



City Council Agenda

Monday, January 4, 2010

6:00 p.m.

City Council Chambers

(Times are Approximate)

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| 6:00 p.m. | 1. Roll Call
Voting & Seating Order for January: Pust, Roe, Johnson, Ihlan, Klausing |
| 6:02 p.m. | 2. Approve Agenda |
| 6:05 p.m. | 3. Public Comment |
| 6:10 p.m. | 4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority Report |
| 6:15 p.m. | 5. Recognitions, Donations, Communications |
| 6:25 p.m. | 6. Approve Minutes <ul style="list-style-type: none">a. Approve Minutes of December 7, 2009 Executive Sessionb. Approve Minutes of December 21, 2009 Regular Meeting |
| 6:30 p.m. | 7. Approve Consent Agenda <ul style="list-style-type: none">a. Approve General Purchases and Sale of Surplus items in excess of \$5000b. Approve Business Licensesc. Adopt Resolution Designating Official Bank Depositoriesd. Adopt Resolution Designating Official Bank Signatoriese. Designate 2010 Legal Newspaperf. Approve Renewal of Electrical Inspection Service Contract with Tokle Inspectionsg. Authorize Solicitation of Donations for Parks and Recreation, Fire Department and Police Special Eventsh. Designate 2010 Assistant Weed Inspectori. Approve Not Waiving Statutory Liability Limitj. Authorize 2010 City Sign Permits |
| 6:40 p.m. | 8. Consider Items Removed from Consent |

9. General Ordinances for Adoption

10. Presentations

11. Public Hearings

12. Business Items (Action Items)

6:50 p.m. a. Designate 2010 Acting Mayor

7:00 p.m. b. Appoint Returning Commissioners and/or determine
Commissioners to Interview

13. Business Items – Presentations/Discussions

7:10 p.m. a. Discuss Council Rules of Procedures

7:25 p.m. b. Discuss City Council Liaisons

7:40 p.m. c. Discuss City Council Strategic Planning

7:55 p.m. **14. City Manager Future Agenda Review**

8:00 p.m. **15. Councilmember Initiated Items for Future Meetings**

16. Adjourn

Some Upcoming Public Meetings.....

Jan 4	Mon	6:00 p.m.	City Council Meeting
Jan 5	Tue	6:30 p.m.	Parks & Recreation Commission
Jan 6	Wed	6:30 p.m.	Planning Commission
Jan 11	Mon	6:00 p.m.	City Council Meeting
Jan 12	Tue	6:30 p.m.	Human Rights Commission
Jan 19	Tue	6:00 p.m.	Housing & Redevelopment Authority
Jan 25	Mon	6:00 p.m.	City Council Meeting
Jan 26	Tue	6:30 p.m.	Public Works, Environment & Transportation Commission
Jan 28	Thu	5:00 p.m.	Grass Lake Water Management Organization

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

Date: 1/04/10

Item: 6.a

12/07/09 Exec Session
Minutes

No Attachment

Date: 1/04/10

Item: 6.b

12/21/09 Minutes

No Attachment

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/4/10
Item No.: 7.a

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Request for Approval of General Purchases or Sale of Surplus Items
Exceeding \$5,000

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases and/or contracts in excess of \$5,000 be approved by the Council. In addition, State Statutes require that the Council authorize the sale of surplus vehicles and equipment.

General Purchases or Contracts

City Staff have submitted the following items for Council review and approval:

Department	Vendor	Description	Amount
Police	Dodge of Burnsville	2010 Dodge Charger, 4-Door	\$ 21,687.00

Sale of Surplus Vehicles or Equipment

City Staff have identified surplus vehicles and equipment that have been replaced and/or are no longer needed to deliver City programs and services. These surplus items will either be traded in on replacement items or will be sold in a public auction or bid process. The items include the following:

Department	Item / Description
n/a	n/a

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

Funding for all items is provided for in the current operating or capital budget.

18 **STAFF RECOMMENDATION**

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

21 **REQUESTED COUNCIL ACTION**

22 Motion to approve the submitted list of general purchases, contracts for services, and if applicable the
23 trade-in/sale of surplus equipment.

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25

Prepared by: Chris Miller, Finance Director

Attachments: A: None

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-4-10
Item No.: 7.b

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Approval of 2010-2011 Business Licenses

BACKGROUND

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

Solid Waste/Recycling Hauler License
Gene's Disposal Service, Inc.
5661 152nd Street North
Hugo, MN 55038

POLICY OBJECTIVE

Required by City Code

FINANCIAL IMPACTS

The correct fees were paid to the City at the time the application(s) were made.

STAFF RECOMMENDATION

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements.

REQUESTED COUNCIL ACTION

Motion to approve the business license application(s) as submitted.

Prepared by: Chris Miller, Finance Director
Attachments: A: Applications



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

Recycling Hauler License Application

Fee Due: \$125.00 Year 2010 (License will be for January 1 to December 31.)
Business Name Gene's DISPOSAL SERVICE INC.
Business Address 5661 152ND St N HUGO, MN 55038
Business Phone 651 426-1224
Contact Person Gene or Lisa Wegleitner Email Address genesdisposal@gwesooffice.net
Emergency Contact Information Gene or Lisa Wegleitner

If completed license should be mailed somewhere other than the business address, please attach separate sheet.

Recycling services will be provided to (check all that apply):

☒ Residential ☒ Commercial ☒ Multifamily ☒ Industrial

Number of vehicles the applicant proposes to use in the collection of recyclables 2

Name and address of companies or materials recovery facility where recyclables will be delivered:

<u>EUREKA RECYCLING</u>	<u>11</u>	<u>=</u>	<u>11</u>	<u>11</u>
<u>2828 KENNEDY ST NE</u>				
<u>MPLS, MN 55413</u>				
<u>11</u>	<u>=</u>	<u>11</u>	<u>=</u>	<u>11</u>

*Required items for residential and multifamily haulers

I have been provided with a copy of the City of Roseville Curbside Recycling Ordinance and understand that violation of any of the provisions included in the ordinance may result in suspension or revocation of the license.

I have attached a certificate of liability insurance, a certificate indicating Workers Compensation coverage, and the fee of \$125.00.

12-4-09
Date

[Signature]
Applicant's Signature

owner
Title



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

Solid Waste Hauler License Application

Fee Due: \$125.00 Year 2010 (License will be for January 1 to December 31.)

Business Name Gene's Disposal Service Inc.

Business Address 5661 152ND St N. HUGO, MN 55038

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

Business Phone 651 426-1224

Contact Person LISA OR Gene Wegleitner
(Business Matters)

Email Address genesdisposal@gwestoffice.net

Contact Person LISA OR Gene Wegleitner
(Operational Matters)

Email Address _____

Emergency Contact Information
Contact Name: Gene Wegleitner

Cell Phone: _____

Alternate Contact Information: _____

In the event that, while operating in Roseville, a collection vehicle leaks or spills either vehicle fluids or fluids or debris from material collected the company must contact the City within one business day with information regarding the material involved, the amount of material involved and the steps taken by the company to mitigate and remediate damage. This contact does not absolve the company from liability.

The City expects that in the case of a natural or man-made disaster or a public health crisis your company will be able to continue service. Your company should plan for continuity of operations through an emergency operations plan. Does your company have an emergency operations plan? ☒ Yes ☐ No

Your company must notify the City when you activate your emergency operations plan, and inform the City of relevant information regarding provision of collection service under the plan.

Solid waste collection will be provided to (check all that apply):

☒ Residential (single family, duplex, triplex, fourplex)

☒ Multiple Residential (apartment, condominium, manufactured home park, and townhouse)

☒ Commercial/Industrial

Number of vehicles the applicant proposes to use in the collection of solid waste

2

(over)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/04/10
Item No.: 7.c

Department Approval

City Manager Approval

Chris K. Miller

W. J. Mahinen

Item Description: Adopt a Resolution for Designation of Official Bank Depositories for 2010

BACKGROUND

State Statute requires the City to designate official bank depositories for which city funds may be deposited and held for safekeeping.

The attached resolution lists those institutions that will be used for various banking services. The institutions are selected on a bid basis.

POLICY OBJECTIVE

The designation of official bank depositories is required under State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff recommends approval of the attached resolution.

REQUESTED COUNCIL ACTION

Adopt the attached resolution designating the official bank depositories for 2010.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution designating the official depositories for 2010

53 WITNESS MY HAND officially as said Manager and the corporate seal of the City this 4th day of January,
54 2010.

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William J. Malinen
City Manager

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/04/10
Item No.: 7.d

Department Approval

City Manager Approval

Chris K. Miller

Bill Malinen

Item Description: Adopt a Resolution for Designation of Official Bank Signatories for 2010

BACKGROUND

State Statute requires the City to designate officials with the authority to sign checks for payment of goods and services. This includes checks processed through the City's payroll and accounts payable systems.

Traditionally, the Mayor, City Manager, and Finance Director have been designated as authorized individuals.

POLICY OBJECTIVE

The designation of official bank signatories is required under State Statute.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

Staff Recommends that Mayor Craig Klausing, City Manager Bill Malinen, and Finance Director Chris Miller be designated as official signatories for 2010.

REQUESTED COUNCIL ACTION

Adopt the attached resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2010.

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2010

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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 7.e

Department Approval

City Manager Approval

WJ Malinen

Item Description: Designate 2010 Legal Newspaper

BACKGROUND

Minnesota statutes require cities to annually designate a legal newspaper for publication of ordinances and other notices. Cities are not required to seek bids each year, so in 2009 staff requested quotes from the newspapers for 2009 and 2010. Although the City may not designate a newspaper for more than one calendar year, we requested information for two years to reduce staff work and allow the City to project costs.

The City requested information from the Pioneer Press, Roseville Review, Star Tribune and Sun Focus. The Roseville Review was the only newspaper to respond.

Newspaper:	Roseville Review
Cost of Sample Notices (2010)	\$82.15
Distribution in Roseville	9,785
Percent Circulation in Roseville	69.18%
Publication Frequency	Weekly
Lead Time To Submit Legal	3 days
Method For Ad Proof	Fax
Method for Affidavit of Publication	Mail
Access to Archived Affidavits	No

FINANCIAL IMPLICATIONS

The 2010 budget includes funds for legal notices. In 2009 the City spent approximately \$920 in Legal Notices.

REQUESTED COUNCIL ACTION

Motion designating the only bidder, the Roseville Review, as the legal newspaper for the City of Roseville for 2010.

Prepared by: William J. Malinen, City Manager

REQUEST FOR CITY COUNCIL ACTION

DATE: 01-04-2010

ITEM NO: 7.f

Department Approval:

Manager Approved:



PT/DM

Item Description: **Electrical Inspection Service Renewal 2010**

1.0 BACKGROUND:

- 1.1 Attached is an annual service agreement used with the City's electrical inspection contractor. Seven cities [Roseville, Arden Hills, Little Canada, North Oaks, North St. Paul, Shoreview and Brooklyn Center] contract with Tokle Inspections, Inc. and have a similar contract for services.
- 1.2 The proposed service contract with Tokle Inspections, Inc. and owner Peter Tokle includes a requirement that the contractor maintains his insurance schedule, provides an annual report and carries an electrician's license.
- 1.3 There are no changes in the permit fee schedule for 2010. The fee structure is applicable in all seven cities. The City passes the costs of doing business on to the electrical contractor as part of the electrical permit charge. The City retains 20% of the electrical permit fee, passing the remaining 80% on to Tokle Inspections, Inc.
- 1.4 The Council annually considers this service contract and accepts any comments from the applicant or interested persons.

2.0 STAFF COMMENT:

- 2.0 Staff has reviewed the alternatives, particularly jointly hiring a contractor or adding another inspector to handle both electrical and some building inspection activities. While this may pay for itself, there is no guarantee that building levels will be as high as previous years. The staff recommends that this alternative is premature. This alternative should be evaluated annually as the service contract comes up for review.

3.0 STAFF RECOMMENDATION:

- 3.1 Staff recommends approval of the 2010 one-year service agreement with Tokle Inspections, Inc. (which includes the 2010 Electrical Permit Fee Schedule) and

for the agreement to be reviewed annually.

4.0 SUGGESTED COUNCIL ACTION:

- 4.1 By motion approve the 2010 Service Agreement with Togle Inspections, Inc and authorize the Mayor and City Manager to sign the agreement, after review by the City Attorney.

Attachments: A- Proposed Consultant Services Contract
B - 2010 Permit Fee Schedule

Standard Agreement for Professional Services

This Agreement is made on the 1st day of January, 2010, between the City of Roseville, Minnesota (hereinafter "City"), whose business address is 2660 Civic Center Drive, Roseville, MN 55113-1899, and Tokle Inspections Incorporated, a Minnesota corporation (hereinafter "Consultant") whose business address is 1748 123rd Ave. N. W. Coon Rapids, MN 55448.

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the provision of professional services by Consultant for electrical inspection services based on the Minnesota State Building Code hereinafter referred to as the "Work".

The City and Consultant agree as follows:

1. **Scope of Work/Proposal.** The Consultant agrees to provide the professional services shown in Exhibit "A" in connection with the Work. The terms of this standard agreement shall take precedence over any provisions of the Consultants proposal and/or general conditions.
2. **Term.** The term of this Agreement shall be from January 1, 2010 through December 31, 2010, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
3. **Compensation for Services.** City agrees to compensate the Consultant for the services as described in Exhibit A as follows:
 - A. Any changes in the scope of the work which may result in an increase to the compensation due the Consultant shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.
 - B. Special Consultants may be utilized by the Consultant when required by the complex or specialized nature of the Project and when authorized in writing by the City.
 - C. If Consultant is delayed in performance due to any cause beyond its reasonable control, including but not limited to strikes, riots, fires, acts of God, governmental actions, actions of a third party, or actions or inactions of City, the time for performance shall be extended by a period of time lost by reason of the delay. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.
4. **City Information.** The City agrees to provide the Consultant with the complete information concerning the Scope of the Work and to perform the following services:

- 51 A. Access to the Area. Depending on the nature of the Work, Consultant may from time to
52 time require access to public and private lands or property. As may be necessary, the
53 City shall obtain access to and make all provisions for the Consultant to enter upon
54 public and private lands or property as required for the Consultant to perform such
55 services necessary to complete the Work.
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- 57 B. Consideration of the Consultant's Work. The City shall give thorough consideration to all
58 reports, sketches, estimates, drawings, and other documents presented by the
59 Consultant, and shall inform the Consultant of all decisions required of City within a
60 reasonable time so as not to delay the work of the Consultant.
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- 62 C. Standards. The City shall furnish the Consultant with a copy of any standard or criteria,
63 including but not limited to, design and construction standards that may be required in
64 the preparation of the Work for the Project.
65
- 66 D. Owner's Representative. A person shall be appointed to act as the City's representative
67 with respect to the work to be performed under this Agreement. He or she shall have
68 complete authority to transmit instructions, receive information, interpret, and define the
69 City's policy and decisions with respect to the services provided or materials, equipment,
70 elements and systems pertinent to the work covered by this Agreement.
71

72 5. **Method of Payment.** The Consultant shall submit to the City, on a monthly basis, an itemized
73 invoice for professional services performed under this Agreement. Invoices submitted shall be
74 paid in the same manner as other claims made to the City for:
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- 76 A. Progress Payment. For work reimbursed on an hourly basis, the Consultant shall
77 indicate for each employee, his or her name, job title, the number of hours worked, rate
78 of pay for each employee, a computation of amounts due for each employee, and the
79 total amount due for each project task. Consultant shall verify all statements submitted
80 for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For
81 reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an
82 itemized listing and such documentation as reasonably required by the City. Each
83 invoice shall contain permit numbers, current billing and unexpended balance of any
84 permits.
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- 86 B. Suspended Work. If any work performed by the Consultant is suspended in whole or in
87 part by the City, the Consultant shall be paid for any services performed prior to receipt
88 of written notice from the City of such suspension, all as shown on Exhibit A.
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- 90 C. Payments for Special Consultants. The Consultant shall be reimbursed for the work of
91 special consultants, as described in Section 3B, and for other items when authorized in
92 writing by the City.
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- 94 D. Claims. To receive any payment on this Agreement, the invoice or bill must include the
95 following signed and dated statement: "I declare under penalty of perjury that this
96 account, claim, or demand is just and correct and that no part of it has been paid."
97

98 6. **Project Manager and Staffing.** The Consultant has designated Peter Togle and Stephen
99 Togle to serve on the Project. They shall be assisted by other staff members as necessary to
100 facilitate the completion of the Work in accordance with the terms established herein.

Consultant may not remove or replace these designated staff from the Project without the approval of the City.

7. **Standard of Care.** All Work performed pursuant to this Agreement shall be in accordance with the standard of care in Ramsey County, Minnesota for professional services of the like kind.
8. **Audit Disclosure.** Any reports, information, data, etc. given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential, shall not be made available to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Contract. The Consultant shall at all times abide by Minn. Stat. 13.01 et seq., the Minnesota Government Data Practices Act, to the extent the Act is applicable to data and documents in the possession of the Consultant.
9. **Termination.** This Agreement may be terminated by either party by seven (7) days written notice delivered to the other party at the address written above. Upon termination under this provision, if there is no fault of the Consultant, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the City terminates the Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment shall be made to the Consultant, and the City may retain another consultant to undertake or complete the work identified in Paragraph 1.
10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in the Scope of Work, without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.
13. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be honored by the City.

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15. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
16. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
17. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant shall abide by statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
18. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
19. **Indemnification.** Consultant agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in any respect, all obligations under this Agreement.
20. **Insurance.**
- A. General Liability. Prior to starting the Work, Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by Consultant or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. The policy(ies) shall name the City as an additional insured for the services provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.
- B. Consultant shall procure and maintain the following minimum insurance coverages and limits of liability on this Project:
- | | |
|-----------------------|-------------------------|
| Worker's Compensation | Statutory Limits |
| Employer's Liability | \$500,000 each accident |

202 \$500,000 disease policy limit
 203 \$500,000 disease each employee
 204
 205 Comprehensive Liability \$1,000,000 property damage per occurrence
 206 \$2,000,000 general aggregate
 207 \$2,000,000 Products – Completed Operations
 208 Aggregate
 209 \$100,000 fire legal liability each occurrence
 210 \$5,000 medical expense
 211
 212 Comprehensive Automobile
 213 Liability \$1,000,000 combined single limit (shall include coverage
 214 for all owned, hired and non-owned vehicles.
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 216 C. The Comprehensive General/Commercial General Liability policy(ies) shall be equivalent
 217 in coverage to ISO form CG 0001, and shall include the following:
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 219 a. Premises and Operations coverage with no explosions, collapse, or underground
 220 damage exclusion (XCU).
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 222 b. Products and Completed Operations Property Damage coverage. Consultant
 223 agrees to maintain this coverage for a minimum of two (2) years following
 completion of its work.
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 225 c. Personal injury with Employment Exclusion (if any) deleted.
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 227 d. Broad Form CG0001 0196 Contractual Liability coverage, or its equivalent.
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 229 e. Broad Form Property Damage coverage, including completed operations, or its
 230 equivalent.
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 232 f. Additional Insured Endorsement(s), naming the “City of Roseville” as an
 Additional Insured, on ISO form CG 20 10 11 85, or CG 20 10 10 01 and CG 20
 37 10 01, or an endorsement(s) providing equivalent coverage to the Additional
 Insureds. ISO form CG 20 10 07 04, and later versions of said form, are not
 acceptable.
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 234 g. If the Work to be performed is on an attached community, there shall be no
 exclusion for attached or condominium projects.
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 236 h. “Stop gap” coverage for work in those states where Workers’ Compensation
 237 insurance is provided through a state fund if Employer’s liability coverage is not
 available.
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 239 i. Incidental Malpractice and Host Liquor Liability insurance applicable to the
 Consultant’s performance under this Agreement.
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 j. Severability of Insureds provision.
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 242 D. Professional Liability Insurance. The Consultant agrees to provide to the City a
 certificate evidencing that they have in effect, with an insurance company in good

standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such legal liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is legally liable. Said policy shall provide an aggregate limit of \$2,000,000. Said policy shall not name the City as an insured.

- E. Consultant shall maintain in effect all insurance coverages required under this Paragraph at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless specifically accepted by City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Paragraph:
- a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - b. All policies, except the Professional Liability Insurance policy, shall be apply on a "per project" basis;
 - c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville";
 - d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Roseville" as an additional insured;
 - e. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnity obligations assumed by Consultant under this Agreement; and
 - f. All policies shall contain a provision that coverages afforded there under shall not be canceled or non-renewed or restrictive modifications added, without ten (10) days prior written notice to the City.

A copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable, which evidences the compliance with this Paragraph 20, must be filed with City prior to the start of Consultant's Work. Such documents evidencing Insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this paragraph.

- F. Effect of Consultant's Failure to Provide Insurance. If Consultant fails to provide the specified insurance, then Consultant will defend, indemnify and hold harmless the City, the

City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its subcontractors, agents, employees or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

21. **Ownership of Documents.** All plans, diagrams, analyses, reports and information generated in connection with the performance of the Agreement ("Information") shall become the property of the City, but Consultant may retain copies of such documents as records of the services provided. The City may use the Information for its purposes and the Consultant also may use the Information for its purposes. Use of the Information for the purposes of the project contemplated by this Agreement ("Project") does not relieve any liability on the part of the Consultant, but any use of the Information by the City or the Consultant beyond the scope of the Project is without liability to the other, and the party using the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom.

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

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

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24. **Conflicts.** No salaried officer or employee of the City and no member of the Board of the City shall have a financial interest, direct or indirect, in this Contract. The violation of this provision renders the Contract void. Any federal regulations and applicable state statutes shall not be violated.
25. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

Executed as of the day and year first written above.

CITY OF ROSEVILLE

Mayor

City Manager

TOKLE INSPECTIONS INCORPORATED

By: _____

Its: _____

RRM: #137785/lmj

EXHIBIT A

CITY OF ROSEVILLE COMMUNITY DEVELOPMENT DEPARTMENT PROFESSIONAL SERVICES AND 2010 FEE SCHEDULE

1. Scope of Service. The Consultant shall perform all the necessary professional services provided under this agreement as follows:
 - a. Review electrical plans for sites and building plans;
 - b. Provide all required on-site inspection services in relation to each permit;
 - c. Retain all pertinent records and copies of permits and correspondence related to each permit and make them available to the City upon request;
 - d. Have open office hours each business day during which the property owners and staff may work with the inspectors;
 - e. Coordinate work (as necessary) with inspection work of the City through the Building Permits Coordinator.
 - f. Provide an annual report summarizing permit activity.
2. Compensation. The fees for the Consultant services shall be based on eighty percent (80%) of the permit fees as shown in the attached Fee Schedule.
3. Additional Work or Studies. The City Community Development Director may request additional service (not to exceed \$1,000) at the same compensation rate shown in the Electrical Permit Fee schedule.

Work on services or reviews (not to exceed \$1,000) not related to projects mentioned in Article 1 may also be requested by the Community Development Director at the same compensation rate, provided the cost of such review is covered by project application fees or is itemized in the City Community Development Department approved budget.

Additional work on services or reviews, which exceed \$1,000, must be submitted to the City Manager for approval prior to commencement of work.
4. Conflict of Interest. The consultant agrees to immediately alert the city Community Development Director of possible contractual conflicts of interest in representing the city, as well as property owners or developers on the same project. Conflicts of interest may be grounds for termination.

5. Fee Schedule:

A. Minimum fee for each separate inspection of: an installation, replacement, alteration or repair: \$35.00

B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services (shall be computed separately):

Description	Amount	
0 to 300 amp	\$50.00	
301 to 400 amp	58.00	
401 to 500 amp	72.00	
501 to 600 amp	86.00	
601 to 800 amp	114.00	
801 to 1,000 amp	142.00	
1,001 to 1,100 amp	156.00	
1,101 to 1,200 amp	170.00	
Add \$14 for each add'l 100 amps		

C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder (shall be computed separately). Includes circuits fed from sub-feeders and includes the equipment served, except as provided for in (D) through (K):

Description	Amount	
0 to 30 amp	\$ 8.00	
31 to 100 amp	10.00	
101 to 200 amp	15.00	
201 to 300 amp	20.00	
301 to 400 amp	25.00	
401 to 500 amp	30.00	
501 to 600 amp	35.00	
601 to 700 amp	40.00	
Add \$5 for each add'l 100 amps		

D. Maximum fee for single-family dwelling shall not exceed \$150.00 if not over 200-ampere capacity. This includes service, feeders, circuits, fixtures and equipment. The maximum fee provides for

not more than two rough-in inspections and the final inspection per dwelling. Additional inspections are at the re-inspection rate.

- E.** Maximum fee on an apartment building shall not exceed \$70.00 per dwelling unit. A two-unit dwelling (duplex) maximum fee is charged per unit as separate single-family dwellings.
- F.** The maximum number of 0 to 30 ampere circuits to be paid on any one athletic field lighting standard is 10.
- G.** In addition to the above fees:

 - A charge of \$3.00 will be made for each street lighting standard.
 - A charge of \$4.00 will be made for each traffic signal standard. Circuits originating within the standard will not be used when computing fees.
- H.** In addition to the above fees, all transformers and generators for light, heat and power shall be computed separately at \$8.00 plus \$.40 per KVA up to and including 100 KVA. 101 KVA and over at \$.30 per KVA. The maximum fee for any transformer or generator in this category is \$80.00.
- I.** In addition to the above fees, all transformers for signs and outline lighting shall be computed at \$7.00 for the first 500 VA or fraction thereof per unit, plus \$.70 for each additional 100 VA or fraction thereof.
- J.** In addition to the above fees (unless included in the maximum fee filed by the initial installer) remote control, signal circuits and circuits of less than 50 volts shall be computed at \$10.00 per each 10 openings or devices of each system plus \$5.00 for each additional 10 or fraction thereof.
- K.** In addition to the above fees, the inspection fee for each separate inspection of a swimming pool shall be computed at \$35.00. Reinforcing steel for swimming pools requires a rough-in inspection.
- L.** For the review of plans and specifications of proposed installations, there shall be a minimum fee of \$150.00 up to and including \$30,000 of electrical estimate, plus 1/10 of 1% on any amount in excess of \$30,000. To be paid by permit applicant.

- 491 **M.** When re-inspection is necessary to determine whether unsafe
492 conditions have been corrected and such conditions are not subject
493 to an appeal pending before any Court, a re-inspection fee of
494 \$35.00 may be assessed in writing by the Inspector.
495
- 496 **N.** For inspections not covered herein, or for requested special
497 inspections or services, the fee shall be \$35.00 per man hour,
498 including travel time, plus \$.25 per mile traveled, plus the
499 reasonable cost of equipment or material consumed. This section
500 is also applicable to inspection of empty conduits and such jobs as
501 determined by the City.
502
- 503 **O.** For inspection of transient projects, including but not limited to
504 carnivals and circuses, the inspection fees shall be computed as
505 follows:
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- 507 - Power supply units according to Item “B” of fee schedule. A
508 like fee will be required on power supply units at each
509 engagement during the season, except that a fee of \$35.00 per
510 hour will be charged for additional time spent by the Inspector
511 if the power supply is not ready for inspections as required by
512 law.
513
- 514 - Rides, Devices or Concessions shall be inspected at their first
515 appearance of the season and the inspection fee shall be \$35.00
516 per unit.
517
- 518 **P.** The fee is doubled if the work starts before the permit is issued.
519

2010 Electrical Permit Fees



A. Minimum fee for each separate inspection of: an installation, replacement, alteration or repair: \$35.00

B. Services, changes of service, temporary services, additions, alterations or repairs on either primary or secondary services (shall be computed separately):

Description	Amount	
0 to 300 amp	\$50.00	
301 to 400 amp	58.00	
401 to 500 amp	72.00	
501 to 600 amp	86.00	
601 to 800 amp	114.00	
801 to 1,000 amp	142.00	
1,001 to 1,100 amp	156.00	
1,101 to 1,200 amp	170.00	
Add \$14 for each add'l 100 amps		

C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-feeder (shall be computed separately). Includes circuits fed from sub-feeders and includes the equipment served, except as provided for in (D) through (K):

Description	Amount	
0 to 30 amp	\$ 8.00	
31 to 100 amp	10.00	
101 to 200 amp	15.00	
201 to 300 amp	20.00	
301 to 400 amp	25.00	
401 to 500 amp	30.00	
501 to 600 amp	35.00	
601 to 700 amp	40.00	
Add \$5 for each add'l 100 amps		

City of Roseville 2010 Fee Schedule

- D.** Maximum fee for single-family dwelling shall not exceed \$150.00 if not over 200-ampere capacity. This includes service, feeders, circuits, fixtures and equipment. The maximum fee provides for not more than two rough-in inspections and the final inspection per dwelling. Additional inspections are at the re-inspection rate.
- E.** Maximum fee on an apartment building shall not exceed \$70.00 per dwelling unit. A two-unit dwelling (duplex) maximum fee is charged per unit as separate single-family dwellings.
- F.** The maximum number of 0 to 30 ampere circuits to be paid on any one athletic field lighting standard is 10.
- G.** In addition to the above fees:
- A charge of \$3.00 will be made for each street lighting standard.
 - A charge of \$4.00 will be made for each traffic signal standard. Circuits originating within the standard will not be used when computing fees.
- H.** In addition to the above fees, all transformers and generators for light, heat and power shall be computed separately at \$8.00 plus \$.40 per KVA up to and including 100 KVA. 101 KVA and over at \$.30 per KVA. The maximum fee for any transformer or generator in this category is \$80.00.
- I.** In addition to the above fees, all transformers for signs and outline lighting shall be computed at \$7.00 for the first 500 VA or fraction thereof per unit, plus \$.70 for each additional 100 VA or fraction thereof.
- J.** In addition to the above fees (unless included in the maximum fee filed by the initial installer) remote control, signal circuits and circuits of less than 50 volts shall be computed at \$10.00 per each 10 openings or devices of each system plus \$5.00 for each additional 10 or fraction thereof.
- K.** In addition to the above fees, the inspection fee for each separate inspection of a swimming pool shall be computed at \$35.00. Reinforcing steel for swimming pools requires a rough-in inspection.
- L.** For the review of plans and specifications of proposed installations, there shall be a minimum fee of \$150.00 up to and including \$30,000 of electrical estimate, plus 1/10 of 1% on any amount in excess of \$30,000. To be paid by permit applicant.
- M.** When re-inspection is necessary to determine whether unsafe conditions have been corrected and such conditions are not subject to an appeal pending before any Court, a re-inspection fee of \$35.00 may be assessed in writing by the Inspector.
- N.** For inspections not covered herein, or for requested special inspections or services, the fee shall be \$35.00 per man hour, including travel time, plus \$.25

City of Roseville 2010 Fee Schedule

per mile traveled, plus the reasonable cost of equipment or material consumed. This section is also applicable to inspection of empty conduits and such jobs as determined by the City.

- O.** For inspection of transient projects, including but not limited to carnivals and circuses, the inspection fees shall be computed as follows:

- Power supply units according to Item "B" of fee schedule. A like fee will be required on power supply units at each engagement during the season, except that a fee of \$35.00 per hour will be charged for additional time spent by the Inspector if the power supply is not ready for inspections as required by law.

- Rides, Devices or Concessions shall be inspected at their first appearance of the season and the inspection fee shall be \$35.00 per unit.

- P.** The fee is doubled if the work starts before the permit is issued.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-4-10
Item No.: 7.g

Department Approval

City Manager Approval



Item Description: Authorizations to Seek Donations for Various City Functions and Events

BACKGROUND

The City Council established a policy in February of 1997 requiring Council approval of formal written request for donations to the City. The City has annually requested support from community groups and businesses for several city functions and special events. A typical letter of request is attached. The activities that the authorization is requested to seek donations for include:

Fire Department

Annual Firefighter Recognition Event

Parks and Recreation

Volunteer Recognition Banquet – February-March

Earth Day –April

Spring Celebration – March-April

Summer Concert Series-- May-August

Community Art Program –March –August

Puppet Wagon – June- August

Rosefest – June-July

Discover Your Parks – June – August

July 4th Party in the Park – July

Battle of the Bands – July

Mosquito Festival – July-August

Movies in the Park – July-August

Halloween Event -- October

Holiday Event – December

New Year's Eve Event- December

Police Department

Shop with a Cop program

National Night Out

Reserve Officer Recognition Dinner

Citizen Park Patrol supplies

Heart Defibrillators

Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information

POLICY OBJECTIVE

The following is the City of Roseville's policy regarding the solicitation of donations. To avoid conflict of interest or appearance of impropriety, the solicitation of donations by City staff is not permitted except by authorization of the City Council. The Council approves all the donations received.

FINANCIAL IMPACTS

Approved donations for these events may result in a budget reduction.

STAFF RECOMMENDATION

Staff recommends the authorization as per City policy for the requesting of donations for the following special events:

Fire Department

Annual Firefighter Recognition Event

Parks and Recreation

Volunteer Recognition Banquet – February/March
Earth Day –April
Spring Celebration – March-April
Summer Concert Series-- May-August
Community Art Program –March -August
Rosefest -- June-July
Puppet Wagon – June- August
Discover Your Parks – June – August
July 4th Party in the Park – July
Battle of the Bands – July
Mosquito Festival – July-August
Movies in the Park – July-August
Halloween Event -- October
Holiday Event – December
New Year's Eve Event- December

Police Department

Shop with a Cop program
National Night Out
Reserve Officer Recognition Dinner
Citizen Park Patrol supplies
Heart Defibrillators
Citizen Academy
Police Explorers- training and supplies
Safety Brochures and Information

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REQUESTED COUNCIL ACTION

Motion authorizing the City Manager or his designee to send letters requesting support for:

Fire Department

Annual Firefighter Recognition Event

Parks and Recreation

- Volunteer Recognition Banquet – February/March
- Earth Day –April
- Spring Celebration – March-April
- Summer Concert Series-- May-August
- Community Art Program –March -August
- Rosefest -- June-July
- Puppet Wagon – June- August
- Discover Your Parks- June – August
- July 4th Party in the Park – July
- Battle of the Bands – July
- Mosquito Festival – July-August
- Movies in the Park – July-August
- Halloween Event -- October
- Holiday Event – December
- New Year’s Eve Event- December

Police Department

- Shop with a Cop program
- National Night Out
- Reserve Officer Recognition Dinner
- Citizen Park Patrol supplies
- Heart Defibrillators
- Citizen Academy
- Police Explorers- training and supplies
- Safety Brochures and Information

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A: Sample Letter

September 26, 2009

Dear Friends of Roseville's Parks and Recreation:

On Saturday, October 24, the Roseville Parks and Recreation Department is holding its annual Halloween Spook-tacular at the Harriet Alexander Nature Center. This fun event features a Haunted Hayride, a bonfire, Halloween games and activities, live nighttime animals, free refreshments, treat bags, and much more! It is the kind of evening families look forward to attending each year.

The true success of the Halloween Spook-tacular depends upon the generous contributions of Roseville area businesses like yours. We ask you to consider providing a financial donation, gift certificate, or the gift of a product to be used for our Halloween Spook-tacular event. Your contributions help to make this event a fun-filled celebration as well as a valuable learning experience for children and their families.

Contributing businesses will be gratefully acknowledged during this Halloween celebration. Checks can be made payable to the City of Roseville - Halloween Celebration and returned in the enclosed postage paid envelope. Please call Debbie Cash at 651-792-7163 with any questions or for the pick up of a donated product.

Thank you very much for your generous consideration.

Sincerely,

William J. Malinen
Roseville City Manager

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Item No: 7.h

Agenda Section:

Wagnahmen

Item Description: **DESIGNATION OF ASSISTANT WEED INSPECTOR FOR 2010**

1.2 Mayor Klausing is herein requesting that the Council appoint the City of Roseville Community Development Department Codes Coordinator as his assistant to perform all weed inspection duties.

2.2 Minnesota Statutes allows the appointment of “assistants” to perform the statutory weed duties of the Mayor. This action takes place the first week of the new year at which time the Mayor appoints the assistant(s).

Approve by motion the appointment of the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the calendar year 2010, pursuant to Minnesota Statutes 18.80.

Attachment: Memo Designating Assistant Weed Inspector



OFFICE OF THE MAYOR

Memo

To: William J. Malinen, City Manager
Patrick Trudgeon, Community Development Director
Don Munson, Codes Coordinator

Re: Designation of Assistant Weed Inspector for 2010

Date: January 4, 2010

Under Minnesota Statute Section 18.80, the Mayor is designated to be the City Weed Inspector. The statute allows the appointment of "assistants" to perform the statutory weed duties of the Mayor. Annually in the first week of the new year, the Mayor appoints the assistant(s).

I, Mayor Craig Klausing, do hereby designate the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the City of Roseville, pursuant to Minn. Statute 18.80, for the calendar year 2010.

Craig Klausing, Mayor
City of Roseville

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/04/10
Item No.: 7.i

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Consider Not Waiving Statutory Liability Limits

BACKGROUND

Minnesota Statute 466.04 states that liability of any municipality on any one claimant shall not exceed \$500,000 when the claim is for death, wrongful act, or omission; and shall not pay more than \$1,500,000 for claims arising out of a single occurrence.

State Statute provides municipalities the opportunity to waive the individual statutory limit. By waiving the statutory limit, there is no limit on the settlement a claimant(s) may receive. The City's Liability Insurance provider requires a formal action by the City Council designating their intentions.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

Waiving the Statutory limits would create greater risk and carry the potential for higher insurance payouts on claims brought against the City.

STAFF RECOMMENDATION

Staff recommends the Council NOT waive the Statutory Liability Limits.

REQUESTED COUNCIL ACTION

Motion to NOT waive the Statutory Liability Limits.

Prepared by: Chris Miller, Finance Director
Attachments: A: N/A

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-4-10
Item No.: 7.j

Department Approval

City Manager Approval



Item Description: Annual City Sign Permits for 2010

BACKGROUND

The City Council annually approves sign permits for City events held throughout the year by multiple City Departments. The City Code, Signage Section 1009.003A2 states "City and Public Signs: Except for traffic-related signage, all permanent city, school or other governmental unit signage including flags must be approved by the City Council."

For 2010 the Departments prepared the attached list of signage requirements for the entire year, recognizing that some events may change dates or times slightly.

The signs and displays must adhere to setback provisions, except for directional signage, which may be at the property line.

STAFF RECOMMENDATION

Staff recommends the Council approve the 2010 sign permit for City uses and promotions as listed in the attached summary.

REQUESTED COUNCIL ACTION

By motion, approve the 2010 sign permit for City uses and promotions as listed in the 2010 Sign Summary, dated 01/4/10.

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A: Listing of Temporary Signage

EVENT/ACTIVITY	SIGN DESCRIPTION	LOCATION	TIMING
PR - Rink Attendants Wanted	4 x 4 two-sided display	at 6 warming house locations	as needed November / Dec
PR - Golf Course Specials	4 x 8 signs on plywood	- attached to clubhouse and I.D. sign - attached to fence along Hwy 36	April - October
PR - Skating Center Events	4 x 8 signs on plywood - Directional Signage	- Various “Roseville Glows” Program	- December- New Years Eve - Major state/national / international events as scheduled - FOF Matching Campaign - Jan through February winter Fests
PR - Discover Your Parks Series	4 x 8 signs on plywood	in front of each scheduled park	6 different parks, May - August
PR - Community Halloween Party	4 x 8 sign on plywood - directional signage	HANC CP Dale Street Arboretum area	October
PR - Earth Day	4 x 8 sign - Directional signage	HANC	April
PR - Garden Tour & Holiday Rose Tour	directional signage	Depending on which homes are selected	- July - November
PR – Passport to Play/Discover Your Parks	4 x 8 sign on plywood	in front of each programmed park	May - August
PR - Summer Staff Recruitment	4 x 8 sign on plywood	rotated among parks system-wide	March - May
PR - Summer Theatre Performance	directional signage	In front and near event venue	May - August
PR - Rosefest events including Parade, Run/Roll for the Roses, Tour de Roses	Traffic information signs	Along and near route	June/July
PR - Holiday Craft Fair/Boutique	4 x 8 signs on plywood - directional signage	- HANC - Civic Center and C and Woodhill, entrance to Skating Center - Numerous locations throughout City	periodically October - December
PR - Art Series/Art and Craft Show	directional signage	- HANC - Civic Center and C and Woodhill, entrance to Skating Center - Numerous locations throughout City	Periodically March - November
PR – Wild Rice Festival	4 x 8 signs on plywood - directional signage	- HANC - Numerous locations throughout City	September
PR – Summer Special Events at Amphitheatre	directional Signage	Central Park Lexington and Amphitheatre area	May - August
CD – Living Smarter Fair	directional signage	North and Southbound Fairview Ave. and Cleveland Ave., in addition running West and East along Hwy 36 Service Road and East and Westbound Cty Rd B and Cty Rd B2	February 20, 2010
PD - Recruiting Police Reserves	5 x 5 two-sided display	in front of City Hall	as needed

FD - Recruiting Fire Fighters	• 5 x 5 two-sided display	in front of each station	• as needed
FD - Fire Dept. Booya	• 4 x 8 signs on plywood	in front of each station	• September/October
FD - Fire Dept. Open Houses	• Approximately 4x8 ft. sign on plywood on side of City Vehicle • 4x4 two-sided display	located on Fire Dept. property	• anticipated Summer/Fall
FD – Blood Pressure Clinic	• 7'x4' aluminum sign announcing upcoming clinics	Roseville Fire Station 3	• year round
PW - Roseville Visitors Association “Welcome to Roseville Signs”	• 1 x 3 signs	County Road B2 Larpenteur Avenue	• year round

REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 12.a

Department Approval

City Manager Approval

WJ Malinen

Item Description: Appoint Acting Mayor for 2010

BACKGROUND

Minnesota State Statute 412.121, Acting Mayor, requires cities annually to designate an acting mayor among the Council members. The acting mayor shall perform the duties of the mayor during the disability or absence of the mayor, or in the case of a vacancy, until a successor has been appointed.

REQUESTED COUNCIL ACTION

Motion designating the 2010 Acting Mayor

Prepared by: William J. Malinen, City Manager

REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 12.b

Department Approval

City Manager Approval



Item Description: Citizen Advisory Commission Reappointment/Appointment Process

BACKGROUND

The City has six standing commissions. The Council annually appoints citizens to the commissions. Commissions advise the Council on specific actions and offer citizens a way to provide input on issues of importance.

Commissioners are appointed to terms that begin April 1 of each year. The following Commissioners' terms expire March 31, 2010:

Ethics Commission

LuAnne Pederson – reapplying (attendance 4/4)

Human Rights Commission

Thelma McKenzie – reapplying (attendance 8/10)

David Singleton – reapplying (attendance 9/10)

Parks and Recreation Commission

David Holt – reapplying (attendance 6/7)

Harold Ristow – reapplying (attendance 8/10)

Sarah Brodt Lenz – not eligible for reappointment

Matthew Hiber – not reapplying

Planning Commission

Daniel Boerigter – reapplying (attendance 9/10)

Jim Doherty – reapplying (attendance 9/10)

Police Civil Service Commission

Mary Jean Turinia Anderson – not reapplying

Public Works, Environment and Transportation Commission

Dwayne Stenlund – reapplying (attendance 8/10)

Matthew Hiber and Mary Jean Turinia Anderson are not reapplying. Sarah Brodt Lenz is not

34 eligible to reapply.

35

36 Staff has contacted chairs of all commissions and all have indicated support for reappointment of
37 all eligible commissioners.

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39 **REQUESTED COUNCIL ACTION**

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Reappoint eligible commissioners to three-year terms ending March 31, 2013 and/or determine which
42 commissioners the Council wants to interview on January 11.

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Prepared by: Bill Malinen, City Manager

Attachments: A: City of Roseville Commissioner Terms
B: Commissioner applications

City of Roseville
Commissioner Terms

<u>2009-2010</u>	<u>Recom/attenda</u>	<u>Initial Partial Te</u>		<u>1st Full Term</u>		<u>2nd Full Term</u>	
<u>Ethics</u>							
Fjelstad, Margo		8/11/2008	3/31/2009	4/1/2009	3/31/2012		
Horsager, David				4/1/2009	3/31/2012		
Pederson, LuAnne	Y-4/4	9/25/2006	3/31/2007	4/1/2007	3/31/2010		
Schmidt, Patrick				4/1/2008	3/31/2011		
Weldon, Melissa		9/25/2006	3/31/2008	4/1/2008	3/31/2011		
<u>Human Rights</u>							
Grefenberg, Gary				4/1/2009	3/31/2012		
Jaeger, Liz		4/1/2009	3/31/2011				
Kennedy, Peg				4/1/2009	3/31/2012		
McKenzie, Thelma	Y-8/10			4/1/2007	3/31/2010		
Oftelie, Marie		5/21/2007	3/31/2008	4/1/2008	3/31/2011		
Singleton, David	Y-10/10	8/11/2008	3/31/2010				
Yates, Barbara				4/1/2009	3/31/2012		
<u>Parks & Recreation</u>							
Etten, Jason				4/1/2009	3/31/2012		
Hiber, Matthew	Not Reapp	8/6/2007	3/31/2010				
Holt, David	Y-6/7	4/1/2009	3/31/2010				
Holt, Mary				4/1/2009	3/31/2012		
Lenz Brodt, Sarah	Not Elig	(delayed 3 yr appt)		5/24/2004	3/31/2007	4/1/2007	3/31/2010
Pederson, Gale				4/1/2006	3/31/2009	4/1/2009	3/31/2012
Ristow, Harold	Y-8/10	4/1/2005	3/31/2007	4/1/2007	3/31/2010		
Stark, James				4/1/2005	3/31/2008	4/1/2008	3/31/2011
Willmus, Robert				4/1/2005	3/31/2008	4/1/2008	3/31/2011
<u>Planning</u>							
Best, Andre				4/1/2008	3/31/2011		
Boerigter, Daniel	Y-9/10	6/14/2004	3/31/2007	4/1/2007	3/31/2010		
Cook, Glenn				4/1/2009	3/31/2012		
Doherty, Jim	Y-9/10	6/14/2004	3/31/2007	4/1/2007	3/31/2010		
Gisselquist, John				4/1/2009	3/31/2012		
Gottfried, Thomas		1/29/2007	3/31/2008	4/1/2008	3/31/2011		
Wozniak, Joe		7/11/2005	3/31/2006	4/1/2006	3/31/2009	4/1/2009	3/31/2012
<u>Police Civil Service</u>							
Bailey, Teresa				4/1/2008	3/31/2011		
Campbell, James				4/1/2009	3/31/2012		
Turinia Anderson, Mary Jea	Not Reapp	4/1/2005	3/31/2007	4/1/2007	3/31/2010		
<u>Public Works, Environment & Transportation</u>							
DeBenedet, James		6/20/2006	3/31/2008	4/1/2008	3/31/2011		
Felice, Joan		8/11/2008	3/31/2009	4/1/2009	3/31/2012		
Gjerdingen, Steve				4/1/2009	3/31/2012		
Stenlund, Dwayne	Y-8/10	12/4/2007	3/31/2010				
Vanderwall, Jan		3/26/2007	3/31/2008	4/1/2008	3/31/2011		
<u>Housing & Redevelopment Authority</u>							
Majerus, Bill		9/24/2002	9/23/2007	9/24/2007	9/23/2012		
Elkins, Susan				9/24/2005	9/23/2010		
Lee, Vicki		9/28/2009	9/23/2013				
Masche, William				9/24/2006	9/23/2011		
Maschka, Dean		7/11/2005	12/31/2006	3/27/2007	9/23/2007	9/24/2007	9/23/2012
Pust, Tammy				9/24/2006	12/31/2008	1/5/2009	1/7/2013
Quam, Kelly				9/28/2009	9/23/2014		



www.ci.roseville.mn.us

City of Roseville • 2660 Civic Center Drive • Roseville MN 55113

Phone: 651.792.7001 • Fax: 651.792.7030

Application for Returning Citizen Advisory Commissioners

Please check commission reapplying for:

☒ **Ethics Commission**

☐ **Human Rights Commission**

☐ **Park and Recreation Commission**

☐ **Planning Commission**

☐ **Police Civil Service Commission**

☐ **Public Works, Environmental and Transportation Commission**

Name: LuAnne Pederson

City/State/Zip: Roseville, MN 55113

Work Experience:

Senior Attorney, Federal Reserve Bank of Minneapolis, 2001-present

Education Experience:

William Mitchell College of Law, Juris Doctor, 2000

College of St. Benedict, Bachelor of Arts, 1992

Civic and Volunteer Activities:

Member, Ethics Commission, City of Roseville, 2006-present

Member, Civic Education Committee of the Minnesota State Bar Association, 2009-present

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

I have been an actively contributing member who has faithfully attended almost all commission meetings since my appointment. I served as Vice Chair and then Chair of the commission for one year each. I am proud of the work the commission has done during my term of service and remain committed to ensuring that we maintain the current strong ethical culture of our City government.

How has your view of the role of this Commission changed since your first term?

My view has not changed significantly; when I was first appointed I believed that maintaining an ethical culture in government was of the utmost importance and I continue to believe that to this day. I was one of the original appointees when the Ethics Commission was re-established and while I do not feel that our core mission has changed, I do think the nature of our work has changed slightly as we've become more established.

Other Comments: *(Include any further information you would like the City Council to consider or that you feel is relevant to re-appointment. You may also attach other materials you would like the Council to consider.)*

I believe that my service has been an asset to the commission and hope to continue doing so.

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☐ home telephone number

☐ work telephone number

☐ home email address

☐ work email address

e-signature: LuAnne Pederson

Signature of Applicant

Reappointment Application 091130

December 18, 2009

Date of Application



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- ☐ Ethics Commission
- ☒ Human Rights Commission
- ☐ Park and Recreation Commission
- ☐ Planning Commission
- ☐ Police Civil Service Commission
- ☐ Public Works, Environmental and Transportation Commission

Name: Thelma McKenzie

City/State/Zip: Roseville MN 55113

Work Experience: 30 yrs legal Admin/Paralegal combined experience
a various local law firms

Education Experience: K-12 Diploma
3 yrs Liberal Arts

Civic and Volunteer Activities:

YMCA St Paul Bd of Dir
St Philips Church Board + Church School co-chair
ESL Instructor - Falcon Hgts Elem
EL Santo Niño Church Board (Episcopal Diocese Formation of
Hespanic Ministry)
Roseville HRC
League of MN Human Rights commissions, Bd of Dir
Sounds of Hope - Bd of Dir
Brook School - Mothers Club, Development

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

Continue work in community identifying neighborhoods,
holding education forums, etc

How has your view of the role of this Commission changed since your first term?

The role of the commission remains constant - We are here to serve ALL residents of Roseville. We are again working to rebuild partnerships with our Police, library, schools, work more in community.

Other Comments: (Include any further information you would like the City Council to consider or that you feel is relevant to re-appointment. You may also attach other materials you would like the Council to consider.)

It's good to see the HRC strengthening its role in working in community.

Would appreciate it if the City could provide it help provide commissioners with conflict resolution mediation training.

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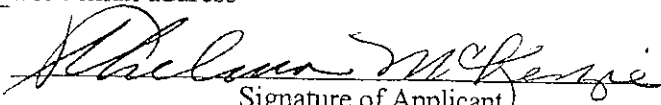
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Signature of Applicant

Reappointment Application 091130

Date of Application



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Application for Returning Citizen Advisory Commissioners

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- ☐ Ethics Commission
- ☒ Human Rights Commission
- ☐ Park and Recreation Commission
- ☐ Planning Commission
- ☐ Police Civil Service Commission
- ☐ Public Works, Environmental and Transportation Commission

Name: David A. Singleton

City/State/Zip: ROSEVILLE MN 55113

Work Experience: PRIVATE/PUBLIC LAW ENFORCEMENT (1985-1988) POLICE EXPLORER
RESERVE POLICE OFFICER, PROTECTIVE AGENT ON LOAN TO VARIOUS AGENCIES UNTIL
(2000) FROM 2000 TO PRESENT SMALL BUSINESS OWNER, CONSULTANT, and PARALEGAL.

Education Experience:

SAME AS STATED ON 1st Application

Civic and Volunteer Activities:

CITY OF ST. PAUL District Planning Council (1999-2003) 2 terms
as Council President and 6 mos Acting Executive Director during search process
and held five additional Committee Chairmanships (Internal Affairs, Zoning
and neighborhood development.)

Ramsey County Election Judge Two terms one term as Chief Judge
Catholic Charities Branch Dep. Director (Paid) Community Restorative Justice Referee
LIASON to mpls Police Regarding Issues at Catholic Charities Branch Property.

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

I WOULD LIKE TO CONTINUE MY COMMITMENT TO THE CITY OF ROSEVILLE
TO DEVELOP AND RECOMMEND POLICY THAT WILL REFLECT THE ISSUES OF
ALL RESIDENTS.

How has your view of the role of this Commission changed since your first term?

I FELT with a structure focused Commission we could be more effective with an expansion of the current role and I supported and participated in the language for the ordinance change that the City Council approved and is now in effect.

Other Comments: (Include any further information you would like the City Council to consider or that you feel is relevant to re-appointment. You may also attach other materials you would like the Council to consider.)

I would like to thank the Roseville City Council and City Staff for all the support and willingness to be open minded and responsive to the needs of the Human Rights Commission and I would like the opportunity to continue to serve the citizens of Roseville as Commissioner in Human Rights.

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- ☒ home telephone number
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- ☒ home email address
- ☒ work email address


Signature of Applicant

12-22-09
Date of Application



www.ci.roseville.mn.us

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Phone: 651.792.7001 • Fax: 651.792.7030

Application for Returning Citizen Advisory Commissioners

Please check commission reapplying for:

- ☐ Ethics Commission
- ☐ Human Rights Commission
- ☒ Park and Recreation Commission
- ☐ Planning Commission
- ☐ Police Civil Service Commission
- ☐ Public Works, Environmental and Transportation Commission

Name: DAVID HOLT

City/State/Zip: ROSEVILLE MN 55414

Work Experience: PRESIDENT OF RESIDENTIAL PROPERTY MANAGEMENT, INC

Education Experience: BS DEGREE FROM UNIVERSITY OF MN

Civic and Volunteer Activities: CURRENT PARK AND REC COMMISSIONER
MANY YEARS COACHING YOUTH REC SPORTS
CUBSCOUT LEADER (YEARS PAST)

Please state your reasons for wanting to continue to serve on the Commission:
(Be as specific as possible - use additional sheet if necessary)

UNFINISHED BUSINESS IN PARKS & REC. WOULD LIKE TO CONTINUE
I FEEL THE CURRENT MASTER PLAN PROCESS WILL TAKE SOME TIME
AND I WOULD LIKE TO SEE THAT THROUGH.

How has your view of the role of this Commission changed since your first term?

AS AN OUTSIDER, WE TEND TO TAKE FOR GRANTED THAT THE PARKS ARE THERE AND MAINTAINED; THAT REC ACTIVITIES ARE ALWAYS AVAILABLE. I NOW HAVE A BETTER UNDERSTANDING AS TO WHAT IS NEEDED TO KEEP THESE RUNNING EFFECTIVELY.

Other Comments: (Include any further information you would like the City Council to consider or that you feel is relevant to re-appointment. You may also attach other materials you would like the Council to consider.)

I EXCEL WITH MY BUSINESS BACKGROUND AND BELIEVE THAT A TOP NOTCH PARK AND REC OFFERING IS VITAL TO THE LONG TERM SUCCESS OF THE CITY, THAT CAN HELP LOMNIS AND HIS STAFF

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- ☐ home telephone number
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- ☐ home email address
- ☒ work email address


Signature of Applicant

Reappointment Application 09/1130

12-15-09
Date of Application



DEC 21 2009

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Application for Returning Citizen Advisory Commissioners

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- ☐ Planning Commission
- ☐ Police Civil Service Commission
- ☐ Public Works, Environmental and Transportation Commission

Name: HAROLD G. RISTOW

City/State/Zip: 2356 TOP HILL CR. ROSEVILLE, MN

Work Experience: U.S. NAVY 4 YEARS, UNIVAC & 27 YEARS
AT THE CITY OF ST. PAUL AS A WELDER & SUPERVISOR

Education Experience: HIGH SCHOOL 1/2 YEAR COLLEGE & TRADE
SCHOOLS

Civic and Volunteer Activities:

5 PLUS YEARS AS PARK COMM.

40 PLUS YEARS MEMBER OF U.F.W. INCLUDING
COMMANDER OF THE HAMMS U.F.W.

LEGION MEMBER

BLOCK CAPTAIN

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

TOO CONTINUE WORKING, AT KEEPING OUR
PARK ONE OF THE BEST ASSETS THAT
ROSEVILLE HAS

THANK YOU FOR THE RIGHT
TOO KEEP OUR PARKS SO GREAT
Harold G. Ristow



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Application for Returning Citizen Advisory Commissioners

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- ☐ Police Civil Service Commission
- ☐ Public Works, Environmental and Transportation Commission

Name: Dan Boerigter

City/State/Zip: Roseville, MN 55113

Work Experience: Attorney in private practice since 1995

Education Experience: BA Hope College
JD Hamline University

Civic and Volunteer Activities:

Member planning commission and chair of
variance board.

Member and treasurer of the Roseville Area
Youth Football Association.

Board member of NSYF.

Member of the Board of Directors of the
Make-A-Wish Foundation of Minnesota

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

I believe I have contributed as a member
of the PC and can continue to help improve
Roseville as a member.

How has your view of the role of this Commission changed since your first term?

No.

Other Comments: (Include any further information you would like the City Council to consider or that you feel is relevant to re- appointment. You may also attach other materials you would like the Council to consider.)

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Signature of Applicant

Reappointment Application 091130

12-18-09

Date of Application



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Application for Returning Citizen Advisory Commissioners

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- ☒ ☒ Planning Commission
- ☐ Police Civil Service Commission
- ☐ Public Works, Environmental and Transportation Commission

Name: James J. Doherty

City/State/Zip: Roseville, MN 55113

Work Experience: Retired Commercial Banker, retired from Wells Fargo and Co.

Education Experience:

BS Business Administration University of Minnesota

Master in Business Administration University of St Thomas

Civic and Volunteer Activities:

First appointed to Planning Commission 6-14-04, currently Chair.

In addition, I have served on numerous other civic committees including the Comprehensive Plan Steering Committee and the Vision 2025 Group.

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

In first applying for a voluntary commission I stated very simply that I wished to be of service to the City and felt that my education and experience allowed me to make a positive contribution. That motivation has not changed

How has your view of the role of this Commission changed since your first term?

I feel fortunate in being able to serve during interesting and challenging times.

Other Comments: *(Include any further information you would like the City Council to consider or that you feel is relevant to re- appointment. You may also attach other materials you would like the Council to consider.)*

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James J Doherty(electronic signature) 12-15-09

Signature of Applicant
Reappointment Application 091130

Date of Application



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Phone: 651.792.7001 • Fax: 651.792.7030

TO: Margaret Driscoll

Application for Returning Citizen Advisory Commissioners

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- ☐ Ethics Commission
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- ☐ Park and Recreation Commission
- ☐ Planning Commission
- ☐ Police Civil Service Commission
- ☒ Public Works, Environmental and Transportation Commission

Name: Wayne Stenlund

City/State/Zip: Roseville MN 55113

Work Experience: MNDOT Environmental Services
Erosion Control Engineering Unit

Education Experience: See Original Application (SOA)

Civic and Volunteer Activities: (SOA)

Please state your reasons for wanting to continue to serve on the Commission:

(Be as specific as possible - use additional sheet if necessary)

I think I will provide a technical benefit to the Committee
Continue

How has your view of the role of this Commission changed since your first term?

Much more important dealing w/ potential pollutants as
a MSY City, Industrial SWPPP issues and Solid
Waste vs Road Maintenance Issues

Other Comments: (Include any further information you would like the City Council to consider or that you feel is relevant to re-appointment. You may also attach other materials you would like the Council to consider.)

I like the group and the Commission is still fun!

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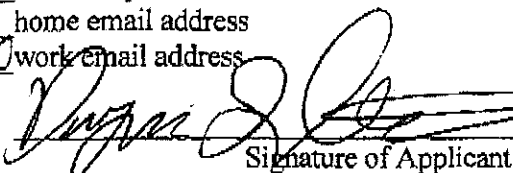
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Signature of Applicant

Reappointment Application 091130

12/23/07
Date of Application

REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 13.a

Department Approval

City Manager Approval

W. J. Malinen

Item Description: Discussion of City Council Rules and Procedures

BACKGROUND

Each year, the Council adopts Council Rules and Procedures for ways to best conduct City business. Rules are reviewed annually. The Council may want to consider changes to Rule 6 and/or other methods of parliamentary procedures.

REQUESTED COUNCIL ACTION

Discussion and adoption of Council Rules and Procedures.

Prepared by: **William J. Malinen, City Manager**

Attachments: A: 2009 Rules
 B: Suggested Change to Rule 6
 C: Rosenberg's Rules of Order

Roseville City Council

Rules of Procedure

April 21, 2008

Rule 1 Roberts' Rules of Order

The Council adopts the most recent edition of Roberts' Rules of Order for all Council meetings.

Rule 2 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 3 Agenda

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Approve Agenda
- 3) Public Comment
- 4) Council Communications, Reports, Announcements, HRA Report
- 5) Recognitions, Donations, Communications
- 6) Approval of Minutes
- 7) Consent Agenda
- 8) Items Removed from Consent
- 9) General Ordinances
- 10) Presentations
- 11) Public Hearings
- 12) Business Items – Action
- 13) Business Items – Presentation/Discussion
- 14) City Manager Future Agenda Review
- 15) Councilmember Initiated Future Agenda Items
- 16) Adjourn

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

A councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

1 A councilmember may make a request for an agenda item outside of a council meeting by
2 submitting an email request to the city manager, with a copy of the email to the other
3 councilmembers, no later than noon of the Wednesday preceding the council meeting. That
4 agenda item will be included on the agenda for the next council meeting under the heading
5 "Councilmember Initiated Future Agenda Items" for notice purposes only, not for action or
6 removal from future agendas, but will not be an action item. The item will become a regular
7 council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;

8
9 A councilmember may request the addition of an agenda item at the same meeting at which the
10 item is to be addressed. However, the addition of an agenda item shall require the approval of a
11 majority of the councilmembers present.

12 13 **Rule 4 Electronic and/or Paper Agenda Packets**

14 In an effort to reduce the amount of paper generated, documents will be made available
15 electronically, when feasible.

16 17 **Rule 5 Public Comment**

18 The City Council will receive public comment at Council meetings in accordance with the
19 following guidelines:

- 20
21 a. Public Comment at the beginning of a Council meeting and not pertaining to an
22 agenda item is for the purpose of allowing the public the opportunity to express
23 their viewpoints about policy issues facing their City government. Presentations
24 will be limited to 5 minutes per speaker.
25
26 b. Public Comment pertaining to agenda items is for the purpose of allowing any
27 member of the public an opportunity to provide input on that item. These public
28 comments will generally be received after the staff presentation on that agenda
29 item and before Council discussion and deliberation. These public comments are
30 also limited to 5 minutes per speaker.
31
32 c. Members of the public are always free, and encouraged, to reduce to writing their
33 comments about city business and to submit written comments to the Council or
34 staff before, during, or after a Council meeting.
35
36 d. Signs may be held and displayed during Council Meetings but only at the back of
37 the Council Chambers so that the view of the seated audience is not obstructed.
38
39
40 e. Public comment, like staff and Councilmember comments, will pertain to the
41 merits of an issue; personal attacks will be ruled out of order.
42
43 f. The Mayor or presiding officer may make special time-length arrangements for
44 speakers representing a group.
45
46
47
48
49
50

1 **Rule 6 Issue and Meeting Curfew**

2 City Council meetings generally occur on the second, third and fourth Mondays of the month
3 beginning at 6:00 p.m. The Council recognizes that meetings are for the benefit of the citizens of
4 Roseville so Council meetings will end by 10:00 p.m. If a time sensitive item has not been
5 addressed by 10:00 p.m., Council meetings may be extended upon the vote of the City Council,
6 but at no time will a meeting run past 11:00 p.m. If Council business remains on the agenda, the
7 Council may continue the meeting to a future date or table such items until the next meeting, if
8 needed.

9
10 To ensure that meetings finish their business in a timely manner, the Council will not consider
11 new items for discussion after 10:00 p.m.

12
13 **Rule 7 City Council Task Force or Subcommittee Formation**

14 The Council shall, as issues arise, establish a two-member task force to study the issue. The
15 membership will be agreed upon by the full Council. The task force will have a specific topic or
16 issue to address and the task force will report its findings or recommendations by a specific
17 deadline established by the Council.

18
19 **Rule 8 Recording of Meetings**

20 Except for closed executive sessions authorized under state law, all meetings of the City Council
21 shall be shown live when technically possible and recorded in their entirety for replaying on the
22 municipal cable channel and for web streaming except when the City Council directs by motion
23 otherwise.

24
25 **Rule 9 Suspension of Rules**

26 Pursuant to Section 25 of Roberts' Rules of Order, these Rules may be suspended in specific
27 situations upon a 2/3s vote of the City Council.

28
29 **Rule 10 Effective Date**

30 These Rules shall become effective upon adoption by a majority of the City Council and shall
31 remain in effect until amended or repealed by subsequent vote of the Council.

32
33 *2008_Rules_amended_080421.doc*

Rule 6 Issue and Meeting Curfew

City Council meetings generally occur on the second, third and fourth Mondays of the month beginning at 6:00 p.m. The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m.

Council meetings may be extended until 11:00 p.m. for the item currently being considered upon the vote of the City Council. Council meetings may also be extended until 11:00 p.m. for other selected agenda items upon an additional vote of the City Council.

Per Rule #9, Suspension of the Rules, the City Council may extend the meeting past 11:00 p.m. with a super majority vote of the City Council.

If Council business remains on the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.

Date: December 28, 2009

To: City Manager Malinen, Mayor Klausing, and City Council Members

From: Dan Roe, Council Member

Subject: Proposed Changes to Rule #6

In response to the proposed draft language change for Rule #6 of the Council Rules of Procedure that was included in the pre-packet materials, I have some suggested changes/additions, which I have summarized below:

(See attached revised language, titled "Roe alternate – 1/14/10.")

First, I have made some minor wording changes to the first paragraph to clean up the language. (The reference to meeting dates should be eliminated, as this is a rule on meeting and issue curfews, not on meeting dates, for instance.) I also added the language about business being conducted at a reasonable hour, since this would seem to be the purpose of a curfew.

In the second paragraph, I have added language to provide for a means to allow the Mayor to extend the meeting to finish a single issue, up to 15 additional minutes. I think that would simplify the process if there is just a short extension needed. I also attempted to clear up the structure of the grammar with respect to the other provisions for extension by vote.

In the "suspension of the rules" provision, I clarified that that could be done either to consider one additional item or more than one item.

Finally, I added language at the end of the rule to clarify what business may happen after the curfew.

1 **Strike-out Copy:**

2
3 **Rule 6 Issue and Meeting Curfew**

4
5 ~~City Council meetings generally occur on the second, third and fourth Mondays of the~~
6 ~~month beginning at 6:00 p.m. The Council recognizes that meetings are for the benefit of~~
7 ~~the citizens of Roseville, and that City business should take place at a reasonable hour.~~
8 ~~so Therefore, City Council meetings will end by 10:00 p.m.~~
9

10 Upon reaching the 10:00 p.m. curfew, Council meetings may be extended until no later
11 than 10:15 PM by ruling of the Mayor (subject to the rules for objections to such rulings),
12 or until no later than 11:00 p.m. by majority vote of the City Council, for to complete the
13 item currently being considered upon the vote of the City Council. Council meetings
14 may also be extended until no later than 11:00 p.m. by majority vote of the City Council
15 for to take up other selected agenda items upon an additional vote of the City Council. A
16 vote to take up other items after 10:00 p.m. may be taken concurrently with a vote to
17 complete the item being considered, or may be taken separately upon completion of an
18 item after 10:00 p.m.
19

20 Per Rule #9, Suspension of the Rules, the City Council may extend the meeting past
21 11:00 p.m. to complete the item currently being considered and/or to take up other
22 selected agenda items with by a super majority vote of the City Council.
23

24 If Council business remains on the agenda at 10:00 p.m. or at the end of any extension of
25 the meeting, the Council may continue the meeting to a future date and time or table such
26 items until the next meeting, if needed. Such actions to continue the meeting or table
27 items may be taken by the City Council after the expiration of the meeting time or any
28 extension.
29

30 Agenda items/orders of business #14 (City Manager Future Agenda Review) and #15
31 (Councilmember Initiated Future Agenda Items) may be taken up after the expiration of
32 the meeting time or any extension.
33

“Clean” Copy:

Rule 6 Issue and Meeting Curfew

The Council recognizes that meetings are for the benefit of the citizens of Roseville, and that City business should take place at a reasonable hour. Therefore, City Council meetings will end by 10:00 p.m.

Upon reaching the 10:00 p.m. curfew, Council meetings may be extended until no later than 10:15 PM by ruling of the Mayor (subject to the rules for objections to such rulings), or until no later than 11:00 p.m. by majority vote of the City Council, to complete the item currently being considered. Council meetings may also be extended until no later than 11:00 p.m. by majority vote of the City Council to take up other selected agenda items. A vote to take up other items after 10:00 p.m. may be taken concurrently with a vote to complete the item being considered, or may be taken separately upon completion of an item after 10:00 p.m.

Per Rule #9, Suspension of the Rules, the City Council may extend the meeting past 11:00 p.m. to complete the item currently being considered and/or to take up other selected agenda items by a super majority vote of the City Council.

If Council business remains on the agenda at 10:00 p.m. or at the end of any extension of the meeting, the Council may continue the meeting to a future date and time or table such items until the next meeting, if needed. Such actions to continue the meeting or table items may be taken by the City Council after the expiration of the meeting time or any extension.

Agenda items/orders of business #14 (City Manager Future Agenda Review) and #15 (Councilmember Initiated Future Agenda Items) may be taken up after the expiration of the meeting time or any extension.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

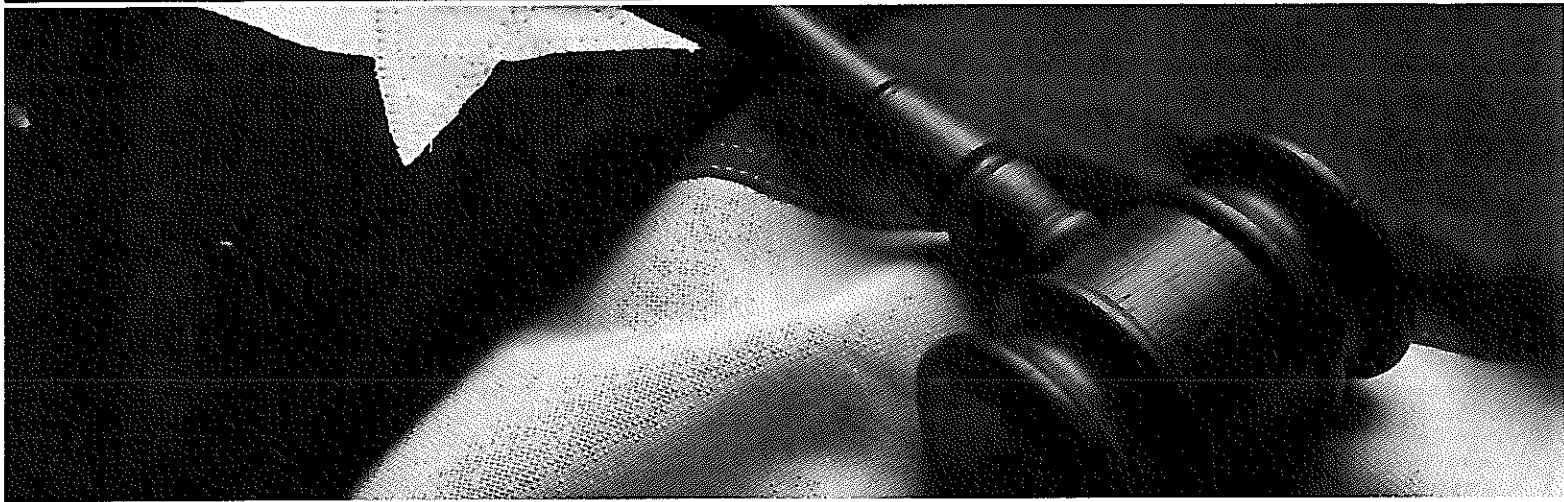


MISSION:

To restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION:

To be recognized and respected as the leading advocate for the common interests of California cities.



About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts educational conferences and research, and publishes *Western City* magazine.

About *Western City* Magazine

Western City is the League of California Cities' monthly magazine. *Western City* provides lively, interdisciplinary analyses of issues affecting local governance. Its goal is to offer immediately practical ideas, information and bigger-picture policy issues and trends. For more information, visit www.westerncity.com.

"Rosenberg's Rules of Order" first appeared in *Western City* magazine in August and September 2003.

About the Author

Dave Rosenberg is an elected county supervisor representing the 4th District in Yolo County. He also serves as director of community and intergovernmental relations, director of operations, and senior advisor to the governor of California. He has served as a member and chair of numerous state and local boards, both appointed and elected, and also served on the Davis City Council for 12 years, including two terms as mayor. He has taught classes on parliamentary procedure and has served as parliamentarian for large and small governing bodies. In the fall of 2003, Gov. Davis appointed Rosenberg as a judge of the Yolo County Superior Court.

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a

framework for the orderly conduct of meetings.

2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those

rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move ..." A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."

2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. **The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn.

This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the

the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

pend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to sus-

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every

It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

lege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privi-

lege relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

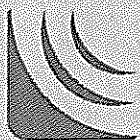
Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

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REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 13 . b

Department Approval

City Manager Approval



Item Description: Discussion of Council Liaisons

BACKGROUND

Each year the Council reviews, discusses and appoints Councilmembers to various commissions, community groups, task forces and other groups. The Council revisited the issue on August 17, 2009. The RCA and its attachments and minutes are included. The attached list includes the August 17, 2009 changes and appointments

REQUESTED COUNCIL ACTION

Discussion of Council Liaisons could include:

- Are there additional groups appropriate to have a Council or staff liaison?
- What is the policy for selection and rotation of councilmembers to these groups?
- What are the expectations (frequency, type of information) for reporting to the Council?
- How active of a role do liaisons play?
- Should a Councilmember serve as a voting member or an ex-officio liaison to the HRA?

Prepared by: William J. Malinen, City Manager

Attachments: A: August 17, 2009 RCA and attachments
B: August 17, 2009 minutes
C: Current Council Memberships/Liaisons

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: August 17, 2009

Item No.: 13.d

Department Approval

City Manager Approval



Item Description: Revisit Council Liaison Appointments

1 **BACKGROUND**

2 On January 5, 2009, the Council discussed City Council liaisons, but made no changes to the
3 existing appointments. Currently Councilmembers do not have alternates to the North Suburban
4 Cable Commission and the Ramsey County League of Local Governments.

5 **POLICY OBJECTIVE**

6 Ensure adequate communication and representation between Councilmembers and other
7 governmental and non-governmental committees, associations and organizations.

8 **FINANCIAL IMPACTS**

9 None

10 **STAFF RECOMMENDATION**

11 Consider appointing alternates to the North Suburban Cable Commission and the Ramsey
12 County League of Local Governments and discuss any other issues relating to liaisons.

13 **REQUESTED COUNCIL ACTION**

14 Consider appointing alternates to the North Suburban Cable Commission and the Ramsey
15 County League of Local Governments and discuss any other issues relating to liaisons.

16 Prepared by: William J. Malinen, City Manager

17 Attachments: A: Minutes of January 5, 2009

18 B: Current list of Council Memberships/Liaisons

~~Councilmember~~ Roe noted that no formal action was necessary; that the Rules of Procedure would stay in effect as written until changed.



b.

Discuss City Council Liaisons

City Manager Malinen noted that this item was being brought forward for discussion purposes with the new City Council now in place.

Discussion included past discussions with no indication for additional and/or more formalized liaisons; lack of general consensus for designated liaisons for advisory commissions to the City Council; perceptions of whether Council liaisons were voting members or their influence on discussions at commission levels; and how the City Council related as a body to other government groups and agencies (i.e., School Board).

Further discussion included past history and criticisms from City Council liaisons to the Planning Commission; education of the public and outside agencies of specific and appropriate contacts within City government for their particular concerns and/or questions, and whether a specific contact person was indicated.

Mayor Klausing opined that he preferred advisory commissions to provide him with their honest and independent opinions and recommendations.

Councilmember Roe opined that if the City Council is paying attention to advisory meetings through their personal attendance at meetings or review of those meetings via tape-delay, they were aware of their discussions regarding specific topics. Councilmember Roe noted that it may make sense to have a designated point of contact for those advisory commissions to help facilitate communication between the City Council and advisory group; however, clarified that he was not advocating for such a contact person.

Councilmember Pust opined that Councilmembers should not be on advisory commissions; and offered that she was willing to discuss the City Council ~~liaison~~ role on the Housing and Redevelopment Authority (HRA) as well if the City Council so desired. Councilmember Pust further opined that the City's advisory commissions were doing great work; however, the City Council was not always aware of their discussions outside their annual report to the City Council, and questioned whether there was a role for a communication link between the City Council and commissions.

Councilmember Johnson opined that perhaps the Chairs of each commission should serve as liaisons to the City Council to make the City Council more accessible to their specific commission.

Mayor Klausing expressed interest in Councilmember Johnson's concept, and sought additional detail and how that ~~liaison~~ position would best function.

Councilmember Johnson advised that commissions had great access to in-house assistance through staff providing good communication flow; and noted that commission Chairs could serve as conduits between their respective groups and the City Council, similar to ambassadors.

Mayor Klausing reiterated his preference that the liaison roles for the City Council would be informal, allowing for continued independent advice from advisory commissions.

Councilmember Roe noted the original intent in having a City Council liaison to the HRA was to ensure a good connection between the two bodies.

Councilmembers concurred that additional thought needed to be given; and requested that staff provide an updated list of assignments and involvement in various groups by current Councilmembers. Mayor Klausing asked that individual Councilmembers provide feedback to staff on their specific interests to include with the updated list for Councilmembers to facilitate further discussion and consideration.

Councilmember Johnson sought clarification on the original point of reference for liaison assignments, whether at the request of or from frustrations expressed by commissions, or in the City Council's efforts to be more communicative with their advisory commissions.

Councilmember Roe advised that it was initiated from his review of other cities and their interactions with their advisory commissions and other government agencies. Councilmember Roe specifically noted that roles of the City Council liaisons in the Ramsey County League of Local Governments (RCLLG) and the Cable Commission, and potential need for designated alternates for those groups.

Mayor Klausing noted his ongoing interest in serving as an alternate to the Communication Commission.

Councilmember Pust noted that part of the discussion should be whether Councilmembers wished to continue serving in their current liaison roles, or whether they were interested in expanding or refreshing their interests.

Mayor Klausing concurred, noting that there was value in continuity, but also value in educating Councilmembers in other areas of interest to aid their decision-making.

Councilmember Ihlan noted that a designee to the Cable Commission could be a member of the public, as well as a Councilmember.

Council Memberships/Liaisons

Current Memberships:

Mayor Klausing	Fire Relief Association <i>(required by state statute)</i> <i>(1 x mo)</i> Roseville Armory Citizen's Committee for the National Guard's local units <i>(no regular meetings; they do have public events as announced at council meetings)</i>
Councilmember Ihlan (Council appointed/requested only)	Ramsey County League of Local Governments <i>(1 x mo plus meeting prep time and email discussions)</i> Nature Center Study Task Force <i>(1 x mo plus meeting prep time and email discussions)</i> Comprehensive Plan Steering Committee <i>(1 x mo plus meeting prep time and email discussions)</i>
Councilmember Kough	North Suburban Communications Commission
Councilmember Pust	Housing and Redevelopment Authority <i>(1 x mo, Value to Council: Consistency in communication and policy direction)</i> North West Youth & Family Services Board of Directors <i>(1 x mo, Value to Council: Policy input for cost-effective programming)</i> Roseville Community Foundation (VP) <i>(2 x Qtrly, one business meeting, one meeting to review grant apps)</i> North Suburban Senior Council (unofficial liaison for 2 yrs, serve as attorney) <i>(1 x mo for 2 hrs plus meeting prep time)</i> Roseville Armory Citizen's Committee for the National Guard's local units <i>(no regular meetings; they do have public events as announced at council meetings)</i>
Councilmember Roe	NSCC/NSAC Vice Chair/Vice Pres 2009 <i>(1 x mo)</i> Comprehensive Plan Steering Committee <i>(1 x mo)</i> Roseville Armory Citizens Committee <i>(as needed)</i>

Suggested Memberships:

Councilmember Roe	Roseville Armory	Library Group
	School Boards	P&R Foundations
	Neighborhood Assns	Senior Assns
	Neighboring City Councils	Roseville Community Fund
	Ramsey County Board	Roseville Historical Society

Note regarding Councilmember Roe's suggested memberships: "Organizations listed are not strictly for membership, but rather in many cases for possible liaison status. I think it makes sense to discuss how we as a city and/or as a council want to relate to many of those organizations in our community (and others that council or staff might identify, too.)"

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Mr. Miller advised that the consultant's analysis would not include various funding streams and/or restrictions; however, that staff would provide that additional detail to the City Council, based on each department's standards and benchmarks that are already in place.

Councilmember Pust requested that a copy of the signed contract with the consultant for their services be provided to Councilmembers.

Councilmembers reiterated their preference for staff's detailed list of programs to initiate preliminary discussions and considerations with staff.

d. Discussion on Council Liaisons

City Manager Malinen reviewed openings for alternates on the Ramsey County League of Local Governments (RCLLG) and the North Suburban Communications Commission (NSCC).

Councilmember Johnson volunteered his service to one or both boards at the City Council's discretion, and his lack of service on any outside agencies, due to his newness to the City Council.

Mayor Klausing advised that he would also be interested in serving on the NSCC as an alternate; however, expressed his willingness to defer to Councilmember Johnson as alternate, recognizing Councilmember Roe's superb attendance record, and limited demand of alternates.

A brief discussion was held on current liaison assignments; with Councilmember Pust encouraging individual Councilmembers to attend meetings of the RCLLG whether a delegate or not.

Klausing moved, Pust seconded, appointment of Councilmember Jeff Johnson as Alternate Liaison to the NSCC and as Alternate Liaison to the RCLLG..

Roll Call

Ayes: Pust; Johnson; Roe and Klausing.

Nays: None.

14. City Manager Future Agenda Review

City Manager Malinen reviewed upcoming tentative agendas.

Discussion included Councilmember Pust's request a copy of the previously-sent information from City Manager Malinen to the City Council related to extension of the City Manager's selection of a firm, as referenced on the August 24, 2009 tentative agenda.

Council Memberships/Liaisons

Current Memberships:

Mayor Klausing	Fire Relief Association <i>(required by state statute)</i> <i>(1 x mo)</i> Roseville Armory Citizen's Committee <i>(no regular meetings; they do have public events as announced at council meetings)</i> GEARS Adv Board - Review for Transportation issues
Councilmember Ihlan (Council appointed/requested only)	Ramsey County League of Local Governments <i>(1 x mo plus meeting prep time and email discussions)</i> Nature Center Study Task Force <i>(1 x mo plus meeting prep time and email discussions)</i> Comprehensive Plan Steering Committee <i>(1 x mo plus meeting prep time and email discussions)</i>
Councilmember Johnson	North Suburban Communications Commission - Alt Ramsey County League of Local Governments - Alt
Councilmember Pust	Housing and Redevelopment Authority <i>(1 x mo, Value to Council: Consistency in communication and policy direction)</i> Northwest Youth & Family Services Board of Directors <i>(1 x mo, Value to Council: Policy input for cost-effective programming)</i> Roseville Community Foundation (VP) <i>(2 x Qtrly, one business meeting, one meeting to review grant apps)</i> North Suburban Senior Council (unofficial liaison for 2 yrs, serve as attorney) <i>(1 x mo for 2 hrs plus meeting prep time)</i> Roseville Armory Citizen's Committee for the National Guard's local units <i>(no regular meetings; they do have public events as announced at council meetings)</i>
Councilmember Roe	NSCC/NSAC Vice Chair/Vice Pres 2009 <i>(1 x mo)</i> Comprehensive Plan Steering Committee <i>(1 x mo)</i> Roseville Armory Citizen's Committee <i>(no regular meetings; they do have public events as announced at council meetings)</i> P&R Park master Plan Update Team

Suggested Memberships:

Councilmember Roe	Roseville Armory	Library Group
	School Boards	P&R Foundations
	Neighborhood Assns	Senior Assns
	Neighboring City Councils	Roseville Community Fund
	Ramsey County Board	Roseville Historical Society

Note regarding Councilmember Roe's suggested memberships: "Organizations listed are not strictly for membership, but rather in many cases for possible liaison status. I think it makes sense to discuss how we as a city and/or as a council want to relate to many of those organizations in our community (and others that council or staff might identify, too.)"

REQUEST FOR COUNCIL ACTION

Date: January 4, 2010
Item No.: 13.c

Department Approval

City Manager Approval

W. J. Malinen

Item Description: **Discuss a Special Meeting for Strategic Planning**

BACKGROUND

As in many cities, it has been the practice for the City Council to hold special strategic planning sessions to map out the best way to conduct the City's business.

POLICY OBJECTIVE

A strategic planning session would help the Council set its agenda for the upcoming year.

COUNCIL ACTION

Consider whether the Council should set a special meeting to discuss strategies for a successful year as a Council.

Consider date, time and location for such a meeting(s).

Prepared by: William J. Malinen, City Manager