your community? Yes ☐ No ☒

If you answered no, skip this section. If you answered yes, please complete Table 32 with information about new water demand or land use planning-related local controls that are being considered to provide additional protection in this area.

Table 32. Local controls and schedule to protect Drinking Water Supply Management Areas

Local Control	Schedule to Implement	Potential Partners
☒ None at this time		
☐ Comprehensive planning that guides development in vulnerable drinking water supply management areas		
☐ Zoning overlay		
☐ Other:		

Technical assistance

From your community's perspective, what are the most important topics for the Metropolitan Council to address, guided by the region's Metropolitan Area Water Supply Advisory Committee and Technical Advisory Committee, as part of its ongoing water supply planning role?

- ☐ Coordination of state, regional and local water supply planning roles
- ☒ Regional water use goals
- ☐ Water use reporting standards
- ☐ Regional and sub-regional partnership opportunities
- ☐ Identifying and prioritizing data gaps and input for regional and sub-regional analyses
- ☐ Others: _____

GLOSSARY

Agricultural/Irrigation Water Use - Water used for crop and non-crop irrigation, livestock watering, chemigation, golf course irrigation, landscape and athletic field irrigation.

Average Daily Demand - The total water pumped during the year divided by 365 days.

Calcareous Fen - Calcareous fens are rare and distinctive wetlands dependent on a constant supply of cold groundwater. Because they are dependent on groundwater and are one of the rarest natural communities in the United States, they are a protected resource in MN. Approximately 200 have been located in Minnesota. They may not be filled, drained or otherwise degraded.

Commercial/Institutional Water Use - Water used by motels, hotels, restaurants, office buildings, commercial facilities and institutions (both civilian and military). Consider maintaining separate institutional water use records for emergency planning and allocation purposes. Water used by multi-family dwellings, apartment buildings, senior housing complexes, and mobile home parks should be reported as Residential Water Use.

Commercial/Institutional/Industrial (C/I/I) Water Sold - The sum of water delivered for commercial/institutional or industrial purposes.

Conservation Rate Structure - A rate structure that encourages conservation and may include increasing block rates, seasonal rates, time of use rates, individualized goal rates, or excess use rates. If a conservation rate is applied to multifamily dwellings, the rate structure must consider each residential unit as an individual user. A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

Date of Maximum Daily Demand - The date of the maximum (highest) water demand. Typically this is a day in July or August.

Declining Rate Structure - Under a declining block rate structure, a consumer pays less per additional unit of water as usage increases. This rate structure does not promote water conservation.

Distribution System - Water distribution systems consist of an interconnected series of pipes, valves, storage facilities (water tanks, water towers, reservoirs), water purification facilities, pumping stations, flushing hydrants, and components that convey drinking water and meeting fire protection needs for cities, homes, schools, hospitals, businesses, industries and other facilities.

Flat Rate Structure - Flat fee rates do not vary by customer characteristics or water usage. This rate structure does not promote water conservation.

Industrial Water Use - Water used for thermonuclear power (electric utility generation) and other industrial use such as steel, chemical and allied products, paper and allied products, mining, and petroleum refining.

Low Flow Fixtures/Appliances - Plumbing fixtures and appliances that significantly reduce the amount of water released per use are labeled “low flow”. These fixtures and appliances use just enough water to be effective, saving excess, clean drinking water that usually goes down the drain.

Maximum Daily Demand - The maximum (highest) amount of water used in one day.

Metered Residential Connections - The number of residential connections to the water system that have meters. For multifamily dwellings, report each residential unit as an individual user.

Percent Unmetered/Unaccounted For - Unaccounted for water use is the volume of water withdrawn from all sources minus the volume of water delivered. This value represents water “lost” by miscalculated water use due to inaccurate meters, water lost through leaks, or water that is used but unmetered or otherwise undocumented. Water used for public services such as hydrant flushing, ice skating rinks, and public swimming pools should be reported under the category “Water Supplier Services”.

Population Served - The number of people who are served by the community’s public water supply system. This includes the number of people in the community who are connected to the public water supply system, as well as people in neighboring communities who use water supplied by the community’s public water supply system. It should not include residents in the community who have private wells or get their water from neighboring water supply.

Residential Connections - The total number of residential connections to the water system. For multifamily dwellings, report each residential unit as an individual user.

Residential Per Capita Demand - The total residential water delivered during the year divided by the population served divided by 365 days.

Residential Water Use - Water used for normal household purposes such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens. Should include all water delivered to single family private residences, multi-family dwellings, apartment buildings, senior housing complexes, mobile home parks, etc.

Smart Meter - Smart meters can be used by municipalities or by individual homeowners. Smart metering generally indicates the presence of one or more of the following:

- Smart irrigation water meters are controllers that look at factors such as weather, soil, slope, etc. and adjust watering time up or down based on data. Smart controllers in a typical summer will reduce water use by 30%-50%. Just changing the spray nozzle to new efficient models can reduce water use by 40%.
- Smart Meters on customer premises that measure consumption during specific time periods and communicate it to the utility, often on a daily basis.
- A communication channel that permits the utility, at a minimum, to obtain meter reads on demand, to ascertain whether water has recently been flowing through the meter and onto the

premises, and to issue commands to the meter to perform specific tasks such as disconnecting or restricting water flow.

Total Connections - The number of connections to the public water supply system.

Total Per Capita Demand - The total amount of water withdrawn from all water supply sources during the year divided by the population served divided by 365 days.

Total Water Pumped - The cumulative amount of water withdrawn from all water supply sources during the year.

Total Water Delivered - The sum of residential, commercial, industrial, institutional, water supplier services, wholesale and other water delivered.

Ultimate (Full Build-Out) - Time period representing the community's estimated total amount and location of potential development, or when the community is fully built out at the final planned density.

Unaccounted (Non-revenue) Loss - See definitions for "percent unmetered/unaccounted for loss".

Uniform Rate Structure - A uniform rate structure charges the same price-per-unit for water usage beyond the fixed customer charge, which covers some fixed costs. The rate sends a price signal to the customer because the water bill will vary by usage. Uniform rates by class charge the same price-per-unit for all customers within a customer class (e.g. residential or non-residential). This price structure is generally considered less effective in encouraging water conservation.

Water Supplier Services - Water used for public services such as hydrant flushing, ice skating rinks, public swimming pools, city park irrigation, back-flushing at water treatment facilities, and/or other uses.

Water Used for Nonessential Purposes - Water used for lawn irrigation, golf course and park irrigation, car washes, ornamental fountains, and other non-essential uses.

Wholesale Deliveries - The amount of water delivered in bulk to other public water suppliers.

Acronyms and Initialisms

AWWA – American Water Works Association

C/I/I – Commercial/Institutional/Industrial

CIP – Capital Improvement Plan

GIS – Geographic Information System

GPCD – Gallons per capita per day

GWMA – Groundwater Management Area – North and East Metro, Straight River, Bonanza,

MDH – Minnesota Department of Health

MGD – Million gallons per day

MG – Million gallons

MGL – Maximum Contaminant Level

MnTAP – Minnesota Technical Assistance Program (University of Minnesota)

MPARS – MN/DNR Permitting and Reporting System (new electronic permitting system)

MRWA – Minnesota Rural Waters Association

SWP – Source Water Protection

WHP – Wellhead Protection

APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER

Appendix 1: Well records and maintenance summaries – see Part 1C

Appendix 2: Water level monitoring plan – see Part 1E

Appendix 3: Water level graphs for each water supply well - see Part 1E

Appendix 4: Capital Improvement Plan - see Part 1E

Appendix 5: Emergency Telephone List – see Part 2C

Appendix 6: Cooperative Agreements for Emergency Services – see Part 2C

Appendix 7: Municipal Critical Water Deficiency Ordinance – see Part 2C

Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years – see Part 3 Objective 4

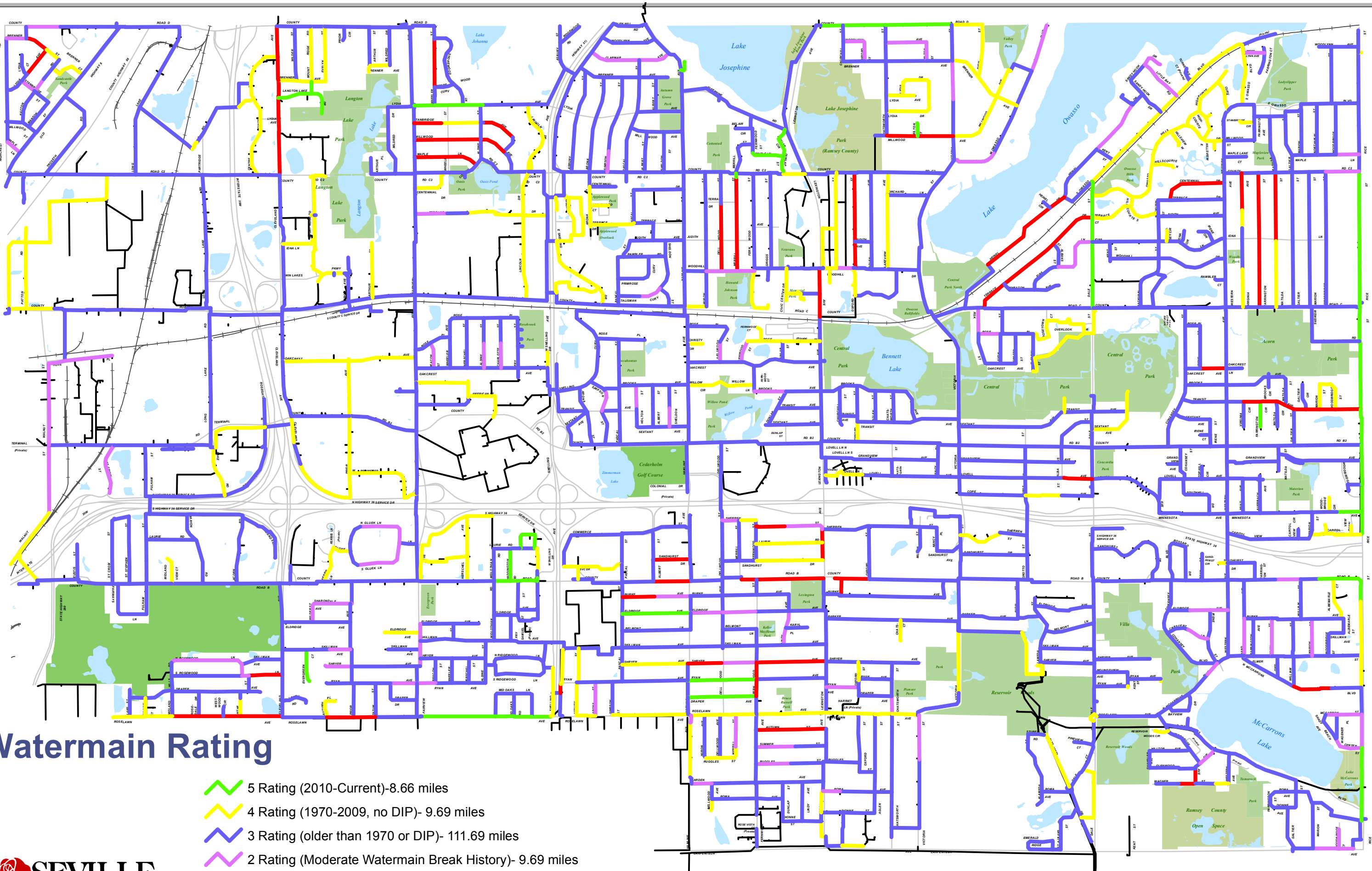
Appendix 9: Water Rate Structure – see Part 3 Objective 6

Appendix 10: Adopted or proposed regulations to reduce demand or improve water efficiency – see Part 3 Objective 7

Appendix 11: Implementation Checklist – summary of all the actions that a community is doing, or proposes to do, including estimated implementation dates – see www.mndnr.gov/watersupplyplans

Appendices

Appendix 4



Watermain Rating

- 5 Rating (2010-Current)-8.66 miles
- 4 Rating (1970-2009, no DIP)- 9.69 miles
- 3 Rating (older than 1970 or DIP)- 111.69 miles
- 2 Rating (Moderate Watermain Break History)- 9.69 miles
- 1 Rating (Extreme Watermain Break History)- 8.66 miles
- Other Water Main (Hydrant Leads, Abandoned, Private, Other City)



City of Roseville
Public Works - Water
Budget Worksheet - Schedule D

	<u>Vehicles</u>	<u>Meters</u>	<u>Other</u>	<u>Other</u>	Total Capital <u>Outlay</u>
Water meters, supplies & connections	-	\$40,000	\$0	\$0	\$40,000
Water main replacement/PMP	-	\$0	\$900,000	\$0	\$900,000
Replace Trench Box	-	\$0	\$30,000	\$0	\$30,000
	-	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0
	-	\$0	\$0	\$0	\$0
	-	\$40,000	\$930,000	\$0	\$970,000

Schedule D

City of Roseville
Capital Improvement Plan: **Water Vehicle & Equipment Fund (610)**
2017-2036
Expenditure Detail

Key	Description	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
V	#207 Pickup	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 70,000
V	#208 Meter van	25,000	-	-	-	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	-	50,000
V	#210 4x4 pickup	25,000	-	-	-	-	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	50,000
V	#211 360 Backhoe (3-way split)	-	-	-	-	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000	120,000
V	#230 Ford 1/2-ton	20,000	-	-	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	40,000
V	#234 4x4 Pickup	-	-	25,000	-	-	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	50,000
E	VFD's, HE Motor's, & Pump Seals,	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	-	50,000	-	-	-	-	75,000
E	Water AMR meter system replacem	-	-	-	-	-	-	-	-	100,000	100,000	100,000	100,000	50,000	50,000	50,000	50,000	500,000	500,000	500,000	-	2,100,000
E	Replace/Upgrade SCADA system (	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	-	-	-	20,000	40,000
E	GPS Unit (1/3 share)	-	-	-	4,000	-	-	-	-	-	-	-	-	-	4,000	-	-	-	-	-	-	8,000
E	Field Computer Replacement/add	-	5,000	-	-	-	5,000	-	-	-	5,000	-	-	-	-	7,000	-	-	-	7,000	-	29,000
E	Replace Air Compressor	-	-	-	-	-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
E	#236 Trailer	-	-	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	10,000
E	#237 Wacker Compacter	50,000	-	-	-	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	-	-	100,000
E	Electronic message board-attenuati	7,500	-	-	-	-	-	-	-	-	-	7,500	-	-	-	-	-	-	-	-	-	-
E	Compactor for 360 Backhoe (1/3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E	Replace VFD's & HE motor for Pur	-	-	-	30,000	-	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	60,000
E	Replace VFD for Pump 4	-	-	-	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000
E	Replace VFD for Pump 3	-	-	-	-	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000
E	Replace Veturie Meter	-	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000
E	Replace Trench Box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
B	Elevated storage tank repainting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700,000	-	-	700,000
B	Booster station building maintenanc	40,000	-	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	-	-	-	50,000	140,000
B	Booster station/ElectricMCC replac	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000
B	Replace genset & trsfr switch @ bo	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000
B	Replace Water Tower Fence	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000
I	Water main replacement	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	20,000,000
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		\$ 1,187,500	\$ 1,480,000	\$ 1,030,000	\$ 1,034,000	\$ 1,047,000	\$ 1,077,000	\$ 1,000,000	\$ 1,045,000	\$ 1,160,000	\$ 1,105,000	\$ 1,177,500	\$ 1,100,000	\$ 1,075,000	\$ 1,134,000	\$ 1,057,000	\$1,100,000	\$1,535,000	\$2,200,000	\$ 1,507,000	\$ 1,135,000	\$ 24,186,000

Appendix 5

Appendix 5
City of Roseville
Emergency Telephone List

Emergency Response Team	Name	Work Telephone	Alternate Telephone
Emergency Response Lead	Paul Coone	651-792-7053	651-775-3511
Alternate Emergency Response Lead	Ted Fish	651-792-7055	651-775-6268
Water Operator	NA	NA	NA
Alternate Water Operator	NA	NA	NA
Public Communications	Gary Bowman	651-792-7027	

State and Local Emergency Response Contacts	Name	Work Telephone	Alternate Telephone
State Incident Duty Officer	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
County Emergency Director	Judson Freed	651-266-1014	651-325-5760
National Guard	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
Mayor/Board Chair	Dan Roe	651-487-9654	
Fire Chief	Tim O'Neill	651-792-7305	
Sheriff		651-767-0640	
Police Chief	Rick Mathwig	651-792-7203	
Ambulance		911	
Hospital		911	
Doctor or Medical Facility		911	

State and Local Agencies	Name	Work Telephone	Alternate Telephone
MDH District Engineer	Lucas Martin	651-201-4144	
MDH	Drinking Water Protection	651-201-4700	
State Testing Laboratory	Minnesota Duty Officer	800/422-0798 Out State	651-649-5451 Metro
MPCA	MPCA	651-296-6300	
DNR Area Hydrologist	Jenifer Sorensen	651-259-5754	
County Water Planner	Ann WhiteEagle	651-266-7271	

Utilities	Name	Work Telephone	Alternate Telephone
Electric Company	Xcel Energy	1-800-895-1999	
Gas Company	Xcel Energy	1-800-895-2999	
Telephone Company	Various	NA	NA
Gopher State One Call	Utility Locations	800-252-1166	651-454-0002
Highway Department	MnDOT	651-296-3000	

Mutual Aid Agreements	Name	Work Telephone	Alternate Telephone
Neighboring Water System	SPRWS	651-266-6350	
Emergency Water Connection	SPRWS	651-266-6350	
Materials			

Technical/Contracted Services/Supplies	Name	Work Telephone	Alternate Telephone
MRWA Technical Services	MN Rural Water Association	800-367-6792	
Well Driller/Repair	NA	NA	NA
Pump Repair	City Staff	651-775-3513	
Electrician	NA	NA	NA
Plumber	NA	NA	NA
Backhoe	City Staff	651-775-3513	
Chemical Feed	City Staff	651-775-3513	

Meter Repair	City Staff	651-775-3513	
Generator	City Staff	651-775-3513	
Valves	City Staff	651-775-3513	
Pipe & Fittings	City Staff	651-775-3513	
Water Storage	City Staff	651-775-3513	
Laboratory			
Engineering firm	NA	NA	

Communications	Name	Work Telephone	Alternate Telephone
News Paper	Roseville Review	651-748-7800	
Radio Station			
School Superintendent	Aldo Sicoli	651-635-1600	
Property & Casualty Insurance			

Critical Water Users	Name	Work Telephone	Alternate Telephone
Hospital Critical Use:			
Nursing Home Critical Use:			
Public Shelter Critical Use:			

Appendix 6

CONTRACT FOR WATER SERVICES

**Between the
CITY OF ROSEVILLE
and the
CITY OF ARDEN HILLS**

This **CONTRACT**, made and entered into this 14th day of August 2006, is entered into by and between the **CITY OF ROSEVILLE** ("Roseville"), a municipal corporation under the laws of the State of Minnesota, and the **CITY OF ARDEN HILLS** ("Arden Hills"), a municipal corporation under the laws of the State of Minnesota.

WITNESSETH:

WHEREAS, it is the intention of the parties that Roseville shall sell water to Arden Hills; and

WHEREAS, Roseville is a party to a certain contract for water services with the Board of Water Commissioners of the City of St. Paul ("St. Paul"), a copy of said contract is attached as Exhibit "A", and made a part hereof by reference; and

WHEREAS, Roseville has been providing water to Arden Hills continuously since 1963; and

WHEREAS, Roseville and Arden Hills desire to continue this relationship.

NOW, THEREFORE be it agreed by and between the parties hereto:

SECTION I Period of Contract

- A) This Agreement shall remain in full force and effect until December 31, 2024, unless terminated earlier pursuant to Section II of this contract. The date of commencement of this contract shall be on the day that it is finally approved by Roseville, Arden Hills and St. Paul, as required under the terms of the contract between Roseville and St. Paul, a copy of which is attached.

SECTION II Termination

- A) Roseville shall have the right to terminate this contract in the event Arden Hills fails to pay charges to which Roseville is entitled under this contract; Roseville gives written notice to Arden Hills setting forth the default; and Arden Hills, within sixty days, fails to redeem or demand arbitration pursuant to Section XI if the amount is disputed.
- B) Either party shall have the right to terminate this contract upon the occurrence of any of the following events:
- 1) If federal or state laws are enacted which substantially and adversely affect rights, duties or obligations of either party under this contract, but in the cancellation for such cause either party shall give the other party at least one year's written notice of cancellation, unless the giving of such notice by a party is prevented by the superior law referred to herein.

- 2) One party fails to comply with any obligation of this contract and the other party gives written notice setting forth the default; the defaulting party fails, within ninety days, to correct the default or demand arbitration pursuant to Section XI, if the default is disputed.
 - 3) Either party fails to comply with an award pursuant to Section XI.
 - 4) If the aforesaid contract, marked Exhibit "A" is terminated by either St. Paul or Roseville and in such event, a party seeking termination to the contract agrees to transmit to the other, any and all notices pertaining to such proposed termination.
- C) The right to terminate by either party shall not be an exclusive remedy and either party retains all remedies regardless of its decision to terminate.

SECTION III Water Service

- A) Roseville agrees to furnish and deliver to Arden Hills its water requirement on a demand basis. Demand basis is defined as a continuous supply of water for 24 hours a day at the Roseville line pressure. Arden Hills shall provide supplemental pumpage to meet pressure requirements for the Arden Hills system.
- B) Roseville agrees to supply Arden Hills with the water which shall be the same treated water supplied by St. Paul, and Roseville undertakes no responsibility for the quality of said water other than transmitting it to Arden Hills with reasonable care to prevent contamination and pollution.
- C) Roseville's obligation to supply water on a demand basis is qualified by the requirement that Arden Hills maintain peak hour storage with the necessary regulatory apparatus to permit each city to temporarily operate off the other's water tower during periods when one tower is out of service for painting, repairing, or similar reasons. Arden Hills shall maintain the construction requirement herein by submitting to Roseville any plans for modifications of the pump control system within Arden Hills which can be used to operate Roseville's booster pump control system. Such plans and specifications shall be deemed approved by Roseville unless written objection hereto is made by Roseville within 20 days after receipt of the same.
- D) During such periods that the meters measuring water flow to and from Arden Hills are inoperable or out of service for repair, the volume of water for which Arden Hills must pay Roseville shall be determined from an equal period just preceding and just following the temporary period.

SECTION IV Financial Obligation of Arden Hills

- A) Arden Hills agrees to indemnify Roseville for all costs Roseville is obligated to pay for increasing the capacity of supply lines resulting from Arden Hills' needs.
- B) Arden Hills shall have the same option payment plan to pay Roseville that Roseville has to pay St. Paul according to the attached exhibit A. Roseville agrees to use its best efforts to notify Arden Hills of all communications it receives from the City of St. Paul bearing upon this financial obligation.

SECTION V Service by Roseville to Other Municipalities

- A) Roseville agrees it will not sell water to any municipality until the other municipality agrees as follows: In the event Roseville is required to increase water capacity as provided in Section IV and the water requirement of Roseville and Arden Hills at all pertinent times is less than 28 million gallons per day, then the new municipality shall have the same obligation of indemnification of Roseville as is assumed by Arden Hills in Section IV hereof, which obligation of the new municipality shall be a primary obligation as between Arden Hills and the new municipality, and the new municipality shall indemnify Arden Hills against any cost or claim, including attorney's fees, incurred by Arden Hills under said Section IV.
- B) In the event Roseville is required to increase water capacity pursuant to Section IV hereof under circumstances other than as set forth in the preceding paragraph, then the cost assumed by Arden Hills and the new municipality shall be on the basis of peak potential usage of water by Arden Hills and the new municipality.

SECTION VI Water Rates and Time of Payment

- A) Roseville shall, monthly or quarterly, at its option, submit a statement of charges to Arden Hills. Arden Hills shall pay same within thirty days of receipt.
- B) Roseville shall determine the amount of the statement by adding the following items only:
 - 1) The average cost per 100 cubic feet or per 1,000 gallons of water per month charged to Roseville by St. Paul.
 - 2) All additional costs incurred by Roseville for the administration of this contract or transmitting water to Arden Hills, including but not limited to, costs of reading and maintaining meters, cost of billing Arden Hills any legal or engineering cost in administering or enforcing this contract. Such costs shall be detailed and submitted along with an invoice. Notwithstanding the foregoing, Arden Hills shall not be required to pay for any legal or engineering expenses incurred by Roseville in litigation or arbitration or judicial determination in favor of Arden Hills, nor shall Arden Hills be billed for legal or engineering costs incurred by Roseville insofar as they related to differences between Roseville and St. Paul or between Roseville and any third municipality receiving water from Roseville.

- 3) The costs of maintaining and depreciation on jointly used pumping and control equipment, the apportionment of such costs to be calculated on the use basis.
- 4) Costs as set forth in Section IX
- 5) Arden Hills shall pay Roseville \$55.00 per year for each fire hydrant in Arden Hills on an unmetered supply.

SECTION VII Meter Reading and Billing

- A) Monthly reading of the master meter or meters at the point or points of delivery to Arden Hills shall be made by Roseville on the last working day of the month.
- B) Arden Hills shall supply a master meter at each point of connection other than covered in Section IX of this contract. These master meters shall be of a size, type, and design approved by Roseville. Roseville will undertake all reading and maintenance of these meters. Costs therefore shall be borne by Arden Hills as provided by Section VI.

SECTION VIII Capital Costs

- A) All additional capital costs incurred in Roseville or Arden Hills by reason of service to Arden Hills shall be borne by Arden Hills. Any capital costs which will benefit both Arden Hills and Roseville shall be shared on a basis determined by the proportionate design capacity available to each municipality.

SECTION IX Arden Hills Water System Which is not Subject to the Master Meters

- A) It is anticipated that some residents of Arden Hills will receive water service directly from Roseville without going through the master meters of Arden Hills. Each of these customers shall have a meter supplied by Arden Hills and said meter shall be maintained and read by Roseville personnel.
- B) Roseville shall then calculate the water usage of each customer and add this amount to that on the master meters.
- C) All costs of maintaining, installing, and reading of these meters shall be paid by Arden Hills to Roseville and added to the bills rendered to Arden Hills pursuant to Section VI.
- D) Arden Hills shall not draw water out of any fire hydrants in Arden Hills which hydrants are on that part of the Arden Hills water system which does not go through the master meter of Arden Hills except on the following basis:
 - 1) For fire fighting purposes
 - 2) For flushing the Arden Hills water system
 - 3) Until permission is obtained from Roseville and Roseville shall grant permission only when the water draw-off is metered

SECTION X Regulations

- A) It is agreed by and between the parties that Exhibit "A" contains a series of regulations which are required to be imposed upon Arden Hills pursuant to this contract. Arden Hills also agrees to be bound by all those regulations as set forth in Exhibit "A".
- B) Arden Hills agrees to do no act which will jeopardize Roseville's contractual relationship with St. Paul and to take all reasonable affirmative acts to protect Roseville's contractual rights with St. Paul.
- C) Arden Hills agrees to adopt any reasonable ordinance requested by Roseville to protect the water facilities and water in Arden Hills.
- D) Arden Hills will not sell any water to any other municipality without first receiving permission from Roseville.

SECTION XI Arbitration

- A) In the event there is any dispute by the parties over the terms of this contract, both agree to be bound by arbitration, pursuant to Minnesota Statute, Chapter 572, and any subsequent amendments.

SECTION XII Force Majeure

- A) Neither party shall be held responsible for performance of this Agreement if the party's performance is prevented by acts or events beyond the party's reasonable control including, but not limited to: several weather and storms, earthquakes, tornados or other natural occurrences, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil or military emergencies, or acts of legislative, judicial, executive or administrative authorities.

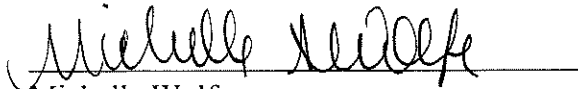
SECTION XIII Interruption in Service

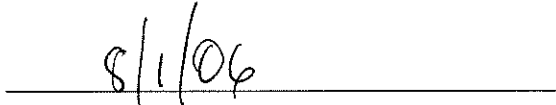
- A) Arden Hills acknowledges that water service can be interrupted due to, among other things, main breaks, equipment failures, weather conditions, maintenance, repairs or improvements. Therefore, Roseville cannot guarantee that there will be no interruptions in service, or that any specific pressures or fluctuations in pressure will or will not occur. Arden Hills agrees that Roseville shall not be liable or responsible for any losses or damages, consequential or otherwise, resulting from any such interruptions in service or fluctuations in pressure.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates listed below.

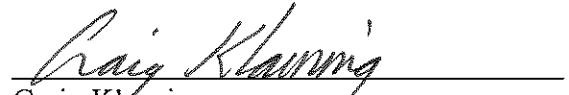
CITY OF ARDEN HILLS

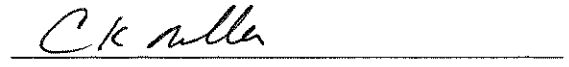

Beverly Aplikowski
Mayor

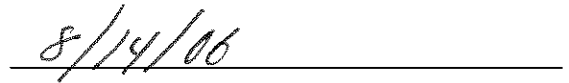

Michelle Wolfe
City Administrator


Date

CITY OF ROSEVILLE


Craig Klausing
Mayor


Christopher K. Miller
Interim City Manager


Date

Agreement No. 02-13496-I

AMENDMENT NO. 1 to CONTRACT FOR WATER SERVICES
between
BOARD OF WATER COMMISSIONERS
and
CITY OF ROSEVILLE, MINNESOTA

This **AMENDMENT NO. 1 TO CONTRACT FOR WATER SERVICES** is entered into this 10th day of September, 2013, by and between the **BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL**, a municipal corporation of the State of Minnesota (the "Board"), and the **CITY OF ROSEVILLE, MINNESOTA**, a municipal corporation of the State of Minnesota ("Roseville").

WITNESSETH:

WHEREAS, Roseville and the Board entered into a Contract For Water Services dated May 10, 2005 to furnish and provide water to Roseville (the "Agreement"); and

WHEREAS, the parties desire at this time to amend the Agreement to provide for revised water charges and rates for such water; and

WHEREAS, Section 10.04 of the Agreement provides for amendments to the Agreement by a written instrument executed by the parties, and this Amendment No. 1 to Contract For Water Services is intended by the parties to be such an instrument.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties mutually agree to amend the Agreement according to the following:

1. Section 6.01 is hereby replaced in its entirety with the following:

SECTION 6.01 Charges

- A. The charges for water sold by the Board to Roseville under this Agreement ("Charges") shall consist of two components:

- 1) Water Service Base Fee

The Water Service Base Fee is intended to recover the fixed costs incurred by the Board for its provision of water to Roseville. The Water Service Base Fee shall be \$46,000 per month and shall be charged monthly.

- 2) Water Volume Charge

The Water Volume Charge is the product of a rate equal to 70% of the lowest seasonal rate per one hundred (100) cubic feet charged to retail water customers in the City of Saint Paul and the volume of water provided to Roseville at the Point of Delivery. The Water Volume Charge

9-2005-G-04

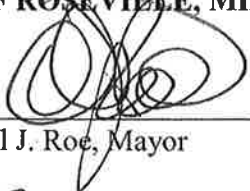
shall be charged at the same time and frequency as the Water Service Base Fee.

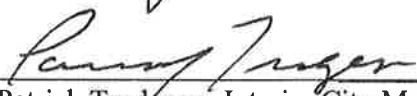
- B. The parties agree to review the Charges every five (5) years or if a significant change to the Board's retail billing structure is implemented. This review shall include a cost of service study, which shall review the return on Board assets, asset allocations and other economic factors. All costs for this review shall be shared equally by the Board and Roseville.
 - C. Notwithstanding the above, if, whether as a result of such review or otherwise, the Board changes its retail billing structure in any way, either of its own accord or at the requirement of other governmental entities, both parties agree that the Charges will be adjusted. All reasonable effort shall be taken to make sure this adjustment shall not harm Roseville by increasing Roseville's overall cost or harm the Board by decreasing the Board's overall revenue under the contract.
- 2. The effective date of this Amendment shall be January 1, 2013.
 - 3. All provisions of the original Agreement shall remain in full force and effect.

[The remainder of this page left intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to Contract For Water Services to be executed as of the day and year first above written.

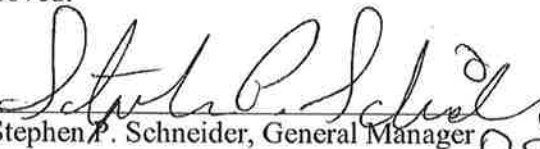
CITY OF ROSEVILLE, MINNESOTA

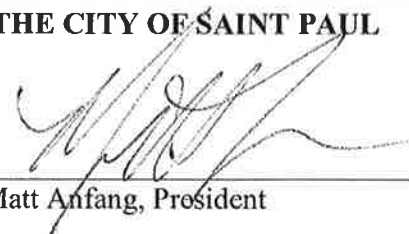
By 
Daniel J. Roe, Mayor

By 
Patrick Trudgeon, Interim City Manager

**BOARD OF WATER COMMISSIONERS
OF THE CITY OF SAINT PAUL**

Approved:

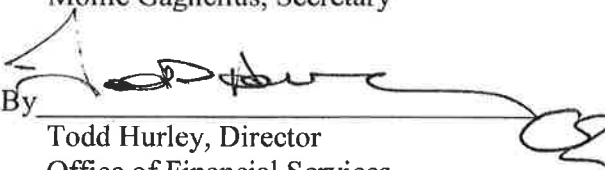
By 
Stephen P. Schneider, General Manager
Saint Paul Regional Water Services DS

By 
Matt Anfang, President

Approved as to form:

By 
Lisa Veith, Assistant City Attorney

By 
Mollie Gagnelius, Secretary

By 
Todd Hurley, Director
Office of Financial Services

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City Council

City Council Meeting Minutes

September 19, 2013

1. Roll Call

Mayor Roe called to order the Roseville City Council regular meeting at approximately 6:00 pm, and welcomed everyone. Voting and Seating Order: Laliberte; McGehee; Willmus; Etten; and Roe. City Attorney Mark Gaughan was also present.

2. Approve Agenda

Mayor Roe noted that a member of the public had requested removal of Consent Item 7.c entitled, "Consider Interim Use for Corpus Christi Church."

Councilmember McGehee requested removal of Consent Item 7.e entitled, "Set Public Hearing to Consider Approving an On-Sale Intoxicating Liquor License for Fantasy Flight Game Center at 1975 W County Road B-2, Suite 1, Roseville, MN."

Laliberte moved, Etten seconded, approval of the agenda as amended.

Roll Call

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

Nays: None.

3. Public Comment

Mayor Roe called for public comment by members of the audience on any non-agenda items. No one appeared to speak at this time.

4. Council Communications, Reports and Announcements

Councilmember Laliberte announced that she would be attending the second of four planning meetings for the Snelling Avenue Bus Rapid Transit on Wednesday of this week, and would report on that meeting at next week's City Council meeting.

5. Recognitions, Donations, Communications

6. Approve Minutes

Comments and corrections to draft minutes had been submitted by the City Council prior to tonight's meeting and those revisions were incorporated into the draft presented in the Council packet.

a. Approve Minutes of August 12, 2013 Meeting

McGehee moved, Etten seconded, approval of the August 12, 2013 Meeting Minutes as presented.

Roll Call

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

Nays: None.

7. Approve Consent Agenda

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

Nays: None.

f. Approve St. Paul Board of Water Commissioner's Wholesale Water Contract Revisions

Willmus moved, Etten seconded, approval of Agreement No. 02-13496-1 Amendment No. 1 (Attachment B) to Contract for Water Services between the Board of Water Commissioners and the City of Roseville (Attachment B); and authorizing the Mayor and Interim City Manager to execute the documents.

Roll Call

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

Nays: None.

8. Consider Items Removed from Consent

c. Consider Interim Use for Corpus Christi Church

At the request of Mayor Roe, Interim City Manager Trudgeon briefly summarized the request as detailed in the RCA dated August 19, 2013; with concurrence by City Planner Thomas Paschke.

Mr. Paschke further advised that the best location for the temporary structure was determined to be as close as allowable under Building Code regulations to allow restroom access from the temporary building to the main (church) facility via ADA ramping and fire code stipulations as outlined by the City's Building Official. While plans remained pending as to the actual location of the temporary structure as plans become finalized, Mr. Paschke advised that the preliminary review by the Building Official had indicated that it should be located up to 30' from the main structure. Until final building plans are submitted to the City by the applicant's architect, Mr. Paschke advised that the actual location remained an unknown, but was anticipated as close as 20', but at a maximum of 30' from the main structure. Mr. Paschke advised that the greatest distance would still provide for an approximate 110' setback from adjacent residential properties.

A brief discussion among Councilmembers and staff included differing fire rating standards for free-standards and those attached to existing structures, whether temporary or permanent in nature.

Mr. Paschke advised that a representative of the applicant was available at tonight's meeting for any questions of the City Council or public.

Public Comment

Ed Cunningham, 1857 W Eldridge (south of Corpus Christi Church)

Mr. Cunningham noted that while one of his concerns with drainage from this temporary structure had been discussed at the recent Planning Commission meeting, he also had issues with the proposed location of the structure. As he had stepped off the distance from his property line to the school, Mr. Cunningham stated that it will only be a setback of 106' if placed 30' from the main structure. As noted at the Planning Commission meeting, Mr. Cunningham opined that the student roster was pushing closer to 300 students, with the area for outside play located directly to the south, and with the slope of the ground, it would look directly into his backyard. Mr. Cunningham opined that the structure was too high, too close to neighbors to the south, and would result in too many kids playing on the slope adjacent to residential properties, especially during winter months; and therefore

**BOARD OF WATER COMMISSIONERS
RESOLUTION**

PRESENTED BY
COMMISSIONER Lantry

No. 7235
DATE September 10, 2013

WHEREAS, the Board of Water Commissioners does possess title to real property situated in the Southern Half of the Northeast Quarter of Section 14, Township 29 North, Range 23 West, in Ramsey County, Minnesota, such property commonly referred to as the Board's Dale Street Reservoir property (the "Premises"); and

WHEREAS, the City of Roseville has requested permission to construct and maintain a hard-surface trail over portions of the Premises as part of the Trout Creek Trail mostly situated within the City's Reservoir Woods Park; and

WHEREAS, staff has prepared a Permit Agreement which grants permission for said trail and which includes provisions necessary to protect the Board's rights, interests and works; and

WHEREAS, the assistant city attorney has reviewed and approved said Permit Agreement as to form and staff does recommend approval of said Permit Agreement; now, therefore, be it

RESOLVED, that the Board of Water Commissioners hereby approves the Permit Agreement with the City of Roseville allowing construction and maintenance of a hard-surface trail over portions of the Board's Dale Street Reservoir property, and that the proper officers are hereby authorized and directed to execute said Permit Agreement on behalf of the Board.

Water Commissioners

Yeas Bykowski
 Lantry
 Rossbach
Vice President Brendmoen
President Anfang

Nays

In favor 5

Opposed 0

Adopted by the Board of Water Commissioners

September 10, 2013



Secretary

9-2005-G-05

Appendix 7

TITLE 8
PUBLIC WORKS

CHAPTER 801

MUNICIPAL WATER SYSTEM

SECTION:

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

801.01: GENERAL OPERATION:

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

801.02: COMPLIANCE WITH CHAPTER REQUIRED:

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

801.03: SUPPLY FROM ONE SERVICE:

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

801.04: USE CONFINED TO PREMISES:

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

801.05: TAPPING OF MAINS:

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

801.06: APPLICATION FOR WATER CONNECTION:

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

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

Before any grading or excavation is started, the water shutoff box shall be located and checked for damage by the contractor. Location ties will be furnished by the Chief Code Enforcement Officer at the time connection permit is issued. If the shutoff box cannot be

located or is found bent or in a damaged condition, the Public Works Director is to be called at once. The contractor assumes all responsibility for damage to shutoff box unless the Public Works Director certifies that damage existed before excavation or grading started. (1990 Code; amd. 1995 Code)

801.08: EXCAVATION AND CONSTRUCTION REQUIREMENTS:

- A. Permit Required: No excavation shall be made until a permit for the connection has been issued.
- B. Separate Trenches; Exception: No water service pipe or water connection shall be installed in the same trench or closer than ten feet horizontally to a sewer trench or drain laid, or to be laid, either in the street or in private property, except that the water pipe on private property may be in a common trench with a sewer drain approved by the Public Works Director. The horizontal distances between the sewer pipe and the water service is at least ten feet at the property line and that the water service pipe approaches the sewer trench at an angle with the property line of not less than 45 degrees and having bends with not less than three foot radius.
- C. Conditions for Single Trench: Where it is desired to lay the water service pipe and the building drain or building sewer pipe less than ten feet apart, the water service pipe shall be above the sewer pipe and, unless impractical, it shall be placed at least two feet above the sewer and on a solid shelf excavated at one side of the trench.
- D. Sewer Pipe: The sewer pipe shall be constructed of substantial material which is corrosion-resistant and installed so as to remain watertight as approved by the Public Works Director.
- E. Water Service Pipe: The water service pipe shall be watertight and corrosion resistant of a material approved by the Public Works Director.
- F. Foundation and Backfill: In all cases precautions shall be taken to assure a firm foundation for the pipes. The intervening space between the pipes shall be backfilled with compact earth. (Ord. 530, 3-20-67).

801.09: SUPERVISION BY PLUMBER:

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

801.10: LOCATION OF CURB STOP BOXES:

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

801.11: NOTICE OF CONNECTION:

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

801.12: CONNECTION FEES:

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

801.13: PROPERTY ASSESSMENTS:

The permit fee for water main tapping shall be paid for each connection in the amount specified in Section 801.12 of this Chapter. In addition, before any permit shall be issued, the following conditions shall be complied with:

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

of the uniform charge which may have been or which shall be charged for similar tapping or connection with such main, determined on the basis of the total assessable cost of the main, allocated on a frontage basis, acreage basis, or both. (Ord. 745, 12-30-74; amd. 1995 Code)

801.14: TURNING ON WATER:

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

801.15: WATER METERS:

- A. Meters Required: Except for extinguishment of fires, no person, except authorized City employees, shall use water from the water system or permit water to be drawn from the water system unless the same be metered by passing through a meter supplied or approved by the City. No person not authorized by the Public Works Director shall connect, disconnect, take apart or in any manner change, cause to be changed or interfere with any such meter or the action of such meter. (Ord. 388, 4-22-63)
 - 1. Master Meter: Commercial or industrial buildings shall be metered with one master meter of adequate size as approved by the Director of Public Works.
 - 2. Auxiliary Meters: If additional or auxiliary meters are desired for recording the subdivision of such supply, they must be furnished and set up by the owner or consumer at the owner or consumer's expense and the owner or consumer must assume all responsibility of reading, billing and maintaining the auxiliary meters. (Ord. 662, 3-13-72)
- B. Installation: All water meters shall be installed in accordance with the standards set by the Public Works Director. (Ord. 388, 4-22-63; amd. 1995 Code)
- C. Security Deposit: A security deposit to be made by customers for water meters and payment for the water meter shall be made in advance of installation for all meters in an amount established by City Council resolution. This deposit will be refunded when the property ownership is transferred. Remote reading devices on water meters will be required except where otherwise determined by the Public Works Director. (Ord. 733, 8-12-74; amd. 1995 Code)
- D. Maintenance and Repair: The City shall maintain and repair all meters when rendered unserviceable through ordinary wear and tear and shall replace them if necessary. However, where replacement, repair or adjustment of any meter is rendered necessary by the act, neglect, including damage from hot water backup or carelessness of the owner or occupant of the premises, any expense caused the City shall be charged against and collected from the water consumer. (Ord. 388, 4-22-63)
- E. Rereading Meter: A consumer may, by written request, have their meter reread by depositing the amount stated below with the Finance Officer. In case a test should show an error of over five percent (5%) of the water consumed, the deposit will be refunded to the consumer, a correctly registering meter will be installed and the bill will be adjusted accordingly if the meter erred in favor of the City. Such adjustment shall not extend back more than one billing period from the date of the written request. The deposit charges for meter testing shall be an amount equal to the City's cost. (Ord. 733, 8-12-74; amd. 1995 Code)
- F. Meters City Property: All water meters shall be and remain the property of the City.
- G. Employees Granted Free Access: Authorized City employees shall have free access at reasonable hours of the day to all parts of every building and premises connected with the water system for reading of meters and inspections. (Ord. 388, 4-22-63)

- H. Rental Fee: A rental fee equal to the interest rate paid on customer security deposits, will be charged the customer for the use of City water meters. The rental fee may be set off or credited against any interest due the customer on the security deposit. (Ord. 733, 8-12-74)

801.16: WATER RATES AND COLLECTION OF CHARGES:

- A. Accounts, How Kept: All accounts shall be kept on the books of the Finance Officer by the house and street number, under the account number assigned and by the name of the owner or of the person signing the application for service. All bills and notices sent out by the Finance Officer shall be sent to the house or street number of the property. If nonresident owners or agents desire personal notice sent to a different address, they shall file an application with the Finance Officer. Any error in address shall be promptly reported to the Finance Officer. (Ord. 388, 4-22-63; 1995 Code)
- B. Water Rates:
1. Regular Rate; Minimum Rate: The rate due and payable by each water user within the City for water taken from the water system shall be payable quarterly in an amount set by the Council and kept on file in the City Manager's office in the form of a rate schedule. (1990 Code)
 2. Faulty Meter: In case the meter is found to have stopped or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year.
 3. Proration: Where service is for less than a quarterly period, the quarterly charge will be prorated on a monthly basis. (Ord. 388, 4-22-1963)
 4. Automatic Sprinkler System: Where a connection is made to an automatic sprinkler system for standby service only, on either Municipal or private water mains, a charge for such service shall be made on an annual basis in an amount set by the Council, and kept on file in the City Manager's office, in the form of a rate schedule. (1990 Code)
These rates shall apply in all cases where automatic sprinklers are installed and where fire gates and other outlets are sealed. Meters or detector check valves must be installed on such services as required by the Public Works Director. An additional charge for volume used based on subsection B1 of this Section shall be due and payable by the user for usage over 1,000 gallons per year. (Ord. 936, 12-19-1983)
 5. Rates Outside City Limits: Rates due and payable by each water user located beyond the territorial boundaries of the City shall be determined by special contract. (Ord. 388, 4-22-1963) (Ord. 1463, 10-03-2014)
 6. Unconnected Service Pipe:
 - a. Where a service pipe is connected to the stop box and laid into the building with no intention of connecting to the building piping for use immediately, there shall be the same minimum rates charged as in subsection B1 of this Section. (Ord. 496, 7-18-1966)
 - b. A meter shall be installed on the street valve in the house and a remote register outside regardless of whether inside piping is connected. (1990 Code)
 7. Discontinued Use: In the event the water customer elects to discontinue the use of the Municipal water, the regular or minimum charge shall continue until such date as the service pipe is excavated and disconnected at the stop box. (Ord. 496, 7-18-1966)
 8. Utility Rate Discount: The City Council may establish reduced water and sewer rates for owner-occupied homes that meet financially need-based criteria as established by the City Council from time to time. (Ord. 620, 4-27-1970; 1995 Code) (Ord. 1463, 3-10-2014)
- C. Payment of Charges: Any prepayment or overpayment of charges may be retained by the City and applied on subsequent quarterly statements. (Ord. 407, 11-18-1963; 1990

Code)

- D. Action to Collect Charges: Any amount due for water charges in excess of 90 days past due shall be certified to the County Auditor for collection with real estate taxes. This certification shall take place regardless of who applied for water services, whether it was the owner, tenant or other person. All applications for water service shall contain an explanation in clear language that unpaid water bills will be collected in real estate taxes in the following year. The City shall also have the right to bring a civil action or other remedies to collect unpaid charges. (Ord. 661, 3-13-1972) (Ord. 1383, 6-08-2009)
- E. Penalty For Late Payment: Each quarterly billing for water service not paid when due shall incur a penalty charge of ten percent of the amount past due. (1990 Code, per letter dated 1-31-1997)

801.17: REPAIR OF LEAKS:

It shall be the responsibility of the consumer or owner to maintain the service pipe from the water main into the house or building. In case of failure upon the part of any consumer or owner to repair any leak occurring in such pipe within twenty four (24) hours after verbal or written notice, the water will be shut off and will not be turned on until the leak is repaired. When the waste of water is great, or when damage is likely to result from the leak, the water may be turned off immediately pending repairs. A water shutoff charge shall be made in an amount set by City Council resolution. (Ord. 530, 3-20-1967; 1995 Code)

801.18: USE OF WATER FOR AIR CONDITIONERS:

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

801.19: RESTRICTIONS AGAINST SPRINKLING AND OTHER LIMITATIONS:

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

801.20: LIABILITY FOR DEFICIENCY OR SHUTOFFS:

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

801.21: WILLFUL DAMAGE TO SYSTEM:

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

801.22: DISCONTINUANCE FOR VIOLATIONS:

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

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

801.23: ABANDONED SERVICES:

- A. Abandoned Service Installations: All service installations that have been abandoned or have not been used for three years shall be disconnected at the main by the City and all pipe and appurtenances removed shall be the property of the City. Any expense of the City shall be charged to the property.
- B. New Building/Increased Service: When new buildings are erected on the site of old ones and it is desired to increase or change the old water service, no connections with the mains shall be made until all the old service shall have been removed and the main plugged by the City. Any expense of the City shall be charged to the property. (Ord. 394, 3-27-1963)

801.24: FIRE HYDRANTS:

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

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

801.25: CONNECTIONS BEYOND CITY BOUNDARIES:

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

801.26: PRIVATE WATER SUPPLIES:

- A. Connection to Water System Prohibited: No water pipe of the water system shall be connected with any pump, well, tank or piping that is connected with any other source of water supply. (Ord. 388, 4-22-1963)
- B. Continued Use after Connection to System: Private wells may be maintained and continued in use after connection is made to the water system, provided there is no means of cross-connection between the private well and Municipal supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well supply system. The threads on the boiler drain of the well volume tank shall be removed or the boiler drain bibb replaced with a sink faucet. Where both private and City systems are in use, outside hose bibbs shall not be installed on both systems.
- C. New Construction:
 - 1. Water Main Available: All new homes or buildings shall connect to the Municipal water system if a water main is available to the property unless the City Council approves a private well where unusual circumstances exist.
 - 2. Water Main Unavailable: Where new homes or buildings do not have a water main available to the property, the City Council shall determine whether and under what conditions the Municipal water system will be extended to serve the property or a private well allowed. (Ord. 530, 3-20-1967)
- D. Existing Private Water System: Existing private water systems may be continued and maintained. Private wells serving such systems may not be drilled without a permit from the Director of Public Works or the City Council. (Ord. 891, 12-14-1981)
- E. Permit Required: No person shall drill any well without first obtaining a permit. Application for such permit shall state the character, location and size of the proposed well. The permit fee shall be set by City Council resolution. (Ord. 891, 12-14-1981)
- F. Requirements For Issuance: The Director of Public Works shall issue such permits only if one of the following exists:
 - 1. The well will only serve one single-family residence, and the use of the Municipal system would create a health problem for the occupants of such single-family dwelling.
 - 2. The well is to be used for monitoring purposes only and will be abandoned in accordance with State regulations at a set future date.
 - 3. All other wells shall require a permit from the City Council. The City Council will issue such permits only after a determination that the private well will not interfere with the Municipal system and that the property cannot be served by the existing Municipal system. (Ord. 891, 12-14-1981; 1995 Code)
 - 4. Upon the completion of the drilling of each and every well, the well driller shall notify the Chief Code Enforcement Officer and shall furnish the Chief Code Enforcement Officer with a visual pumping test of sufficient duration to determine the yield which shall be of a minimum rate of ten (10) gallons per minute. Within ten days after such a test of a well, the well driller shall file an affidavit with the Chief Code Enforcement Officer setting forth the results of the test, the capacity of the well, the pumping level, the depth of casing from grade and a description of the screen or rock formation. (Ord. 276, 5-19-1959; 1995 Code)

- G. Well Pumps: No person shall install or replace a pump without first obtaining a permit to do so. Application for a permit to install or replace a pump for a well shall be made in writing to the Chief Code Enforcement Officer and shall state the manufacturer, type, horsepower and rating of the proposed pump to be installed or replaced. The permit fee shall be set by City Council resolution. (Ord. 873, 12-22-1980; 1995 Code)

801.27: PRIVATE USE OF WATER TOWERS:

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

CHAPTER 803

STORM WATER DRAINAGE

SECTION:

- 803.01: Storm Water Drainage Utility
- 803.02: Connection to Storm Sewers
- 803.03 Storm Water Illicit Discharge and Connections
- 803.04 Erosion and Sedimentation Control

803.01: STORM WATER DRAINAGE UTILITY:

- A. Establishment: The Municipal storm sewer system shall be operated as a public utility pursuant to Minnesota Statute, section 444.075, from which revenues will be derived subject to the provisions of this Section and Minnesota statutes. The storm water drainage utility will be part of the Public Works Department and under the administration of the Public Works Director.
- B. Definition: "Residential equivalent factor, (REF)" - One REF is defined as the ratio of the average volume of runoff generated by one acre of a given land use to the average volume of runoff generated by one acre of typical single-family residential land during a standard one year rainfall event.
- C. Fees: Storm water drainage fees for parcels of land shall be determined by multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the resulting product by the storm water drainage rate. The REF values for various land uses are as follows¹: For the purpose of calculating storm water drainage fees, all developed one-family and duplex parcels shall be considered to have an acreage of one-third (1/3) acre. The storm water drainage rate used to calculate the actual charge per property shall be established by City Council Resolution.
- D. Credits: The City Council may adopt policies recommended by the Public Works Director, by resolution, for adjustment of the storm water drainage fee for parcels based upon hydrologic data to be supplied by property owners, which data demonstrates a hydrologic response substantially different from the standards. Such adjustments of storm water drainage fees shall not be made retroactively.
- E. Exemptions: The following land uses are exempt from storm water drainage fees:
 - 1. Public rights of way.

¹ CLASSIFICATION	LAND USES	REF
1	Cemeteries golf courses	0.25
2	Parks with parking facilities	0.75
3	Single-family and duplex residential	1.00
4	Public & private school, community center	1.25
5	Multiple-family residential, churches & government buildings	2.50
6	Commercial, industrial, warehouse	5.00
7	Improved vacant	As Assigned

2. Vacant, unimproved land with ground cover.
- F. Payment of Fee: Statements for storm water drainage fee shall be computed every three months and invoiced by the Finance Officer for each account on or about the fifth day of the month following the quarter. Such statement shall be due on or before the last day of the month in which the statement is mailed. Any prepayment or overpayment of charges shall be retained by the City and applied against subsequent quarterly fees.
- G. Recalculation of Fee: If a property owner or person responsible for paying the storm water drainage fee questions the correctness of an invoice for such charge, such person may have the determination of the charge recomputed by written request to the Public Works Director made within twelve months of mailing of the invoice in question by the City.
- H. Penalty for Late Payment: Each quarterly billing for storm water drainage fees not paid when due shall incur a penalty charge of ten percent of the amount past due.
- I. Certification of Past Due Fees on Taxes: Any past due storm water drainage fees, in excess of 90 days past due, may be certified to the County Auditor for collection with real estate taxes, pursuant to Minnesota Statute, section 444.075, subdivision 3. In addition, the City shall also have the right to bring a civil action or to take other legal remedies to collect unpaid fees. (Ord. 937, 1-9-84; amd. 1995 Code) (Ord. 1383, 6-08-2009)

803.02: CONNECTION TO STORM SEWERS:

- A. Permit Required: No person shall connect any drain to a storm sewer of the City without first obtaining a permit to do so.
- B. Granting of Permits: The Public Works Director shall grant permits only to applicants who are licensed by the City.
- C. Hook Up Permit Fee: The fee for a permit to hook up to a City storm sewer shall be set by City Council resolution. (Ord. 377, 9-10-62; amd. 1995 Code)
- D. Additional Fees: Before any hook up permit shall be issued, the following conditions shall be complied with:
 1. No permit shall be issued to connect with any storm sewer system to the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:
 - a. That such lot or tract of land has been assessed for the cost of construction or the storm sewer main or line with which the connection is made, or
 - b. If no assessment has been levied for such construction cost, the proceedings for levying such assessment have been or will be completed in due course, or
 - c. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said storm sewer main which would be assessable against said lot or tract has been paid to the City, or
 2. If no such certificate can be issued by the Public Works Director no permit to connect to any storm sewer main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said storm sewer main which would be assessable against said lot or tract to be served by such connection. Said assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the said main, including interest at a rate equal to the interest rate of the original assessment from the date of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased, when it is determined by the Public Works Director that the improvement was not subject to

utilization until a later date. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar storm sewer improvements, determined on the basis of the total assessable cost of said main or line, allocated on a frontage basis, acreage basis, or both.

3. No building permit shall be issued for any building where the affected lot or parcel of land has been benefited by an assessed storm sewer improvement unless the provisions of this subsection have been complied with. (Ord. 745, 12-30-74; amd. 1995 Code)

803.03: STORM WATER ILLICIT DISCHARGE AND CONNECTIONS:

- A. Purpose: The purpose of the ordinance is to promote, preserve and enhance the natural resources within the City and protect them from adverse effects caused by non-storm water discharge by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City of Roseville through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:
 1. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharges by any person.
 2. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
 3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.
- B. Definitions: For the purposes of this ordinance, the following terms, phrases, words and their derivatives shall have the meaning stated below.
 1. BEST MANAGEMENT PRACTICE (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 - a. Non-structural BMP: Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
 - b. Structural BMP: a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities.
 2. COMMERCIAL: Activity conducted in connection with a business.
 3. DISCHARGE: Adding, introducing, releasing, leaking, spilling, casting, throwing, or emitting any pollutant, or placing any pollutant in a location where it is likely to pollute waters of the state.
 4. EQUIPMENT: Implements used in an operation or activity. Examples include, but are not limited to; lawn mowers, weed whips, shovels, wheelbarrows and construction equipment.

5. **EROSION:** any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
6. **GROUNDWATER:** Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under conned, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground.
7. **ILLEGAL/ ILLICIT DISCHARGE:** Any direct or indirect non-storm water discharge to the storm drainage system, except as exempted in this chapter.
8. **ILLICIT CONNECTION:** Either of the following:
 - a. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any non-storm water discharge) including wastewater, process wastewater, and wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City; or,
 - b. Any drain or conveyance connected from a residential, commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the City.
9. **IMPERVIOUS SURFACE:** A hard surface area which either prevents or retards the entry of water into the ground. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, or other surfaces which similarly impede the natural infiltration of surface and storm water runoff.
10. **MAXIMUM EXTENT PRACTICABLE (MEP):** A standard for water quality that applies to all MS4 operators regulated under the NPDES program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods, and such other provisions as the Administrator or the State determines appropriate for the control of pollutants.
11. **MECHANICAL CLEANING TECHNIQUES:** Arranging the collision between the substance being removed and some object. Mechanical cleaning techniques include: sweeping, shoveling, or blowing. This does NOT include using water to clean the surface.
12. **MPCA:** The Minnesota Pollution Control Agency.
13. **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and which is not used for collecting or conveying sewage.
14. **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):** The national program for issuing, modifying, revoking, and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements under sections 307, 318, 402, and 405 of the Clean Water Act, United States Code, title 33, sections 1317, 1328, 1342, and 1345.
15. **PERSON:** Any individual, firm, corporation, partnership, franchise, association or governmental entity.
16. **PERVIOUS SURFACE:** Pervious areas permit water to enter the ground by virtue of their porous nature or by large voids in the material. Commonly pervious areas

have vegetation growing on them.

17. **POLLUTANT:** Any substance which, when discharged has potential to or does any of the following:
 - a. Interferes with state designated water uses;
 - b. Obstructs or causes damage to waters of the state;
 - c. Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
 - d. Adds an unnatural surface film on the water;
 - e. Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
 - f. Degrades the quality of groundwater; or
 - g. Harms human life, aquatic life, or terrestrial plant and wildlife; A Pollutant includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials, rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, wastewater, and oxygen-demanding material.
18. **POLLUTE:** To discharge pollutants into waters of the state.
19. **POLLUTION:** The direct or indirect distribution of pollutants into waters of the state.
20. **PREMISES:** Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips
21. **SANITARY SEWER:** a pipe, conduit, or sewer owned, operated, and maintained by the City and which is designated by the Public Works Director as one dedicated to the exclusive purpose of carrying sanitary wastewater to the exclusion of other matter
22. **STATE DESIGNATED WATER USES:** Uses specified in state water quality standards.
23. **STORM DRAINAGE SYSTEM:** Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.
24. **STORM WATER:** Any surface flow, runoff, or drainage consisting entirely of water from any form of natural precipitation and resulting from such precipitation.
25. **SURFACE WATERS** means all waters of the state other than ground waters, which include ponds, lakes, rivers, streams, wetlands, ditches, , and public drainage systems except those designed and used to collect, convey, or dispose of sanitary sewage.
26. **STORM WATER POLLUTION PREVENTION PLAN (SWPPP):** A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm water, Storm water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.
27. **VEHICLE:** Any "motor vehicle" as defined in Minnesota Statutes. Also includes watercraft, trailers and bicycles.
28. **WATERCOURSE:** A natural channel for water; also, a canal for the conveyance of water, a running stream of water having a bed and banks; the easement one may have in the flowing of such a stream in its accustomed course. A water course may be dry sometimes.

29. WATERS OF THE STATE: All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.
30. WASTEWATER: Any water or other liquid, other than uncontaminated storm water, discharged from a facility or the by-product of washing equipment or vehicles
- C. Applicability: This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the City Council.
- D. Administration: The Public Works Director is the principal City official responsible for the administration, implementation, and enforcement of the provisions of this ordinance. The Director may delegate any or all of the duties hereunder
- E. Exemptions: No person shall cause any illicit discharge to enter the storm sewer system or any surface water unless such discharge:
1. Consists of non-storm water that is authorized by an NPDES point source permit obtained from the MPCA;
 2. Is associated with fire fighting activities or other activities necessary to protect public health and safety;
 3. Is one of the following exempt discharges: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising groundwater, groundwater infiltration to storm drains, uncontaminated pumped groundwater, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
 4. Consists of dye testing discharge, as long as the Public Works Director is provided a verbal notification prior to the time of the test.
- F. Illegal Disposal and Dumping
1. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business place, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in containers, recycling bags, or any other lawfully established waste disposal device.
 2. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.
- G. Illicit Discharges and Connections
1. No person shall use any illicit connection to intentionally convey non-storm water to the City's storm sewer system.
 2. The construction, use, maintenance or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
 3. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system, or allows such a connection to continue.
- H. General Provisions: All owners or occupants of property shall comply with the

following general requirements:

1. No person shall leave, store, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm sewer system may occur. This section shall apply to both actual and potential discharges.
 - a. Private sanitary sewer connections and appurtenances shall be maintained to prevent failure, which has the potential to pollute surface water.
 - b. Recreational vehicle sewage shall be disposed to a proper sanitary waste facility. Waste shall not be discharged in an area where drainage to streets or storm sewer systems may occur.
 - c. For pools, the pool's water should be tested before draining to ensure that PH levels are neutral and chlorine levels are not detectable. Pool water should be discharged over a vegetated area before draining into the storm sewer system. Unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
2. The washing down of commercial equipment and vehicles shall be conducted in a manner so as to not directly discharge wastewater where drainage to streets or storm sewer system may occur.
3. Removal of pollutants such as grass, leaves, dirt and landscape material from impervious surfaces shall be completed to the maximum extent practicable using mechanical cleaning techniques.
4. Mobile washing companies (carpet cleaning, mobile vehicle washing, etc) shall dispose of wastewater to the sanitary sewer. Wastewater shall not be discharged where drainage to streets or storm sewer system may occur.
5. Storage of materials, machinery and equipment shall comply with the following requirements:
 - a. Objects, such as equipment or vehicle parts containing grease, oil or other hazardous substances, and unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
 - b. Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.
6. Debris and residue shall be removed as follows:
 - a. All vehicle parking lots and private streets shall be swept at least once a year in the spring to remove debris. Such debris shall be collected and disposed of according to state and federal laws governing solid waste.
 - b. Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries shall be contained immediately, removed as soon as possible and disposed of according to state and federal laws governing solid waste.
- I. Industrial or Construction Activity Discharges. Any person subject to an industrial activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a manner acceptable to the Public Works Director prior to the allowing of discharges to the storm sewer system. Any person responsible for a property or premise, who is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.
- J. Access to Facilities
 1. When the City has determined that there is a danger to the health, safety or welfare

of the public, city representatives shall be permitted to enter and inspect facilities subject to regulation under this ordinance to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to city representatives.

2. In lieu of an inspection by a City representative, the property owner shall furnish a certificate from a licensed plumber, in a form acceptable to the City, certifying that the property has not discharged prohibited material into the municipal storm sewer system. Failure to provide such certificate of compliance shall make the property owner immediately subject to the suspension of storm sewer access as provided for in section M of this section until the property is inspected and/or compliance is met, including any penalties and remedies as set forth in section N below.
 3. Unreasonable delays in allowing city representatives access to a permitted facility is a violation of a storm water discharge permit and of this ordinance.
 4. The City may seek issuance of a search warrant for the following reasons:
 - a. If city representatives are refused access to any part of the premises from which storm water is discharged, and there is probable cause to believe that there may be a violation of this ordinance; or
 - b. there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder; or
 - c. to protect the overall public health, safety, and welfare of the community.
- K. Watercourse Protection. Every person owning property through which a watercourse passes or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse free of trash, debris, and other obstacles that would pollute, contaminate, or retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.
- L. Notification of Spills. Notwithstanding other requirements of law, as soon as any person has information of release of materials which result or may result in illegal discharges of pollutants into the storm sewer system, or water of the state, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release according to state and federal laws.
- M. Suspension of Storm Sewer System Access
1. Suspension due to illicit discharges in emergency situation: The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, to the health or welfare of persons, to the storm sewer or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or the waters of the state, or to minimize danger to persons.
 2. Suspension due to the detection of illicit discharge: All persons discharging to the MS4 in violation of this ordinance may have their access terminated if such termination serves to abate or reduce an illicit discharge. It is a violation of this ordinance to reinstate access to premises that have been terminated pursuant to this section without the prior approval of the City.
- N. Enforcement
1. Notice of Violation: A violation of this ordinance is a Public Nuisance. When it has been determined that a person has violated a prohibition or failed to meet a

requirement of this Ordinance, the Public Works Director may order compliance by written notice of violation to the person(s) responsible for the violation. Such notice may require without limitation:

- a. The performance of monitoring, analysis, and reporting;
- b. The elimination of illicit connections or discharges;
- c. That violating discharges, practices, or operations shall cease and desist;
- d. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- e. Payment of a fine to cover administrative and remediation costs;
- f. The implementation of source control or treatment BMPs;
- g. The development of a corrective action plan to prevent repeat discharges; and/ or
- h. Any other requirement deemed necessary.

If abatement of a violation and/ or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

2. **Appeal of Notice of Violation:** Any person receiving a Notice of Violation may appeal the determination of the Public Works Director. The notice of appeal must be received within 7 days from the date of the Notice of Violation. Hearing on the appeal before the City Manager or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City Manager or his/ her designee shall be final.
3. **Enforcement Measures after Appeal:** If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the City Manager upholding the decision of the Public Works Director, then city representatives shall have the right to enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow city representatives to enter upon the premises for the purposes set forth above.
4. **Cost of Abatement of the Violation:** Within 15 days after abatement of the violation, the person(s) responsible for the violation will be notified of the cost of abatement, including administrative costs. The person(s) given such notice may file a written protest objecting to the amount of the costs within 7 days. If the amount due is not paid within a timely manner as determined by the decision of the City Manager or by the expiration of the time in which to file an appeal, the amount due shall constitute a lien upon, and the City shall have the right to assess such cost against the property owned by such violator(s) pursuant to Minnesota Statute § 429.101.
5. **Injunctive Relief:** It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
6. **Compensatory Action:** In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the City may impose upon a violator alternative compensatory action such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.
7. **Violations Deemed a Public Nuisance:** In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and

is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

8. Criminal Prosecution: A violation of this ordinance is a misdemeanor.
9. Costs and Expenses: The City may recover all attorney's fees, court costs, staff expenses, clean-up costs, and any other expenses associated with enforcement of this ordinance including, but not limited to, sampling and monitoring expenses.
10. Remedies Not Exclusive: The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies.

(Ord. 1388, 2-22-2010)

803.04: EROSION AND SEDIMENTATION CONTROL:

- A. Purpose: The purpose of this article is to control or eliminate soil erosion and sedimentation resulting from construction activity within the City. This article establishes standards and specifications for conservation practices and planning activities that minimize soil erosion and sedimentation.
- B. Scope: Except as exempted by the definition of the term "land disturbance activity" in Section 803.04 C7, any person, entity, state agency, or political subdivision thereof proposing land disturbance activity within the City shall apply to the City for the approval of the erosion and sediment control plan. No land shall be disturbed until the plan is approved by the City and conforms to the standards set forth in this article.
- C. Definitions: The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
 1. Best Management Practice (BMP): Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 2. Certificate of Completion: the certificate issued after the final inspection of the site has been completed, temporary erosion control has been removed and the site has been fully restored.
 3. City of Roseville Erosion Control Specifications: practices described in, but not limited to, the following manuals:
 - Minnesota Stormwater Manual
 - Minnesota Pollution Control Agency's "Protecting Water Quality in Urban Areas" handbook
 - Ramsey County Erosion and Sediment Control Handbook
 4. Erosion: any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
 5. Erosion and sediment control plan: a document containing the requirements of Section 803.04 D that, when implemented, will prevent or minimize soil erosion on a parcel of land and off-site sediment damages.
 6. Erosion and sediment control practice specifications and erosion and sediment control practices: the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by the City.
 7. Land disturbance activity: land change greater than 10,000 square feet, or land change on a parcel of land located directly adjacent to a water resource or located

within the shoreland overlay district, that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands of the city, including clearing, grading, excavating, transporting and filling of land. Land disturbance activity does not mean the following:

- a. Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work.
 - b. Tilling, planting, or harvesting or agricultural, horticultural, or silvicultural crops.
 - c. Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles.
 - d. Emergency work to protect life, limb, or property and emergency repairs. However, if the land disturbance activity would have required an approved erosion and sediment control plan except for the emergency, the land area disturbed shall be shaped and stabilized in accordance with the requirement of the local plan-approving authority or the city when applicable.
8. Permittee: a person, entity, state agency, corporation, partnership, or political subdivision thereof engaged in a land disturbance activity.
 9. Sediment: solid mineral or organic material that, in suspension, is being transported or has been moved from its original site by air, water, gravity, or ice, and has been deposited at another location.
 10. Sedimentation: the process or action of depositing sediment that is determined to have been caused by erosion.
 11. Water Resource: any stream, channel, wetland, storm pond, or lake within the City.
- D. Erosion and Sediment Control Plan:

1. Required: Every Permittee for a building permit, a subdivision approval, or a permit to allow land disturbance activities must submit an erosion and sediment control plan to the City Engineer. No building permit, subdivision approval, or permit to allow land disturbance activities shall be issued and no earth disturbing activity shall commence until approval of the erosion and sediment control plan by the City.

Projects coordinated by Ramsey County or Mn/DOT do not require a permit; however, the City must be notified of the project and be provided a copy of the erosion and sediment control plan, as well as an estimated schedule for commencement and completion. The City will notify the designated contact if erosion control measures should fail or require maintenance with the expectation that the deficiencies will be corrected.

If no permit has been obtained, a stop work order shall be issued on the construction and a fine shall be issued in an amount equal to twice the required permit fee. A completed erosion and sediment control plan and permit application shall be submitted before construction will be allowed to resume.

Obtaining a permit does not exempt the permittee from obtaining permits required by other government regulatory agencies.

2. Criteria addressed: The erosion and sediment control plan shall address the following criteria:
 - a. Conform to the natural limitations presented by topography and soil so as to create the least potential for soil erosion.
 - b. Stabilize all exposed soils and soil stockpiles
 - c. Establish permanent vegetation
 - d. Prevent sediment damage to adjacent properties and other designated areas
 - e. Schedule of erosion and sediment control practices
 - f. Use temporary sedimentation basins

- g. Stabilization of steep slopes
 - h. Control the storm water leaving the site
 - i. Stabilize all waterways and outlets
 - j. Protect storm sewers from the entrance of sediment, debris and trash
 - k. Control waste, such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste that may adversely impact water quality
 - l. When working in or crossing water resources, take precautions to contain sediment.
 - m. Restabilize utility construction areas as soon as possible
 - n. Protect paved roads from sediment and mud brought in from access routes
 - o. Dispose of temporary erosion and sediment control measures
 - p. Maintain all temporary and permanent erosion and sediment control practices
 - q. Removal of sediment from streets at the end of each day
3. Contents of Plan: The erosion and sediment control plan shall include the following:
- a. Contact information for the Permittee
 - b. Project description: the nature and purpose of the land disturbance activity and the amount of grading involved
 - c. Phasing of construction: the nature and purpose of the land disturbance activity and the amount of grading, utilities, and building construction
 - d. Existing and proposed site conditions: existing and proposed topography, vegetation, and drainage
 - e. Adjacent areas, neighboring streams, lakes, wetlands, residential areas, roads, etc., which might be affected by the land disturbance activity
 - f. Soils: soil names, mapping units, erodibility
 - g. Critical erosion areas: areas on the site that have potential for serious erosion problems
 - h. Erosion and sediment control measures: methods to be used to control erosion and sedimentation on the site, both during and after the construction process
 - i. Temporary and Permanent stabilization: how the site will be stabilized during and after construction is completed, including specifications
 - j. Storm water management: how storm runoff will be managed, including methods to be used if the development will result in increased peak rates or volume of runoff
 - k. Maintenance: schedule of regular inspections and repair of erosion and sediment control structures
 - l. Calculations: any that were made for the design of such items as sediment basins, diversions, waterways, and other applicable practices

E. Plan Review:

- 1. General: The City appoints the City Engineer to review the erosion and sediment control plan to ensure compliance with the City of Roseville Erosion and Sediment Control Standards.
- 2. Permit required: If the City determines that the erosion and sediment control plan meets the requirements of this article, the City shall issue a permit, valid for a specified period of time that authorizes the land disturbance activity contingent on the implementation and completion of the erosion and sediment control plan.
- 3. Denial: If the City determines that the erosion and sediment control plan does not meet the requirements of this article, the City shall not issue a permit for the land disturbance activity. The erosion and sediment control plan must be resubmitted for

approval before the land disturbance activity begins. No land use and building permits may be issued until the Permittee has an approved erosion and sediment control plan.

4. Permit suspension: If the City determines that the approved plan is not being implemented according to the schedule or the control measures are not being properly maintained, all land use and building permits must be suspended and stop work order issued until the Permittee has fully implemented and maintained the control measures identified in the approved erosion and sediment control plan.

F. Plan Implementation And Maintenance:

All storm water pollution controls noted on the approved erosion and sediment control plan shall be installed before commencing the land disturbance activity, and shall not be removed without City approval or issuance of a Certificate of Completion.

The Permittee shall be responsible for proper operation and maintenance of all stormwater pollution controls and soil stabilization measures in conformance with best management practices. The Permittee shall also be responsible for maintenance, clean-up and all damages caused by flooding of the site or surrounding area due to in-place erosion and sediment control. The foregoing responsibilities shall continue until a Certificate of Completion is issued to the Permittee by the City for the land disturbance activity.

G. Modification of Plan:

An approved erosion and sediment control plan may be modified on submission of an application for modification to the City and subsequent approval by the City Engineer. In reviewing such application, the City Engineer may require additional reports and data.

H. Escrow Requirement:

The City shall require the Permittee to escrow a sum of money sufficient to ensure the inspection, installation, maintenance, and completion of the erosion and sediment control plan and practices. Escrow amounts shall be set from time to time by the City Council. Upon project completion and the issuance of a Certificate of Completion any remaining amount held in escrow shall be returned to the Permittee.

I. Enforcement:

If the City determines the erosion and sedimentation control is not being implemented or maintained according to the approved plan, the Permittee will be notified and provided with a list of corrective work to be performed. The corrective work shall be completed by the Permittee within forty-eight (48) hours after notification by the City. Notification may be given by:

- a. Personal delivery upon the Permittee, or an officer, partner, manager or designated representative of the Permittee.
 - b. E-mail or facsimile by sending such notice to the e-mail address or facsimile number provided by the Permittee.
1. Failure to Do Corrective Work: If a Permittee fails to perform any corrective work or otherwise fails to conform to any provision of this ordinance within the time stipulated, the City may take any one or more of the following actions:
 - a. Issue a stop work order whereupon the Permittee shall cease all land disturbance activity on the site until such time as the City determines the corrective measures that are necessary to correct the conditions for which the stop work order was issued. Once the necessary corrective actions have been determined the Permittee shall perform the corrective work. All corrective work must be completed before further land disturbance activity will be allowed to resume.
 - b. Complete the corrective work using City forces or by separate contract. The issuance of a land disturbance permit constitutes a right-of-entry for the City or

its contractor to enter upon the construction site for the purpose of completing the corrective work.

- c. Impose a monetary fine in an amount equal to twice the required permit fee.
- d. Charge the Permittee for all staff time expended and costs incurred by the City to:
 - i. perform any corrective work required by the City,
 - ii. perform such inspections and reinspections of the site on which the land disturbance activity is occurring as the City deems necessary, and/or
 - iii. coordinate and communicate with the Permittee regarding any corrective work, inspections, reinspections or other remedial actions which the City deems necessary to implement as a result of the failure of the Permittee to conform to the provisions of this ordinance, and
 - iv. remedy any other failure of the Permittee to conform to provisions of this ordinance.

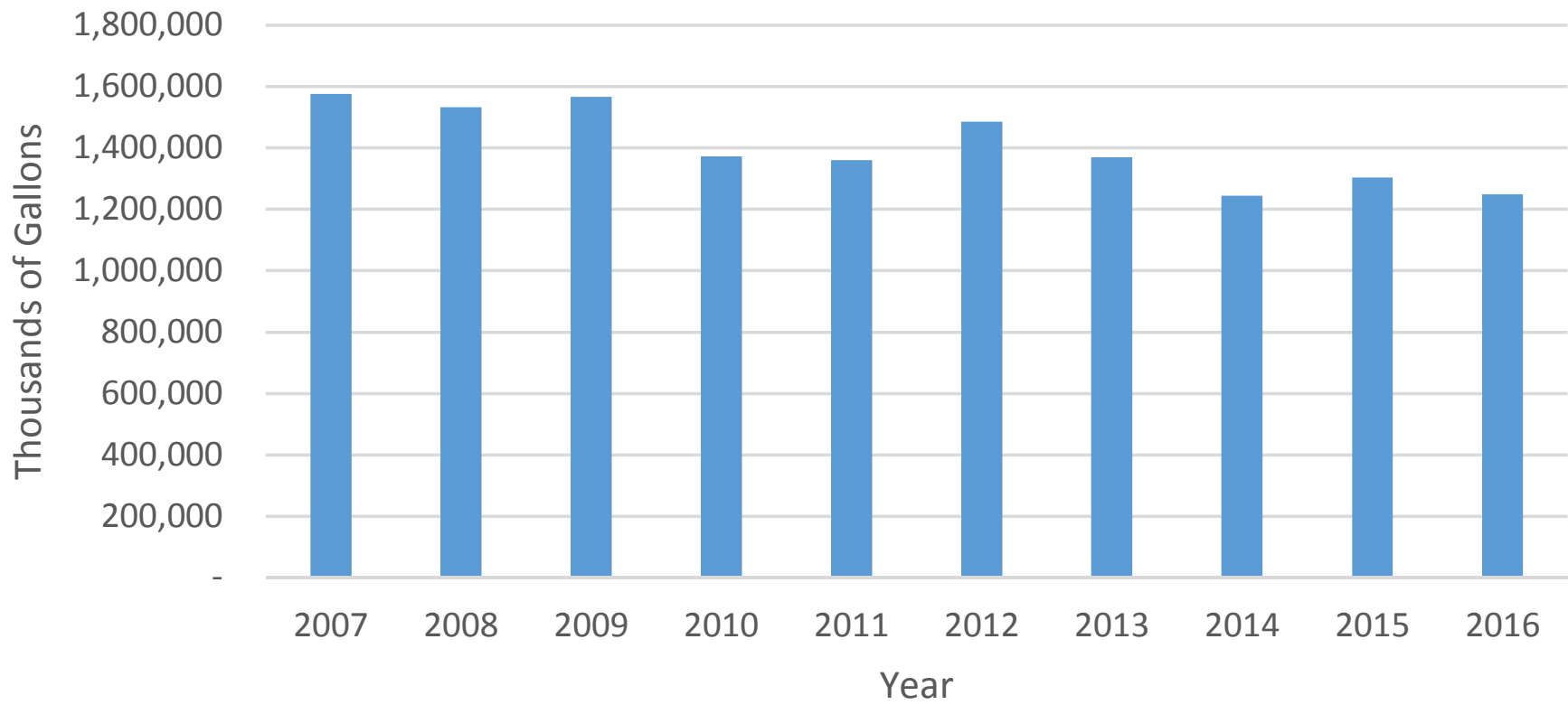
The cost for staff time shall be determined by multiplying the staff member's hourly rate times 1.9 times the number of hours expended, for all staff members (including administrative employees) involved in such corrective work, communications, coordination of activities, inspections, reinspections and other remedial actions. All amounts charged shall be paid by the Permittee within 30 days of the delivery by the City of a written invoice which describes such charges.

- e. Draw on the escrow amount for all staff costs incurred, and payments due to the City as a result of the exercise by the City of any remedy available to the City pursuant to this ordinance.
- f. Assess that portion of any unpaid charges which are attributable to the removal or elimination of public health or safety hazards from private property pursuant to Minnesota Statutes Section § 429.101.
- g. Pursue any other legal equitable remedy which is available to the City.

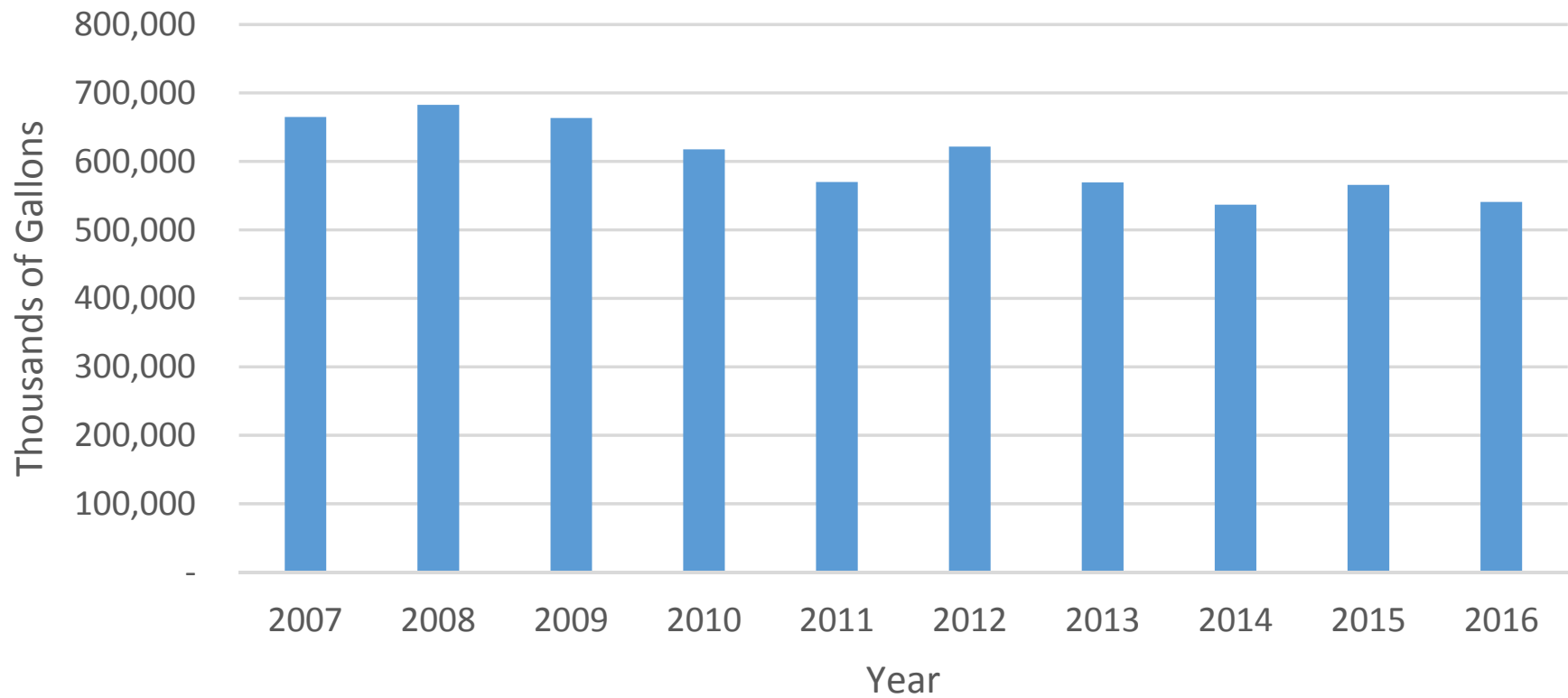
The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City to seek cumulative remedies. (Ord. 1416, 9-26-2011)

Appendix 8

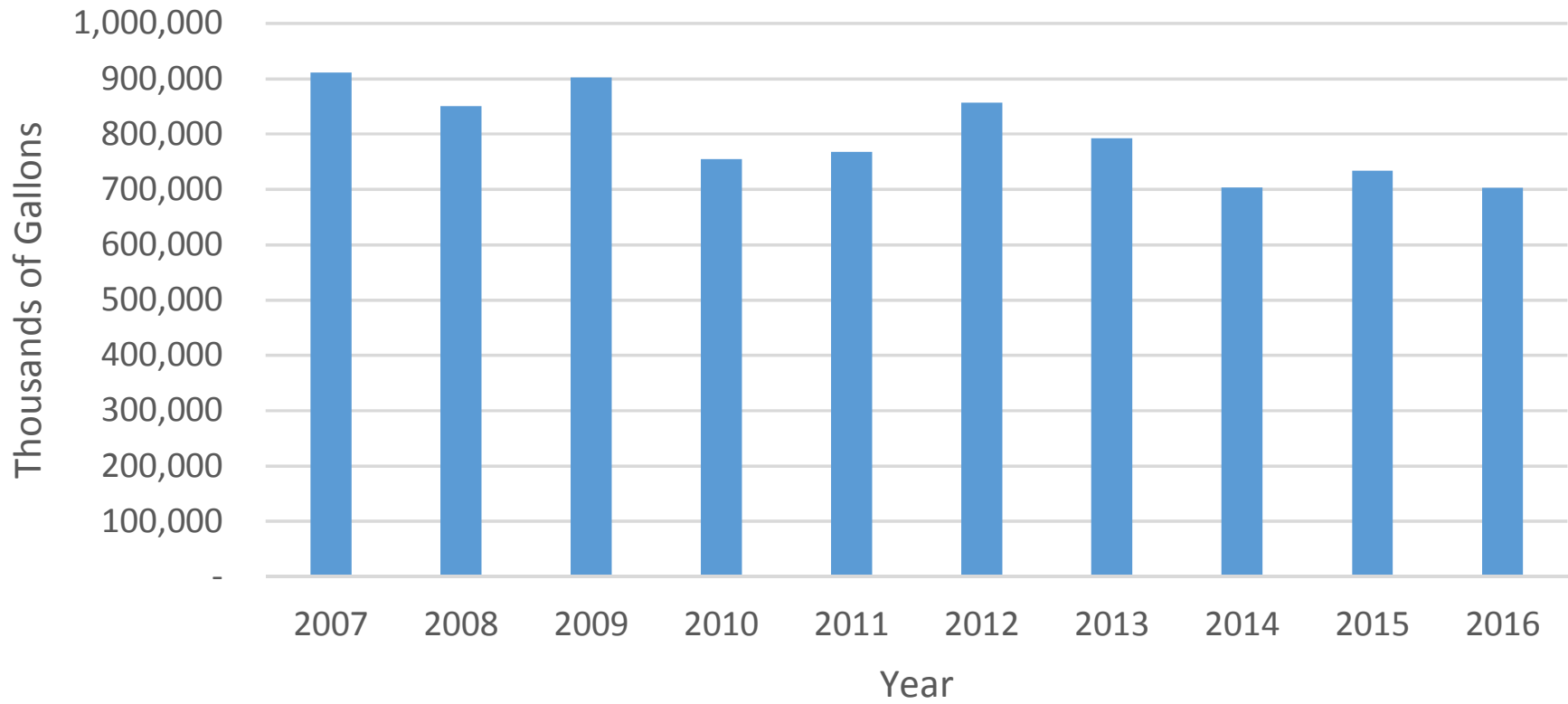
Annual City-wide Water Usage



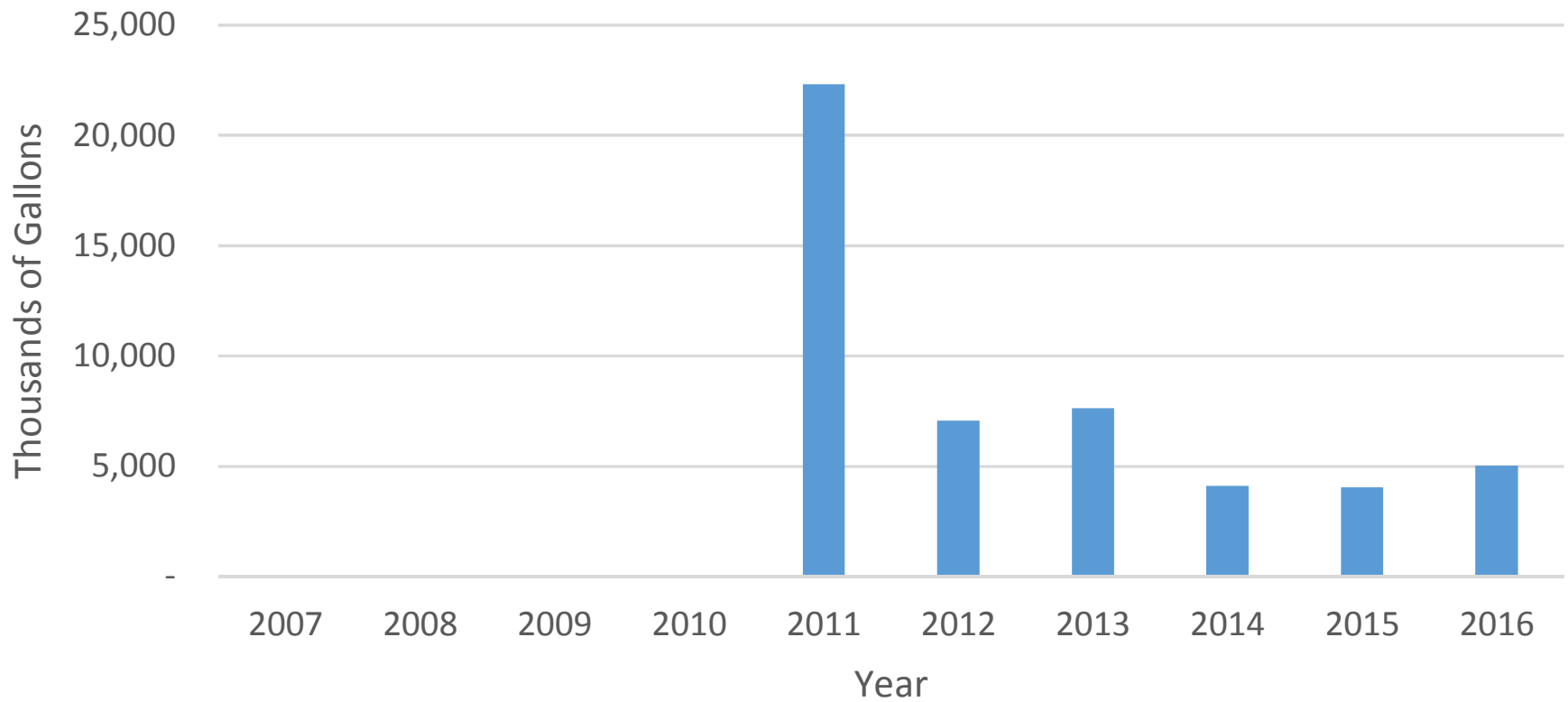
Annual Single Family Residential Water Usage



Annual Non-Single Family Residential Water Usage



Annual City-Owned Facilities Water Usage



Appendix 9

Billing Rates

Residential Rates

All residential customers are billed quarterly standard service charges for water, sewer, storm water, recycling, and state assessment, in addition to the usage charges for the actual water and sewer used. If you are connected to the city water and sewer system, but don't use any water for a particular billing period, you will still receive a billing for the standard service charges. The only way to not have to pay these charges is to have the city actually dig up the water connection to the home at your own expense.

Calculate Water Usage

To calculate your usage for water and sewer, we measure the flow of water to your home through the water meter. During the winter months we bill the usage for both water and sewer according to your meter reading.

In the summer months, in recognition of the extra water usage outside that doesn't flow through the sewer, we use your winter average water usage to calculate your sewer maximum. This maximum is applied to your account so that when you reach your sewer maximum, you are not charged for usage beyond that amount for the sewer portion of your billing.

2016 Residential Utility Rates

Service	Standard Service Fee*	Consumption Fee*** 1-30,000 Gallons	Consumption Fee*** Winter Over 30,000	Consumption Fee*** Summer Over 30,000**
Water	51.60	2.25	2.50	2.70
Sewer	35.40	1.80	1.80	1.80
Storm Drainage	12.35	N/A		
Recycling	5.60	N/A		
State Assessment	1.59	N/A		

*per quarter standard service charge

**Summer consists of June, July, August

***Consumption fee is billed per thousand gallons

For more information regarding utility billing rates, contact the [utility billing department](#).

Commercial Rates

All non-residential customers are billed quarterly standard service charges for water, sewer,

storm water, and state assessment, in addition to the usage charges for the actual water and sewer used. In addition, multi-unit properties are billed for recycling by the number of units on the property.

For commercial accounts, the quarterly standard service charge for both water and sewer is dependent on the size of the meter at the property. Below is a list of the standard charges for different meter sizes by service for non-residential accounts.

2016 Commercial Standard Service Charge

Water		Sewer	
Meter Size	Flat Rate	Meter Size	Flat Rate
5/8 inches	51.60	5/8 inches	26.50
1 inch	64.50	1 inch	53.00
1.5 inches	103.00	1.5 inches	79.50
2 inches	193.50	2 inches	124.00
3 inches	387.00	3 inches	260.00
4 inches	774.00	4 inches	515.00
6 inches	1548.00	6 inches	1025.00

2016 Commercial Utility Rates

Service	Standard Service Fee*	Consumption Fee***	
		Winter Rate	Summer Rate**
Water	See Table Above	2.95	3.15
Sewer	See Table Above	4.20	4.20
Sewer - Multi Unit	24.90 Per Unit	N/A	
Storm Drainage	See Table Below	N/A	
Recycling - Multi Units Only	5.60 Per Unit	N/A	
State Assessment	1.59	N/A	

*per quarter standard service charge

**Summer consists of June, July, August

***Consumption fee is billed per thousand gallons

2016 Non-Residential Storm Drainage Rate

Category	Rate Per Acre
Commercial and Industrial	191.00
Multi Family and Churches	95.55
Schools and Community Centers	46.45
Parks	28.75
Cemeteries and Golf Courses	9.30

To find out the size of your property, go to our online mapping system. For more information regarding utility billing rates, contact the [utility billing department](#).

Appendix 10



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, November 14, 2016

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Willmus, Laliberte, Etten, McGehee and Roe. City Manager Patrick Trudgeon and City Attorney Mark Gaughan were also present.

2. Pledge of Allegiance

3. Approve Agenda

Council member Willmus requested removal of Item 8.d from the Consent Agenda for separate consideration.

McGehee moved, Etten seconded, approval of the agenda as amended.

Roll Call

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

Nays: None.

4. Public Comment

a. Receive Update on Rice Street Garden Project

Sherry Sanders and Ron Peterson, representing the Garden Leadership Council provided the 2016 Rice Street Gardens Final Report and a short video presentation on this first year. Ms. Sanders thanked supporters of this effort as detailed in the final report provided as a bench handout, *attached hereto and made a part hereof*.

In turn, Mayor Roe thanked the volunteers and community supporters, noting this was an amazing testimony of what can happen when a community gets together – without government involvement – in doing for each other and their neighbors. On behalf of the community, City Council, and personally, Mayor Roe stated he looked forward to the 2017 growing season.

b. Sherry Sanders, Co-Founder of “Do Good Roseville”

Ms. Sanders, representing “Do Good Roseville,” provided a bench handout entitled “Race in Society, Science and History” inviting area residents to join in viewing and discussing a three-part series revealing how the myth of race took hold and had retained its power. Ms. Sanders provided logistical information for the three episodes; with the information available online at DoGoodRoseville.com/Racism.

5. Council and City Manager Communications, Reports, and Announcements

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Mayor Roe announced several upcoming events, including the upcoming SE Roseville Community meeting regarding the best use of the former National Guard Armory building and property, following the City of Roseville and Ramsey County not exercising their rights-of-first refusal to acquire the site; and now seeking community input on future zoning of the property as it most likely goes on the market in the near future.

Further announcements made by Mayor Roe included the Fourth Annual Ovalumination; volunteer opportunity to stack and drag precut Buckthorn at Cottontail Park; and the Third Annual Roseville Area Business Exchange; along with logistics and contact information for each event.

As City of Roseville representative to the Ramsey County League of Local Governments (RCLLG), Councilmember Laliberte reported that city membership dues for 2017 would remain unchanged.

6. Recognitions, Donations and Communications

7. Approve Minutes

8. Approve Consent Agenda

At the request of Mayor Roe, City Manager Trudgeon briefly reviewed those items being considered under the Consent Agenda; and as detailed in specific Requests for Council Action (RCA) dated November 14, 2016 and related attachments.

a. Canvass Results of City Council Election

City Manager Trudgeon referenced the updated final tally received from Ramsey County after dissemination of the meeting packets, and provided as a bench handout tonight.

Etten moved, Laliberte seconded, declaring the candidates elected to the office of the Roseville City Council as follows:

<u>Name</u>	<u>Total Votes</u>
Jason Etten	10,683
Lisa Laliberte	10,173
Wayne Groff	6,964

Roll Call

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

Nays: None.

b. Approve a Resolution to Accept the Work Completed, Authorize Final Payment, and Commence One-Year Warranty Period on the 2016 Sanitary Sewer Lining Project

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Mayor Roe noted that, while the final amount for this project was over the original contract due to additions, it only resulted in an approximate 1% increase; and thanked the Public Works staff for their efforts in keeping the project costs in line.

Etten moved, Laliberte seconded, adoption of Resolution No. 11373 (Attachment) entitled, "Final Contract Acceptance – 2016 Sanitary Sewer Lining Project;" initiating the one-year warranty and authorizing final payment in an amount not to exceed \$47,473.85.

Roll Call

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

Nays: None.

c. Twin Lakes East PIK Parcels Registered Land Survey

At the request of Councilmember McGehee, City Manager Trudgeon clarified the tracts and specific ownership of the various tracts related to this survey.

Etten moved, Laliberte seconded, adoption of Resolution No. 11374 (Attachment A) entitled, "A Resolution Approving the Registered Land Survey for Parcels of Land within the Twin Lakes Area;" known as the Twin Lakes East PIK Parcels.

Roll Call

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

Nays: None.

e. Issuance of Two 1-4 Day Temporary On-Sale Liquor Licenses

Etten moved, Laliberte seconded, approval of two 1-4 day Temporary Liquor License applications for Bent Brewstillery as it hosts two events entailing the selling of spirits on site at 1744 Terrace Drive; as detailed in the RCA dated today's date.

Roll Call

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

Nays: None.

9. Consider Items Removed from Consent

d. Consider a Conditional Use pursuant to Table 1005-1 and Section 1009 of Roseville City Code to Allow a Yoga Studio at 1940 – 1844 Lexington Avenue (PF16-028)

City Manager Trudgeon briefly reviewed this item as detailed in the RCA dated November 14, 2016 and related attachments. Mr. Trudgeon noted the revised draft resolution (Attachment C) provided as a bench handout tonight.

Given parking concerns in this area, Councilmember Willmus asked staff if there was an existing parking agreement in place for the adjacent hardware store and this parcel.

City Planner Thomas Paschke responded that there was not an agreement in place.

Etten moved, McGehee seconded, adoption of Resolution No. 11375 (***Attachment C, as revised***) entitled, "A Resolution Approving a Yoga Studio/Fitness Center as a CONDITIONAL USE at 1940-1944 Lexington Avenue."

Roll Call

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

Nays: None.

10. General Ordinances for Adoption

a. Consider Text Amendments to Employment Districts, Chapter 1006 and Section 1009, Procedures, to include Motor Freight Terminal as a Conditional Use (PROJ 0017-Amtd. 30)

City Planner Thomas Paschke briefly summarized this request for text amendments as detailed in the RCA dated November 14, 2016.

Mayor Roe clarified, with confirmation by Mr. Paschke that the request was for general text amendments allowing for future applications for such a Conditional Use, and not related to a specific application for a Conditional Use on any particular site at this time.

Councilmember McGehee referenced the truck terminals currently operating in Roseville, and stated that while she had no opposition to this text amendment in particular she was concerned about the deterioration with long-term storage of the semi-trailers. Councilmember McGehee asked if there was any way to condition that the trailers had to be maintained to some degree versus resulting in rusting hulks.

Mr. Paschke advised that once a Conditional Use is reviewed for a specific applicant and property such a condition for approval could be considered along with other site-specific use. Mr. Paschke noted that any reasonable condition that was germane to a use could be added (e.g. screening, additional setbacks, and site issues related to adjacent property uses).

Councilmember Etten asked if there was any provision for an approved access plan for semi-trailer parking from the Fire Marshal.

Mr. Paschke responded that staff looked at sites and uses differently depending on whether they were analyzed and recommended for approval under a Conditional Use or Interim Use and their respective parameters, such as specific plans and spacing that had been addressed for the last three Interim Use permits vetted by the city. Mr. Paschke noted that current uses for those zoning areas did not allow

1 semi-trailer storage, thus the application for an Interim Use. Mr. Paschke re-
2 viewed the differences for the outdoor storage of trailers under an Interim Use in
3 designated zoning areas where they would not typically be allowed and those con-
4 sidered more “active” sites with semi-trailers stored outdoors storage under a
5 Conditional Use, such as would be applicable if this text amendment was ap-
6 proved for Motor Freight Terminal uses.

7
8 At the request of Councilmember Willmus, Mr. Paschke distinguished between
9 the already-permitted Warehousing use and this proposed addition of Motor
10 Freight Terminal as a Conditional Use, with Warehousing generally involving
11 storage for longer terms versus simply trans loading merchandise from one truck
12 to another in the Motor Freight Terminal use.

13
14 Mayor Roe noted the reference in the RCA (page 2) consisting of an excerpt from
15 the 2010 Zoning Code update that defined “Motor Freight Terminals” with staff
16 determining that the use had been inadvertently omitted from the table of uses in
17 that update.

18
19 Councilmember Willmus stated he wasn’t sure he agreed that it was an oversight,
20 but actually a desire to limit this type of use.

21
22 Based on staff’s research and available information, and based on the definitions
23 for “Industrial District” and Zoning Code definition of “Motor Freight Terminal,”
24 Mr. Paschke reported that to the best of staff’s knowledge it was simply an over-
25 sight in not listing that particular use. Mr. Paschke stated this was supported more
26 given the number of such uses and their preferred location on the west side versus
27 the east side of I-35W.

28
29 Specific to the narrative related to a principle use or structure, Councilmember
30 Willmus asked how it was determined if there was more than one on a site.

31
32 Mr. Paschke responded that there could actually be two or more primary buildings
33 on one site, and two or more separate uses. Mr. Paschke opined this was true on a
34 number of sites in Roseville that would be no different than the narrative from the
35 one applicant referenced by Councilmember Willmus at 2600 County Road C.

36
37 Mayor Roe noted that the City Council was cognizant of the discussions held at
38 the Planning Commission meetings.

39
40 **Public Comment**

41 **Ann Steingraeber of Winthrop & Weinstine on behalf of a Roseville property**
42 **owner, Koch Trucking**

43 Ms. Steingraeber reiterated comments on record from the Public Hearing held at
44 the Planning Commission in October and November, along with their request re-
45 lated to Section 37.a. Ms. Steingraeber noted their request was to remove the text

1 for a blanket prohibition for parking between a building and street, and consider
2 that on a case by case basis under a Conditional Use and then conditioned accord-
3 ingly. Ms. Steingraeber opined that this would serve the city and future appli-
4 cants as well and allow for a one-step application process versus a two-step ap-
5 proach for a Conditional Use and Variance process.

6
7 While asking for the City Council's consideration of her client's request, Ms.
8 Steingraeber advised that they would accept the City Council's decision; and due
9 to timing concerns, had already taken steps for consideration of their Conditional
10 Use and Variance at the December Planning Commission meeting.

11
12 **Robert K. Buss, Stan Koch & Sons Trucking, Inc., 42000 Vahlberg Drive,**
13 **Minneapolis, MN (looking to purchase 2500 County Road C)**

14 Mr. Buss asked for a decision by the City Council tonight, noting that there was a
15 timing conflict to the degree that the next Planning Commission meeting was
16 scheduled for December 7 and the last City Council meeting of 2016 was prior to
17 that on December 5, 2016.

18 **Council Deliberation**

19 At the request of Councilmember McGehee, Mr. Paschke clarified that staff's ra-
20 tionale for including the language in Item 37.a for locations of outdoor semi-
21 trailer storage was tied to how they are considered in city code, specific to "out-
22 door storage." Mr. Paschke advised that this language was consistent with other
23 city code regulations on all sites, including Industrial sites. While recognizing the
24 merits brought forward during public comment and their desire that this be con-
25 sidered on a case by case basis, Mr. Paschke advised that staff's intent was to ad-
26 dress outdoor storage and how it relates to buildings with more than one public
27 street to remain consistent. However, Mr. Paschke advised that staff wasn't nec-
28 essarily opposed to the City Council deleting it.

29
30 Councilmember Etten clarified, with confirmation by Mr. Paschke that a review
31 of other parts of city code would consistently list that "no outdoor storage was al-
32 lowed between a principle building and street." Councilmember Etten asked if an
33 applicant could receive approval for such outdoor storage as a condition under a
34 Conditional Use without the added Variance process.

35
36 Mr. Paschke reviewed how staff analyzed outdoor storage, including but not lim-
37 ited to semi-trailers parked anywhere in the yard," that would be taken into con-
38 sideration under a Conditional Use application and specific mitigation efforts by
39 the city and others addressed on any given site. With each site reviewed individ-
40 ually, including how many principle uses were involved and how many streets
41 were adjacent to the use(s), Mr. Paschke advised that part of the analysis would
42 include whether or not an upgraded site plan for a project and potential screening
43 or appropriate placement of outdoor storage (e.g. semi-trailers) were appropriate
44 as related to a public street and adjacent properties and uses. Mr. Paschke noted

1 this allowed a review for each individual property and use versus a blanket condi-
2 tion saying “No Parking” on the site at all.
3

4 Mayor Roe asked if there were exceptions to Section 37.a from staff’s perspec-
5 tive.
6

7 Mr. Paschke responded that there could be, but this particular section dealt specif-
8 ically with outdoor semi-trailer storage, and other “outdoor storage” could involve
9 numerous things. Mr. Paschke opined that this particular section took that “out-
10 door storage” to a different level in the process.
11

12 Through application of city code to future situations, Mayor Roe asked if there
13 may be problems if a given site and situation where outdoor storage might be al-
14 lowed between a building and adjacent street if some type of mitigation was done.
15 If recognizing the proposed language as the default – no storage between a build-
16 ing and any street – Mayor Roe questioned if this set the city up for unintended
17 consequences or served to preserve more flexibility on a site.
18

19 Mr. Paschke noted he couldn’t respond either one way or the other, but reiterated
20 the preference for review on a case by case basis.
21

22 Based on his understanding of Mayor Roe’s question, City Attorney Mark
23 Gaughan advised if the language was retained as recommended by staff for Sec-
24 tion 37.a (lines 78-84 of the RCA), the city could attach a condition permitting
25 semi-trailer storage between a principle building and adjacent public street if ap-
26 plicable to a given site and use.
27

28 In trying to understand the language and future uses, Mayor Roe advised he was
29 trying to ensure the process going forward for a Conditional Use and/or Variance
30 to facilitate similar applications.
31

32 Councilmember Willmus noted this discussion and staff’s responses were con-
33 sistent with the discussions held at the Planning Commission as well.
34

35 Councilmember Laliberte stated she would err on the side of consistency with
36 language found elsewhere in city code; and also spoke in support of utilizing the
37 Variance process for unique situations that may arise. Since the City of Roseville
38 is so developed, Councilmember Laliberte opined that there may be many proper-
39 ties with unique situations, and that language could not be developed tonight that
40 would address each of those issues going forward. Councilmember Laliberte stat-
41 ed that she recognized the scheduling issue brought forward by one applicant’s
42 legal counsel speaking tonight and at previous Planning Commission meetings
43 and their situation, but stated the City Council should also not be making general
44 citywide decisions under that rationale.
45

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1 Councilmember McGehee voiced a different perspective based on a Conditional
2 Use addressing screening for an entire site and the role of the City Council and
3 Planning Commission in reviewing those applications. Councilmember McGehee
4 noted that a condition could be imposed by either body for no trailer storage on
5 whatever side is chosen and a determination made at that time. Councilmember
6 McGehee questioned if she was supportive of that being part of the Variance pro-
7 cess, but instead supported it as part of an overall site plan review that would not
8 only provide more flexibility for conditioning a Conditional Use, but allow the
9 City Council some control over those conditions as well versus consideration by
10 only the Variance Board.

11
12 Councilmember Willmus referenced the meeting minutes from the October 5,
13 2016 Planning Commission and their reference to different definitions related to
14 principle uses and things to be vetted by the City Council subsequent to that meet-
15 ing; and the Commission's tabling any action after concerns had been expressed
16 by them that this additional language change had not yet been properly vetted by
17 staff, nor had it received any public feedback as it hadn't been part of the initial
18 staff request for text amendments. Councilmember Willmus asked if staff was
19 aware of any other text amendments potentially yet to be addressed; with Mr.
20 Paschke responding that he was not aware of any others at this point.

21
22 Mayor Roe reviewed the options available for the City Council to consider to-
23 night. Mayor Roe stated his concern in removing the language altogether as re-
24 quested by the applicant's legal counsel speaking tonight was there was then no
25 reminder that it was an important point to consider. Therefore, Mayor Roe stated
26 that he would not be supportive of removing that reference completely.

27
28 Councilmember Willmus stated his reluctance as well to taking the language out
29 completely, depending on what the city preferred and what direction they wanted
30 to move forward with related to outdoor storage. When reviewing this issue,
31 Councilmember Willmus stated that he got a sense that some of the controls in
32 place for the city and future land use were no longer available if the language was
33 struck; noting his concerns with that ramification.

34
35 From the other perspective, Councilmember McGehee asked what would be ame-
36 nable if there was a selected primary street by definition that would serve as a flag
37 for staff to address with any other abutting streets.

38
39 Mayor Roe clarified that he also preferred to err on the side of leaving the lan-
40 guage as recommended by staff, allowing the City Council to retain some flexibil-
41 ity if they so desired.

42
43 McGehee moved, Etten seconded, enactment of Ordinance No. 1514 (Attachment
44 C) entitled, "An Ordinance Amending Roseville City Code, Table 1005-1 and
45 Section 1009.02.D of Title 10 (Zoning Ordinance);" ***amended as follows:***

“All outdoor semi-trailer storage shall occur on paved surfaces consistent with the parking area requirements of Section 1019.11 of this Title, and shall adhere to the parking area setback requirements in the applicable zoning district except that no outdoor semi-trailer storage shall be allowed between a principle building and the adjacent [primary] public street [as determined by Planning staff]. Areas of outdoor semi-trailer storage shall not obstruct required drive aisles or parking stalls.”

Councilmember Etten opined that revised language to staff’s recommendation made it clearer in addition to identifying any additional conditions if and when needed. Councilmember Etten further opined that it could serve to protect other adjacent uses to a site with screening provisions as well; along with keeping the primary street more easily identified when adjacent to other uses accordingly.

Councilmember McGehee agreed with Councilmember Etten’s comments, opining this created a sufficient flag for Planning staff as well as future City Councils.

While having supported the language as recommended by staff, Councilmember Laliberte stated she was not bothered by this minor change as proposed in the motion, and would support it.

Roll Call

Ayes: Laliberte, Etten, McGehee and Roe.

Nays: Willmus.

Motion carried.

11. Presentations

a. Receive Update on Roseville A/D

Ms. Lori LaBay, representing the Roseville Alzheimer’s & Dementia Community Action Team (RSVL A/D), provided an update on the team’s most recent efforts and initiatives. Ms. LaBay commended City Manager Trudgeon for his leadership, noting to the team’s knowledge Roseville was the first city with a page on its website devoted to A/D, with that city leadership garnering nationwide attention. Ms. LaBay thanked the city for allowing direct access by the team to city staff and departments, along with space for information racks with city backing, adding to their outreach and education efforts. In addition to the city and other partnerships, Ms. LaBay also recognized the Roseville Area Senior Program (RASP) and Ramsey County Library – Roseville Branch for their major partnering efforts.

Ms. LaBay noted receipt of an ACT grant to further these grass roots efforts, and also acknowledged the support of the Community Health Awareness Team (CHAT), and their overlapping goals and support of and for each other.

1 Ms. LaBay reported on and provided information materials as a bench handout,
2 ~~attached hereto and made a part hereof~~, related to their outreach efforts, with
3 additional information available on the city website at
4 www.cityofroseville.com/dementiainfo. Ms. LaBay reported on some of the re-
5 sent coping sessions, attendance and topics covered, and reviewed future plans
6 going forward, including development of a guideline in conjunction with the
7 City's Police and Fire Departments to serve as a model for other cities. Ms.
8 LaBay advised that the plan was to research and develop, and then incorporate a
9 basic resource information form for use by the 9-1-1 system and subsequent staff
10 training.

11
12 Councilmember McGehee thanked Ms. LaBay for the team's use of C-TV and not
13 just the city's website for their outreach. Councilmember McGehee also refer-
14 enced the availability of various tracking devices that could be expanded in the
15 future for developmentally disabled and/or autistic residents.

16
17 Ms. LaBay noted the variety of resources and types of bracelets currently availa-
18 ble, but also noted the cost of some of those options was prohibitive but continued
19 to be considered as options, depending on funding available or subsidized re-
20 sources found.

21
22 **Sara Barsel**

23 Ms. Barsel reported that the Roseville Fire Department had been working on
24 some of those tracking options, with their research involving units that were easi-
25 er to wear. Given the number of bright, tech-savvy people in Roseville, Ms. Bar-
26 sel suggested the city sponsor a contest enticing them to develop something that
27 would function similarly but be smaller than those currently available on the mar-
28 ket.

29
30 With various options being discussed, and while there was a wide range to choose
31 from, Ms. LaBay advised that there was an initial cost to purchase a bracelet (e.g.
32 \$200 - \$300), along with a monthly maintenance fee (e.g. \$30).

33
34 Councilmember Laliberte opined that it was fantastic that Ms. LaBay was thank-
35 ing the city and making viewers aware of what was available; but also noted the
36 city's need to thank Ms. LaBay and the A/D team, who's passion and dedication
37 in promoting ideas received from residents and volunteers, this effort would not
38 be happening in Roseville.

39
40 Ms. LaBay also referenced a recent caregiver's survey done in conjunction with
41 the U of MN, and available online, and being utilized nationwide and worldwide.

42
43 Mayor Roe recognized the amount of work that went into that survey.
44

City Manager Trudgeon echoed the comments of Councilmember Laliberte in thanking the team for their work day in and day out, and thanked Councilmember Laliberte for her work in creating the materials. Mr. Trudgeon expressed his appreciation to be a part of the huge group effort, including those reporting and also in attendance in tonight's audience.

Ms. LaBay agreed it was a collaborative effort and had aligned people of passion and proven results.

Mayor Roe thanked the team and encouraged them to forge ahead.

12. Public Hearings and Action Consideration

13. Budget Items

14. Business Items (Action Items)

a. Revisit Long-Term Facility Options for the Roseville License Center

Mayor Roe recognized License Center supervisory staff in tonight's audience.

Finance Director Chris Miller introduced this discussion and reviewed staff's in-house research and discussion since the March 2016 discussion with the City Council based on previous direction.

Finance Director Miller reviewed three options (lines 12-15) identified by staff and financial considerations if the City Council wanted to pursue a city-owned facility (lines 26 – 29 of the RCA). Mr. Miller reported on his preliminary conversations with the owners of two properties identified last spring and early summer. Mr. Miller stated his personal support for this operation being located in a city-owned facility having now been in operation for several decades and continuing to serve as a vibrant operation with other city functions. Mr. Miller opined that given the added traffic from the License Center averaging 500 vehicles/day and the synergy with other government services, it made sense to have that function in proximity to the city campus.

Over the last eight months or research, Mr. Miller reported that the most viable option found for a city-owned facility, but obviously the most costly as well, is to concentrate efforts on exploring existing city-owned land near the general campus area, including potential space at Veteran's Park and the north skating center parking lot. Mr. Miller reviewed the options discussed in-house to repurpose an existing building on the city campus, but noted each brought their own set of conflicts, most significantly that of adequate parking.

Mr. Miller displayed a map of the area being proposed city-owned Veteran's Park. Mr. Miller noted this parcel could facilitate a 6,500 square foot footprint

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1 with the License Center currently using approximately 3,300 square feet, but to
2 expand and streamline operations in a more customer-friendly atmosphere, sug-
3 gested an additional 2,000 square feet. Mr. Miller noted that any additional
4 square footage could be considered for other city needs, including storage that
5 was deemed to be currently lacking.
6

7 Finance Director Miller reviewed various opportunities and challenges with the
8 proposed repurposing of Veteran's Park; use of existing green space; additional
9 pressures on existing parking and sharing existing available parking; screening of
10 the athletic field among a few considerations. Mr. Miller noted that a substitute
11 park space elsewhere in the city had yet to be identified. Mr. Miller reviewed
12 some of the parking options and challenges with use of adjacent ballfields and
13 hours of operation for the License Center in the early evening and on Saturdays,
14 and possible overflow parking into the skating center lot. Mr. Miller concluded
15 by stating that as now understood, it appears physically that a building of that size
16 footprint on that site would be feasible without repurposing current activities and
17 buildings on the campus. Mr. Miller expressed staff's confidence that the build-
18 ing could be positioned to preserve options to the north and east for future grander
19 ideas and pursuits in this general area as time and development opportunities
20 came forward.
21

22 Finance Director Miller reported that staff had also considered new construction
23 on the NEW corner of the skating center lot that could provide space to tuck it in
24 without impacting geothermal wells on the south. However, Mr. Miller noted this
25 option created parking issues with hockey and ice time, spilling over in the oppo-
26 site direction and on neighborhood streets, already utilized during highly-attended
27 events. Mr. Miller also noted the current park & ride facility using part of the
28 south lot, and if considering this site, perhaps that would need to be removed en-
29 tirely. Mr. Miller estimated the need for a minimum of forty parking spaces dur-
30 ing the day for the License Center operation to facilitate employees and customers
31 during their busiest times, and sometimes perhaps more.
32

33 Finance Director Miller reported that considerable time had been spent on this is-
34 sue over many years, and based on the most recent City Council direction, staff
35 had accelerated some of those conversations. While there are some other appeal-
36 ing sites near the city campus, Mr. Miller advised there were no willing sellers yet
37 identified. However, if so directed, Mr. Miller expressed staff's willingness to
38 seek appraisals as applicable in preparation of a formal, bona-fide offer to more
39 strongly convey the city's commitment in acquiring new space.
40

41 At this point, Finance Director Miller advised that staff was seeking a direction
42 from the City Council. Mr. Miller noted that the city's lease was up for renewal
43 the end of January of 2017, with the owner of that site willing to negotiate a new
44 lease, once the proposed term was identified, and anticipating a 3% to 4% in-
45 crease annually. Mr. Miller advised that staff's negotiations for this leased space

1 would be predicated on how aggressive the City Council wanted to be in defining
2 a new space for this function.

3
4 Councilmember Willmus sought additional context on the other city needs (e.g.
5 storage).

6
7 City Manager Trudgeon advised that, independent but also related to this discus-
8 sion, was storage needs for the maintenance facility, currently woefully inade-
9 quate with nothing likely available on site. While that additional space could be
10 constructed elsewhere in the city and independent of the city campus, Mr. Trudg-
11 eon also noted the significant cost of doing so. Regarding short-term storage
12 needs, Mr. Trudgeon reported that the city was currently renting storage space;
13 and since some of the storage was specific to heavy equipment that needed access
14 in the early morning and/or weekend hours, he questioned whether or not it was
15 compatible as part of the License Center, especially if for a new facility at Veter-
16 an's Park adjacent to residential properties. While the existing maintenance fa-
17 cility on the city campus could be repurposed for the License Center and other
18 city needs, Mr. Trudgeon noted that it would cost many millions of dollars to
19 move the maintenance facility off-site, with bonds for the facility still being paid
20 off. At this point, Mr. Trudgeon noted staff had been able to cobble together stor-
21 age space short-term, but admitted it didn't serve to address the bigger and longer-
22 term issues.

23
24 Councilmember Willmus stated his desire for a more in-depth discussion on
25 citywide needs versus taking a piecemeal approach. While recognizing that the
26 current lease for the License Center needed to be renewed in the very near future,
27 Councilmember Willmus suggested reviewing facilities on the current city cam-
28 pus, as well as taking a more proactive approach to the issue to see if there was
29 additional acreage around City Hall that could be more seriously looked at.

30
31 Councilmember Laliberte agreed that, with the City Council was continuing its ef-
32 forts to not think or perform in a silo mentality, if this involved a bigger facility
33 conversation, now was the time to have that broader discussion. Councilmember
34 Laliberte stated that she was fine in ramping up that discussion to consider all city
35 needs, including possibly repurposing the maintenance building with the License
36 Center located on the main floor, depending on options. However, Councilmem-
37 ber Laliberte suggested considering going "up" versus just limiting the conversa-
38 tion to building "out."

39
40 Mayor Roe noted the large equipment storage involved in the maintenance facility
41 versus personnel that could be more amenable for a second story.

42
43 In general, Councilmember Etten supported looking at the big picture versus con-
44 structing a 6,500 square foot building only to find that more space was needed. If
45 the need was to accelerate the conversation now, Councilmember Etten supported

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1 that process. Councilmember Etten asked staff to report on how many square feet
2 were involved in the License Center and Passport Office operations.
3

4 Finance Director Miller reported that the current operations took up approximate-
5 ly 3,300 square feet, but based on current growth over the last decade, opined it
6 wasn't worth doing anything less than 5,000 square feet minimum. Mr. Miller
7 clarified that the footprint shown on the displayed map was provided only to show
8 the potential impact to the site and adjacent properties with a 6,500 square foot
9 building, and had not taken into consideration a second story or smaller or larger
10 building on that same parcel.
11

12 Councilmember Etten referenced staff's identification of the need for an addition-
13 al 2,000 square feet of leased space in the RCA (lines 28 – 29) . While seeing the
14 need, Councilmember Etten opined that one way or another, the city would be
15 looking to lease more space in the short-term.
16

17 Finance Director Miller agreed that, if the viability of getting into a city-owned
18 facility was three or more years out, he would recommend a significant invest-
19 ment to the leased space, in addition to additional square footage, to provide a
20 warmer and more inviting customer service look like the License Center used to
21 have. Mr. Miller noted the current space and operations were cramped with many
22 physical limitations as to how many customers could be processed; with many
23 having to wait outside in all kinds of weather, or try to time their visits during less
24 busy hours. Mr. Miller reported that it was a frequent observation to see custom-
25 ers walking away from the License Center. However, Mr. Miller noted there was
26 no way to determine if those customers would return or simply have the incentive
27 to go to another license center in the immediate area. Mr. Miller noted the im-
28 portance as part of that concern with 80% of those customers visiting the License
29 Center being other than Roseville residents.
30

31 Councilmember Etten referenced his discussions with Parks & Recreation Direc-
32 tor Brokke regarding space needs of that Department, shared space opportunities,
33 and impacts to investing functions, as well as the Parks Master Plan concept for
34 no net loss to available park space and acquisition of replacement square footage
35 for any current park or open space that was eliminated.
36

37 Councilmember McGehee stated that she echoed most of the comments of her
38 colleagues, and the need to look at the big picture as part of this space need.
39 However, Councilmember McGehee also noted the considerable amount of time
40 discussing this with no action taken, and building up reserves to address space
41 needs, but then frequent use of those reserves for other needs over the years.
42 With the License Center being a good revenue generator for the city, Coun-
43 cilmember McGehee recognized the need to make it a good experience for cus-
44 tomers using it. While addressing several options for the License Center, includ-
45 ing repurposing the Public Works Maintenance Facility with a second story and

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1 installation of an elevator, Councilmember McGehee noted the need to remain in
2 this area to retain the familiarity for repeat customers to the License Center and
3 other government services nearby. Councilmember McGehee offered her support
4 of working with property owners as suggested by staff to determine if a purchase
5 price could be negotiated for existing buildings as the most cost-effective option
6 for the city, and potential to rent out any additional space to leverage city costs for
7 their space.

8
9 Mayor Roe stated his interest in understanding more about the Public Works
10 Maintenance Facility opportunities and challenges, and how that works with the
11 remainder of the city campus. While agreeing that adjacent properties are also fa-
12 vorable options, and could address future possibilities to meet the desire of the
13 community for other facilities down the road (e.g. community center), Mayor Roe
14 noted that property adjacent to the city campus obviously made the most sense.
15 Mayor Roe expressed interest in a win-win-win for all three parties if such an op-
16 tion could be pursued. Mayor Roe suggested staff negotiating a short-term lease
17 for the current License Center space, entering into a dialogue with that property
18 owner to see if more long-term solutions were available, even an option that
19 might involve them as partners in the process if they were interested.

20
21 Councilmember Willmus agreed with Councilmember McGehee's comments that
22 various City Councils had been talking about this for a number of years, in addi-
23 tion to the additional storage needs of the Public Works and Parks Departments.
24 Councilmember Willmus opined that it was time that we compiled more detailed
25 information on parcels adjacent to the city campus seriously begin that conversa-
26 tion.

27
28 Without objection, the City Council agreed that part of that process would be to
29 initiate appraisal information on adjacent properties as applicable for a better un-
30 derstanding.

31
32 Councilmember Laliberte suggested another part of the conversation, not specifi-
33 cally related to the License Center but also applicable, should be a solution to the
34 city's current use of the former Fairview Fire Station for storage, and the potential
35 to relocate that storage as a prelude to the potential sale of that site. Coun-
36 cilmember Laliberte noted that the sale of the parcel could assist in the acquisition
37 of property closer to the city campus. Councilmember Laliberte asked that staff
38 provide an update as part of this consideration as to what was being proposed for
39 that site.

40
41 City Manager Trudgeon reported that staff had delayed further conversations on
42 the former Fire Station site understanding that its future was ultimately tied into
43 making other facility decisions. Mr. Trudgeon noted that the facility is fully used
44 for city storage and hat of the Roseville Historical Society, and needed a solution.
45

1 Mayor Roe stated his appreciation for the reminder about the Historical Society
2 needs in case a solution didn't work out with a future golf course clubhouse facili-
3 ty.
4

5 Councilmember McGehee opined that displays by the Roseville Historical Socie-
6 ty at City Hall was most appropriate. However, Councilmember McGehee sug-
7 gested storage for Park & Recreation equipment belonged somewhere more rela-
8 tive to park spaces to avoid hauling it around during off season, suggesting con-
9 sideration may be given to storage as part of some of the new park buildings con-
10 structed or as additions to them as appropriate as should have been planned in the
11 first place.
12

13 From a timing standpoint, Mayor Roe suggested, without objection from his col-
14 leagues, looking seriously at this facility issue in early 2017, especially given the
15 need to extend the current lease term.
16

17 Specific to the leased facility, and involving the Public Works Maintenance Facil-
18 ity in the discussion, as well as continuing efforts to avoid thinking in a "silo"
19 format, City Manager Trudgeon suggested starting initial discussion in December
20 of this year, then in January of 2017 get appraisals updated. However, Mr.
21 Trudgeon noted the need to sort out and direct staff on the current short-term lease
22 solution tonight
23

24 Lease-specific Discussion and Direction to Staff

25 For a lease term extension, Councilmember McGehee opined that the city
26 couldn't make much progress on a new facility in less than two years; and that
27 one year would suffice to review the big picture, find property, and construct a
28 building. Therefore, Councilmember McGehee spoke in support of a minimum
29 two-year lease.
30

31 Councilmember Willmus spoke in support of a one year lease with an annual op-
32 tion to renew.
33

34 Councilmember Etten spoke in support of a minimum two-year lease, opining that
35 not only finding a site, planning a building design, and then funding it, all while
36 addressing different needs within the community could not be accomplished any
37 sooner.
38

39 Finance Director Miller, from his perspective and in all reality, if the City Council
40 directed staff tonight to pursue a new facility on an identified site, staff could not
41 accomplish that in two years for planning, design and construction. Mr. Miller
42 opined that just the process itself and actual construction was staggering to con-
43 sider in less than two years. While appreciating the City Council's sensitivity to a
44 shorter lease term providing more options, Mr. Miller also noted that the shorter
45 lease term the less favorable options staff could negotiate with the current lease-

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holder. Therefore, Mr. Miller stated he would strongly suggest that the City Council consider something slightly different than a one-year lease.

Adding to that timing scenario, Councilmember Laliberte noted that everyone was of mind in expressing dissatisfaction with the current condition of the License Center. Therefore, Councilmember Laliberte opined that to just renew the lease and stay in the tight confines in the unwelcoming conditions at the Center was as equally undesirable. Councilmember Laliberte suggested that whether or not the city was amenable to staying in those same circumstances or what improvements it would consider with a short-term lease renewal also needed to be part of this conversation.

Regarding the lease term, Councilmember Willmus stated he didn't have strong feelings, but if the city was serious about property acquisition, the lease term would become moot at some point. Councilmember Willmus stated that he hoped that wouldn't be as long as three years from now.

Councilmember McGehee stated her agreement, but noted the need to balance the additional space needed at the current leased space and potential acquisition of a new site. Councilmember McGehee suggested that staff advise the City Council about what a two-year versus a three-year lease would lease and costs entailed.

Finance Director Miller noted the good relationship between the city and building owners at the current leased site, with that relationship continuing over the last sixteen years. Mr. Miller clarified that while the relationship remained good between the parties and they continued to be willing to work with the city on a short-term solution, at the end of the day the property owner was also a business person, and if the city pursues extending their space further south in the facility, it would displace the current tenant, with the city potentially liable for those relocation costs for that tenant. Mr. Miller also noted there is room on the property to expand the facility north, with the city currently occupying the end cap of the facility. However, Mr. Miller also noted that the potential expansion on the north end had been marketed by the property owner for over fifteen years, without serious interest shown. If the city was to consider an expansion to the north, Mr. Miller opined that he doubted the property owner would be interested in doing so for a two-year lease, since it would not provide them much incentive to speculate as to whether it could market the space to future tenants after the city's two-year lease terminated and they moved to another facility. Therefore, Mr. Miller noted that the longer lease term, the more options and leverage staff could negotiate.

Finance Director Miller recommended a minimum three year lease with an option to renew for an additional two years. Mr. Miller opined that this provided the city with a short-term solution, while providing significant motivation to get a long-term solution done within three years, with the two year option available to buy more time if and as needed.

1
2 Councilmember Willmus questioned if the timeline was being looked at properly;
3 and if the focus is property acquisition, the build date was irrelevant. Therefore,
4 Councilmember Willmus stated he wouldn't enter into a long-term lease if the
5 City Council consensus was to pursue acquisition that should remain the focus.
6 Councilmember Willmus suggested serious consideration should be given to relo-
7 cation expenses versus adding onto the existing infrastructure already in place at
8 the leased License Center facility.
9

10 Mayor Roe agreed with the short-term nature of a lease, stated his interest in
11 short-term leasehold improvements to address how to use the expanded space and
12 process customers with better flow and as economically as possible.
13

14 Mayor Roe suggested, that the direction to staff was for a shorter term lease, and
15 to consider inexpensive leasehold improvements based on further discussion and
16 decisions on how the city wanted to move long-term and going forward.
17

18 Councilmember McGehee agreed, but noted the additional cost to buy out the les-
19 see to the south and necessary agreement to do so by the property owner. Coun-
20 cilmember McGehee stated she wasn't sure she agreed with Councilmember
21 Willmus on his version of a short-term lease, opining it didn't allow sufficient
22 time for the city to perform its due diligence to ensure all the cohesive pieces fit
23 together, noting there were a number of moving parts and various complexities
24 involved. Councilmember McGehee with Finance Director Miller's suggestion
25 that the city could get a better lease if it was for a longer term; and stated her pref-
26 erence not to be rushed in making this decision based on an unrealistic short-term
27 lease.
28

29 Mayor Roe asked that staff return to the City Council with more information on
30 the options noted in the RCA, along with numbers associated with them. Mayor
31 Roe clarified that this didn't mean an appraisal that need to be discussed in Closed
32 Executive Session, but to just provide options versus stipulating only one path for
33 staff direction at tonight's meeting. Mayor Roe questioned if further discussion
34 on this was feasible in December given other agenda items, but suggested that
35 staff provide at a minimum numbers and lease costs, and leasehold costs involved,
36 in order to make a more informed decision.
37

38 Councilmember Willmus clarified that he wasn't suggesting a short-term lease,
39 but could agree to a two-year lease term, with his main concern being that the
40 lease term should not run longer than the acquisition date for acquiring property.
41 If the City Council had no intention of agreeing on property acquisition within
42 five years, Councilmember Willmus agreed that then by all means, staff should be
43 directed to negotiate a five-year lease term.
44

1 Mayor Roe noted that his observation was that the remainder of the body was not
2 considering a 4-5 year timeframe.

3
4 Councilmember McGehee stated her preference for a three year with two-year op-
5 tion; and Councilmember Etten stated his preference for a two- to three-year lease
6 term.

7
8 If possible, Mayor Roe asked staff to bring this discussion forward, with options
9 and associated numbers at the December meeting; with Councilmember Laliberte
10 reminding staff to include other city needs already identified as part of that con-
11 versation.

12
13 **b. Agreement for Comprehensive Recycling Services**

14 Public Works Director Marc Culver and Environmental Specialist Ryan Johnson
15 provided an update on negotiations since their last presentation and further direc-
16 tion from the City Council in October. Mr. Culver noted this update was detailed
17 in the RCA of today's date.

18
19 Mr. Culver reported on further discussions internally at Eureka and with city staff
20 including floor prices related to revenue sharing and a termination clause. The
21 options presented through negotiations were compared to the original Eureka pro-
22 posal and additional costs to the base rate higher than the 2016 base rate. Repre-
23 sentatives of Eureka were present in the audience for questions or comments at
24 the discretion of the City Council. Mr. Culver directed the City Council to the
25 chart on page 3, line 45 of the RCA for a quick comparison of the proposed op-
26 tion compared to the existing Eureka agreement. Mr. Culver also directed atten-
27 tion to revenue sharing results from the current three-year contract from 2014
28 through 2016. Mr. Culver concluded his presentation by reviewing the risks with
29 either option, seeking direction from the City Council for staff on either of two
30 proposals as outlined.

31
32 At the request of Mayor Roe, Mr. Culver referenced a draft contract prepared for
33 either option, with the original proposal represented in Attachment C and Option
34 2 provided in Attachment E.

35
36 Discussion ensued regarding current Recycling Fund reserves (estimated by staff
37 at \$90,000); total possible annual loss in revenue sharing, with 2015 used as an
38 example showing an additional cost to the city would have been approximately
39 \$22,000; and the length of the contract proposed under Option 2.

40
41 Councilmember McGehee stated her preference for Option 1 or the original pro-
42 posal, opining there was obviously some risk but based on the last five years' ex-
43 perience, it would balance out.

44

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1 Councilmember Willmus noted where the disclaimer came into play, whether re-
2 lying on past performance or not, stating his concern was with the length of the
3 contract at five years versus the current three year contract. Councilmember
4 Willmus noted his discomfort in not knowing the city's costs going forward and
5 being able to fix those costs. However, Councilmember Willmus noted that the
6 Eureka proposal without revenue share was still under the proposals received
7 from other firms responding.

8
9 Mr. Culver concurred, noting Attachment B provided those other prices for the
10 same term, with the next lowest proposal at \$3.62 per unit, still over \$1.00 higher
11 and not including revenue sharing in their models. In his research of metropolitan
12 peer communities, Mr. Culver opined that \$2.56 per unit as proposed by Eureka
13 was still a very good price.

14
15 At the request of Councilmember Etten, Mr. Culver reviewed annual service costs
16 shown on Attachment B under Options 2 and 2 based on last minute negotiations
17 over the last few weeks, with some of those numbers continuing to fluctuate to a
18 small degree. Mr. Culver assured the City Council that those minor differences
19 would be refined with final negotiations and adjusted accordingly in the final con-
20 tract agreement.

21
22 While understanding Councilmember Willmus' concerns, Councilmember
23 McGehee noted the need to finalize this contract, and wasn't sure an additional
24 \$40,000 cost to the city was called for to avoid the risk if the recycling market
25 completely declined. Councilmember McGehee referenced the good and fair re-
26 lationship to-date between Eureka and the city; and expressed hope that the final
27 details could be worked out accordingly.

28
29 At the request of Councilmember McGehee as to what other communities did in
30 terms of revenue sharing, Mr. Culver reported that his research had found many
31 still working on the older model with the floor. Mr. Culver reported that the City
32 of St. Paul had just recently negotiated a contract with Eureka without a floor.
33 Mr. Culver noted that the Walter's proposal did not have a floor either; and
34 opined that this new model appeared to recognize the risk involved in the recy-
35 cling commodity market in today's world.

36
37 Referencing Councilmember Etten's question related to impacts to utility rates for
38 Roseville residential customers, Mr. Culver reported that his in-house discussions
39 tonight indicated the need for further refinement in curbside recycling rates that
40 will be presented later on tonight's agenda depending on the City Council's cho-
41 sen option tonight. If the City Council chose the no revenue sharing model, Mr.
42 Culver advised that staff would recommend a \$7/quarter fee versus the \$6.50
43 quarterly fee proposed on the fee schedule at this time for 2017; both up from the
44 current \$5.60 quarterly fee.
45

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1 At the request of Mayor Roe, Mr. Culver agreed that not all providers offered a
2 revenue sharing option, and that given changes in the market, it appeared to be
3 more the exception than the rule.

4
5 Councilmember Laliberte sought additional clarification on negotiations on a
6 three- versus five-year contract term related to whether or not revenue sharing
7 was an option.

8
9 Mr. Culver reported that the original proposal was for a three-year term but prices
10 were higher with the shorter term. In response to Councilmember Willmus' point,
11 Mr. Culver noted that the city had generally operated on a three-year cycle, but
12 staff had recommended a five-year term based on previous City Council discus-
13 sions and seeking a lower pricing model by setting the price for a longer term.

14
15 Further discussion ensued regarding pricing accuracy on the RCA and attach-
16 ments; and relevancy of and comparables with the colored sections at the table on
17 Exhibit D between three- and five-year terms.

18
19 Option 2

20 Willmus moved, Laliberte seconded, approval of a revised, no revenue sharing
21 model, Agreement (Attachment D) for Comprehensive Recycling Services with
22 Neighborhood Recycling Corporation, d/b/a Eureka Recycling as presented.

23
24 Councilmember Willmus stated that it was important to note that a revenue shar-
25 ing floor had been included in past contracts. Therefore, Councilmember
26 Willmus reiterated his concern was with rates fifty cents per unit over the current
27 contract, the city needed to be frugal based on what could be a downside in the
28 commodities market.

29
30 Councilmember Laliberte admitted she saw benefits and drawbacks with either
31 option; and while not being a fan of taking risks on behalf of the city, based on
32 what she was seeing in the recovering commodities market, it could prove to work
33 in the city's favor, but there was no guarantee at this point.

34
35 Councilmember Etten stated he could not support the motion, opining that a dif-
36 ference of \$37,000 and \$40,000 represented a significant amount of money over
37 time. While admitting there may be some losses in revenue sharing for the city in
38 some years, Councilmember Etten noted the potential for the city to make money
39 in other years as well, such as the unexpected revenue this year compared to 2015.

40
41 Even though not being much of a risk taker, Councilmember McGehee stated that
42 she was inclined to take the risk in this case. With a combined expense of
43 \$40,000 but potential of revenue of \$20,000, Councilmember McGehee opined
44 that, with the sufficient cushion in the Recycling Fund to cover short-term set-
45 backs, she couldn't support this motion.

Mayor Roe stated that he understood risk avoidance, but based on a five-year contract term and worst case scenario projections versus annual costs, he opined there could be both negative and positive years. While having supported the notion of getting rid of revenue sharing, Mayor Roe stated he was inclined, based on the additional information presented tonight to support not eliminating it completely at this time, and therefore would be voting in opposition to this motion at this time.

Roll Call

Ayes: Willmus.

Nays: Laliberte, Etten, McGehee and Roe.

Motion failed.

Option 1

Etten moved, McGehee seconded, approval of the original Agreement for Comprehensive Recycling Services (Attachment C) with Neighborhood Recycling Corporation, d/b/a Eureka Recycling as presented.

Roll Call

Ayes: Laliberte, Etten, McGehee and Roe.

Nays: Willmus.

Motion carried

Recess

Mayor Roe recessed the meeting at approximately 8:12 p.m., and reconvened at approximately 8:19 p.m.

c. City Campus Solar Installation Project

Public Works Director Marc Culver provided an update on solar installation on the city campus, as detailed in the RCA and attachments. Mr. Culver referenced a bench handout providing a short- and long-term comparison of Power Purchase Agreement (PPA) rates, buyout and Xcel Energy rates for the City Hall and Public Works buildings.

Representing Sundial Solar, Mr. Culver introduced Mr. Art Kroll and Mr. Paul Christianson, both having worked with the city over the last eighteen months to develop this project.

With assistance as needed by Mr. Kroll, Mr. Culver provided a quick review of the proposal, and updates to consider these two buildings rather than the original proposal for the Skating Center roof due to the age and condition of the roof, and potential capital improvements intended before the solar project's investment end at twenty-five years. Mr. Culver also noted that, during the detailed engineering of the Skating Center roof, it was found that the arena and roof supports and substructure would need shoring up to meet current building codes and support a solar array. Mr. Culver noted this would also involve gaining access to the beams

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1 and over the ice surface, taking it out of commission for several months and dur-
2 ing heavy usage months. According to the current capital improvement program
3 (CIP) schedule, Mr. Culver noted the roof would be considered for major rehabili-
4 tation five years from now. Therefore, Mr. Culver reported that Sundial and staff
5 had looked to other available roofs on the city campus, resulting in the new pro-
6 posal for two smaller arrays on the newer roof portions of the City Hall/Fire De-
7 partment and Public Works Maintenance facilities as shown on the display.

8
9 Mr. Culver reviewed and defined what would be involved in the installation as de-
10 tailed in the various draft attachments to the RCA. Mr. Culver advised that staff
11 and Sundial were seeking City Council action for a non-binding Letter of Intent as
12 identified in the RCA based on the draft agreements; and emphasized that once
13 final documents and engineering had been completed, the documents would re-
14 turn for approval by the City Council.

15
16 Discussion ensued regarding charts provided and displayed (Attachment D)p pro-
17 visions of the PPA and annual purchases and energy savings projected; initial in-
18 vestment and actual city costs; vested interests of the city and investor in keeping
19 the system operational; and payoff term under a standard solar financing scenario.

20
21 Councilmember McGehee noted previous presentations and arrangements for a
22 different program and shorter period of time.

23
24 Mr. Culver clarified that the city had applied for Made in Minnesota Grants for
25 the last three years involving agreements with different solar developers who had
26 submitted applications for the city, and if successful would have installed panels
27 on roofs with the city receiving up to 40 K2H based on the grant provisions and
28 an annual payment of \$13,000 for ten years until the system had been paid in full.
29 However, Mr. Culver further clarified that the city would have no money invested
30 in those systems, financed by a developer and reimbursed through grant awards.
31 Mr. Culver noted that only a small percentage of those applications are actually
32 awarded; while this installation is financed independently, and not relying on a
33 lottery or grant system.

34
35 At the request of Councilmember Laliberte, Mr. Culver reviewed language in the
36 second paragraph of the PPA with the Letter of Intent not binding, but was basi-
37 cally a mutual agreement for the city and Sundial to work together in good faith
38 while Sundial puts more money into exploring the engineering of the system.
39 Councilmember Laliberte referenced earlier conversations tonight regarding a re-
40 view of existing buildings on the city campus that might be repurposed; and ques-
41 tioned how that might impact this installation.

42
43 Mayor Roe noted the discussion involved the Public Works Maintenance facility,
44 its repurposing and/or relocation, in addition to other pending City Council dis-
45 cussions. Mayor Roe noted that he had wondered if the new Fire Station roof

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1 may make more sense as a better option for the city given those pending issues,
2 and asked for staff's feedback on that.
3

4 Mr. Culver advised that the Fire Station roof had been reviewed and what could
5 be installed, but noted that it would be a much smaller installation. Even with an
6 installation on the City Hall/Police Department and Public Works Maintenance
7 facilities, Mr. Culver advised that those sizes of installations were considered
8 "small potatoes" for Kenyon to work on; therefore the attempt was to make the
9 installation as large as possible. Mr. Culver reported that the only reason the city
10 was able have Kenyon consider this smaller project was that they were seeing it as
11 an extension of a larger system in the area. While it would not be impossible to
12 bring the Fire Station into the equation, Mr. Culver noted it would change the
13 economics. While not having gotten into much detail at this point, Mr. Culver
14 further reported that in initial discussions with City Manager Trudgeon, even if
15 the existing Public Works Maintenance facility was repurposed and the maintenance
16 function moved elsewhere, the shell of the building wouldn't change and
17 simply involve walls and interior space reconfiguration and repurposing. Without
18 having talked to an architect on-site, Mr. Culver opined that adding a second floor
19 to the Public Works Maintenance facility as it is designed would be difficult and
20 expensive.
21

22 While agreeing that the Maintenance facility is basically a large garage, and also
23 agreeing that it probably wasn't feasible to add a second floor, Mayor Roe noted
24 one outcome of the pending facilities study may be that the shell of the building is
25 no longer there; thus addressing the city's risk level.
26

27 Mr. Culver agreed that may be a possibility; but opined it would be more cost-
28 effective to repurpose the existing building, after formal discussions with an arch-
29 itect about that feasibility. Mr. Culver noted part of that could involve lowering
30 the tall ceilings of installing a false ceiling lower and repurposing the open space
31 into a License Center or some other use. However, Mr. Culver noted the intent
32 was that repurposing the building wasn't necessarily exclusive for installation of
33 solar panels and keeping them operational for the twenty-five year term of the in-
34 stallation.
35

36 At the notice of Councilmember McGehee and previous discussions earlier today,
37 Mr. Culver advised that the preliminary financial analysis predictions of the twenty-
38 five years of the long-term PPA program shown as \$105,000 (RCA, page 2,
39 line 39) was inaccurate, and was actually \$242,000.
40

41 Councilmember McGehee further noted the exit clause detailed in line 98 of the
42 RCA and the projected \$242,000 didn't appeal to her; opining she liked the previ-
43 ous lottery program as a smaller experiment to begin with.
44

1 Mr. Culver apologized for not providing more detail for the city's risk in his
2 presentation tonight, advising that after distribution of the meeting packets, city
3 staff and Sundial representatives had a breakthrough in negotiations for that item,
4 with an energy performance guarantee agreement with Sundial that would elimi-
5 nate that risk factor with Xcel Energy rates that may fluctuate and be lower than
6 the initial contractual energy purchase rates. Mr. Culver noted this had been a
7 concern he shared as well until these most recent negotiations.

8
9 Councilmember McGehee stated there were many things concerning her related to
10 the city's potential risk.

11
12 Mr. Culver noted that, the only significant risk he saw to the city was if there was
13 an unexpected but major maintenance on a roof with a solar array, if for more
14 than 72-hour in a 60-day period, the city would be liable to pay the power provid-
15 er for that lost power, since they were depending on that power production to help
16 pay for the system and their financing of it.

17
18 At the prompting of Councilmember McGehee, Mr. Culver addressed natural dis-
19 asters (e.g. fire, storm, or collapse) if the system could not be salvaged or returned
20 to that roof, noting the force Majeure clause (lines 100-104 of the RCA) that cov-
21 ered a longer period of time to restore operations, allowing that the power provid-
22 er can abandon the system at which time the city would be stuck with it. If it still
23 works and can still generate power, Mr. Culver advised it would not be an issue,
24 but otherwise the city would need to deal with the salvage and removal of the
25 equipment from the site.

26
27 Councilmember Willmus opined that this was similar to his concerns with the Re-
28 cycling contract and term. When he considered the Made in Minnesota proposals,
29 with a shorter horizon, Councilmember Willmus stated that he found those
30 agreements more attractive. Given the pending city campus discussions and relat-
31 ed issues, Councilmember Willmus stated that he wasn't sure he was ready to
32 proceed at this point with a Letter of Intent with Sundial Solar as presented.

33
34 **Willmus moved, McGehee seconded, WITHHOLDING entering into a Letter**
35 **of Intent with Sundial Solar for installation of a 450 kW Photovoltaic System**
36 **proposed for the roofs of City Hall and the Maintenance Facility, until com-**
37 **pletion of the analysis of buildings on the city hall campus was completed.**
38

39 Councilmember McGehee agreed that a variety of concerns for her included the
40 duration of the agreement, ultimate payback for the city, disposal of panels should
41 the city end up purchasing them and how to manage them, and other contract de-
42 tails as she had addressed to Mr. Culver earlier today and some tonight. With so
43 many questions still unanswered for her, Councilmember McGehee agreed with
44 the delay until city campus discussions and facilities had been reviewed.
45

1 Mayor Roe offered an opportunity for public comment, with no one appearing to
2 speak.

3
4 Councilmember Etten asked if this motion pauses the process for possibly up to
5 six month and no Letter of Intent was in place, would something similar be con-
6 sidered in the future or would the process need to start all over again.

7
8 Mr. Kroll responded that he thought the discussions could generally pick-up
9 where it was currently, and even if Kenyon didn't share those sentiments, there
10 were other investors willing to look at projects of this nature. Mr. Kroll noted that
11 economics continued to change with solar rates, resulting in the savings spread for
12 the city being better or worse. While those factors could change, Mr. Kroll ad-
13 vised that as far as Sundial's willingness to work with the City of Roseville, their
14 interest would remain intact.

15
16 Councilmember Etten spoke in opposition to the motion, opining he wasn't sure
17 the existing buildings identified for these solar installations would be taken off
18 line to the extent it would involve the solar panels. Councilmember Etten further
19 opined that if the city built additional facility space, he didn't see the city taking
20 down existing buildings to construct new ones. Therefore, Councilmember Etten
21 stated his preference to move forward with this project that would provide some
22 benefit to the city.

23
24 Councilmember Laliberte spoke in support of the motion to take a pause; along
25 with fast tracking discussions on additional city needs first before making a deci-
26 sion on this project.

27
28 As stated, Mayor Roe recognized that the market place for solar continued to
29 evolve; and whether six months or longer from now, there may be other factors in
30 the marketplace that may or may not work to the city's benefit. Therefore, Mayor
31 Roe spoke in support of the motion.

32
33 Councilmember Etten noted there may be fewer solar credits available at that time
34 as well.

35 **Roll Call**

36 **Ayes:** Willmus, Laliberte, McGehee and Roe.

37 **Nays:** Etten.

38 **Motion carried.**

39
40 **d. Consider Adopting the 2017 Utility Rate Adjustments**

41 Finance Director Chris Miller provided a presentation that was complimentary to
42 the detail provided in the RCA of today's date; along with the bench handout in-
43 corporated into the RCA, providing a projected analysis of the water, sanitary
44 sewer and recycling utility funds and their current and proposed rate structures.
45

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1 Finance Director Miller provided a rate overview, incorporating updated figures
2 for the twenty-year CIP, and rate increases and/or decreases in each utility fund,
3 along with including the net change as projected in Recycling Revenue Sharing
4 under the recycling contract as approved earlier tonight.

5
6 Finance Director Miler advised that staff had prepared a draft resolution establish-
7 ing the 2017 utility rates for City Council consideration tonight. However, Mr.
8 Miller suggested the resolution could await adoption at a future meeting.
9

10 On page 4 of the RCA, Councilmember Etten noted expenses for stormwater-
11 related capital and "other services and charges," asking if that could be brought
12 down further.
13

14 Based on Mr. Culver's comments earlier tonight, Finance Director Miller advised
15 that was a possibility to shave off further money for the Stormwater Fund that
16 hadn't been factored into the rates yet, but extracted during staff's rate analysis.
17 However, Mr. Miller noted this plan only occurs every ten years, and therefore
18 was not considered part of the revenue stream. Based on City Council direction
19 for using reserves for one-time costs versus applying them to base rates, Mr. Mil-
20 ler advised this was the recommendation in this case.
21

22 Councilmember Etten noted comments he'd heard from residents and their frus-
23 trations in losing the senior discount, not based on federal income guidelines
24 through Ramsey County records. Councilmember Etten asked staff is there was
25 any way to include more households or another barometer that could be used to
26 tie a higher income threshold into that used by Ramsey County.
27

28 Finance Director Miller advised that, as of now, there were 3-4 programs tied to
29 income at the 160% of federal income guidelines; with other energy companies
30 offering financial assistance programs for residents as well. Mr. Miller noted the
31 city might have more local control with its rate structure, but if identifying the
32 demographic group and requested financial relief, it would simply make the rate
33 structure more favorable for another segment and less favorable for the remaining
34 segments. Mr. Miller stated the question for the City Council was where it want-
35 ed to provide the relief; and since the city doesn't verify incomes and relied on
36 applications for other programs through Ramsey County, in order to revise the
37 program or demographic, it would involve additional city administrative costs to
38 implement. Mr. Miller noted this was part of the discussion several years ago
39 when the City Council changed the discount program from age to income veri-
40 fied. Mr. Miller advised that one year ago, the city had nineteen households in-
41 volved in the discount program, and now it had twenty-nine households. Mr. Mil-
42 ler opined that he was confident there were more that qualified in Roseville, but
43 for one reason or another, chose not to apply for reduced rates via an income veri-
44 fication process.
45

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1 At the request of Mayor Roe, Finance Director Miller clarified that the increase of
2 5.4% in the CIP was a result of updated assumptions and projections, including
3 some not identified before. Mr. Miller reported that each department had been
4 challenged to seriously review those assumptions, which they had done, providing
5 for a recalibration and more accuracy in the numbers, part of what was driving an
6 increase in base fees for 2017.

7
8 Mayor Roe thanked staff for the bench handout providing the analysis of how
9 rates were achieved, allowing him to see cost inputs and rate needs in various cat-
10 egories, along with the capital areas. Mayor Roe encouraged staff to incorporate
11 this information with the RCA on the website for public information, duly noted
12 by City Manager Trudgeon.

13
14 Councilmember McGehee referenced, and displayed, her previous calculations
15 and considerations entitled, "Utility Rate Facts and Questions," ~~attached hereto~~
16 ~~and made a part hereof~~. Councilmember McGehee noted this involved her pref-
17 erence of a different funding structure for utility rates, opining the current system
18 was unfair and impacts of the fee were burdensome for homeowners, especially
19 those living in lower prices homes with the link to their home's value. Coun-
20 cilmember McGehee suggested increasing the city's tax levy by 15% that would
21 actually result in saving money for all single-family homeowners and in the long
22 run make the system more equitable citywide. Councilmember McGehee noted
23 that the city could then pay for its fire station, parks public safety services, and in-
24 frastructure through that levy increase while providing utility rate relief to almost
25 every homeowner in Roseville without reducing upkeep and maintenance on the
26 city's infrastructure system. Councilmember McGehee asked her colleagues to
27 reconsider her proposal rather than continuing to penalize residents through its
28 current utility fee and rate structure.

29
30 Mayor Roe opined this involved a philosophical decision as to how the city chose
31 to pay for its infrastructure. Mayor Roe stated a question he'd want to understand
32 better was a correlation between a home's value and the ability to pay. Under
33 Councilmember McGehee's suggested revenue source, Mayor Roe noted that by
34 basically using the property tax system, a resident was paying for water provision
35 based on the value of their home through the tax system. Mayor Roe stated his
36 question was whether that made sense or not that may result in a higher rate based
37 on that value than the current flat fee used. Mayor Roe also noted the tax exempt
38 properties that would no longer pay utility rates under Councilmember McGe-
39 hee's proposal, and impacts for businesses that already pay significantly more in
40 property taxes.

41
42 As suggested by Finance Director Miller, Councilmember Willmus suggested this
43 2017 utility rate proposal not be adopted tonight, but at the December 5, 2016
44 meeting to allow the community to review, digest and provide feedback on it.
45

Public Comment

Roger Hess, Jr. 1906 Wagner Place

Mr. Hess noted comparisons with other communities; but suggested a comparison if the City of St. Paul was to take over the Roseville water system, as it did for other suburbs. Mr. Hess opined that there must be a reason they use that system, and asked staff to compare the current system versus St. Paul taking over the system. Mr. Hess thanked Councilmember McGehee for out-of-the-box ideas brought forward for consideration. Mr. Hess opined that it would be nice if other Councilmembers brought forward similar ideas for consideration.

15. Business Items – Presentations/Discussions

a. Consider Changes to City Code, Chapter 314.05: the 2017 Fee Schedule

Finance Director Miller referenced an updated copy of the proposed 2017 Fee Schedule, provided as a bench handout and replacing the schedule included as an attachment to the RCA of today's date. Mr. Miller noted the revised schedule included some fees inadvertently omitted in the previous draft, along with additional corrections upon further staff review. Mr. Miller noted that most fees are grouped by department, and included more recommended changes this year given staff's detailed review line by line. Mr. Miller advised that the fees were intended to be representative of actual city costs in providing a particular service.

Mayor Roe asked that staff go through the document with the items highlighted as new and/or revised fees. Finance Director Miller deferred to Departments Head available and related rationale for the proposed fee changes. Individual Councilmembers asked questions of Department Heads as applicable during the presentation.

Public Works Department (page 2)

Mr. Culver noted a new fee for **curb stop turn-on/off** fees, shown as a trip fee; estimating approximately 30-40 annually at this time, but unsure of how that may increase without an identified way to recoup city staff and equipment resources involved.

Mr. Culver noted this **erosion control escrow fee** had been brought to the City Council's attention earlier this fall for clarification, with staff putting numbers to ideas and establishing new thresholds involving the need for erosion control permits at an amount less than the current fee and involving smaller things in the city's shoreline district. Mr. Culver advised the intent was to ensure that staff was able to monitor these areas without charging the full fee for residents and smaller projects and of less than one-quarter acre (e.g. minor grading, etc.).

Fire Department (page 3 & 4)

Fire Chief O'Neill addressed the increase in **commercial vent hood inspections, stand-alone temporary fireworks sales, and inspections of underground fuel**

1 **storage tank removals.** Chief O'Neill also noted a proposed increase in **open**
2 **burning permit fees** and for the cost of required notices to area properties.

3
4 Public Works Department (page 4)

5 Mr. Culver addressed another earlier City Council discussion and new for **private**
6 **hydrant inspection** costs depending on the number.

7
8 Community Development Department (page 5)

9 Community Development Director Collins advised that some of these fees were a
10 result of many changes within the department as work flow was tracked more ac-
11 curately with the integration of the new Accela software program.

12
13 Ms. Collins addressed an **additional fee for rentals failing to submit renewals**
14 **within 60-days** of expiration of the current registrations. Ms. Collins advised that
15 this was inadvertently omitted in previous fee scheduled. Ms. Collins also noted
16 the addition of a **late renewal fee for rental registrations.** Building Codes Co-
17 ordinator Dave Englund confirmed that this was a follow-up defined on new rent-
18 al license application forms.

19
20 Public Works Department (page 5)

21 Mr. Culver addressed a new fee for **stormwater impact fees**, also discussed by
22 the City Council earlier this year; and **adjustments for street patching** based on
23 actual costs.

24
25 Mr. Culver further addressed new **sump pump waiver fees** and **monthly sur-**
26 **charge fees.**

27
28 Mr. Culver advised that the **sump pump waiver and surcharge fees** were in-
29 tended to allow the city enforcement capabilities under current city code to en-
30 courage property owners to separate their direct discharges of sump pumps into
31 the sanitary sewer system to avoid the city being charged by the Metropolitan
32 Council for treating that water. Mr. Culver noted the waiver would apply if dis-
33 connecting the sump pump would result in safety or property issues, and allow a
34 property owner temporary reprieve to discharge into the sanitary sewer system
35 until the problem had been resolved. Mr. Culver clarified that this would involve
36 a one year annual renewal.

37
38 Regarding the new stormwater impact fee, Councilmember Laliberte asked if that
39 one-time fee of \$22.50 would be sufficient. Mr. Culver stated that remained an
40 unknown until put into play and after a year's experience.

41
42 Community Development Department (page 5)

43 Ms. Collins reviewed the current 2% technology fee applied, and the new fee for
44 the **building permit technology fee** on the Planning Division side. Ms. Collins
45 noted that this fee is essentially embedded into current fees, but the Accela soft-

1 ware calculated it as a separate fee based on valuations and were incorporated into
2 building permit fees.

3
4 At the request of Councilmember Willmus, Ms. Collins advised that it was diffi-
5 cult to project the revenue at this point other than based on past numbers of build-
6 ing permits issued and their valuation. Ms. Collins noted that, when staff had ini-
7 tially proposed the Accela program, the cost of the software had been pro-
8 grammed into fees to offset the cost of the program, along with implementation
9 and maintenance of the software built into 2017 fees. Ms. Collins advised that
10 staff would review the numbers after the first year using the new software pro-
11 gram and make adjustments accordingly. At the further request of Councilmem-
12 ber Willmus, Ms. Collins advised that the 2% technology fee had been used in the
13 past with previous permit software, and was typical of most other communities.

14
15 On page 7, Councilmember Willmus noted a **reduction in administrative fines**
16 **for city code and property use violations**, with Ms. Collins advising that this
17 was an effort by staff to clarify the two and distinguish them from another for eas-
18 ier tracking. City Manager Trudgeon noted that the Nuisance Fee was listed
19 elsewhere at \$100.00.

20
21 Fire Chief O'Neill reviewed **building permit and plan review fees** (page 10) for
22 new construction and existing building remodels. While these inspections had
23 been performed in the past, Chief O'Neill noted they had not been identified as a
24 cost of doing business, and now were mirrored after the building department's
25 valuation, typically involving smaller jobs however. Chief O'Neill noted that
26 most renovations were under \$20,000 in value, and therefore while attempting to
27 keep the fees small, the department was seeking to break even at a \$93/hour fee.
28 If the inspections involved re-inspections, Chief O'Neill admitted these fees
29 would come nowhere near covering expenses or breaking even. However, Chief
30 O'Neill opined that this will take the steps necessary to get closer to the staff re-
31 sources required.

32
33 Councilmember Willmus asked if both commercial and residential inspections
34 were lumped together.

35
36 Chief O'Neill clarified that the department typically didn't perform residential in-
37 spections unless installing a sprinkler system; and would typically review building
38 permit data and conduct a plan review, with those costs currently included in resi-
39 dential building permit fees.

40
41 If the plan review fee is 65% of the commercial permit fee, Councilmember
42 McGehee asked if there was a cap, noting \$93/hour didn't allow very long for re-
43 view versus the time for a more complex plan and related review.
44

1 Chief O'Neill responded that staff didn't foresee extensive fees, since most plans
2 are pretty straight forward, and the average existing permit pulled took about one
3 hour.
4

5 Building Permit and Plan Review Fees (continued – page 12)

6 Ms. Collins addressed **new fees for residential driveway permits and expan-**
7 **sions, and shed permits.** At the request of Mayor Roe, Ms. Collins and Mr. En-
8 glund clarified that a residential driveway permit was \$55, but expansion was set
9 at \$75 as more staff time was required to review impervious calculations.
10

11 Councilmember Willmus suggested looking at the area being expanded and how
12 to base the fee depending on the actual square footage of the expansion to justify
13 the cost of the fee for that expansion.
14

15 After a brief discussion, staff was directed by the City Council to review and clar-
16 ify language for better public understanding of whether or not driveways were in-
17 cluded as part of an overall building permit for a new home. Ms. Collins duly
18 noted these requests.
19

20 Councilmember McGehee thanked staff for **reducing the fee for backflow pre-**
21 **venters** to encourage people to have them installed.
22

23 (Page 14)

24 Ms. Collins noted the new fee for **Certificates of Occupancy**, noting it took staff
25 time to process and prepare them.
26

27 After a brief discussion, staff clarified that they include the fee as part of a build-
28 ing permit application, but list it as part of that itemization of administrative costs
29 involved.
30

31 Ms. Collins noted the **new parking lot repair fee** was to address staff time in-
32 volved in reviewing the plan and reviewing impervious area.
33

34 Community Development Department Misc. Fees (Page 15)

35 Ms. Collins reviewed the **new landscape improvement permit fee** for staff's re-
36 view of impervious coverage on a site seeking improvement on residential lots
37 (e.g. patios, accessory structures, etc.). Ms. Collins noted that many of these
38 things appear on lots without a building permit being pulled or staff's knowledge,
39 but sometimes significantly increasing impervious coverage on a site and impact-
40 ing those parcels and adjacent policies, as was recently realized with a land use
41 application on Gluek Lane.
42

43 Councilmember Willmus asked staff to clarify a minimum type of project, with
44 Ms. Collins advising the intent could be addressing the addition of patios on

1 smaller lots, forcing staff to look at the percentage of existing impervious surface
2 coverage.

3
4 Mayor Roe noted it would be essentially a hardscape or impervious surface im-
5 provement permit.

6
7 Councilmember McGehee spoke in favor of that, opining that erosion problems
8 are one of the biggest problems in the community due to increasing impervious
9 surfaces, even though there are regulations in place, no one seems to adhere to
10 them.

11
12 The other new fees, including **Planned Unit Developments**, and **Public Assis-**
13 **tance fees for applications and escrow**, Ms. Collins noted were previously re-
14 viewed and approved by the City Council based on the newly adopted Public As-
15 sistance Policy.

16
17 Mayor Roe asked that staff clarify and consider a name other than “public assis-
18 tance” to avoid misunderstandings by the public based on other connotations of
19 the term.

20
21 Specific to the Public Assistance application fee set at \$1,500, City Attorney
22 Gaughan suggested staff denote that as the initial or minimum amount for escrow
23 versus giving the impression it was capped at that amount. Mr. Gaughan noted
24 this would allow for additional funds should a project prove highly complex and
25 allow the escrow account to city to replenished.

26
27 Ms. Collins agreed that should apply to any escrow account, and if addressed here
28 it should be done consistently throughout.

29
30 Mr. Culver noted that the existing footnote D in the Subdivision area indicated
31 that and could be extended to include public assistance applications accordingly;
32 with Ms. Collins duly noting that suggestion.

33
34 Landscape Plan Escrow (page 16)

35 Ms. Collins clarified that staff estimated the escrow amount needed for ‘**land-**
36 **scape plans**’ based on the scale of a project and to incorporated the time for the
37 arborist to review tree preservation and restoration plans as applicable.

38
39 Park Dedication Fees (Page 4)

40 Parks & Recreation Director Brokke advised that the Parks & Recreation Com-
41 mission had closely tracked this over the last fifteen years, and based on that data
42 was recommending the increase in residential fees, and increase for non-
43 residential fees as noted. Mr. Brokke advised that this was done largely because
44 of its correlation of the quality of the park system, past and future substantial in-
45 vestments made to the system, and future investments identified in the CIP yet to

1 be done. Mr. Brokke opined that this provided another funding resource for the
2 system, with residents consistently indicating their interest in maintaining a high
3 quality park system. Mr. Brokke advised these fees were being recommended us-
4 ing comparative data in terms of other communities and was consistent, as noted
5 in the matrix displayed of those comparisons by city for residential and commer-
6 cial park dedication fees in 2015 and in 2016 to-date, averaging \$3,900 per unit
7 for residential properties.

8
9 Councilmember McGehee noted some of the commercial properties having a con-
10 siderable portion of their site as a parking lot, very low in terms of cost and as-
11 sessed value, but at the same price per acre based on the proposed percentages.
12 Councilmember McGehee asked how staff figured in that trade-off.

13
14 Mr. Brokke advised that it proved more financially positive for Roseville to use
15 the percentage route.

16
17 Mayor Roe noted it was interesting to see the various and different approaches
18 used among other cities.

19
20 As with the proposed 2017 utility fees, Mayor Roe asked that residents and indi-
21 vidual Councilmembers provide any questions and their feedback to staff between
22 now and the December 5, 2016 meeting at which time those schedules will be
23 considered for adoption.

24
25 **Motion to Extend Meeting Curfew**

26 Etten moved, McGehee seconded, to extend the meeting curfew to complete item 15b.

27
28 **Roll Call**

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

30 **Nays:** None.

31 **b. Water Supply Plan**

32 Mr. Culver introduced Roseville Civil Engineer Luke Sandstrom who presented a
33 brief review summarizing the Local Water Supply Plan Template – Third Genera-
34 tion for 2016 – 2018 (Attachment A). Mr. Sandstrom advised that the Public
35 Works, Environment and Transportation Commission (PWETC) had seen the
36 same presentation at their meeting for their feedback.

37
38 Mr. Sandstrom provided a background of the plan done every ten years, and out-
39 lined the three parts of the plan: inventory, emergency planning, and water con-
40 servation. Mr. Sandstrom advised that tonight's presentation and discussion
41 would focus on water conservation, as per recent adoption of a state statute man-
42 dating it.

43
44 Mr. Sandstrom's presentation included those items being mandated, and those
45 items already being done by the City of Roseville, including a tiered and seasonal

1 rate structure, CIP, system improvements and stormwater re-use projects, and re-
2 mote read meters.

3
4 After this same presentation, Mr. Sandstrom reviewed the recommendations made
5 by the PWETC, including: continue the annual CIP; identify all unmetered city-
6 owned facilities and install meters; install smart irrigation meters at city-owned
7 facilities as a pilot program and subsequent results; educate the public on water
8 conservation options; and pursue grant funding for rebate programs.

9
10 Mr. Culver asked the City Council for their additional input on what to include in
11 the Water Plan for conservation-related efforts; and what the city was willing to
12 commit to as the Plan goes out for agency review by year-end.

13
14 Regarding smart irrigation, Mayor Roe asked if the Park Renewal Program irriga-
15 tion systems were installed as smart systems as part of that effort.

16
17 Mr. Culver responded that he wasn't sure, other than for the Upper Villa Park im-
18 provements with that stormwater management system based on weather forecasts
19 and would pump out storage capacity to make itself ready for an upcoming storm.
20 Mr. Culver further noted that there were some sensors and a wireless system con-
21 trolled from City Hall based on weather and other steps with the purpose to re-
22 duce total water usages.

23
24 Mayor Roe noted it was nice to see some credits already applied for Roseville ef-
25 forts to-date.

26
27 Councilmember McGehee opined that the city could improved its tiered rates sys-
28 tem; and suggested offering the public some rebates for low flow toilets or energy
29 efficient appliances given the broad selection available and as utilized by other
30 communities. Councilmember McGehee suggested advertising such rebates
31 should be part of the broader education program to show how much a household
32 could save.

33
34 Mayor Roe noted some communities were funding these rebates through grant
35 programs.

36
37 Mr. Sandstrom noted the Metropolitan Council had awarded grants, using Clean
38 Water Funds, to nineteen communities, which they had used to fund those rebate
39 programs. Mr. Sandstrom opined that the city may be able to apply for funds in
40 the fall of 2017 during the next grant cycle.

41
42 Councilmember Etten spoke in favor of pursuing grant applications as appropri-
43 ate; opining that many efforts are outdoor-related and reimbursed by other agen-
44 cies. Using lawn watering as an example, Councilmember Etten suggested en-
45 couraging residents to install smart irrigation systems or turf reduction programs,

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perhaps by offering an incentive program through education and resulting in a huge impact. Councilmember Etten suggested concentrating on outdoor water usage where the greatest amount seemed to be used in the community. Councilmember Etten expressed his interest in pursuing a water use restriction ordinance, noting the need to educate the public on the best time of day for irrigating to avoid excessive water loss in the afternoon; and to address those times of great drought in the community.

Mr. Culver noted a lot of communities have ongoing odd/even regulations and others that kick in when water demand is high or during extended drought periods. While odd/even regulations don't necessarily conserve water, Mr. Culver advised that it did allow a city to have a ready supply of water by reducing peaks and spreading it out for maximum demands.

Mayor Roe suggested looking at an irrigation-based surcharge based on usage comparisons if exceeding a certain amount depending on how it was calculated. If a significant increase in usage was seen over the average for irrigation purposes, Mayor Roe suggested a financial penalty be applied. Also, Mayor Roe suggested addressing usage on the commercial side beyond meter sizes; and perhaps not encouraging high commercial water uses to develop in the community, or at least not incentivize them.

Without objection, Mayor Roe directed staff to take this additional City Council feedback to the PWETC for their further vetting and discussion.

Councilmember McGehee reported anecdotally on her experience with rain barrels and heavy rainfalls this year; and her favorable impression with how easy they were to use and their efficiencies.

Mayor Roe noted there were products available to meter rain barrels to control when to release stored water or for a drip irrigation system at lower pressures.

At the request of Councilmember Willmus, Mr. Culver reported that the city did not currently have a separate irrigation meter in most city facilities. If residential and commercial irrigation systems were on a separate meter, Mr. Culver advised that the city could charge a higher rate for those irrigation purposes only. At the further request of Councilmember Willmus, Mr. Culver advised that there was a code application for new systems accordingly, with residential applications needing city code revisions beyond the current base fee per meter.

Councilmember Laliberte opined that education, education, education should be the focus as it was the easiest and least expensive thing to do. While recognizing the things Roseville was already doing as noted in staff's presentation, Councilmember Laliberte opined that more could be done.

Councilmember McGehee suggested encouraging the public to use less grass, and more shrubs or mulch versus the typical lawn.

Councilmember noted the report provided a list of top commercial water users in Roseville or on the Roseville system.

Mr. Culver noted there were several Maplewood commercial users on the Roseville water system, as the City of Maplewood had no water main along Rice Street, with all east side properties on Rice Street getting their water from Roseville.

Councilmember Etten noted that Walmart was shown as #7 in the list of high users at 8 million gallons, while the much larger Rosedale Center complex using 13.6 million gallons. Given the considerable difference in size of the two properties, Councilmember Etten asked why there wasn't more of a differential in their water usage.

Discussion ensued as to how much was associated with the outside sprinkler system; suggestions for the Department of Natural Resources or Department of Health to audit Roseville businesses and their water usage to help them not only save water but also money for the benefit of the city and the business.

Councilmember Willmus noted the Walmart parking lot was the first commercial property required to include green areas in their parking lot; opining that the sea of asphalt surrounding those areas and the intense heat radiating from them may impact the amount of water required to keep them green.

Since that outside irrigation system was already on a separate meter, Mayor Roe suggested a smart irrigation system might be a good fit for them.

16. City Manager Future Agenda Review

17. Councilmember-Initiated Items for Future Meetings

18. Adjourn Meeting

Etten moved, Laliberte seconded, adjournment of the meeting at approximately 10:18 p.m.

Roll Call

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

Nays: None.

Daniel J. Roe, Mayor

ATTEST:

Patrick T. Trudgeon, City Manager

Appendix 11

Minnesota Water Supply Plan Instructions & Checklist 2016-2018



Public Water Suppliers

All public water suppliers in Minnesota that operate a public water distribution system, serve more than 1,000 people and/or all cities in the seven-county metropolitan area, must have a water supply plan approved by the Department of Natural Resources (DNR). Water supply plans must be updated and submitted to the DNR for approval every ten years. This requirement, in place since the 1990s, is designed to encourage communities to deal proactively with providing sustainable drinking water for citizens, businesses, and industry.¹

These plan updates will be due between 2016 and 2018; the DNR will be notifying communities of the due date for each specific city water plan. All sections of the water supply plan must be completed in order for the plan to be approved. A checklist is included with these instructions on pages 4 and 5.

What is New?

- Plans can be submitted through Minnesota DNR Permitting and Reporting System (MPARS).
- DNR Hydrologists will be meeting with clusters of communities rather than individually. In the Twin Cities metropolitan area, Metropolitan Council staff will also provide technical assistance and in Greater MN, staff from MN Rural Waters Association will join us.
- There is a greater emphasis on water conservation/demand reduction and on developing rate structures that encourage conservation.
- Simplified reporting: More tables with check boxes; less writing required.
- Part 4 of the plan, required for communities in the seven-county metropolitan area, now reflects the Twin Cities metropolitan area Master Water Supply Plan
- Resources - can be found at www.mndnr.gov/watersupplyplans including copies of sample rate structures, conservation ordinances, education programs, water level recording forms, certificate of adoption, and other items as well as links to useful conservation web pages.

Submitting a Plan for DNR Approval

Preferably, please submit plans electronically to:

<https://webapps11.dnr.state.mn.us/mpars/public/authentication/login>

Steps for electronic submission:

1. Follow the above link and log into MPARS.
2. From your Account Overview Permits Tab, click on your primary Water Supply Permit Number.
3. Then click on Communication Tab.
4. Click New Message to Hydrologist (under Communication heading)

¹ see [Minn. Stat. 103G.291](#)

The screenshot shows a web interface for an individual permit. At the top, it says 'Individual Permit: 1958-0647' and 'Status: Active'. On the right, there's an 'Actions' box with links: 'Communicate With Hydrologist' and 'Request a Change to Permit'. Below this is a navigation bar with tabs: 'Overview', 'Parties', 'Attachments', 'History', 'Financial', 'Water Use', and 'Communication'. The 'Communication' tab is selected. Below the tabs, there's a 'Communication' section with a link 'New Message to Hydrologist'.

5. Type in the Subject heading and a brief message

The screenshot shows a form titled 'Communicate with Hydrologist'. It has fields for 'To:' (Julie Aadland), 'CC'd Staff:', and a list of parties to cc (Serocki, Tony). Below this is a 'Subject' field with 'Water Supply Plan' entered. There's a 'Message' field with 'Here's our latest plan' entered. Below the message field is an 'Attachments' section with a table for 'Document Type' and 'File'. There's a link 'Add attachment' and buttons 'Send' and 'Cancel' at the bottom.

6. Click Add Attachment
7. Under Document Type drop down, select Water Supply Plan
8. Click choose file and attach your Water Supply Plan - **Naming convention: WSP_cityname_permitnumber_date.doc**
Please include list of all permit numbers associated with this Water Supply in the message field
9. Hit Send at the bottom of the page

Or submit completed plans to:

DNR Waters
Water Permit Programs Supervisor
500 Lafayette Road
St. Paul, MN 55155-4025

Plans for communities in the seven-county metropolitan area will be automatically shared with the Metropolitan Council.

If you have questions regarding water supply plans, please call (651) 259-5034 or e-mail questions to wateruse.dnr@state.mn.us

Twin Cities Metropolitan Area Requirements

All communities that operate a public water supply system within the seven county Twin Cities metropolitan area, even those with fewer than 1,000 people, must complete a local water supply plan and submit it to the Metropolitan Council, adjacent communities, and the county for review and comment. These plans include completion of Part 4 of the local water supply plan template.



Please submit plans to DNR Ecological and Water Resources Division as described above. Plans for communities in the seven-county metropolitan area will be shared with the Metropolitan Council.

Final Plan Adoption by City or Board

Communities give the plan preliminary approval subject to DNR review and, for communities in the seven-county metropolitan area, by Metropolitan Council review.

If the DNR or Metropolitan Council have recommended changes, the community should incorporate them into the plan or respond before the plan is finally adopted.

Communities and utility boards must officially adopt the plan after it is approved by the DNR and, for metro communities, reviewed by Metropolitan Council.

A template of a city certification of adoption is found at www.mndnr.gov/watersupplyplans

Water Supply Plan Checklist

All sections of the plan must be completed in order for the plan to be approved. The following checklist can be used to make sure all elements of the plan have been completed.

Part 1. Water Supply System Description and Evaluation

	Table 1. DNR Water Appropriation Permit Number & Utility Contact Information
	Table 2. Historic Water Demand (Part 1, A)
	Table 1. Large volume users (Part 1, A)
	Table 2. Water treatment capacity and treatment processes (Part 1, B
	Table 3. Storage capacity, as of the end of the last calendar year (Part 1, B)) & discussion of current and future storage capacity needs
	Table 4. Water sources & status (Part 1, C) & discussion of limitations
	Table 5. Projected annual water demand (Part 1, D) & discussion of water use trends & projection method
	Table 6. Source water quality monitoring (Part 1, E)
	Table 9. Water level data (Part 1, E)
	Table 10. Natural resource impacts (Part 1, E)
	Table 11. Status of Wellhead Protection and Source Water Protection Plans (Part 1, E)
	Table 12. Adequacy of Water Supply System (Part 1, F)
	Table 13. Proposed future installations/sources (Part 1, F)
	Table 14. Alternative water sources (Part 1, F)
	Appendix 1: Well records and maintenance summaries
	Appendix 2: Water level monitoring plan
	Appendix 3: Water level graphs for each water supply well
	Appendix 4: Capital Improvement Plan

Part 2. Emergency Planning and Response Procedures

	Table 15. Emergency response plan contact information (Part 2, A) & Y/N questions
	Table 16. Interconnections with other water supply systems to supply water in an emergency (Part 2, C) & Y/N questions
	Table 17. Utilizing Surface Water as an Alternative Source (Part 2, C) & discussion of additional emergency water provisions
	Table 18. Water use priorities (Part 2, C)
	Table 19. Emergency demand reduction conditions, triggers and actions (Part 2, C)
	Table 20. Plan to Inform Customers Regarding Conservation Requests, Water Use Restrictions, and Suspensions (Part 2, C) & discussion of restriction authority
	Appendix 5: Emergency Telephone List
	Appendix 6: Cooperative Agreements for Emergency Services
	Appendix 7: Municipal Critical Water Deficiency Ordinance

Part 3. Water Conservation Plan

	Table 21. Implementation of previous ten-year Conservation Plan (Part 3, A) & discussion of progress and results
	Table 22. Short and long-term demand reduction conditions, triggers & actions (Part 3, A)
	Y/N & discussion of leak detection monitoring , water audits & water loss (Part 3, B)
	Table 23. Customer Meters (Part 3, B)
	Table 24. Water Source Meters (Part 3, B)
	Y/N & discussion of water use trends in residential GPCD (Part 3, B)
	Table 25. Strategies and timeframe to reduce residential per capita demand (Part 3, B)
	Table 26. Strategies and timeframe to reduce institutional, commercial, industrial, and agricultural and non-revenue use demand (Part 3, B)
	Describe trends in customer use categories (Part 3, B)
	Calculate ratio of maximum day demand to average day demand (Part 3, B)
	Table 27. Rate structures for each customer category (add additional rows as needed)
	Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection (Part 3, B)
	Discuss how you will track success (Part 3, B)
	Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies (Part 3, B)
	Table 30. Retrofitting programs (Part 3, B)
	Table 31. Current and Proposed Education Programs (Part 3, C) and discussion of future education plans
	Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years
	Appendix 9: Water Rate Structure
	Appendix 10: Adopted or proposed regulations to reduce demand/improve water efficiency
	Appendix 11: Implementation Checklist

Part 4. Items Metropolitan Area Water Suppliers

	Table 32. Alternative Approaches (Part IV, D)
	Complete Technical Assistance question

Plan Submittal and Adoption

Follow MPARS submission guidelines on page 1 of this document (preferred) or

Mail to: DNR Ecological & Water Resources

Water Permit Programs Supervisor

500 Lafayette Road

St. Paul, MN 55155-4032 Or e-mail to <http://www.dnr.state.mn.us/mpars/index.html>

(Metro communities with less than 1,000 people only)

Follow MPARS submission guidelines on page 1 of this document (preferred) or

Mail to: Metropolitan Council

Reviews Coordinator

390 N Robert St

St. Paul, MN 55101

Or e-mail to ReviewsCoordinator@metc.state.mn.us

Certification of Plan Adoption

Date: