



City Council Agenda

Monday, January 25, 2010

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 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**
a. Proclaim February Black History Month
- 6:25 p.m. **6. Approve Minutes**
a. Approve Minutes of January 11, 2010 Meeting
- 6:30 p.m. **7. Approve Consent Agenda**
a. Approve Payments
b. Approve General Purchases and Sale of Surplus items in excess of \$5000
c. Set City Council Strategic Planning Meeting Saturday, February 13, 2010
d. Approve Request by Clearwire for a 60 Day Conditional Use Extension for a Tower in Acorn Park
e. Adopt a Resolution Approving Request by Complete Building Maintenance for a Conditional Use for Outdoor Storage of Vehicles, Equipment, and Landscaping Equipment at 2931 Partridge Rd (PF10-003)
f. Appoint Grass Lake Water Management Board Members
g. Adopt a Resolution in Support of Complete Streets Legislation

- h. Rice Street Interchange Project Undergrounding of Overhead Power Lines Update

6:40 p.m. **8. Consider Items Removed from Consent**

9. General Ordinances for Adoption

10. Presentations

6:50 p.m. a. Legislative Agenda Discussion with Representative Mindy Greiling (54A) and Representative Bev Scalze (54B)

7:20 p.m. b. Home and Garden Fair Update

7:25 p.m. c. Annual Code Enforcement Report

7:40 p.m. d. Parks and Recreation Master Plan Update

11. Public Hearings

12. Business Items (Action Items)

7:55 p.m. a. Approve Request to Issue a Ramsey County Court Citation for Unresolved Code Violations at 1450 County Road C

13. Business Items – Presentations/Discussions

8:05 p.m. a. Discuss Proposed Changes to City Code Chapter 302, Liquor Control related to Conditions of License and Civil Penalty

8:20 p.m. b. Discuss Storm Water Illicit Discharge and Connections Ordinance

8:35 p.m. c. Discuss Tower Rental Fees

8:45 p.m. d. Discuss 2011 Budgeting-for-Outcomes Process

9:00 p.m. e. Discuss Agenda for Strategic Planning Session

9:10 p.m. f. Discuss a Resolution Amending the Citizen Advisory Commission Appointment and Reappointment Process

9:20 p.m. g. Discuss City Manager Evaluation

9:25 p.m. **14. City Manager Future Agenda Review**

15. Councilmember Initiated Items for Future Meetings

9:30 p.m. a. Recreational Vehicle Parking (Pust)

16. Adjourn

Jan 26	Tue	1:00 p.m.	Police Civil Service Commission
Jan 26	Tue	6:30 p.m.	Public Works, Environment & Transportation Commission
Jan 28	Thu	5:00 p.m.	Grass Lake Water Management Organization
Feb 2	Tue	6:30 p.m.	Parks & Recreation Commission (see Feb 9)
Feb 3	Wed	6:30 p.m.	Planning Commission
Feb 8	Mon	6:00 p.m.	City Council Meeting
Feb 9	Tue	6:30 p.m.	Parks & Recreation Commission
Feb 10	Wed	6:30 p.m.	Ethics Commission
Feb 13	Sat	9:00 a.m.	City Council Strategic Planning Meeting <i>Roseville Skating Center, 2661 Civic Center</i>
Feb 16	Tue	6:00 p.m.	Housing & Redevelopment Authority
Feb 22	Mon	6:00 p.m.	City Council Meeting

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



Black History Month February 2010

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our community; and

Whereas: Negro History Week was established in 1926 by Dr. Carter Godwin Woodson as a way to neutralize the deliberate distortion of Black History; and

Whereas: This movement grew over the years to Black History Month to give an objective and scholarly balance in American and World History; and

Whereas: The month of February was selected as Black History Month because it marks the birth of Frederick Douglass, W.E.B. DuBois, Langston Hughes and Abraham Lincoln, leaders whose actions greatly impacted the lives of the American black population; and

Whereas: In 2010, Black History Month celebrates the History of Black Economic Empowerment; and

Whereas: The contributions African Americans to our nation's economic strength as well as to our history, music, arts, written words and discoveries are often overlooked; and

Whereas: The City of Roseville invites all members of the Roseville community to renew their commitment to ensuring racial equality, understanding and justice.

Now, Therefore Be It Resolved, that the City Council hereby declare February 2010 to be Black History Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 25th day of January 2010.

Mayor Craig D. Klausing

Date: 1/25/10

Item: 6.a

1/11/10 Minutes

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 1/25/2010
Item No.: 7.a

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Approval of Payments

BACKGROUND

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$1,940,981.06
57373-57515	\$476,458.65
Total	\$2,417,439.71

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

POLICY OBJECTIVE

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

FINANCIAL IMPACTS

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

STAFF RECOMMENDATION

Staff recommends approval of all payment of claims.

REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director

Attachments: A: n/a

Accounts Payable

Checks for Approval

User: mjenson

Printed: 01/19/2010 - 10:35 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	01/13/2010	Recreation Fund	Memberships & Subscriptions	Mn Dept of Labor-ACH	Boiler License Renewal	25.00
0	01/13/2010	Golf Course	Rental	Hejny Rental Inc-ACH	Stump Grinder	210.87
0	01/13/2010	Recreation Fund	Office Supplies	Office Depot- ACH	Office Supplies	60.01
0	01/13/2010	Community Development	Training	Urban Insight-ACH	Economic Thinking for Planners	70.54
					Training	
0	01/13/2010	Community Development	Use Tax Payable	Urban Insight-ACH	Sales/Use Tax	-4.54
0	01/13/2010	General Fund	Worksession Expenses	Target- ACH	Worksession Supplies	8.12
0	01/13/2010	P & R Contract Maintenance	Operating Supplies	Menards-ACH	Chainlink Supplies	96.41
0	01/13/2010	Sanitary Sewer	Operating Supplies	Menards-ACH	Gloves, Duct Tape	13.41
0	01/13/2010	General Fund	Conferences	U of M CCE Online-ACH	MPWA Fall Workshop	334.00
0	01/13/2010	Contracted Engineering Svcs	Conferences	U of M CCE Online-ACH	MPWA Fall Workshop	250.00
0	01/13/2010	Recreation Fund	Operating Supplies	RadioShack-ACH	Audio Cables	42.81
0	01/13/2010	General Fund	Operating Supplies	Grainger-ACH	Supplies-OSHA Required Eyewash	285.08
					Stations	
0	01/13/2010	Police Forfeiture Fund	Professional Services	Best Buy- ACH	Surge Protectors	44.96
0	01/13/2010	P & R Contract Maintenance	Operating Supplies	HD Sod Inc-ACH	No Receipt	48.21
0	01/13/2010	Telecommunications	Operating Supplies	RadioShack-ACH	Batteries	11.77
0	01/13/2010	General Fund	Training	Subway-ACH	Lunch While At the Range	7.61
0	01/13/2010	Water Fund	Operating Supplies	Mills Fleet Farm-ACH	Post	21.31
0	01/13/2010	General Fund	Professional Services	Byerly's- ACH	Deli Items	101.75
0	01/13/2010	General Fund	Professional Services	Byerly's- ACH	Deli Items	101.75
0	01/13/2010	Sanitary Sewer	Clothing	Viking Industrial Center-ACH	Sport Jacket	78.00
0	01/13/2010	Recreation Fund	Operating Supplies	Home Depot- ACH	Plumbing Supplies	63.16
0	01/13/2010	Police Forfeiture Fund	Professional Services	Cub Foods- ACH	Deli Items	118.23
0	01/13/2010	Police Forfeiture Fund	Professional Services	Best Buy- ACH	Credit	-6.43
0	01/13/2010	Golf Course	Operating Supplies	Target- ACH	Battery Supplies	5.35
0	01/13/2010	Recreation Fund	Operating Supplies	Target- ACH	Cups, Tape, Candy	52.33
0	01/13/2010	Community Development	Vehicle Supplies	Rosedale Automotive-ACH	Key	24.07
0	01/13/2010	Police Forfeiture Fund	Professional Services	Honeybaked Ham-ACH	Lunch	73.29
0	01/13/2010	Police Forfeiture Fund	Professional Services	Honeybaked Ham-ACH	Lunch	73.29
0	01/13/2010	Sanitary Sewer	Operating Supplies	Menards-ACH	Electrical Supplies	34.01
0	01/13/2010	Sanitary Sewer	Operating Supplies	Batteries Plus Roseville-ACH	Inverter	37.94

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	01/13/2010	General Fund	Operating Supplies	Target- ACH	Automotive Hardware	89.09
0	01/13/2010	Recreation Fund	Operating Supplies	Target- ACH	No Receipt	3.22
0	01/13/2010	General Fund	Miscellaneous	ICMA - ACH	ICMA Performance Measure Webinar	149.00
0	01/13/2010	General Fund	Operating Supplies	Menards-ACH	Shovel	14.84
0	01/13/2010	Boulevard Landscaping	Operating Supplies	Garceau Hardware-ACH	Hedge Trimmer	90.20
0	01/13/2010	General Fund	Operating Supplies	Rainbow Foods-ACH	Cleaning Supplies	3.20
0	01/13/2010	Recreation Fund	Operating Supplies	Costume Gallery-ACH	Dance Costumes	1,210.99
0	01/13/2010	Recreation Fund	Operating Supplies	Designs for Dance-ACH	Dance Costumes	4,964.14
0	01/13/2010	Recreation Fund	Operating Supplies	Designs for Dance-ACH	Dance Costumes	1,636.06
0	01/13/2010	Recreation Fund	Operating Supplies	Mikes pro shop - ACH	Trophies	274.78
0	01/13/2010	Recreation Fund	Use Tax Payable	Mikes pro shop - ACH	Sales/Use Tax	-17.68
0	01/13/2010	Recreation Fund	Operating Supplies	S & T Office Products-ACH	Art Supplies	44.26
0	01/13/2010	General Fund	Operating Supplies	Batteries Plus Roseville-ACH	Vehicle Flashlight	17.30
0	01/13/2010	General Fund Donations	Supplies - Target Corp Grant	Walgreens-ACH	Cards	12.83
0	01/13/2010	Information Technology	Operating Supplies	Crucial.Com-ACH	Memory Upgrades	124.25
0	01/13/2010	Recreation Fund	Operating Supplies	Revolution Dancewear-ACH	Dance Costumes	1,459.60
0	01/13/2010	Community Development	Professional Services	Brasa Rotisserie-ACH	Lunch Meeting for Zoning Code	61.89
0	01/13/2010	Recreation Fund	Contract Maintenance	Schelen Gray Auto-ACH	Motor Diagnosis	75.00
0	01/13/2010	Recreation Fund	Operating Supplies	Vertical Endeavors-ACH	Rock Climbing	139.31
0	01/13/2010	Recreation Fund	Office Supplies	Office Max-ACH	Paper, Flashdrive	115.64
0	01/13/2010	Recreation Fund	Operating Supplies	Home Depot- ACH	Galvanized Fitting	8.03
0	01/13/2010	Recreation Fund	Operating Supplies	Wolff Fording Inc- ACH	Dance Costumes	1,579.62
0	01/13/2010	General Fund	Operating Supplies	Buy.com- ACH	LCD Desk Mount	48.08
0	01/13/2010	General Fund	209001 - Use Tax Payable	Buy.com- ACH	Sales/Use Tax	-3.09
0	01/13/2010	Golf Course	Operating Supplies	Northern Tool & Equip- ACH	Shop Supplies	191.16
0	01/13/2010	General Fund	Miscellaneous	Walgreens-ACH	Aspirin, Tylenol	4.32
0	01/13/2010	General Fund	Training	Target- ACH	Thanksgiving Crew Supplies	26.52
0	01/13/2010	General Fund	Training	Rainbow Foods-ACH	Thanksgiving Crew Supplies	44.16
0	01/13/2010	Recreation Fund	Operating Supplies	Action Electronics-ACH	Timing Connectors	33.40
0	01/13/2010	Recreation Fund	Use Tax Payable	Action Electronics-ACH	Sales/Use Tax	-2.15
Check Total:						14,680.28
0	01/05/2010	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 12/1 Payroll	18,180.30
0	01/05/2010	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 12/1 Payroll	4,194.50
0	01/05/2010	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 12/1 Payroll	29,684.31
0	01/05/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 12/1 Payroll	38,683.27
0	01/05/2010	General Fund	210000 - Direct Deposit	Great West- ACH	Payroll Deduction for 12/1 Payroll	11,459.35
0	01/05/2010	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 12/1 Payroll	41,087.15
0	01/05/2010	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 12/1 Payroll	23,564.19
0	01/05/2010	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 12/1 Payroll	23,564.19
0	01/05/2010	Police - DWI Enforcement	Operating Supplies	Roseville License Center-ACH	Vehicle Licensing	60.00
0	01/05/2010	Westwood Village I HIA	Other Improvements	Commercial Partners Title, LLC	Westwood Village Application #5	220,449.50
0	01/05/2010	Sanitary Sewer	Credit Card Service Fees	Applied Merchant Services-ACH	Nov UB Payments.com	393.35

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	01/05/2010	Recreation Fund	Credit Card Fees	US Bank-ACH	November Terminal Charges	195.44
0	01/05/2010	Sanitary Sewer	Credit Card Service Fees	US Bank-ACH	November Terminal Charges	611.06
0	01/05/2010	Golf Course	Credit Card Fees	US Bank-ACH	November Terminal Charges	100.56
0	01/05/2010	Internal Service - Interest	Investment Income	RVA- ACH	November Interest	539.13
0	01/05/2010	General Fund	Motor Fuel	MN Dept of Revenue-ACH	Dec Fuel Tax	258.26
0	01/05/2010	General Fund	209000 - Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	24.60
0	01/05/2010	General Fund	209001 - Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	124.80
0	01/05/2010	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 12/15 Payroll	18,321.06
0	01/05/2010	Information Technology	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	33.37
0	01/05/2010	Telecommunications	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	388.09
0	01/05/2010	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	1,892.59
0	01/05/2010	Recreation Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	400.63
0	01/05/2010	License Center	Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	465.70
0	01/05/2010	Police Forfeiture Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	81.73
0	01/05/2010	Recreation Improvements	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	1.78
0	01/05/2010	Sanitary Sewer	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	7.17
0	01/05/2010	Water Fund	State Sales Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	57.82
0	01/05/2010	Water Fund	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	15.73
0	01/05/2010	Storm Drainage	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	7.17
0	01/05/2010	HRA Property Abatement Pr	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	12.02
0	01/05/2010	Housing & Redevelopment AU	Use Tax Payable	MN Dept of Revenue-ACH	Sales/Use Tax Dec	67.80
0	01/05/2010	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 12/15 Payroll	4,206.06
0	01/05/2010	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 12/15 Payroll	29,793.72
0	01/05/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 12/15 Payroll	38,857.71
0	01/05/2010	General Fund	210000 - Direct Deposit	Great West- ACH	Payroll Deduction for 12/15 Payroll	10,463.23
0	01/05/2010	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 12/15 Payroll	41,801.64
0	01/05/2010	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 12/15 Payroll	23,448.53
0	01/05/2010	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 12/15 Payroll	23,448.53
0	01/05/2010	General Fund	Postage	Pitney Bowes - Monthly ACH	December Postage	3,000.00
0	01/05/2010	TIF District #17-Twin Lakes	Payment to Owners	Old Republic Natl Title Co-ACH	Hagen Ventures Land Purchase	1,010,000.00
0	01/05/2010	General Fund	210300 - State Income Tax W/H	MN Dept of Revenue-ACH	State Tax Deposit for 12/29 Payroll	19,102.78
0	01/05/2010	General Fund	211404 - MN State Retirement	MN State Retirement System-ACH	Payroll Deduction for 12/29 Payroll	4,245.73
0	01/05/2010	General Fund	210400 - PERA Employee Ded.	PERA-ACH	Payroll Deduction for 12/29 Payroll	29,950.19
0	01/05/2010	General Fund	211600 - PERA Employers Share	PERA-ACH	Payroll Deduction for 12/29 Payroll	39,069.62
0	01/05/2010	General Fund	210000 - Direct Deposit	Great West- ACH	Payroll Deduction for 12/29 Payroll	10,258.99
0	01/05/2010	General Fund	210200 - Federal Income Tax	IRS EFTPS- ACH	Federal Tax Deposit for 12/29 Payroll	44,578.36
0	01/05/2010	General Fund	210800 - FICA Employee Ded.	IRS EFTPS- ACH	Federal Tax Deposit for 12/29 Payroll	23,523.91
0	01/05/2010	General Fund	211700 - FICA Employers Share	IRS EFTPS- ACH	Federal Tax Deposit for 12/29 Payroll	23,523.91
0	01/05/2010	Workers Compensation	Parks & Recreation Claims	SFM-ACH	December Work Comp Claims	43.60
0	01/05/2010	Workers Compensation	Police Patrol Claims	SFM-ACH	December Work Comp Claims	9,315.43
0	01/05/2010	Workers Compensation	Administrative Claims	SFM-ACH	December Work Comp Claims	14.91
0	01/05/2010	Workers Compensation	Street Department Claims	SFM-ACH	December Work Comp Claims	155.14
0	01/05/2010	Workers Compensation	Fire Department Claims	SFM-ACH	December Work Comp Claims	340.11
0	01/05/2010	General Fund	Salaries - Regular	SFM-ACH	December Work Comp Claims	637.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	01/05/2010	Water Fund	Water - Roseville	City of Roseville- ACH	Dec Water	10,005.24
Check Total:						1,834,711.29
0	01/06/2010	Fire Equipment	Fire Department Vehicles	MES, Inc.	Fire Vehicle Supplies	823.33
0	01/06/2010	Water Fund	Watermain Lining	Stork Twin City Testing Corp.	Watermain Replacement Project	177.74
0	01/06/2010	General Fund	211402 - Flex Spending Health			857.32
0	01/06/2010	General Fund	211402 - Flex Spending Health			999.96
0	01/06/2010	General Fund	211403 - Flex Spend Day Care			2,000.06
0	01/06/2010	General Fund	211402 - Flex Spending Health			1,176.19
0	01/06/2010	General Fund	211402 - Flex Spending Health			32.94
0	01/06/2010	General Fund	211402 - Flex Spending Health			392.43
0	01/06/2010	General Fund	211402 - Flex Spending Health			25.83
0	01/06/2010	General Fund	Vehicle Supplies	Zarnoth Brush Works, Inc.	All Pro Strip Broom	1,581.75
0	01/06/2010	General Fund	Vehicle Supplies	Napa Auto Parts	Vehicle Supplies	41.55
0	01/06/2010	Water Fund	Professional Services	Elecsys International Corp.	Software Support Fee-Feb 2010	87.63
0	01/06/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Supplies	361.37
0	01/06/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Supplies	608.42
0	01/06/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Supplies	212.06
0	01/06/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Supplies-Credit	-58.95
0	01/06/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Supplies	4.42
0	01/06/2010	General Fund	Vehicle Supplies	Factory Motor Parts	Vehicle Supplies	320.73
0	01/06/2010	General Fund	Professional Services	City of St. Paul	Wireless & RMS Service	4,358.00
0	01/06/2010	General Fund	Professional Services	City of St. Paul	Wireless & RMS Service	684.00
0	01/06/2010	TIF District #17-Twin Lakes	Professional Services	Ratwik, Roszak & Maloney, PA	Owed From Nov Bill	1,000.00
0	01/06/2010	General Fund	Transportation	Eldona Bacon	Mileage Reimbursement	30.30
0	01/06/2010	General Fund	Telephone	Steve Zweber	Weather Monitor	143.85
0	01/06/2010	Information Technology	Transportation	Douglas Barber	Mileage Reimbursement	91.30
0	01/06/2010	Housing & Redevelopment A	Miscellaneous	Jeanne Kelsey	Reimbursement for Supplies	15.43
0	01/06/2010	Housing & Redevelopment A	Transportation	Jeanne Kelsey	Mileage Reimbursement	31.35
0	01/06/2010	General Fund	Transportation	Steve Zweber	Mileage Reimbursement	233.75
0	01/06/2010	Information Technology	Transportation	Shaun Shaver	Mileage Reimbursement	15.40
0	01/06/2010	Information Technology	Transportation	Mark Mayfield	Mileage Reimbursement	322.85
0	01/06/2010	License Center	Transportation	Jill Theisen	Mileage Reimbursement	233.20
0	01/06/2010	Recreation Fund	Clothing	John Brown	Reimbursement for Boots	125.99
0	01/06/2010	License Center	Transportation	Mary Dracy	Mileage Reimbursement	130.90
0	01/06/2010	Fire Equipment	Fire Department Vehicles	Jefferson Fire & Safety, Inc.	Fire Truck Supplies	26,202.00
0	01/06/2010	General Fund	Vehicle Supplies	MacQueen Equipment	Aluminum Fender	266.62
0	01/06/2010	Solid Waste Recycle	Memberships	Recycling Association of MN	Membership Dues	150.00
0	01/06/2010	Police - DWI Enforcement	Professional Services	Intoximeters, Inc.	Minn SCRNR	626.29
0	01/06/2010	General Fund	Vehicle Supplies	Factory Motor Parts	Vehicle Supplies	73.05
0	01/06/2010	General Fund	Contract Maintenance Vehicles	Midway Ford Co	Vehicle Repair	599.20
0	01/06/2010	General Fund	Vehicle Supplies	Catco Parts & Service Inc	Vehicle Supplies	60.88
0	01/06/2010	General Fund	Operating Supplies	Sysco Mn	Coffee Supplies	65.86

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	01/06/2010	Pathway Maintenance Fund	Operating Supplies	Tessman Seed Co - St. Paul	Ice Melt	531.70
0	01/06/2010	General Fund	Vehicle Supplies	St. Joseph Equipment Inc.	Clamp	24.77
0	01/06/2010	General Fund	Contract Maintenance Vehicles	Carlson Tractor & Equip. Co.	Vehicle Repair	891.72
0	01/06/2010	General Fund	Miscellaneous	Carlson Tractor & Equip. Co.	Vehicle Repair	891.72
Check Total:						47,444.91
0	01/13/2010	General Fund	211000 - Deferered Comp.	ICMA Retirement Trust 457-3002	Payroll Deduction for 1/12/10 Payroll	5,504.18
0	01/13/2010	General Fund	211402 - Flex Spending Health			99.96
0	01/13/2010	General Fund	210600 - Union Dues Deduction	MN Teamsters #320	Payroll Deduction for 1/12/10 Union Dues	578.24
Check Total:						6,182.38
0	01/14/2010	Fire Equipment	Fire Department Vehicles	MES, Inc.	Flamefighters	624.93
0	01/14/2010	General Fund	Vehicle Supplies	MES, Inc.	120V Charge Cord	24.97
0	01/14/2010	General Fund	Vehicle Supplies	MES, Inc.	Salvage Tarp	236.88
0	01/14/2010	General Fund	211403 - Flex Spend Day Care			700.00
0	01/14/2010	General Fund	211402 - Flex Spending Health			249.96
0	01/14/2010	General Fund	211402 - Flex Spending Health			104.31
0	01/14/2010	Recreation Fund	Professional Services	Carole Gernes	Preschool Program	45.00
0	01/14/2010	Recreation Fund	Operating Supplies	Gopher Bearing. Corp.	Bearing Insert	44.57
0	01/14/2010	Recreation Fund	Professional Services	Carole Gernes	Preschool Program	257.00
0	01/14/2010	Workers Compensation	Professional Services	SFM Risk Solutions	Work Comp Administration	1,602.00
0	01/14/2010	Recreation Fund	Professional Services	Carole Gernes	Preschool Program	248.00
0	01/14/2010	General Fund	Contract Maintenance	City of St. Paul	Wireless CAD System	675.00
0	01/14/2010	Recreation Fund	Transportation	Jill Anfang	Mileage Reimbursement	246.95
0	01/14/2010	Recreation Fund	Professional Services	Carole Gernes	Preschool Program	252.00
0	01/14/2010	Recreation Fund	Operating Supplies	Deborah Cash	Supplies Reimbursement	19.97
0	01/14/2010	Information Technology	Transportation	Mike Moncur	Mileag Reimbursement	69.30
0	01/14/2010	General Fund	Clothing	Steve Radtke	Boots & Uniform Pants	177.00
					Reimbursement	
0	01/14/2010	Information Technology	Transportation	Aaron Seeley	Mileage Reimbursement	235.95
0	01/14/2010	Recreation Fund	Transportation	Rick Schultz	Mileage Reimbursement	41.53
0	01/14/2010	General Fund	211403 - Flex Spend Day Care			322.86
0	01/14/2010	Internal Service - Interest	Investment Income	M&I Marshall & Ilsley Bank	Safekeeping Charges	54.50
0	01/14/2010	Recreation Fund	Professional Services	Barbara Carlson	Community Band Librarian-Oct-Dec 09	117.00
0	01/14/2010	General Fund	Contract Maintenance	Ancom Technical Center	Technical Service	15.50
0	01/14/2010	General Fund	Vehicle Supplies	Ancom Technical Center	Desktop Charger	729.42
0	01/14/2010	General Fund	209001 - Use Tax Payable	Ancom Technical Center	Sales/Use Tax	-46.92
0	01/14/2010	Recreation Fund	Contract Maintenance	Kone Inc	Elevator Inspection	259.86
0	01/14/2010	General Fund	Vehicle Supplies	MacQueen Equipment	Vehicle Supplies	275.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
0	01/14/2010	Police - DWI Enforcement	Professional Services	Jensen, Bell, Converse & Erick	Legal Services	1,102.50
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	Information Technology	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	62.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	61.67
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	682.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	62.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	62.00
0	01/14/2010	Recreation Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	P & R Contract Maintenance	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	93.00
0	01/14/2010	General Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	Community Development	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	Community Development	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	31.00
0	01/14/2010	License Center	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	154.67
0	01/14/2010	Sanitary Sewer	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	62.00
0	01/14/2010	Water Fund	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	93.00
0	01/14/2010	Storm Drainage	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	61.67
0	01/14/2010	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	-1,642.01
0	01/14/2010	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium Dec 2009	7,901.06
0	01/14/2010	General Fund	Operating Supplies	Davis Lock & Safe Inc	Keys	16.35
0	01/14/2010	General Fund	Other Improvements	Total Tool	New Hoist	3,895.84
0	01/14/2010	Water Fund	Professional Services	Gopher State One Call	Billable Tickets	68.78
0	01/14/2010	Sanitary Sewer	Professional Services	Gopher State One Call	Billable Tickets	68.79
0	01/14/2010	Storm Drainage	Professional Services	Gopher State One Call	Billable Tickets	68.78
0	01/14/2010	Recreation Fund	Operating Supplies	Sysco Mn	Paper Cups	8.00
0	01/14/2010	Recreation Fund	Operating Supplies	Sysco Mn	Paper Cups	8.64
0	01/14/2010	Recreation Fund	Operating Supplies	Sysco Mn	Coffee Supplies	135.56
0	01/14/2010	Recreation Fund	Operating Supplies	Sysco Mn	Plastic Forks	18.62
0	01/14/2010	Recreation Fund	Operating Supplies	Grainger Inc	Ballast	38.05
0	01/14/2010	Housing & Redevelopment	APrinting	Greenhaven Printing	Jan/Feb Newsletters	1,068.75
0	01/14/2010	Housing & Redevelopment	AUse Tax Payable	Greenhaven Printing	Sales/Use Tax	-68.75
0	01/14/2010	Telecommunications	Printing	Greenhaven Printing	Jan/Feb Newsletters	5,787.28
0	01/14/2010	Telecommunications	Use Tax Payable	Greenhaven Printing	Sales/Use Tax	-372.28
0	01/14/2010	Recreation Fund	Operating Supplies	Eagle Clan Enterprises, Inc	Toilet Tissue, Liners	413.61
0	01/14/2010	Community Development	Electrical Inspections	Tokle Inspections, Inc.	December Electrical Inspections	6,526.40
0	01/14/2010	General Fund	Contract Maint. - City Garage	Green View Inc.	Public Works Cleaning	635.80
0	01/14/2010	General Fund	209001 - Use Tax Payable	Green View Inc.	Sales/Use Tax	-40.90
0	01/14/2010	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Car Washes	117.60
0	01/14/2010	General Fund	Contract Maintenance	Palen Kimball Co, LLC	Vehicle Repair	2,407.35
0	01/14/2010	General Fund	Contract Maintenance	Mister Car Wash	Car Washes	11.20
0	01/14/2010	General Fund	Contract Maintenance Vehicles	Mister Car Wash	Car Washes	84.00
0	01/14/2010	General Fund	Vehicle Supplies	Carlson Tractor & Equip. Co.	Vehicle Supplies	478.13

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						37,962.20
57373	01/06/2010	General Fund	Operating Supplies	Accurint - Acct #1010287	Commitment Balance	100.00
Check Total:						100.00
57374	01/06/2010	Telecommunications	Operating Supplies	AE Sign Systems, Inc.	Nameplates	76.95
Check Total:						76.95
57375	01/06/2010	General Fund	Conferences	AVCAM	Cell Phone Investigations Seminar	25.00
Check Total:						25.00
57376	01/06/2010	Recreation Fund	Clothing	Mark Bartholomew	Reimbursement for Boots	125.00
Check Total:						125.00
57377	01/06/2010	General Fund	Operating Supplies	Batteries Plus	AA Batteries	8.54
Check Total:						8.54
57378	01/06/2010	General Fund	Vehicle Supplies	Bauer Built, Inc.	Firehawk PVS	222.30
Check Total:						222.30
57379	01/06/2010	General Fund	Professional Services	BCA-CJIS Section	RVA, RVC	840.00
Check Total:						840.00
57380	01/06/2010	General Fund	Contract Maintenance Vehicles	Benco Equipment Co.	Shop Hoist Inspections	369.38
57380	01/06/2010	General Fund	Contract Maintenance Vehicles	Benco Equipment Co.	Shop Hoist Repair	1,473.74
Check Total:						1,843.12
57381	01/06/2010	General Fund	Professional Services	Brighton Veterinary Hospital	October Animal Control Charges	650.00
Check Total:						650.00
57382	01/06/2010	General Fund	Contract Maintenance Vehicles	Cintas Corporation #470	Uniform Cleaning	39.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
57382	01/06/2010	General Fund	Contract Maintenance Vehicles	Cintas Corporation #470	Uniform Cleaning	39.32
Check Total:						78.64
57383	01/06/2010	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	Transaction Fees-Pawn America	1,737.00
57383	01/06/2010	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	Transaction Fees-Pawn America	1,684.00
Check Total:						3,421.00
57384	01/06/2010	General Fund	Operating Supplies	Coffee Mill, Inc.	Coffee Supplies	323.00
Check Total:						323.00
57385	01/06/2010	Fire Equipment	Fire Department Vehicles	Compar, Inc.	Panasonic Toughbook	3,530.54
Check Total:						3,530.54
57386	01/06/2010	Community Development	Professional Services	Cunningham Group Architecture,	Zoning Code Update	7,000.00
Check Total:						7,000.00
57387	01/06/2010	General Fund	211403 - Flex Spend Day Care			195.14
57387	01/06/2010	General Fund	211402 - Flex Spending Health			112.29
Check Total:						307.43
57388	01/06/2010	General Fund	Operating Supplies	EMP	Nitrile Gloves	114.94
Check Total:						114.94
57389	01/06/2010	Water Fund	Accounts Payable	FAS-AHM UTILITIES	Refund check	359.93
Check Total:						359.93
57390	01/06/2010	General Fund	Operating Supplies	Glotech Industries, Inc.	Guiding Light Traffic Wands	74.28
57390	01/06/2010	General Fund	209001 - Use Tax Payable	Glotech Industries, Inc.	Sales/Use Tax	-4.78
Check Total:						69.50
57391	01/06/2010	General Fund	Operating Supplies	Language Line Services	Interpreter Service	8.64
57391	01/06/2010	General Fund	Operating Supplies	Language Line Services	Interpreter Service	22.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
57391	01/06/2010	General Fund	Operating Supplies	Language Line Services	Interpreter Service	43.60
					Check Total:	74.83
57392	01/06/2010	P & R Contract Maintenance	Clothing	Mike Lavelle	Reimbursement for Boots	94.00
					Check Total:	94.00
57393	01/06/2010	General Fund	Training	League of MN Cities	Data Practices Class	15.00
					Check Total:	15.00
57394	01/06/2010	General Fund	Contract Maintenance Vehicles	Liberty Tire Recycling, LLC	Tire Recycling	68.77
					Check Total:	68.77
57395	01/06/2010	General Fund	Clothing	Links Print & Promotional Reso	Clothing	203.33
57395	01/06/2010	General Fund	Clothing	Links Print & Promotional Reso	Clothing	66.67
57395	01/06/2010	General Fund	Clothing	Links Print & Promotional Reso	Clothing	40.00
					Check Total:	310.00
57396	01/06/2010	General Fund	Vehicle Supplies	Little Falls Machine, Inc	Cylinder/Nitrided	357.52
					Check Total:	357.52
57397	01/06/2010	Water Fund	Clothing	ROBERT LUGER	Reimbursement for Boots	190.00
					Check Total:	190.00
57398	01/06/2010	Water Fund	Accounts Payable	BARRY COOL & MARY NICKLAW	Refund check	41.97
					Check Total:	41.97
57399	01/06/2010	Water Fund	Accounts Payable	ROBERT MELBYE	Refund check	9.68
					Check Total:	9.68
57400	01/06/2010	Water Fund	State surcharge - Water	MN Dep Pub Health-Water Supply	Service Connection Fee	16,165.53

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						16,165.53
57401	01/06/2010	Workers Compensation	Insurance	MN Dept of Labor and Industry	Special Comp Fund Assessment	1,533.00
Check Total:						1,533.00
57402	01/06/2010	General Fund	Memberships & Subscriptions	MN State Fire Chiefs Associati	Membership Dues	400.00
Check Total:						400.00
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Credit	-2,578.00
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Speed Litmit 30 Signs	492.75
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Stop Signs	1,199.00
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Speed Limit 35 Signs	492.75
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	24X150 DG3	1,310.00
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	9X150	957.00
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Sales Tax	306.04
57403	01/06/2010	General Fund	Operating Supplies	Newman Traffic Signs, Inc.	Sales Tax	2,755.25
Check Total:						4,934.79
57404	01/06/2010	Water Fund	Accounts Payable	NORTHEAST RESIDENCE, INC	Refund check	35.23
Check Total:						35.23
57405	01/06/2010	General Fund	Contract Maint. - City Garage	Overhead Door Co of the Northl	Door Repair	354.45
Check Total:						354.45
57406	01/06/2010	License Center	Office Supplies	Pakor, Inc.	Passport Photo Paper	395.59
57406	01/06/2010	License Center	Use Tax Payable	Pakor, Inc.	Sales/Use Tax	-25.45
Check Total:						370.14
57407	01/06/2010	General Fund	Operating Supplies	Petco Animal Supplies, Inc.	K9 Food	122.09
Check Total:						122.09
57408	01/06/2010	Storm Drainage	Clothing	Nick Picha	Reimbursement for Boots	175.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						175.15
57409	01/06/2010	Storm Drainage	Professional Services	Pipe Services Inc	Televisc Pipe	1,182.50
57409	01/06/2010	Sanitary Sewer	Professional Services	Pipe Services Inc	Televisc Sewer Mainline	23,831.60
57409	01/06/2010	Storm Drainage	Professional Services	Pipe Services Inc	Sanitary Sewer TV Inspection	220.80
57409	01/06/2010	Sanitary Sewer	Other Improvements	Pipe Services Inc	Sanitary Sewer TV Inspection	4,924.36
Check Total:						30,159.26
57410	01/06/2010	General Fund	Operating Supplies	Thomas Pitzl	Water for Personnel	20.00
Check Total:						20.00
57411	01/06/2010	Telephone	St. Anthony Telephone	Qwest	Telephone	274.13
Check Total:						274.13
57412	01/06/2010	General Fund	Professional Services	Ramsey County	911 Dispatch Service Nov 2009	13,232.58
57412	01/06/2010	General Fund	Contract Maintenance	Ramsey County	Fleet Support	304.64
57412	01/06/2010	General Fund	Professional Services	Ramsey County	Fleet Support	497.28
57412	01/06/2010	General Fund	Dispatching Services	Ramsey County	911 Dispatch Service Dec 2009	13,232.58
57412	01/06/2010	General Fund	Professional Services	Ramsey County	Water Patrol Services	1,742.16
Check Total:						29,009.24
57413	01/06/2010	General Fund	Contract Maintenance	Ready Watt Electric-Inc.	Siren Repair	345.00
Check Total:						345.00
57414	01/06/2010	General Fund	Professional Services	Regents of the University of M	K9 Healthcare	697.50
Check Total:						697.50
57415	01/06/2010	General Fund	Miscellaneous	Roseville Bakery	Sheet Cake	58.99
Check Total:						58.99
57416	01/06/2010	General Fund	Professional Services	Brian St. Claire	Blood Work for Fire Department	115.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						115.00
57417	01/06/2010	General Fund	Operating Supplies	State of Minnesota	Ramsey District Court Citations	1,974.00
Check Total:						1,974.00
57418	01/06/2010	Sanitary Sewer	Professional Services	Sheila Stowell	PWET Commission Meeting Minutes	115.00
57418	01/06/2010	Sanitary Sewer	Professional Services	Sheila Stowell	Mileage Reimbursement	4.79
Check Total:						119.79
57419	01/06/2010	General Fund	Operating Supplies	Suburban Ace Hardware	Velcro	6.19
Check Total:						6.19
57420	01/06/2010	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Vehicle Supplies	498.17
Check Total:						498.17
57421	01/06/2010	General Fund	Contract Maintenance Vehicles	Truck Utilities Mfg Co.	Labor, Shop Supplies	277.15
Check Total:						277.15
57422	01/06/2010	Community Development	Transportation	Patrick Trudgeon	Mileage/Parking Reimbursement	37.41
Check Total:						37.41
57423	01/06/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	122.91
57423	01/06/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	245.81
57423	01/06/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	181.69
57423	01/06/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	90.84
57423	01/06/2010	Police - DWI Enforcement	Professional Services	Twin Cities Transport & Recove	Towing Service	90.84
Check Total:						732.09
57424	01/06/2010	General Fund	Operating Supplies	Uniforms Unlimited, Inc.	Flashlight	133.58
57424	01/06/2010	General Fund	Operating Supplies	Uniforms Unlimited, Inc.	Bulb	8.02
Check Total:						141.60

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
57425	01/13/2010	Building Improvements	Skating Center MN Bonding Proj	AIM Electronics Inc.	4th Payment for OVAL Video Msg Displays	19,000.00
Check Total:						19,000.00
57426	01/13/2010	General Fund	210300 - State Income Tax W/H	Discover Bank	Case 62-CV-09-11758	281.16
Check Total:						281.16
57427	01/13/2010	General Fund	211200 - Financial Support	Diversified Collection Service		210.24
Check Total:						210.24
57428	01/13/2010	General Fund	211400 - Medical Ins Employee	Healthpartners	Health Insurance Premium for Jan 2010	81,965.91
57428	01/13/2010	General Fund	211400 - Medical Ins Employee	Healthpartners	Cobra	8,820.42
57428	01/13/2010	General Fund	211400 - Medical Ins Employee	Healthpartners	Employee Portion	5,465.73
Check Total:						96,252.06
57429	01/13/2010	General Fund	210600 - Union Dues Deduction	LELS	Payroll Deduction for 01/12/10 Payroll	1,596.00
Check Total:						1,596.00
57430	01/13/2010	General Fund	210600 - Union Dues Deduction	Local Union 49	Payroll Deduction for 1/12/10 Union Dues	806.00
Check Total:						806.00
57431	01/13/2010	General Fund	211200 - Financial Support	MN Child Support Payment Cntr	Case # 001023511002	292.00
Check Total:						292.00
57432	01/13/2010	Sanitary Sewer	Training	MN Pollution Control	Sewer School- Norby/Miller/Petersen/Thury	1,200.00
Check Total:						1,200.00
57433	01/13/2010	General Fund	211402 - Flex Spending Health	Premier Bank	HSA	1,793.07
57433	01/13/2010	General Fund	211402 - Flex Spending Health	Premier Bank	HSA	3,556.15

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						5,349.22
57434	01/13/2010	General Fund	211200 - Financial Support	Rausch Sturm Israel & Hornik	Case #-CV074555	368.03
Check Total:						368.03
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	110.74
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	183.06
57435	01/13/2010	Information Technology	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	181.49
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	58.45
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	75.37
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	55.18
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	1,307.89
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	183.67
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	268.02
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	200.36
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	49.04
57435	01/13/2010	Telecommunications	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	29.87
57435	01/13/2010	Solid Waste Recycle	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	29.87
57435	01/13/2010	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	187.29
57435	01/13/2010	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	26.99
57435	01/13/2010	P & R Contract Maintenance	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	185.88
57435	01/13/2010	Recreation Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	141.25
57435	01/13/2010	General Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	58.90
57435	01/13/2010	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	165.33
57435	01/13/2010	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	66.25
57435	01/13/2010	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	57.55
57435	01/13/2010	Community Development	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	78.39
57435	01/13/2010	License Center	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	258.09
57435	01/13/2010	Charitable Gambling	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	8.00
57435	01/13/2010	Sanitary Sewer	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	97.50
57435	01/13/2010	Water Fund	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	112.97
57435	01/13/2010	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	31.60
57435	01/13/2010	Golf Course	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	28.08
57435	01/13/2010	Storm Drainage	Employer Insurance	Standard Insurance Company	Life Insurance Premium for Jan 2010	59.08
57435	01/13/2010	General Fund	210500 - Life Ins. Employee	Standard Insurance Company	Life Insurance Premium for Jan 2010	1,908.26
Check Total:						6,204.42
57436	01/13/2010	Sanitary Sewer	Training	MN Pollution Control	Sewer Certification Test Application	64.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	64.00
57478	01/14/2010	General Fund	Vehicle Supplies	Astleford International Trucks	Motor	41.95
					Check Total:	41.95
57479	01/14/2010	General Fund	Contract Maintenance Vehicles	Boyer Trucks Lauderdale	Vehicle Repair	1,002.59
					Check Total:	1,002.59
57480	01/14/2010	Telephone	SmartNet Maint Contracts	CDW Government, Inc.	Smartnet	335.20
57480	01/14/2010	Equipment Replacement	FunRecord Management System	CDW Government, Inc.	Pocketjet 3 Kits	1,377.41
57480	01/14/2010	Equipment Replacement	FunRecord Management System	CDW Government, Inc.	Pocketjet 3 Kits	3,099.16
					Check Total:	4,811.77
57481	01/14/2010	Recreation Fund	Operating Supplies	City of City of Arden Hills	Camp Expenses	44.08
					Check Total:	44.08
57482	01/14/2010	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivable	APS Transaction Fees	1,568.00
					Check Total:	1,568.00
57483	01/14/2010	Recreation Fund	Operating Supplies	City of Shoreview	Camp Expenses	65.02
					Check Total:	65.02
57484	01/14/2010	General Fund	Contract Maintenance Vehicles	Clarey's Safety Equipment Inc	Fuel Tanks	996.22
					Check Total:	996.22
57485	01/14/2010	Recreation Fund	Operating Supplies	Cool Air Mechanical, Inc.	Oil Filters, Camco	965.34
					Check Total:	965.34
57486	01/14/2010	Water Fund	Water Meters	Dakota Supply Group	Meter Supplies	138.85
57486	01/14/2010	Water Fund	Water Meters	Dakota Supply Group	Meter Supplies	145.57
57486	01/14/2010	Water Fund	Water Meters	Dakota Supply Group	Meter Supplies	1,850.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						2,134.58
57487	01/14/2010	Recreation Fund	Operating Supplies	Daktronics Inc	Remote Start/Stop/Horn	85.91
Check Total:						85.91
57488	01/14/2010	General Fund	Vehicle Supplies	EMP	Laerdal Compact Suction Unit, Gloves	1,443.34
Check Total:						1,443.34
57489	01/14/2010	Recreation Fund	Professional Services	Field Day	Photo Buttons	475.00
Check Total:						475.00
57490	01/14/2010	Recreation Fund	Operating Supplies	GCS Service, Inc.	Motor, Gear	136.91
57490	01/14/2010	Recreation Fund	Operating Supplies	GCS Service, Inc.	Control Infinite 120V	83.39
Check Total:						220.30
57491	01/14/2010	Sanitary Sewer	CIPP Sewer Lining	Insituform Technologies USA, I	Sanitary Sewer Lining Project	170,191.20
57491	01/14/2010	Storm Drainage	CIPP Sewer Lining	Insituform Technologies USA, I	Sanitary Sewer Lining Project	27,380.00
Check Total:						197,571.20
57492	01/14/2010	Water Fund	Professional Services	Instrumental Research, Inc.	Dec 2009 Coliform Bacteria Testing	360.00
Check Total:						360.00
57493	01/14/2010	Recreation Fund	Operating Supplies	Steve Johnson	Rock Climbing Supplies Reimbursement	10.76
Check Total:						10.76
57494	01/14/2010	Equipment Replacement	FunRental - Copier Machines	Konica Minolta Business Soluti	Copy Charges	1,606.37
57494	01/14/2010	Equipment Replacement	FunRental - Copier Machines	Konica Minolta Business Soluti	Copy Charges	65.39
Check Total:						1,671.76
57495	01/14/2010	Pathway Maintenance Fund	Contract Maintenance	Kraus Anderson Construction Co	New Sidewalk @ Rainbow Foods	2,953.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						2,953.00
57496	01/14/2010	Recreation Fund	Contract Maintenance	Life Safety Systems	Emergency Service Call	140.00
Check Total:						140.00
57497	01/14/2010	Recreation Fund	Advertising	Lillie Suburban Newspaper Inc	Holiday Craft Fair Advertising	82.50
Check Total:						82.50
57498	01/14/2010	General Fund	Vehicle Supplies	Little Falls Machine, Inc	Tubing, Stib Angle Assembly	198.37
Check Total:						198.37
57499	01/14/2010	Recreation Fund	Professional Services	Michael Miller	Basketball Officials	2,358.00
Check Total:						2,358.00
57500	01/14/2010	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	1,234.64
57500	01/14/2010	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	324.78
57500	01/14/2010	General Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	-295.98
57500	01/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	40.32
57500	01/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	209.36
57500	01/14/2010	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	609.00
57500	01/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	286.00
57500	01/14/2010	Recreation Fund	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	-230.06
57500	01/14/2010	P & R Contract Maintenance	Unemployment Insurance	Mn Dept of Employment & Econ D	4th Quarter Unemployment	3,683.00
Check Total:						5,861.06
57501	01/14/2010	Community Development	Building Surcharge	MN Dept of Labor and Industry	Building Permit Surcharges	1,226.26
57501	01/14/2010	Community Development	Miscellaneous Revenue	MN Dept of Labor and Industry	Building Permit Surcharges-Retention	-25.00
Check Total:						1,201.26
57502	01/14/2010	Recreation Fund	Advertising	The Perfect Wedding Guide	Skating Center Advertising	1,860.00
Check Total:						1,860.00
57503	01/14/2010	Recreation Fund	Advertising	Pioneer Press	Skating Center Advertising	425.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
Check Total:						425.00
57504	01/14/2010	Water Fund	Professional Services	Quality Restoration Services,	Signs, Cones	123.96
57504	01/14/2010	Water Fund	Professional Services	Quality Restoration Services,	Signs, Cones, Sandbags	208.07
57504	01/14/2010	Water Fund	Professional Services	Quality Restoration Services,	Signs, Arrows, Barricades	108.46
Check Total:						440.49
57505	01/14/2010	Telephone	Telephone	Qwest	Telephone	366.49
57505	01/14/2010	Telephone	NSCC Telephone	Qwest	Telephone	410.39
Check Total:						776.88
57506	01/14/2010	Recreation Fund	Professional Services	Regents of the University of M	Raptor Education Program	337.50
Check Total:						337.50
57507	01/14/2010	Recreation Fund	Operating Supplies	Nancy Robbins	Exhibit Items Reimbursement	25.71
57507	01/14/2010	Recreation Fund	Operating Supplies	Nancy Robbins	Holiday Craft Fair Items Reimbursement	97.44
57507	01/14/2010	Recreation Fund	Services	Nancy Robbins	Holiday Craft Fair Items Reimbursement	12.00
Check Total:						135.15
57508	01/14/2010	Recreation Fund	Contract Maintenance	Roto-Rooter Services Company	Auger Service, Toilet Installation	311.97
57508	01/14/2010	Recreation Fund	Contract Maintenance	Roto-Rooter Services Company	Auger Service	199.00
Check Total:						510.97
57509	01/14/2010	Recreation Fund	Operating Supplies	Myra Smisek	Preschool Program Supplies Reimbursement	99.00
Check Total:						99.00
57510	01/14/2010	Recreation Fund	Contract Maintenance	Top Line, Inc.	Oval Light Bulb Changing	1,120.00
Check Total:						1,120.00
57511	01/14/2010	General Fund	Operating Supplies	Twin Cities Transport & Recove	Towing Service	90.84

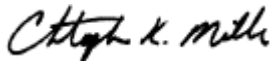
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Description	Amount
					Check Total:	90.84
57512	01/14/2010	Police Forfeiture Fund	Professional Services	Uniforms Unlimited, Inc.	Lapel MIC/CLR	1,570.69
57512	01/14/2010	General Fund	Clothing	Uniforms Unlimited, Inc.	Shirts	49.19
					Check Total:	1,619.88
57513	01/14/2010	Water Fund	Professional Services	Water Conservation Service, In	Locate Leaks	1,124.24
					Check Total:	1,124.24
57514	01/14/2010	Housing & Redevelopment A	Home & Garden Fair Fees	Wessel Design	Home & Garden Show Exhibitor Fee Refund	200.00
					Check Total:	200.00
57515	01/14/2010	Recreation Fund	Professional Services	Youth Enrichment League, Corp.	Lego's Program	1,020.00
					Check Total:	1,020.00
					Report Total:	2,417,439.71

REQUEST FOR COUNCIL ACTION

Date: 1/25/2010
Item No.: 7.b

Department Approval

City Manager Approval



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
Garage	Midway Ford	2010 Blanket P.O. for vehicle repairs	\$ 12,000.00
Garage	Catco Parts & Service	2010 Blanket P.O. for vehicle repairs	6,000.00
Garage	Factory Motor Parts	2010 Blanket P.O. for vehicle repairs	12,000.00
Garage	Suburban Tire	2010 Blanket P.O. for vehicle repairs	24,000.00
Garage	Winter Equipment	2010 Blanket P.O. for vehicle repairs	6,000.00
IT	CDW-G	Cisco switches annual maintenance	22,936.46
IT	Software House Int'l	Microsoft licensing renewal	26,326.51
IT	CDW-G	Radios for in-building wireless	3,669.36

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.

17 **FINANCIAL IMPACTS**

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

19 **STAFF RECOMMENDATION**

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

22 **REQUESTED COUNCIL ACTION**

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

25

26

Prepared by: Chris Miller, Finance Director

Attachments: A: None

27

REQUEST FOR COUNCIL ACTION

Date: January 25, 2010
Item No.: 7.c

Department Approval

City Manager Approval



Item Description: Set Strategic Planning Meeting

BACKGROUND

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. Staff checked Council Members' availability and the best time to meet is Saturday, February 13, from 9:00 to 1:00 p.m.

POLICY OBJECTIVE

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

STAFF RECOMMENDATION

Call a Special Strategic Planning Meeting for Saturday, February 13, from 9:00 to 1:00 p.m. at the Fireside Room at the Roseville Skating Center.

REQUESTED COUNCIL ACTION

Call a Special Strategic Planning Meeting for Saturday, February 13, from 9:00 to 1:00 p.m. at the Fireside Room at the Roseville Skating Center.

Prepared by: William J. Malinen, City Manager



Community Development Department

Memo

To: Roseville City Council
cc: Bill Malinen, City Manager
From: Bryan Lloyd, Associate Planner
Date: January 20, 2010
Re: Clearwire/Acorn Park

- 1 Community Development staff has received a request from Clearwire, a current applicant for
- 2 approval of a telecommunication tower as a CONDITIONAL USE in Acorn Park, to extend the
- 3 final action timeline for an additional 60 days. The submitted letter indicates that the
- 4 additional time will allow further exploration of an alternate location within Acorn Park and
- 5 the surrounding area. It will also allow the Park Master Plan process to further evaluate the
- 6 impact of a communication site within the park boundaries.

- 7 The previous deadline for final action on the CONDITIONAL USE proposal was February 6,
- 8 2010; with the current extension, the action period will expire on April 7, 2010.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

DATE: 1/25/2010

ITEM NO: 7.e

Department Approval



City Manager Approval



Item Description: Request by Complete Building Maintenance for approval of outdoor storage of vehicles, equipment, and landscaping equipment as a CONDITIONAL USE at 2931 Partridge Rd. (PF10-003)

1.0 REQUESTED ACTION

Complete Building Maintenance seeks approval of the outdoor storage of buses, automobiles, heavy equipment, and bulk supplies for landscaping and snow removal as a CONDITIONAL USE at 2931 Partridge Road.

Project Review History

- Application submitted: December 4, 2009; determined complete: December 21, 2009
- Sixty-day review deadline: February 10, 2010;
- Project report prepared: January 13, 2010
- Planning Commission recommendation (5-0 to approve): January 6, 2010
- Anticipated City Council action: January 25, 2010

2.0 SUMMARY OF RECOMMENDATION

Planning Division staff concurs with the recommendation of the Planning Commission to approve the proposed CONDITIONAL USE; see Section 8 of this report for the detailed recommendation.

3.0 SUMMARY OF SUGGESTED ACTION

Adopt a resolution approving the proposed CONDITIONAL USE, pursuant to §1007 (Industrial Districts) and §1013 (Conditional Uses) of the City Code; see Section 9 of this report for the detailed action.

4.0 BACKGROUND

- 4.1 The property at 2931 Partridge Road has a Comprehensive Plan designation of Industrial (I) and a zoning classification of General Industrial District (I-2).
- 4.2 A Special Use Permit (SUP) – essentially a precursor to the CONDITIONAL USE – was approved for the property in 1971 to allow commercial automobile leasing. Another SUP was approved in 1991 to allow the previous vehicle emissions testing use, in addition to a variance allowing the now-existing parking area to encroach into the required front yard to avoid the multitude of easements throughout the middle and rear of the property.
- 4.3 This request for CONDITIONAL USE approval has been prompted by the desire to occupy part of the currently-vacant building with a bus company and part of the building with a commercial landscaping and snow removal company.

5.0 STAFF COMMENTS

- 5.1 The proposed CONDITIONAL USE includes the outdoor storage of buses as well as trucks, trailers, skid-steer loaders, plow blades, etc. used in the landscaping/snow removal operations, bulk landscape-material supply bins, and heavy equipment (e.g., loaders for moving landscape materials from the bins onto the trucks). Although Planning Division staff is uncertain how the 14 buses shown in the site plan would maneuver on the site when as many bus drivers along with additional property maintenance workers and office employees have parked their personal vehicles on the property, staff does not believe that a definite site plan is necessary for approval of the proposed CONDITIONAL USE.
- 5.2 Section 1007.015 (Industrial District Uses) of the City Code allows outdoor storage of materials and equipment as a CONDITIONAL USE in an I-2 district, as long as the storage area is screened by a “solid opaque wall or fence no less than 8 feet in height” as specified in §1007.03B (Storage). Screening is not shown on the proposed site plan (included with this staff report as Attachment D), but the site photos (in Attachment C) illustrate a similar fence on a nearby property to the north. Section 1013.02B (Fences in Front Yards), however, prohibits fences taller than 4 feet in a front yard, so the existing fence extending in front of the building would need to be shortened or removed to comply with this requirement. Because the screening of outdoor storage and front-yard fence height are the subjects of requirements in the City Code there is no need to add specific conditions to an approval of the CONDITIONAL USE request.
- 5.3 Planning Division staff believes that the bins of bulk landscaping/snow-removal materials would be inappropriate in the front yard and recommends that they be kept behind the building along with as many buses as can be accommodated, leaving the front of the building for some employee parking and/or storage of motor vehicles similar to what is indicated on the site plan. Planning staff further recommends that parking spaces be identified in the paved area in front of the building to ensure safe circulation as required by the zoning requirements for parking area.
- 5.4 Both of the previous land uses (i.e., the commercial vehicle leasing and emissions testing) which were allowed by special approval by the Planning Commission and City Council would be considered *permitted* uses under the current City Code requirements, so there is no reason to address those uses in conjunction with this request. The 1991 variance was approved by motion (rather than by resolution), however, and does not appear to have been recorded against the property; Planning Division staff recommends

encompassing the reduced setback in the resolution pertaining to the current
CONDITIONAL USE proposal so that it would be filed at the Ramsey County Recorder's
office.

6.0 REVIEW OF CONDITIONAL USE CRITERIA

Section 1013.01 (Conditional Uses) of the City Code requires the City Council to
consider the following criteria when reviewing a CONDITIONAL USE application:

- Impact on traffic;
- Impact on parks, streets, and other public facilities;
- Compatibility of the site plan, internal traffic circulation, landscaping, and structures with contiguous properties;
- Impact of the use on the market value of contiguous properties;
- Impact on the general public health, safety, and welfare; and
- Compatibility with the City's Comprehensive Plan.

6.1 Impact on traffic: Planning Division staff has been unable to find reliable information pertaining to the level of traffic that could be expected from a small bus company/property maintenance yard, but anticipates that the number of trips would be comparable to the traffic generated by the previous emissions testing facility or other permitted uses.

6.2 Impact on parks, streets and other public facilities: There are no parks in the vicinity of the subject property and Planning Division staff believes that the bus and truck traffic will be comparatively light weight relative to other industrial-type vehicles like dump trucks, semis, and the like. For this reason, the proposed conditional use is not expected to have significant impacts on parks, streets, or other public facilities.

6.3 Compatibility ... with contiguous properties: With only one entrance to the site from Partridge Road and no direct access to the neighboring properties, the site plan and internal circulation for this property will not affect contiguous properties.

6.4 Impact of the use on the market value of contiguous properties: When a property is assigned Zoning and Comprehensive Plan land use designations, careful consideration is given to protecting the value of surrounding properties. In light of this, and because the proposed outdoor storage is among the uses that are allowed (conditionally or otherwise) in the I-2 District and is consistent with the "industrial" designation of the Comprehensive Plan, the Planning Division has determined that the proposed outdoor storage use will not have a significant impact on the market value of the contiguous industrial and business properties.

6.5 Impact on the general public health, safety, and welfare: Planning Division staff has determined that the proposed outdoor storage would have no discernable impact on the general public health, safety, and welfare since the on-site activities (e.g., loading and unloading of job-site vehicles, regular maintenance of vehicles and equipment, dispatching, etc.) are very limited and of a somewhat similar nature to the activities on the neighboring properties to the north.

6.6 Compatibility with the City's Comprehensive Plan: Screened outdoor storage of materials and heavy equipment is a conditionally permitted use in the I-2 District and is compatible with the industrial designation of the Comprehensive Plan.

7.0 PUBLIC HEARING

7.1 The duly-noticed public for this request was held by the Planning Commission on January 6, 2010. Prior to the public hearing, Planning Division staff received communication from the owner of the Carlson-LaVine property just to the north of the subject site; the property owner encouraged the City to require screening around the area to be used for outdoor storage, similar to what was required for the Carlson-LaVine property. The outdoor storage use on the Carlson-LaVine property dates to 2001 when this was still a *permitted* use – provided it was screened by an 8-foot opaque wall/fence; not until 2005 did outdoor storage become a *conditional use*, although it still requires 8-foot screening.

7.2 Only the applicant was present at the public hearing to address the Planning Commission, and the applicant advocated for allowing the bulk storage bins to be located in the front yard and for delaying the requirement to install screen fencing until more properties in the area were required to meet the same standards. After discussing the issues, the Planning Commission voted unanimously (i.e., 5-0) to recommend approval of the proposed CONDITIONAL USE with the conditions identified below. At the time this report was prepared, draft minutes of the public hearing were not yet available.

7.3 Since the public hearing, the applicant has become amenable to relocating the bulk material bins behind the building and immediately installing the required screening. The applicant has also clarified that the so-called “road salt” to be stored on the property for snow removal operations would be of the same variety that is available at hardware stores for residential use. Additionally, the salt would be covered at all times and is not expected to be stored on the property in quantities larger than about 30 cubic yards.

8.0 RECOMMENDATION

Based on the recommendation of the Planning Commission and the comments and findings outlined in Sections 5 - 7 of this report, the Planning Division recommends approval of the proposed CONDITIONAL USE pursuant to §1007.015 and §1013.01 of the Roseville City Code subject to the following conditions:

- a. Buses, bulk supply bins or piles, heavy equipment, trailers, and trucks larger than a “one-ton” size shall be stored behind the building on the paved areas not less than 5 feet from the side and rear property lines; and
- b. The applicant shall work with staff to arrange the parking in the paved area in front of the building in a way that meets the zoning requirements for parking area circulation and shall re-stripe this area to clearly indicate spaces for parking/storing vehicles up to a “one-ton” size.

9.0 SUGGESTED ACTION

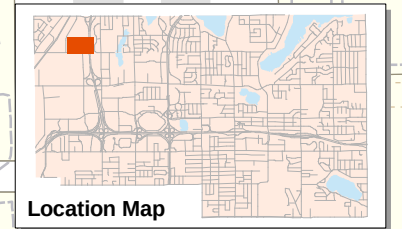
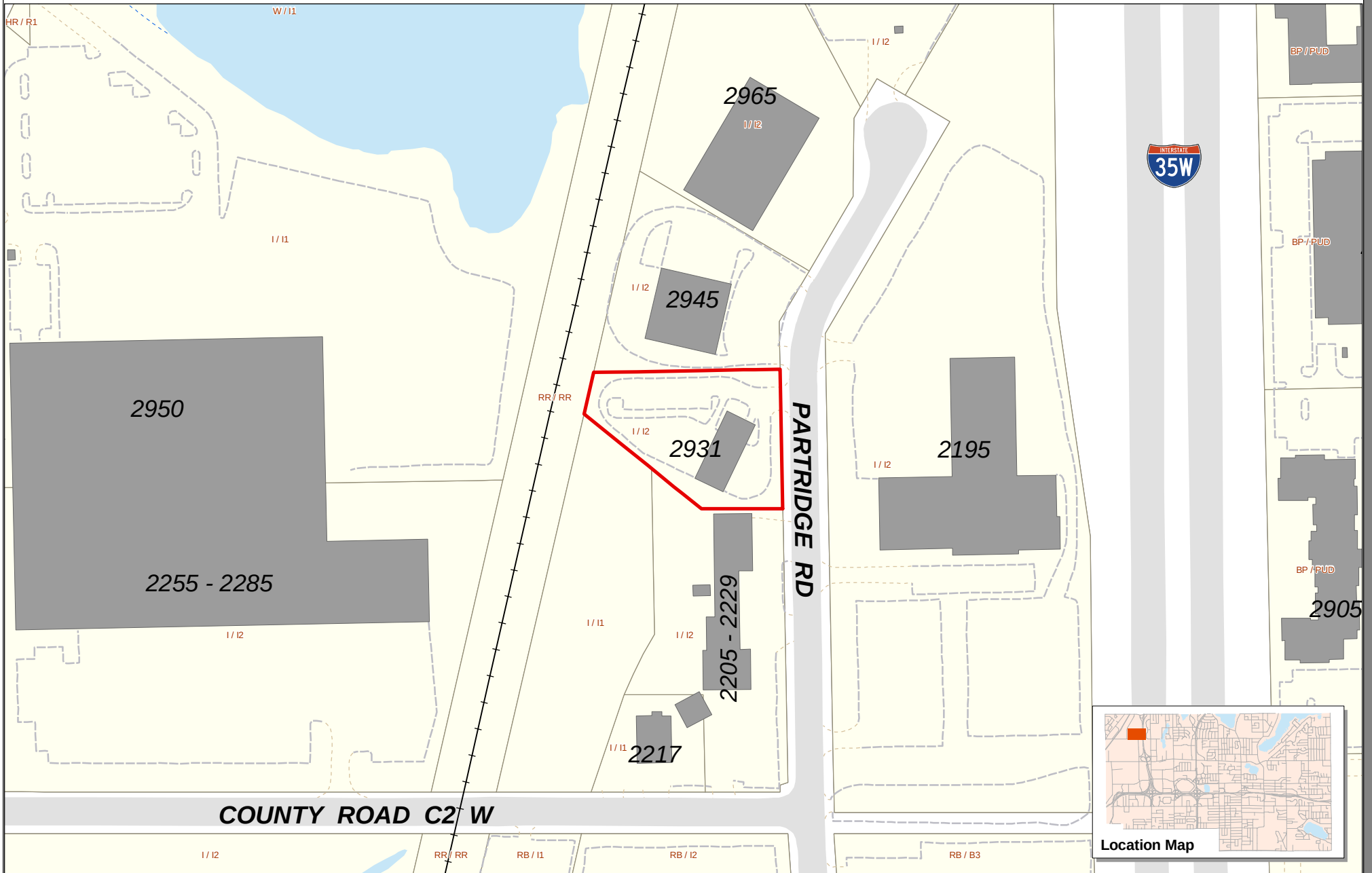
Adopt a resolution approving the proposed CONDITIONAL USE allowing outdoor storage of equipment and materials at 2931 Partridge Road and addressing the previously-approved variance to the required parking area setback, based on the comments and findings of Sections 5 - 7, and the conditions of Section 8 of this report.

Prepared by: Associate Planner Bryan Lloyd

Attachments: A: Area map
B: Aerial photo
C: Site photos

D: Proposed site plan
E: Draft resolution

Attachment A: Location Map for Planning File 10-003



Prepared by:
Community Development Department
Printed: December 21, 2009



Site Location

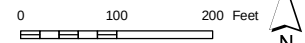
LR / R1 Comp Plan / Zoning
Designations

Data Sources

* Ramsey County GIS Base Map (12/1/2009)
For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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



mapdoc: planning_commission_location.mxd

Attachment B: Aerial Map of Planning File 10-003



Prepared by:
Community Development Department
Printed: December 21, 2009



Site Location

Data Sources

* Ramsey County GIS Base Map (12/1/2009)

* Aerial Data: Pictometry (4/2008)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

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0 50 100 Feet



View of front (i.e., eastern side) from Partridge Road



View of north side of property from Partridge Road



View of nearby screen fence





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SOURCES: City of Roseville and Ramsey County, The Lawrence Group, December 1, 2009 for City of Roseville data and Ramsey County property records data, December 2009 for commercial and residential data, April

**EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 25th day of January 2010 at 6:00 p.m.

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

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

RESOLUTION NO. _____
**A RESOLUTION APPROVING OUTDOOR STORAGE OF BUSES AND THE
VEHICLES, EQUIPMENT, AND SUPPLIES ASSOCIATED WITH LANDSCAPING
AND SNOW REMOVAL AT 2931 PARTRIDGE ROAD AS CONDITIONAL USE IN
ACCORDANCE WITH §1014.01 OF THE ROSEVILLE CITY CODE FOR COMPLETE
BUILDING MAINTENANCE (PF10-003)**

WHEREAS, the property at 2931 Partridge Road is owned by Jacob Holding of Roseville LLC, which holding company supports the application by Complete Building Maintenance; and

WHEREAS, the subject property is legally described as:

**Partridge Industrial Park Lot 1 Block 1
PIN: 05-29-23-13-0005**

WHEREAS, the property owner seeks to allow the outdoor storage of buses and the vehicles, equipment, and supplies associated with landscaping and snow removal; and

WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed CONDITIONAL USE on January 6, 2010, voting 5-0 to recommend approval of the use based on the comments and findings of the staff report prepared for said public hearing; and

WHEREAS, the Roseville City Council has determined that approval of the proposed CONDITIONAL USE will not result in adverse impacts on the criteria considered in review of requests for CONDITIONAL USE approval;

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to APPROVE the proposed outdoor storage at 2931 Partridge Road as a CONDITIONAL USE in accordance with Section §1014.01 of the Roseville City Code, subject to the following conditions:

- a.** Buses, bulk supply bins or piles, heavy equipment, trailers, and trucks larger than a “one-ton” size shall be stored behind the building on the paved areas not less than 5 feet from the side and rear property lines; and
- b.** The applicant shall work with staff to arrange the parking in the paved area in front of the building in a way that meets the zoning requirements for parking area

33 circulation and shall re-stripe this area to clearly indicate spaces for parking/
34 storing vehicles up to a “one-ton” size.

35 AND BE IT FURTHER RESOLVED, by the Roseville City Council, that the reduced
36 front parking area setback approved by motion of the City Council on April 22, 1991 and
37 represented in Exhibit A be recorded against the property with this resolution:

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

41 WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Boater’s Outlet, 1705 County Road C (PF09-025)

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

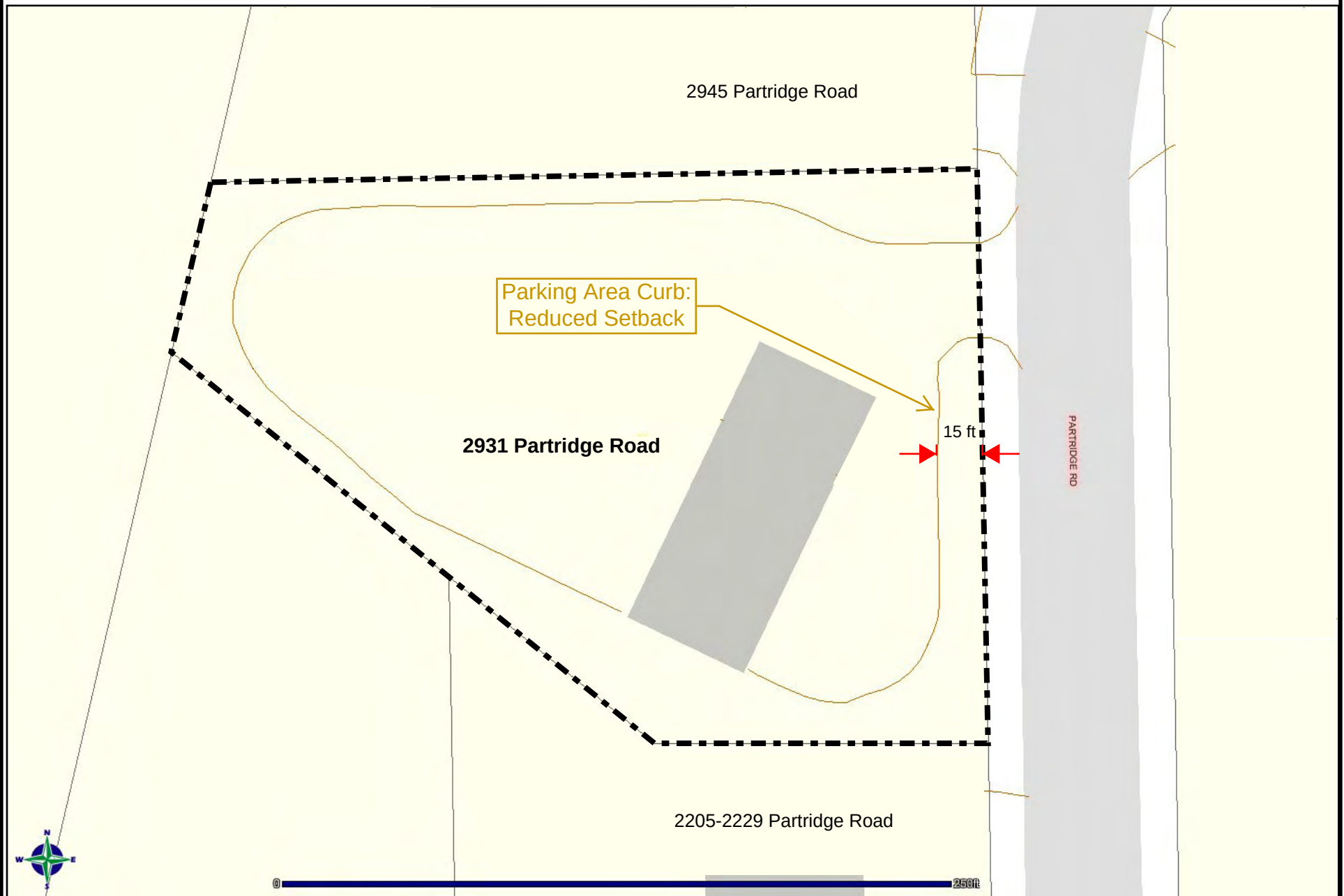
I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of January 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 25th day of January 2010.

William J. Malinen, City Manager

(SEAL)

Exhibit A



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: City of Roseville and Ramsey County, The Lawrence Group; December 1, 2009 for City of Roseville data and Ramsey County property records data, December 2009 for commercial and residential data, April

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/25/10

Item No.: 7.f

Department Approval



City Manager Approval



Item Description: Consider Grass Lake Watershed Management Organization Board Appointments

BACKGROUND

The Grass Lake Watershed Management Organization (GLWMO) is a joint powers organization that manages water resources in the northeastern portion of Roseville and southern Shoreview and has been in existence since 1983. This watershed includes lakes Owasso, Snail, and Bennett as well as many other smaller water bodies and wetlands. A five-member board appointed by the Roseville and Shoreview City Councils governs the GLWMO. Board members serve three-year terms – with two members from Roseville and two from Shoreview. Appointment of the fifth member is rotated between the two cities. For 2010 the fifth member is represented by Shoreview.

Doug Root's term expired at the end of 2009 and has stated he is not interested in returning to the Board. Mr. Root served for two terms on the Board. Dan Kelsey was appointed to the Board by the Roseville City Council in January of 2009 filling the last year of the unexpired term of Jim Stark. He has stated he is not seeking reappointment due to other time commitment conflicts.

Staff recently advertised for the vacancies as required by state statute and the Joint Powers Agreement. The City Manager's Office received two applications for these seats on the Board. Applications were submitted by Joan Manzara and Jeff Boldt. A copy of their applications is attached. The bylaws of the organization give authority to each City Council to determine the qualification for appointment.

The following table shows proposed 2010 Board makeup.

Member Name	Residence	Appointed By
To be appointed	Roseville	Roseville
To be appointed	Roseville	Roseville
Charles Westerberg	Shoreview	Shoreview
Leonard Ferrington	Shoreview	Shoreview
Karen Eckman	Shoreview	Shoreview

POLICY OBJECTIVE

The appointment of GLWMO board members is governed by the Joint Powers Agreement and State Statute. The Agreement gives each City Council the discretion to determine the qualifications of their appointed members.

27 **FINANCIAL IMPACTS**

28 The appointment of new board members does not have a direct financial impact to the City.
29 GLWMO's annual budget is equally supported by Roseville and Shoreview through their Storm
30 Water Utility funds.

31 **STAFF RECOMMENDATION**

32 Staff is recommending that the City Council appoint the two applicants to fill the vacancies on
33 the GLWMO Board to three year terms to expire at the end of 2012. The appointees will be
34 eligible for reappointment at that time to an additional term.

35 **REQUESTED COUNCIL ACTION**

36 Motion appointing Joan Manzara and Jeff Boldt to the Grass Lake Watershed Management
37 Organization Board for three year terms to expire on December 31, 2012.

Prepared by: Duane Schwartz, Public Works Director

Attachments: A: Board Application- Joan Manzara

B: Board Application- Jeff Boldt

From: support@civicplus.com
Sent: Thursday, December 31, 2009 10:09 AM
To: Carolyn Curti; Margaret Driscoll
Subject: GLWMO App/Manzara Online Form Submittal: Commission Application

Follow Up Flag: Follow up
Flag Status: Red

The following form was submitted via your website: Commission Application

Please check commission applying for: Grass Lake Water Management Organization

If other, please list name:

Name:: Joan Manzara

Address:: 2113 Alameda Street

City, State, Zip: Roseville, MN 55113

Work Experience: Older to newer:
3M lab technician (4 years),
Medtox Labs Customer Service representative (1 year),
Industrial health Services Client Representative (1 year),
U of Mn Environmental Health Sciences Chemistry Lab manager (5 years) - this position involved working with MPCA, DNR and EPA testing environmental samples for contaminants.

Education:: BS in biochemistry U of MN 2008
Currently in graduate school for Industrial Hygiene, MPH in the U of MN School of Public Health, Environmental Health Sciences Division

Civic and Volunteer Activities (Past and Present):: Bird banding at Crosby Farm Regional Park (1997)
Loaves and Fishes participant at Dorothy Day Center in St Paul (past and current)

Please state your reasons for wanting to serve on the Commission/Committee/Task Force:: The need for water quality maintenance is important to both Roseville and Shoreview. I moved to Roseville in 2005 and hope to live here for many years. I have some knowledge of water contamination issues from my job experience and my education. I would like to put that to good use within the community.

I feel storm water management and wetland conservation are vital and need a long term viewpoint. I feel I can communicate well with others and I can bring energy and enthusiasm to the board. I have a practical understanding of the difficulties of implementing best management practices within a community as well as an analytical understanding of risks to water quality from contamination and physical deterioration of shorelines. I really enjoy communicating scientific information to people in the most accessible format. I think I can put these skills to good use for the support of the board and our cities.

What is your view of the role of this Commission/ Committee/Task Force?: I view the GLWMO as a centralized resource for the cities of Shoreview and Roseville to coordinate the management of the Grass Lake Area natural resources in an effective and efficient manner while meeting state and local regulations. This includes but is not limited to storm water management, water quality review and improvement, community outreach and communication, and coordination with Ramsey County Conservation district. GLWMO has a need to implement effective short term use of resources as well as to establish long term management goals.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment you are seeking.: I would appreciate the chance to be considered for board membership on the GLWMO board. I can commit to quarterly meetings (and more if needed). I am comfortable reading and reviewing grant applications and assessment reports. I am comfortable with and supportive of on-line communication formats and would be able to advocate for their use within the scope of board needs. I can bring analytical and practical skills to the table with an enthusiasm for conservation and a respect for community needs. Thank you for your time considering my application, I appreciate the opportunity.

I understand that all information provided in this application, except my telephone number, fax number and email address, may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

I understand that the City will not publish my phone or fax numbers or email address without my authorization and do hereby allow the City to publish (check all that apply).: not checked

Daytime Phone:

Evening Phone:

Cell Phone:

Home Phone (if different):

Work Phone (if different):

Home Fax:

Work Fax:

Home Email:

Work Email:

Student Application: No

If yes, please list your grade:

May we contact you using your work email or fax?: Yes

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 12/31/2009 10:09:11 AM

Submitted from IP Address:

Form Address: <http://www.cityofroseville.com/forms.aspx?FID=237>

From: support@civicplus.com
Sent: Saturday, January 09, 2010 9:54 AM
To: Carolyn Curti; Margaret Driscoll
Subject: Online Form Submittal: Commission Application

The following form was submitted via your website: Commission Application

Please check commission applying for: Grass Lake Water Management Organization

If other, please list name:

Name:: Jeff Boldt

Address:: 1900 Lexington Ave N. #9

City, State, Zip: Roseville, MN 55113

Work Experience: State of Minnesota 1992 - present

Education:: HS Diploma - St.Paul, Mn.
College credits - St.Paul College, Century College.

Civic and Volunteer Activities (Past and Present):: City of Roseville HRA 2002-2003

3M PGA Golf tournament volunteer 2002 - 2008

WCHA Men's Hockey tournament hospitality committee member 2004 -2009.

State of Minnesota volunteer: Health/Wellness committee member; purchasing contracts team member for printing/copier contracts and state conference policy development.

Please state your reasons for wanting to serve on the Commission/Committee/Task Force:: Be an involved community member and strong interest in parks and water areas of Roseville and surrounding areas. Learn more in this area and help with any knowledge and skills that I maybe able to offer.

What is your view of the role of this Commission/ Committee/Task Force?: Storm water management within this area and city of Roseville; how it affects the environment and properties.

Any further information you would like the City Council to consider or that you feel is relevant to the appointment you are seeking.:

I understand that all information provided in this application, except my telephone number, fax number and email address, may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.: Yes

I understand that the City will not publish my phone or fax numbers or email address without my authorization and do hereby allow the City to publish (check all that apply).: Home telephone number,Work telephone number,Home email address,Work email address

Daytime Phone: 651-259-3677 (w)

Evening Phone: 651-484-3813 (h)

Cell Phone:

Home Phone (if different):

Work Phone (if different):

Home Fax:

Work Fax:

Home Email: jboldt@usfamily.net

Work Email: jeff.boldt@state.mn.us

Student Application: No

If yes, please list your grade:

May we contact you using your work email or fax?: Yes

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true. : Yes

Additional Information:

Form submitted on: 1/9/2010 9:53:36 AM

Submitted from IP Address:

Form Address: <http://www.cityofroseville.com/forms.aspx?FID=237>

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/25/10
Item No.: 7.g

Department Approval



City Manager Approval



Item Description: Resolution of Support for a Statewide Complete Streets Policy

BACKGROUND

The Mayor was recently contacted by the Urban Land Institute seeking support for Complete Streets legislation this session. They provided the following background on this topic and is requesting cities adopt resolutions of support and send them on to the Legislature.

- Complete Streets is a flexible transportation planning and design process that considers the safety and accessibility needs of all users. Complete Streets is not a prescriptive roadway design. Individual “complete” street designs vary based on context, including topography, road function, the speed of traffic, pedestrian and bicycle demand, local land use, and other factors.
- State Senator Tony Lourey (Kerrick) and State Representative Mike Obermueller (Eagan) will introduce Complete Streets legislation during the 2010 legislative session.
- The Minnesota Department of Transportation (Mn/DOT) is working to create a partnership of state agencies, local governments, and other stakeholders to develop and implement a Mn/DOT policy on Complete Streets.
- In December 2009, Mn/DOT released a legislatively mandated Complete Streets Report, which includes a recommendation for Mn/DOT to work in partnership with representatives of relevant stakeholders to develop a Complete Streets policy. The report also articulates the important connection between Complete Streets and Context-Sensitive Solutions, which together support building roads that better fit local needs and contexts and help save money.
- Mn/DOT Commissioner Thomas Sorel has spoken publicly about the benefits of Complete Streets and his commitment to taking a leadership role on implementation of a Complete Streets policy.
- Between 1999 and 2008, 417 pedestrians and 84 bicyclists were killed and more than 10,000 pedestrians and more than 9,000 bicyclists were injured on Minnesota’s roads.

- Complete Streets is a national movement with policies adopted by 12 states and more than 100 cities and counties, including Rochester, Hennepin County, St. Paul, and Albert Lea.
- The Centers for Disease Control and Prevention, Minnesota Department of Health, Blue Cross and Blue Shield of Minnesota, American Heart Association, HealthPartners, and other public health officials in Minnesota and across the country have called for Complete Streets as an important public health tool in fighting the obesity epidemic by supporting exercise as a part of daily life.
- The Complete Streets concept is also supported by AARP, Urban Land Institute of Minnesota, Minnesota Consortium for Citizens with Disabilities, Minnesota Environmental Partnership, and many other transportation, planning, and public health professionals. The Minnesota Complete Streets Coalition has more than 45 member organizations that support the concept of Complete Streets and a state Complete Streets policy.

Roseville Public Works staff supports the Complete Streets effort and has been attending workshops and educating ourselves in this area for a number of years. This has resulted in consideration, design and implementation of many Complete Streets concepts on numerous projects in Roseville including Twin Lakes Phase I Improvements, Co. Rd C reconstruction, West Owasso Blvd, Josephine Road, Roselawn Ave. etc. We have also pushed hard for pedestrian and bicycle facilities as a part of the Rice St. interchange project design as well as aesthetic improvements for example bridge lighting, power line undergrounding, trees, and concrete treatments. Innovative stormwater management practices integrated in the design of Complete Streets is encouraged as well. We are happy to see MnDot beginning to embrace the concept at the highest levels.

We have attached a draft resolution for consideration by the City Council.

FINANCIAL IMPACTS

Many complete street elements have additional upfront costs but have added future benefits to offset some those costs. The theory is that complete streets are more sustainable in the long term and have environmental benefits.

STAFF RECOMMENDATION

Staff recommends the City Council adopt a resolution supporting a statewide Complete Streets policy.

REQUESTED COUNCIL ACTION

Motion to approve the attached resolution supporting a statewide Complete Streets policy.

Prepared by: Duane Schwartz, Public Works Director

Attachments: A: Resolution

**EXTRACT OF MINUTES OF MEETING
OF CITY COUNCIL
OF CITY OF ROSEVILLE
RAMSEY COUNTY, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, Minnesota, was held in the City Hall in said City on Monday, January 25, 2010, at 6:00 o'clock p.m.

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

Councilmember introduced the following resolution and moved its adoption:

**RESOLUTION
RESOLUTION OF SUPPORT FOR A
STATEWIDE COMPLETE STREETS POLICY
AND A MNDOT-LED COMPLETE STREETS PARTNERSHIP
WITH LOCAL GOVERNMENTS**

WHEREAS, the “Complete Streets” concept promotes streets that are safe and convenient for all users, including pedestrians, bicyclists, transit riders, and motor vehicle drivers of all ages and abilities; and

WHEREAS, the October 2009 public draft of the Minnesota Department of Transportation Complete Streets Report includes the recommendation: “Mn/DOT should build on existing Context Sensitive Solution practices and develop and implement a statewide Complete Streets policy...”; and

WHEREAS, the Roseville City Council recognizes the importance of complete streets, as referenced in its 2009 Comprehensive Plan update;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the City of Roseville encourages the Minnesota legislature, with input and guidance from the Minnesota Department of Transportation, to authorize the development of a statewide Complete Streets program, that clearly defines Complete Streets as a context-sensitive approach for design of transportation corridors, that reasonably addresses the safety and accessibility needs of all transportation users and integrates multiple transportation modes, where appropriate.

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

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of said City held on the 25th day of January, 2010, with the original thereof on file in my office, and the same is a full, true and complete transcript.

Adopted by the Council this 25th day of January, 2010.

(SEAL)

City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/25/10
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Update on the Undergrounding of Overhead Powerlines as a part of the Rice Street Interchange Project

BACKGROUND

The City Council authorized staff to continue to pursue the undergrounding of the overhead electric lines within the Rice St. Interchange project area. As part of the city Council discussion on this item on January 11, 2010, the Council asked for an update at the January 25, 2010 meeting.

The Little Canada City Council did support pursuing the undergrounding as a part of this project at their January 13, 2010 work session. They are in agreement in concept of the sharing of these costs equally between the two cities. They are exploring the financing options for their share of the project costs.

Some Roseville Council members questioned whether burial of the overhead lines crossing Rice Street at County Roads B and B-2 is feasible as a part of this project. We have a meeting scheduled for January 25th with Xcel Energy to discuss this and other next steps for this project. We will be discussing scheduling of the undergrounding as it relates to the overall project phasing.

We will provide future updates on this project as we gain additional information and for future Council Action on this project.

REQUESTED COUNCIL ACTION

Receive Update.

Prepared by: Duane Schwartz, Public Works Director

REQUEST FOR COUNCIL ACTION

Date: January 25, 2010
Item No.: 10.a

Department Approval

City Manager Approval



Item Description: Discussion of Legislative Agenda

1 **BACKGROUND**

2 Representative Mindy Greiling (54A) and Representative Bev Scalze (54B) will attend the
3 January 25, 2010 City Council meeting to discuss issues that may or will be considered during
4 the 2010 legislative session.

5 **POLICY OBJECTIVE**

6 To help the City get a better understanding of possible legislative actions that could affect the
7 City, and let Roseville's legislative delegation know of Roseville's needs and concerns.

8 **FINANCIAL IMPACTS**

9 None

10 **STAFF RECOMMENDATION**

11 Discuss policy concerns and possible legislative action with Roseville's legislative delegation.

12 **REQUESTED COUNCIL ACTION**

13 Discuss policy concerns and possible legislative action with Roseville's legislative delegation.

Prepared by: William J. Malinen, City Manager

Date: 1/25/10

Item: 10.b

Home & Garden Fair

No Attachment

REQUEST FOR COUNCIL ACTION

Date: 01-25-2010
Item No.: 10.c

Department Approval

City Manager Approval

PT/DM



Item Description: **Receive Annual Reports for Community Development's Land Use Code Enforcement and Neighborhood Enhancement Program Activities in 2009**

BACKGROUND

- The Community Development Department is responsible for enforcement of the public nuisance provisions of the City Code. It accomplishes this through two separate programs: Land Use Code Enforcement and the Neighborhood Enhancement Program.
- Land Use Enforcement primarily addresses City Code public nuisance violations reported to staff by the public, such as: junk/debris, outside storage, long grass, junk vehicles, building maintenance, illegal signs, noise, etc:
 - This program is funded from Community Development Department revenue.
 - Land Use Enforcement's 2009 Year End Report is attached.
- The Neighborhood Enhancement Program is a more proactive type program that initiates neighborhood inspections (from the street) for similar public nuisance violations in an attempt to discover and resolve them before they become large enough to negatively impact neighborhoods and property values:
 - This program is funded by Roseville's Housing Redevelopment Authority.
 - The Neighborhood Enhancement Program's 2009 Year End report is attached.
- Council has requested a specific report on the status of Abatement and Court Citation cases initiated in 2009:
 - The 2009 Abatement and Court Citation Cases Status Report is attached.

POLICY OBJECTIVE

- The City goals within Roseville's Comprehensive Plan are to protect and improve property values (Goal 3, 4, and 5; page 6 and, Section 3) and to adhere to performance standards which protect the integrity of the housing units and the neighborhood (Policy 6, page 8, Section 3).

REQUESTED COUNCIL ACTION

- RECEIVE THE REPORTS

Prepared by: Don Munson, Codes Coordinator

Attachments: A: Land Use Enforcement's 2009 Year End Report
B: Neighborhood Enhancement Program's 2009 Year End Report
C: 2009 Abatement and Court Citation Cases Status Report

Land-Use Code Enforcement Program 2009 Year End Report



Background:

- The Community Development Department is responsible for enforcement of most of the public nuisance provisions of the City Code.
- Land-use enforcement primarily addresses public nuisance violations reported to staff by the public, such as: junk/debris, outside storage, long grass, junk vehicles, building maintenance, illegal signs, noise complaints, un-shoveled public sidewalks, etc.
- Program is funded by Community Development Department revenue.

Goals of the Program:

- Greater public awareness and compliance with city codes and ordinances through education, cooperation and enforcement.
- Enhanced property values and livability of neighborhoods.
- Minimize negative effects of public nuisance violations upon surrounding neighborhoods.
- Maintenance of the city's tax base.

Case files per year:

- | | |
|--------------|------------|
| • 2004 – 449 | 2007 - 425 |
| • 2005 – 380 | 2008 - 730 |
| • 2006 – 474 | 2009 - 736 |

Public Nuisance Violations (2009):

- Types of violations:
 - 21% - Grass over 8".
 - 9% - Junk/Debris.
 - 18% - Outside Storage.
 - 42% - Residential.
 - 8% - Commercial.
 - 8% - Junk vehicles.
 - 1% - Signs
- Resolution of cases:
 - 625 - 85% of cases resolved within 20 days.
 - 653 - 89% of cases resolved within 40 days.
 - 679 - 92% of cases resolved within 60 days.
 - 716 - 97% of the 736 opened cases were resolved in 2009.
 - 37 – 5% of cases pending resolution.

Expenses:

- 2009 – Staffing, vehicle, gas, office, postage - approx. \$125,000.00.

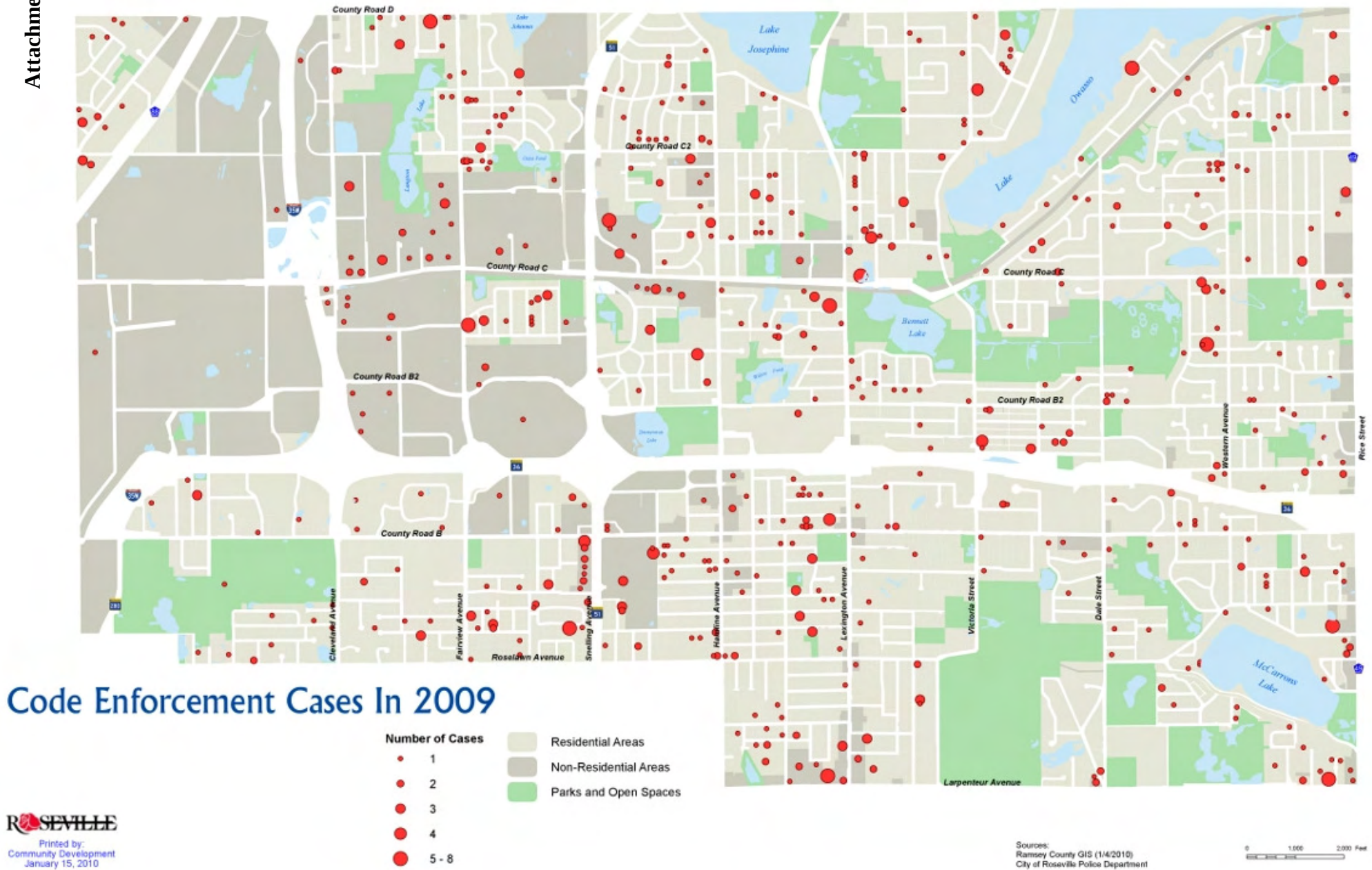
Attachment A

- Observations:**

- ## 2009 Code Enforcement Report

Land Use Cases Ending December 31, 2009

Case Counts by Month													
Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Business	17	12	7	11	8	13	10	15	14	6	3	14	130
Cars	2	1	1	8	6	12	11	3	2	5	1	7	59
Debris	0	2	9	18	6	10	5	1	4	1	5	6	67
Residential	5	5	18	25	40	56	34	33	25	28	28	15	312
Signs	3	1	2	0	0	2	1	1	0	0	0	0	10
Weeds	0	0	0	0	31	56	35	19	14	3	0	0	158
TOTAL	27	21	37	62	91	149	96	72	59	43	37	42	736
Cases Opened/Closed by Month													
Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Opened	27	21	37	62	91	149	96	72	59	43	37	42	736
Closed	27	21	38	58	95	154	95	62	55	41	34	36	716
Problem Cases in 2009 - Year to Date													
Administrative Tickets													12
Accelerated Abatements (Grass)													47
Council Approved Abatements													12
Council Approved Citations													8
TOTAL													79





Neighborhood Enhancement Program 2009 Year End Report



Background:

- Program began in 2008 and funded by Roseville's Housing and Redevelopment Authority.

Goals of the Program:

- Greater public awareness and compliance with city codes and ordinances through education, cooperation and enforcement.
- Enhanced property values and livability of neighborhoods.
- Minimize negative effects of rental properties upon surrounding neighborhoods.
- Maintenance of the city's tax base.
- Inspect all 8,500 residential properties over a three year period.

Residential Properties Inspected:

- 2008 – 1,900
- 2009 – 3,159
- 2010 – 3,440 properties to be inspected properties.

Public Nuisance Violations Observed:

- Numbers of violations observed:
 - 2008 - 144 violations out of 1,900 properties inspected (7.6% violation rate)
 - 2009 - 195 violations out of 3,159 properties inspected (6.2% violation rate)
- Types of violations observed:
 - 2% - Commercial equipment in residential area.
 - 4% - Grass over 8".
 - 26% - Junk/Debris in public view.
 - 18% - Outside Storage in public view.
 - 23% - Property Maintenance.
 - 24% - Unlicensed/Inoperable Vehicles.
 - 3% - Misc.
- Resolution of cases:
 - 168 - 86% of cases resolved within 20 days.
 - 11 - 92% of cases resolved within 40 days.
 - 3 - 93% of cases resolved within 60 days.
 - 13 - 7% of cases pending resolution (primarily property maintenance).

Extension of Program:

- HRA approved extending the program in 2009 for an additional 30 days. Staff increased the number of properties inspected in 2009 from 2,700 to 3,159. With a similar extension in 2010, this will allow program completion (inspecting all 8,500 residential properties) in three years instead of the original four years anticipated.

Expenses:**Attachment B**

- 2009 - Budgeted expenses - \$16,400.00
 One month extension - \$3,100.00
 Total - \$19,500.00
 - The extension of the program from 5 to 6 months in 2009 (and 2010) will allow the program to be completed one full year ahead of schedule and reduce overall cost of the program by approximately \$10,200.00.

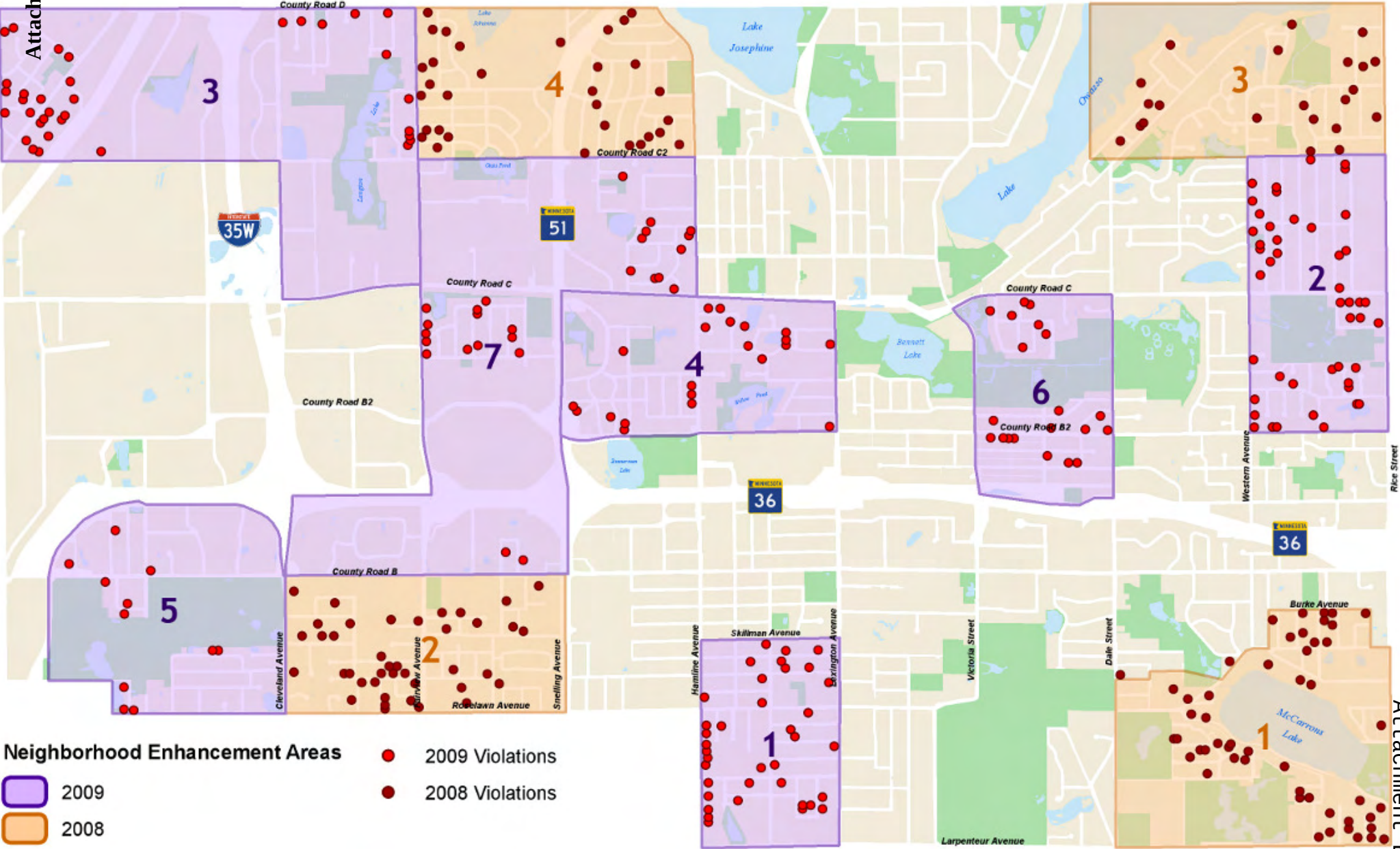
Accomplishments:

- To date (2008 and 2009) have inspected 5,059 residential properties, observed 339 public nuisance violations, and corrected 326 public nuisances:
 - Public cooperation on correcting public nuisances has been exceptional. 96% complied with simple letter requests for compliance. Most, who have not complied, have not done so due to financial and/or physical hardship.
- Created an informational brochure to educate residents about common public nuisance violations in an effort to minimize violations through education and cooperation:
 - Each initial letter includes this brochure.
 - Distributed this brochure to all 8,500 residential properties in water bill notices.
 - This brochure is also included in the City's Welcome Packet.
- Including in initial letter additional HRA Program information and HRC Program information.
- Generating goodwill:
 - Have received many supportive comments from the public about the Program.
 - League of Women Voters endorsement of the program.
- The program helps maintain the livability of neighborhoods.
- The program helps maintain the city's tax base.

Observations:

- Public comment has been overwhelmingly supportive of the program.
- This year observing a lower percentage violation rate (6.2% vs. 7.6% in 2008), indicating residents are aware of the program and cooperating when they receive the initial letter.
- Still observing a clustering effect where one violation promotes more.
- Still observing more violations in neighborhoods of older homes; this is to be expected due to typically smaller lots, smaller garages and older construction.
- Some property maintenance cases remain difficult to resolve due to financial/physical hardship by the property owner. Most of the unresolved 'pending' cases are of this type.

Case Counts by Month							
Type	May	June	July	Aug	Sept	Oct	TOTAL
Commercial in Res. Zone	2	0	2	0	0	0	4
Grass	3	3	1	1	0	0	8
Junk/Debris	15	11	14	4	4	2	50
Miscellaneous	3	2	1	0	0	0	6
Outside Storage	8	8	7	7	5	1	36
Property Maintenance	10	16	4	8	5	2	45
Vehicles	15	12	4	8	4	3	46
TOTAL	56	52	33	28	18	8	195
Cases Closed Within Number of Days - Year to Date							
	Closed within 20 days						168
	Closed within 40 days						11
	Closed within 90 days						3
	Pending						13
	TOTAL						195



2009 Abatement and Court Citation Report

Address	Abatement Reason	Council Approval Date	Violation Corrected by	Estimated Cost	Actual Cost Including Admin. Service Charges	Date Completed
Abatements Approved by City Council						
182 McCarrons	Debris/Junk	5/11/09	Property Owner	\$600.00	\$0.00	6/2/09
3076 Woodbridge	Debris/Junk	6/15/09	Property Owner	\$500.00	\$0.00	6/26/09
190/192 Transit	Building Maint.	6/29/09	Property Owner	\$15,000.00	\$0.00	7/13/09
2240 St. Stephens	Building Maint.	6/29/09	City	\$22,700.00	\$18,569.85	11/23/09
2178 Cohansey Blvd	Building Maint., Debris/Junk	6/29/09	City	\$2,000.00	\$2,738.75	7/28/09
3065 Sandy Hook	Building Maint.	7/20/09	City	\$25,000.00	\$23,114.75	10/25/09
2904 Pascal	Building Maint.	7/20/09	Property Owner	\$7,000.00	\$0.00	In Progress
2558 Fairview	Debris/Junk	9/28/09	City	\$550.00	\$639.09	10/22/09
681 Lovell	Debris/Junk	10/19/09	City	\$350.00	\$346.00	10/22/09
807 Sandhurst	Debris/Junk	10/19/09	City	\$400.00	\$864.35	10/22/09
2026 Asbury	Debris/Junk	11/9/09	Property Owner	\$1,000.00	Pending	12/16/09
177 Owasso	Debris/Junk	11/9/09	City	\$300.00	Pending	11/18/09
Court Citations Approved by City Council						
1408 County Road C	Debris/Junk	1/12/09	In Court	\$0.00	\$0.00	In Progress
648 Iona	Building Maint.	2/13/09	Property Owner	\$0.00	\$0.00	6/18/09
1128 Sextant	Debris/Junk	6/8/09	Property Owner	\$0.00	\$0.00	6/12/09
2992 Victoria	Building Maint.	6/15/09	Property Owner	\$0.00	\$0.00	12/3/09
2174 Snelling	Debris/Junk	6/15/09	Property Owner	\$0.00	\$0.00	7/7/09
1927 Rosedale	Building Maint.	8/24/09	Property Owner	\$0.00	\$0.00	9/15/09
2443 Simpson	Building Maint.	9/14/09	In Court	\$0.00	\$0.00	In Progress
2750 Snelling	Hazardous Building	12/7/09	In Court	\$75,000.00	\$0.00	In Progress

CITY OF ROSEVILLE - ABATEMENT BILLING - 2009

Invoice Date	File No.	House No.	Street Name	Property Owner	Abatement Reason	Res. Contractor Charges	Com. Contractor Charges	Admin. Charges ***	Date Sent to Finance	Charged to	Total Abatement Amount
6/10/09	09-332	2663	Marion St	John Penton	Grass	\$47.95		\$125.00	6/22/09	HRA	\$172.95
6/10/09	09-316	2520	Millwood	Anthony Williams	Grass	\$69.22		\$125.00	6/22/09	HRA	\$194.22
6/10/09	09-276	2071	Fry St	Shu Lein Wu	Grass	\$69.22		\$125.00	6/22/09	HRA	\$194.22
6/10/09	09-322	1783	County Road C-2	Joanne Lo	Grass	\$69.22		\$125.00	6/22/09	HRA	\$194.22
6/22/09	09-358	1780	Centennial	Edward Erickson	Grass	\$69.22		\$125.00	7/10/09	HRA	\$194.22
6/22/09	09-366	363	Millwood	Robert Herforth	Grass	\$69.22		\$125.00	7/10/09	HRA	\$194.22
6/22/09	09-341	2240	St. Stephens	Daniel Thompson	Grass	\$69.22		\$125.00	7/10/09	HRA	\$194.22
6/22/09	09-340	2998	Victoria St	James Konold	Grass	\$69.22		\$125.00	7/10/09	HRA	\$194.22
7/25/09	09-59	190	Transit	Dan Bucholz	Grass	\$58.55		\$125.00	8/11/09	HRA	\$183.55
7/25/09	09-436	2085	Marion St	George Farkas	Grass	\$69.55		\$125.00	8/11/09	HRA	\$194.55
7/25/09	09-433	2558	Fairview Ave	Nam Nguyen	Grass	\$69.55		\$125.00	8/11/09	HRA	\$194.55
7/25/09	09-465	3065	Sandy Hook	Marlene Lee	Grass	\$69.55		\$125.00	8/11/09	HRA	\$194.55
7/25/09	09-431	2239	Cohansey Blvd	Amelia Ramirez	Grass	\$69.55		\$125.00	8/11/09	HRA	\$194.55
7/25/09	09-427	3111	Mildred	Cary Welter	Grass	\$69.22		\$125.00	8/11/09	HRA	\$194.22
7/25/09	09-367	2468	Oxford	Xiaoyi Chen	Grass	\$69.22		\$125.00	8/11/09	HRA	\$194.22
7/25/09	09-394	421	Rose Place	Bremer Bank	Grass	\$69.22		\$125.00	8/11/09	HRA	\$194.22
7/28/09	09-350	2178	Cohansey Blvd	Khai Lim	Building Maint.	\$498.00		\$242.25	8/26/09	HRA	\$740.25
9/10/09	09-562	411	Highway 36W	Roger Magnuson	Grass	\$48.09		\$125.00	9/25/09	HRA	\$173.09
9/10/09	09-605	2558	Fairview Ave	Nam Nguyen	Grass	\$69.46		\$125.00	9/25/09	HRA	\$194.46
9/10/09	09-734	2558	Fairview Ave	Nam Nguyen	Grass	\$69.46		\$125.00	9/25/09	HRA	\$194.46
9/1/09	09-501	2071	Fry St	Shu Lein Wu	Grass	\$69.46		\$125.00	9/25/09	HRA	\$194.46

CITY OF ROSEVILLE - ABATEMENT BILLING - 2009

Invoice Date	File No.	House No.	Street Name	Property Owner	Abatement Reason	Res. Contractor Charges	Com. Contractor Charges	Admin. Charges ***	Date Sent to Finance	Charged to	Total Abatement Amount
9/1/09	09-706	3111	Mildred	Cary Welter	Grass	\$69.47		\$125.00	9/25/09	HRA	\$194.47
9/1/09	09-528	3111	Mildred	Cary Welter	Grass	\$69.46		\$125.00	9/25/09	HRA	\$194.46
9/1/09	09-502	1624	Ridgewood Lane S	Barry Evans	Grass	\$69.46		\$30.00	9/25/09	HRA	\$99.46
9/1/09	09-101	2410	Brenner Court	Country Home Loan	Grass	\$69.46		\$125.00	9/25/09	HRA	\$194.46
9/18/09	09-289	3065	Sandy Hook	Marlene Lee	Immediate Threat	\$209.00		\$125.00	9/25/09	HRA	\$334.00
9/1/09	09-526	2663	Marion St	John Penton	Grass	\$69.46		\$125.00	9/25/09	HRA	\$194.46
9/10/09	09-619	2815	Rice St	Max Sterling Prop	Grass		\$69.46	\$125.00	9/10/09	Com Dev	\$194.46
9/10/09	09-623	310	Elmer St	Harold Stadstad	Grass	\$69.46		\$125.00	9/10/09	HRA	\$194.46
9/10/09	09-515	2998	Victoria St	James Konold	Grass	\$69.46		\$125.00	9/10/09	HRA	\$194.46
9/24/09	09-780	2750	Snelling	S. Anderson Rest	Danger to Children		\$147.75	\$125.00	10/1/09	Com Dev	\$272.75
9/5/09	09-350	2178	Cohansey Blvd	Khai Lim	Debris/Junk	\$1,657.50		\$341.00	10/1/09	HRA	\$1,998.50
9/25/09	09-698	1371	Eldridge	Herbert Kath	Grass	\$45.42		\$125.00	10/1/09	HRA	\$170.42
9/25/09	09-655	2560	Fry St	Morrissey Dev	Grass		\$90.83	\$125.00	10/1/09	Com Dev	\$215.83
9/25/09	09-617	1430	Brenner Ave	Leo Rosier	Grass	\$69.46		\$125.00	10/1/09	HRA	\$194.46
9/25/09	09-582	1803	Centennial	Barry O'Meara	Grass	\$69.46		\$125.00	10/1/09	HRA	\$194.46
9/25/09	09-581	1801	Burke Ave	Barry O'Meara	Grass	\$69.46		\$125.00	10/1/09	HRA	\$194.46
9/25/09	09-747	2663	Marion St	John Penton	Grass	\$107.13		\$125.00	10/1/09	HRA	\$232.13
10/1/09	09-712	1107	Oakcrest Ave	Hassan Tetteh	Grass	\$69.46		\$125.00	10/21/09	HRA	\$194.46
10/1/09	09-762	2991	Woodbridge	Betty Schmidt	Grass	\$32.06		\$125.00	10/21/09	HRA	\$157.06
10/1/09	09-772	405	Minnesota Ave	Kirk Piepho	Grass	\$39.40		\$125.00	10/21/09	HRA	\$164.40
10/1/09	09-757	177	S Owasso Blvd W	Felecia Hodge	Grass	\$69.46		\$125.00	10/21/09	HRA	\$194.46

CITY OF ROSEVILLE - ABATEMENT BILLING - 2009

Invoice Date	File No.	House No.	Street Name	Property Owner	Abatement Reason	Res. Contractor Charges	Com. Contractor Charges	Admin. Charges ***	Date Sent to Finance	Charged to	Total Abatement Amount
10/1/09	09-696	2165	Western Ave	Eugene Gorman	Grass	\$26.70		\$105.00	10/21/09	HRA	\$131.70
10/1/09	09-741	2558	Fairview Ave	Nam Nguyen	Immediate Threa	\$299.74		\$339.35	10/21/09	HRA	\$639.09
10/1/09	09-175	2240	St. Stephens	Vacant Home	Immediate Threa	\$75.00		\$125.00	10/21/09	HRA	\$200.00
11/10/09	09-177	3065	Sandy Hook	Marlene Lee	Building Maint.	\$22,035.00		\$1,079.75	11/16/09	HRA	\$23,114.75
11/10/09	09-161	681	Lovell	Ms. Solorzano	Debris/Junk	\$37.50		\$308.50	11/16/09	HRA	\$346.00
11/10/09	09-846	807	Sandhurst Dr	Dennis Fitzsimmons	Danger to Childre	\$528.50		\$125.00	11/16/09	HRA	\$653.50
11/10/09	09-727	807	Sandhurst Dr	Dennis Fitzsimmons	Debris/Junk	\$525.00		\$339.35	11/16/09	HRA	\$864.35
11/19/09	09-175	2240	St. Stephens	Vacant Home	Building Maint.	\$17,274.15		\$1,295.70	12/3/09	HRA	\$18,569.85
12/2/09	09-771	177	S Owasso Blvd W	Felecia Hodge	Debris/Junk	\$566.00		\$125.00	12/15/09	HRA	\$691.00
12/1/09	09-796	619	Larpenteur Ave	Ficek Investment	Grass		\$69.42	\$125.00	12/30/09	Com Dev	\$194.42
12/1/09	09-465	3065	Sandy Hook	Marlene Lee	Grass	\$69.42		\$125.00	12/30/09	HRA	\$194.42
TOTALS TO DATE						\$46,192.42	\$377.46	\$9,580.90			\$56,150.78

*** Admin. Charges do not come out of HRA Budget

Parks and Recreation Master Plan Council Update January 25, 2010

The Parks and Recreation Master Plan Update has been a community planning process driven by citizen input and supported by interactive methods. The goal from the start has been to *engage all 33,690 Roseville Residents in the process.*

At the mid-way point, we feel we have done a good job at reaching into every corner of the community and reaching out to all Roseville residents.

To date;

- o 28 Member **Citizen Advisory Team** (CAT) convened in September for a 10 month review of the Roseville Parks and Recreation System and to process situational discussions, community input and professional findings.
 - CAT has spent 17 hours in scheduled committee meetings and countless hours talking with neighbors and friends, attending community meetings and listening sessions, and exploring/researching local, regional and national parks and recreation services.
 - Recently, the CAT offered insights about desired outcomes.
 - Public Health ~ physical and emotional health, and living as a community
 - Public Safety ~ stemming issues and problems by keeping children active and engaged, and by getting people out in public and populating the city's public spaces
 - Property Values ~ referencing a McKnight study that indicated that property values are higher with proximity to parks
 - Community Cultural Values ~ focusing on what a community aspires to be, and noting that programs and facilities might be considered in a separate evaluation to avoid competition for resources
 - Environmental Awareness ~ noting the presence of wildlife in the community and its parks, and the need for the continued presence of wild places in the city
 - Life-long Experiences ~ the idea that children in Roseville are being raised and are participating in programs related to parks that will carry with them for their entire lives
 - Life Education ~ lessons learned in the parks and programs are valuable to a person's life experiences – more than memories, but ways to act and interact
 - Affordable and Accessible ~ parks and programs should be within the reach of every resident, that the sense of inclusion in these programs leads to a sense of connection that is central to the idea of community
 - Civic Responsibility ~ a sense of obligation about what has been handed to the current generation of residents, and the need to convey something equally profound to succeeding generations of residents; also noted was the ways that parks and programs teach people to appreciate and protect Roseville (the community, not just the parks), and a heightened sense of stewardship resulting from engagement in parks
 - Retain and Attract Residents ~ parks and programs are something that new residents consider when making a home location decision, and that are considerations for residents deciding if they will remain in the community

- Volunteerism ~ another connection to community-building, but with the added idea that employment of high school students as part-time park employees builds leadership skills and offers life training as a part of their employment
- Stabilizing Influence ~ parks and programs offer a way of creating stability in a community that goes beyond economic conditions
- Funding ~ residents go out of Roseville to work, and they need to bring Roseville in. finding partnerships for funding; parks and programming offer an entry point for private businesses and investments
- Total Experience ~ a park experience is not a singular thing, but rather a combination of activities and experiences; Roseville's parks and recreation should somehow focus on capturing the total experience
- Ongoing Participation ~ leveraging qualitative participation by continually engaging parks and programs users
- Peer Review ~ using information to guide decision-making, focusing on tools like web reviews and statistics to "sell" programs.

Sense of community was noted as an overarching outcome – that all of the outcomes noted and discussed resulted in a greater sense of community and commitment to the idea of community.

- o Over 40 **Meeting-In-A-Box (MIB) Sessions** have introduced hundreds of community members to the master planning process.
 - MIB are a convenient way to take the master planning information to community gatherings. A MIB can be a brief 15 minute introduction or a longer event, a formalized presentation or a more casual Q and A.
 - Citizen Advisory Team members, Parks and Recreation Staff and community volunteers have met with groups of interested neighbors, homeowner associations, Commissioners, community organizations, neighborhood watch meetings, ECFE groups, school PTO, board meetings, affiliated groups and athletic associations, and meet & greet events at the library, holiday home tour, senior health fair, local church
- o 900 **Maser Plan Questionnaires** have been submitted and recorded to date.
 - This first questionnaire has inquired into how the community currently uses Roseville parks, programs and facilities, how they see themselves using the system in 15 years and needs, wishes and suggestions for Roseville Parks and Recreation.
 - Questionnaires available at Parks and Recreation facilities, available at MIB sessions and distributed by user groups and citizen organizations. Questionnaire also available online. Online availability promoted through RIF, Parks and Recreation online distribution lists and City Administration online distribution list.
 - Additional questionnaires will be used to gather additional community input
 - Questionnaire findings are reviewed with the CAT and will be included in future master plan documents.
 - Early questionnaire tabulations found the community top interests to be;
 - More/safer/better connected/better lit/better marked walking and biking trails and sidewalks
 - Community Center
 - Swimming Pool/Water Features
 - Updated and Maintained Facilities

- o Four **Community Meetings** are scheduled to bring together citizens to set the direction and help frame the future of our parks and recreation system. Community Meetings are interactive opportunities for community input.
 - Meeting #1 ~ November 5, 2009 – Issues and Ideas
 - 70 participants. Small group discussions followed by large group presentations resulted in the following considerations;
 - Roseville’s parks, facilities and programs should include an orientation to intergenerational and intercultural opportunities
 - Where possible, Roseville’s parks should retain “nature” or reestablish a sense of nature as a part of the park experience
 - Parks and recreation facilities in Roseville should be better connected to neighborhoods to community destinations and to each other
 - Opportunities to expand parkland in Roseville should result in better service to residents and more unique park and recreation opportunities for residents
 - Roseville should create mutually beneficial partnerships with other entities to better serve the park and recreation needs of residents
 - Roseville parks and park facilities should balance programmed activities with time and space for non-programmed activities
 - Roseville’s parks, facilities and programs should employ both traditional and innovative methods to serve the community
 - Improvements should be directed to enhance the visual appeal of parks and recreation facilities
 - Roseville’s parks and recreation system should have a reliable revenue stream in order to maintain the high level of service and facilities experienced by residents today
 - Roseville should implement a true community center as a component of its park and recreation system with a focus on recreation, cultural and social activities
 - Roseville should strive to expand its park and facility offerings to better serve its residents.
 - Future Community Meetings
 - #2 – Sharing the Vision
 - Wednesday, February 10, 7-9:30pm, Roseville Skating Center
 - #3 – Programs, Policies and Priorities
 - Wednesday, April 21, 7-9:30pm, Roseville Skating Center
 - #4 – Sharing the Draft Plan
 - Wednesday, June 23, 7-9:30pm, Roseville Skating Center
- o Fourteen **Listening Sessions** scheduled for December through February. Listening Sessions are important to the Master Plan process; they bring together groups of similar interest to look at ways to stimulate activity and infrastructure that distinguish our city as vibrant and unique.
 - *Staff Sessions*
 - Recreation Team, Monday, December 14
 - Maintenance Team, Monday, December 14

- *Neighborhood Sessions*
 - Area 1 ~ Southwest Corner, Thursday, January 21, 6:30-8pm @ Fairview CC
 - Area 2 ~ Business Community, Tuesday, February 2, 7:15-8:45am @ RSC
 - Area 3 ~ Northwest Corner, Thursday, January 28, 6:30-8pm @ Grace Church
 - Area 4 ~ Northeast Corner, Tuesday, February 16, 6:30-8pm @ Cedarholm GC
 - Area 5 ~ Southeast Corner, Tuesday, February 23, 6:30-8pm @ Roseville Lutheran Church
 - *Affiliated Group Sessions*
 - Sports & Facilities ~ Tuesday, January 19, 7:15-8:45am @ RSC and Thursday, February 4, 6:30-8pm @ Parkview School
 - Friends and Facilities ~ Tuesday, January 26, 7:15-8:45am @ HANC
 - Arts and Culture ~ Friday, February 12 7:15-8:45am @ Cedarholm GC
 - *Council and Commissions*
 - Meetings are planned for the City Council, Parks and Recreation Commission and all other City Commissions. Dates still to be determined
- o The **Technical Advisory Team** (TAT) serves as the primary body for shaping technical aspects of the Parks and Recreation Master Plan Update. The TAT includes, City Manager, Department Heads, and representatives from Roseville Area Schools, Mounds View Schools, Roseville and Mounds View Community Education, Watershed Districts, Ramsey County, University of Minnesota, Minnesota Park and Recreation Association, Active Living Ramsey County, HRA.
- First meeting held January 14, 2010.
 - Future meetings scheduled as needed

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1-25-2010
Item No.: 12.a

Department Approval

City Manager Approval

PT/DM



Item Description: **Community Development Department Request to Issue a Ramsey County Court Citation for Unresolved Violations of Roseville's Zoning Ordinance and City Code at 1450 County Rd C.**

BACKGROUND

- The current owner is Ms. Joy E. Albrecht who resides at 2200 Boswell Avenue, St. Paul, MN 55108.
- The subject property is occupied by Minnesota Irrigation.
- The property is zoned I-1.
- The City continues to receive complaints from multiple residents in the area about the unsightly outside storage on the property.
- Current violations include:
 - 1. Open storage of materials in rear, side and front yard areas:
 - a) Violation of Roseville's Zoning Ordinance, Section 1007.02.B. (which specifically prohibits outside storage in I-1 districts).
 - 2. Operative vehicles and equipment being stored within the 40' rear setback area (adjacent to residential property):
 - a) Violation of Roseville's Zoning Ordinance, Section 1007.01.A.
 - 3. Semi-trailers in a front yard area being utilized for storage:
 - a) Violation of Roseville's Zoning Ordinance, Section 1007.02.B.
 - 4. Parking/storing inoperative/unlicensed vehicles on the property:
 - a) Violation of Roseville's City Code, Section 407.02.O.
- The outside storage violations include materials and equipment of both Minnesota Irrigation (which occupies the site) and Albrecht Landscaping (which operates out of 1408 Cty Rd C).
- Mr. Duane Albrecht is currently in Ramsey County Court on a separate issue involving outside storage violations at 1408 Cty Rd C where he operates Albrecht Landscaping. Mr. Albrecht has been slowly cleaning the 1408 site. He claims in order to properly clean the 1408 site he must temporarily move vehicles and materials over to 1450 Cty Rd C. Staff asked Mr. Albrecht for a date at which time these vehicles and materials would be removed from the 1450 site but he has

not committed to a date. Because Mr. Albrecht's cleaning operation at the 1408 site has been going on for a full year and is still not complete, and because the neighbors continue to complain, and finally, because Mr. Albrecht will not commit to a date the vehicles and materials will be removed; staff is therefore recommending a court citation as a last resort measure to ensure Mr. Albrecht brings the 1450 Cty Rd C property into compliance.

- A status update, including pictures, will be provided at the Council hearing.

POLICY OBJECTIVE

The City goals within the Comprehensive Plan are to protect and improve property values (Goal 3, 4, and 5; page 6 and, Section 3) and to adhere to performance standards which protect the integrity of the housing units and the neighborhood (Policy 6, page 8, Section 3).

FINANCIAL IMPACTS

The numerous zoning ordinance and city code violations at 1450 County Road C negatively impact the property values of the surrounding neighborhood.

STAFF RECOMMENDATION

Staff recommends that the Council direct Community Development staff to issue a Ramsey County Court Citation to Ms. Joy Albrecht for violations of Roseville's Zoning Ordinance and City Code occurring at 1450 County Road C.

REQUESTED COUNCIL ACTION

Direct Community Development staff to issue a Ramsey County Court Citation to Ms. Joy Albrecht for violations of Roseville's Zoning Ordinance and City Code occurring at 1450 County Road C.

Prepared by: Don Munson, Permit Coordinator

Attachments: A: Map of 1450 County Road C

1408 and 1450 County Road C



Location Map

ROSEVILLE

Prepared by:
Community Development Department
Printed: January 13, 2010



Site Location

Data Sources

* Ramsey County GIS Base Map (1/4/2010)

* Aerial Data: Kucera (4/2009)

For further information regarding the contents of this map contact:
City of Roseville, Community Development Department,
2660 Civic Center Drive, Roseville MN

Disclaimer

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

0 50 100 Feet



REQUEST FOR COUNCIL ACTION

Date: 1/25/10

Item No.: 13.a

Department Approval

City Manager Approval



Item Description: Discuss Proposed Changes to Chapter 302, Liquor Control
related to Conditions of the License and the Civil Penalty

BACKGROUND

Council Members Pust and Roe have discussed changes to the City Code related to the Conditions of granting Liquor Licenses and the Civil Penalty, with the Police Department. Their proposed changes are provided in the attached document.

STAFF RECOMMENDATION

Discuss proposed changes to Chapter 302 of the Roseville City Code as it relates to the Conditions of a Liquor License and the Civil Penalty.

REQUESTED COUNCIL ACTION

Discuss proposed changes to Chapter 302 of the Roseville City Code as it relates to the Conditions of a Liquor License and the Civil Penalty.

Prepared by: Sgt. Josh Arneson, Roseville Police Department

Attachments: A: Roseville Liquor Sales Ordinance TLP 01 20 10 (b)

302.08: CONDITIONS OF LICENSE:

Every license is subject to the conditions in the following subsections and all other provisions of this chapter and any other applicable ordinance, state law or regulation:

A. Licensee's Responsibility: Every licensee is responsible for the conduct of licensee's place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises, authorized to sell intoxicating liquor there, is deemed the act of the licensee as well and the licensee shall be liable to all penalties provided by this chapter and the law equally with the employee.

B. Inspections: Every licensee shall allow any peace officer, health officer or properly designated officer or employee of the city to enter, inspect and search the premises of the licensee during business hours without a warrant.

C. ~~Optional Manager and Server Training: Proven participation in this program will reduce licensee holder penalties for failure of an alcohol sales compliance check. If this option is chosen,~~ All licensees and their managers, and all employees or agents employed by the licensee that sell or serve alcohol, shall attend and satisfactorily complete a city approved or provided liquor licensee training program. Both the City's approval and the required training shall be completed:

1. Prior to licensure or renewal for licensees and managers, or
 2. Prior to serving or selling for any employee or agent, and
 3. Every year thereafter unless probationary extension is granted for hardship reasons.
- All licensees shall maintain documentation evidencing that this provision has been met, and produce such documentation upon reasonable request made by a peace officer, health officer or properly designated officer or employee of the city pursuant to the inspections provision noted above. An applicant's or licensee's failure to comply with this provision in its entirety is sufficient grounds for denial or non-renewal of a requested license.
(Ord. 1243, 11-27-2000)

302.15: CIVIL PENALTY:

A. Penalty For Noncompliance: In addition to any criminal penalties which may be imposed by a court of law, the City Council may suspend a license for up to 60 days, may revoke a license and/or may impose a civil fine on a licensee not to exceed \$2,000.00 for each violation on a finding that the license holder or its employee has failed to comply with a statute, rule or ordinance relating to alcoholic beverages, non-intoxicating malt liquor or wine.

B. Minimum Penalty: The purpose of this section is to establish a standard by which the City Council determines the civil fine, the length of license suspensions and the propriety of revocations, and shall apply to all premises licensed under this chapter. These penalties are presumed to be appropriate for every case; however, the council may deviate in an

individual case where the council finds that there exist certain extenuating or aggravating circumstances, making it more appropriate to deviate, such as, but not limited to, a licensee's efforts in combination with the state or city to prevent the sale of alcohol to minors or, in the converse, when a licensee has a history of repeated violations of state or local liquor laws. When deviating from these standards, the council will provide written findings that support the penalty selected. When a violation occurs, the staff shall provide information to the City Council to either assess the presumptive penalty or depart upward or downward based on extenuating or aggravating circumstances. The staff shall notify the licensee of the information being considered and acted upon by the City Council.

~~The following violations are presumed to require revocation of the license on the first violation:~~

~~Commission of a felony related to the licensed activity.~~

~~Sale of alcoholic beverages while license is under suspension.~~

~~Sale of intoxicating liquor where only license is for 3.2 percent malt liquor.~~

~~Other violations, including the following shall have a presumed penalty as indicated below:~~

~~Sale of alcoholic beverages to underage persons.~~

~~Sale of alcoholic beverages to obviously intoxicated person.~~

~~After hours sale/display/consumption of alcoholic beverage.~~

~~Illegal gambling on premises.~~

~~Failure to take reasonable steps to stop person from leaving premises with alcoholic beverages (on-sale allowing off-sale).~~

~~1. For on-sale license holders who participate in optional manager and server training and prove the person who sold or served alcohol had received city approved alcohol beverage server training within the previous year:~~

~~a. For a first violation, the license holder will be given a warning letter.~~

~~b. For a second violation in 36 months, the mandatory minimum penalty shall be a \$500.00 fine and a one day suspension.~~

~~c. For a third violation in 36 months, the mandatory minimum penalty shall be a fi\$500.00 fine and a three day suspension.~~

~~d. For a fourth violation in 36 months, the mandatory minimum penalty shall be a \$1,000.00 fine and a five day suspension.~~

~~e. For a fifth violation in 36 months, the license shall be revoked, or in alternative, the license shall not be renewed.~~

~~2. For on-sale license holders who do not participate in optional manager and server training:~~

~~a. For a first violation, the mandatory minimum penalty shall be a \$500.00 fine and a one day suspension.~~

~~b. For a second violation in thirty six (36 months, the mandatory minimum penalty shall be a (\$500.00 fine and a three day suspension.~~

~~c. For a third violation in 36 months, the mandatory minimum penalty shall be a \$1,000.00 fine and a five day suspension.~~

~~d. For a fourth violation in 36 months, the license shall be revoked, or in alternative, the~~

license shall not be renewed.

3. For off-sale license holders who participate in optional manager and server training and prove the person who sold or served alcohol had received city approved alcohol beverage server training within the previous year:

a. For a first violation, the license holder will be given a warning letter.

b. For a second violation in 36 months, the mandatory minimum penalty shall be a \$500.00 fine.

c. For a third violation in 36 months, the mandatory minimum penalty shall be a \$500.00 fine and a three day suspension.

d. For a fourth violation in 36 months, the mandatory minimum penalty shall be a one thousand dollar (\$1,000.00 fine and a five day suspension.

e. For a fifth violation in 36 months, the license shall be revoked, or in alternative, the license shall not be renewed.

4. For off-sale license holders who do not participate in optional manager and server training:

a. For a first violation, the mandatory minimum penalty shall be a \$500.00 fine.

b. For a second violation in 36 months, the mandatory minimum penalty shall be a \$500.00 fine and a three day suspension.

c. For a third violation in 36 months, the mandatory minimum penalty shall be a \$1,000.00) fine and a five day suspension.

d. For a fourth violation in 36 months, the license shall be revoked, or in alternative, the license shall not be renewed. (Ord. 1280, 03-31-03)

(1) Except as otherwise provided in this Chapter, the following violations will subject the licensee to the following administrative penalties:

<u>Type of Violation</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>	<u>4th Violation</u>
<u>Sale of alcoholic beverage to a person under the age of 21</u>	<u>\$1,000 and one day suspension</u>	<u>\$2,000 and 5 day suspension</u>	<u>\$2,000 and 60 day suspension</u>	<u>Revocation</u>
<u>Sale of alcoholic beverage to an obviously intoxicated person</u>	<u>\$1,000 and one day suspension</u>	<u>\$2,000 and 5 day suspension</u>	<u>\$2,000 and 60 day suspension</u>	<u>Revocation</u>
<u>Failure of an on-sale licensee to take reasonable steps to prevent a person from leaving the premises with an alcoholic beverage (on-sale allowing off-sale)</u>	<u>\$1,000 and one day suspension</u>	<u>\$2,000 and 5 day suspension</u>	<u>\$2,000 and 60 day suspension</u>	<u>Revocation</u>
<u>Refusal to allow City inspectors or police admission to premises</u>	<u>\$1,000 and 7 days suspension</u>	<u>\$2,000 and 14 days suspension</u>	<u>Revocation</u>	<u>N/A</u>
<u>After hours sale, possession by a patron or consumption of alcoholic beverages</u>	<u>\$1,000 and 7 days suspension</u>	<u>\$2,000 and 14 days suspension</u>	<u>Revocation</u>	<u>N/A</u>

<u>Illegal gambling on premises</u>	<u>\$1,000 and 7 days suspension</u>	<u>\$2,000 and 14 days suspension</u>	<u>Revocation</u>	<u>N/A</u>
<u>Sale of alcoholic beverages while license is under suspension</u>	<u>Revocation 60 day suspension</u>	<u>N/A Revocation</u>	<u>N/A</u>	<u>N/A</u>
<u>Sale of intoxicating liquor with only 3.2 percent malt liquor license</u>	<u>Revocation</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>Commission of a felony related to licensed activity</u>	<u>Revocation</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

(2) Any prior violation that occurred more than 36 calendar months immediately preceding the most current violation will not be considered in determining successive violations.

(3) Any violation that occurred within 12 calendar months immediately preceding the most current violation will cause the current violation to be considered a next subsequent violation (a second violation will be considered a third, a third violation will be considered a fourth) with corresponding penalties.

(4) In addition to the administrative penalties identified above, the city may in appropriate circumstances choose to not renew a license at the end of its current term for any and all reasons allowed by law.

C. Hearing and Notice: If, after considering the staff's information, the City Council proposes to suspend or revoke a license, the licensee shall be provided written notice of the City Council's proposed action and shall be given the opportunity to request a hearing on the proposed penalty by providing the City a written notice requesting a hearing within ten days of the mailing of the notice of the City Council's proposed action. The notice of the proposed action of the City Council shall state the nature of the charges against the licensee and the action the City Council proposes to take, shall inform the licensee of the right to request a hearing prior to the action being final, and shall inform the licensee of the date the City Council's proposed action will be considered a final decision if a hearing is not requested. Any hearing, if requested, will be conducted in accordance with Minnesota statutes section 340A.415 and sections 14.57 to 14.69 of the Administrative Procedures Act ("APA"). If a hearing is requested, the licensee shall be provided a hearing notice at least ten days prior to the hearing, which shall state the date, time and place of the hearing and the issues involved in the hearing. An independent hearing officer shall be selected by the City Council to conduct the hearing and shall make a report and recommendation to the City Council pursuant to the provisions of the APA. The City Council shall consider the independent hearing examiner's recommendation and issue its final decision on the suspension or revocation. (Ord. 1243, 11-27-2000; Ord. 1280, 3-31-03) (Ord. 1336, 5-08-2006)

REQUEST FOR COUNCIL ACTION

Date: 1/25/10

Item No.: 13 . b

Department Approval



City Manager Approval



Item Description: Discuss Storm water Illicit Discharge and Connections Ordinance

BACKGROUND

Since 2003, the City of Roseville has had a permit to operate as an MS4 (municipal separate storm sewer system) city. Under this federally mandated storm water program, MS4s are required to develop and implement a Storm Water Pollution Prevention Program (SWPPP). The SWPPP must cover six minimum control measures:

- Public education and outreach;
- Public participation/involvement;
- Illicit discharge, detection and elimination;
- Construction site runoff control;
- Post-construction site runoff control; and
- Pollution prevention/good housekeeping.

The City has had to identify best management practices (BMPs) and measurable goals associated with each of these six minimum control measure. As required by our permit, we submit an annual report to the Minnesota Pollution Control Agency (MPCA) on the implementation of the SWPPP each spring.

As described above, our SWPPP is required to include procedures to detect and remove illicit discharges and improper disposal into the MS4 to the maximum extent practicable within the City. Our current practice is two pronged. We inspect all of our storm sewer outfalls for evidence of illicit discharges and investigate reports of illicit discharges. During our investigations of reported discharges, we have discovered that our existing ordinances are not always clear enough to enforce in some situations. This proposed ordinance is to address identified deficiencies within our existing ordinances to ensure that they adequately address the requirements of our SWPPP.

Attached is the proposed Storm Water Illicit Discharge and Connections ordinance. Staff has been working with the Public Works Environment and Transportation Commission (PWETC) on this final draft since June 2009. This final draft has been reviewed by the City Attorney since the start of the year.

POLICY OBJECTIVE

In drafting this ordinance, the PWETC and staff had extensive discussions about each individual section of the ordinance and asking critical questions about enforceability and “maximum extent

31 practicable”.

32 **FINANCIAL IMPACTS**

33 Financial impacts include staff time to enforce the code. Enforcement of this ordinance will be
34 the responsibility of the Public Works Department. We estimate that staff invests up to 200
35 hours annually responding to citizen reports of illicit discharges into the storm sewer system.

36 **STAFF RECOMMENDATION**

37 Staff will be presenting this ordinance to the City Council at the January 25th meeting and
38 requesting that a public hearing be set up for its adoption in February.

39 **REQUESTED COUNCIL ACTION**

40 None at this time.

Prepared by: Debra Bloom, City Engineer

Attachments: A: Storm Water Illicit Discharge and Connections Ordinance Draft

CITY OF ROSEVILLE
STORM WATER ILLICIT DISCHARGE AND CONNECTIONS ORDINANCE

803.03: STORM WATER ILLICIT DISCHARGE AND CONNECTIONS

A. Purpose:

The purpose of the ordinance is to promote, preserve and enhance the natural resources within the City and protect them from adverse effects caused by non-storm water discharged by regulating discharges that would have an adverse and potentially irreversible impact on water quality and environmentally sensitive land. This ordinance will provide for the health, safety, and general welfare of the citizens of the City of Roseville through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

1. To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharges by any person.
2. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system
3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance

B. Definitions:

For the purposes of this ordinance, the following terms, phrases, words and their derivatives shall have the meaning stated below.

1. **BEST MANAGEMENT PRACTICE (BMP):** Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies.
 - (i) **Non-structural BMP:** Practices that focus on preserving open space, protecting natural systems, and incorporating existing landscape features such as wetlands and stream corridors to manage storm water at its source. Other practices include clustering and concentrating development, minimizing disturbed areas, and reducing the size of impervious areas.
 - (ii) **Structural BMP:** a physical device that is typically designed and constructed to trap or filter pollutants from runoff, or reduce runoff velocities.
2. **DISCHARGE:** Adding, introducing, releasing, leaking, spilling, casting, throwing, or emitting any pollutant, or placing any pollutant in a location where it is likely to pollute waters of the state.
3. **EQUIPMENT:** Implements used in an operation or activity. Examples include, but are not limited to; lawn mowers, weed whips, shovels, wheelbarrows and construction equipment.
4. **EROSION:** any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of man and nature.
5. **GROUNDWATER:** Water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under conned, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground.
6. **ILLEGAL/ ILLICIT DISCHARGE:** Any direct or indirect non-storm water discharge to the storm drainage system, except as exempted in this chapter.
7. **ILLICIT CONNECTION:** Either of the following:
 - (i) Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system (including any non-storm water discharge) including wastewater, process wastewater, and wash water and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the City; or,

- (ii) Any drain or conveyance connected from a residential, commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the City.
8. IMPERVIOUS SURFACE: A hard surface area which either prevents or retards the entry of water into the ground. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, or other surfaces which similarly impede the natural infiltration of surface and storm water runoff.
9. MAXIMUM EXTENT PRACTICABLE (MEP): A standard for water quality that applies to all MS4 operators regulated under the NPDES program. Since no precise definition of MEP exists, it allows for maximum flexibility on the part of MS4 operators as they develop and implement their programs to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods, and such other provisions as the Administrator or the State determines appropriate for the control of pollutants.
10. MECHANICAL CLEANING TECHNIQUES: Arranging the collision between the substance being removed and some object. Mechanical cleaning techniques include: sweeping, shoveling, or blowing. This does NOT include using water to clean the surface.
11. MPCA: The Minnesota Pollution Control Agency.
12. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and which is not used for collecting or conveying sewage.
13. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES): The national program for issuing, modifying, revoking, and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements under sections 307, 318, 402, and 405 of the Clean Water Act, United States Code, title 33, sections 1317, 1328, 1342, and 1345.
14. PERSON: Any individual, firm, corporation, partnership, franchise, association or governmental entity.
15. PERVIOUS SURFACE: Pervious areas permit water to enter the ground by virtue of their porous nature or by large voids in the material. Commonly pervious areas have vegetation growing on them.
16. POLLUTANT: Any substance which, when discharged has potential to or does any of the following:
- (i) Interferes with state designated water uses;
 - (ii) Obstructs or causes damage to waters of the state;
 - (iii) Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
 - (iv) Adds an unnatural surface film on the water;
 - (v) Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
 - (vi) Degrades the quality of groundwater; or
 - (vii) Harms human life, aquatic life, or terrestrial plant and wildlife; A Pollutant includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials, rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, wastewater, and oxygen-demanding material.
17. POLLUTE: To discharge pollutants into waters of the state.
18. POLLUTION: The direct or indirect distribution of pollutants into waters of the state.
19. PREMISES: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips

- 1 20. SANITARY SEWER: a pipe, conduit, or sewer owned, operated, and maintained by the City and
2 which is designated by the Public Works Director as one dedicated to the exclusive purpose of
3 carrying sanitary wastewater to the exclusion of other matter
- 4 21. STATE DESIGNATED WATER USES: Uses specified in state water quality standards.
- 5 22. STORM DRAINAGE SYSTEM: Publicly-owned facilities by which storm water is collected and/or
6 conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters,
7 curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and
8 human-made or altered drainage channels, reservoirs, and other drainage structures.
- 9 23. STORM WATER: Any surface flow, runoff, or drainage consisting entirely of water from any form of
10 natural precipitation and resulting from such precipitation.
- 11 24. SURFACE WATERS means all waters of the state other than ground waters, which include ponds,
12 lakes, rivers, streams, wetlands, ditches, , and public drainage systems except those designed and used
13 to collect, convey, or dispose of sanitary sewage.
- 14 25. STORM WATER POLLUTION PREVENTION PLAN (SWPPP): A document which describes the
15 Best Management Practices and activities to be implemented by a person or business to identify
16 sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant
17 discharges to Storm water, Storm water Conveyance Systems, and/or Receiving Waters to the
18 Maximum Extent Practicable.
- 19 26. VEHICLE: Any "motor vehicle" as defined in Minnesota Statutes. Also includes watercraft, trailers
20 and bicycles.
- 21 27. WATERCOURSE: A natural channel for water; also, a canal for the conveyance of water, a running
22 stream of water having a bed and banks; the easement one may have in the flowing of such a stream in
23 its accustomed course. A water course may be dry sometimes.
- 24 28. WATERS OF THE STATE: All streams, lakes, ponds, marshes, watercourses, waterways, wells,
25 springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or
26 accumulations of water, surface or underground, natural or artificial, public or private, which are
27 contained within, flow through, or border upon the state or any portion thereof.
- 28 29. WASTEWATER: Any water or other liquid, other than uncontaminated storm water, discharged from
29 a facility or the by-product of washing equipment or vehicles

30 C. Applicability

31 This ordinance shall apply to all water entering the storm drain system generated on any developed and
32 undeveloped lands unless explicitly exempted by the City Council.

33 D. Administration

34 The Public Works Director is the principal City official responsible for the administration,
35 implementation, and enforcement of the provisions of this ordinance. The Director may delegate any or
36 all of the duties hereunder

37 E. Exemptions

38 No person shall cause any illicit discharge to enter the storm sewer system or any surface water unless
39 such discharge:

- 40 1. Consists of non-storm water that is authorized by an NPDES point source permit obtained from the
41 MPCA;
- 42 2. Is associated with fire fighting activities or other activities necessary to protect public health and safety;
- 43 3. Is one of the following exempt discharges: water line flushing or other potable water sources, landscape
44 irrigation or lawn watering, diverted stream flows, rising groundwater, groundwater infiltration to storm
45 drains, uncontaminated pumped groundwater, foundation or footing drains (not including active
46 groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-
47 commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools
48 and any other water source not containing pollutants;

4. Consists of dye testing discharge, as long as the Public Works Director is provided a verbal notification prior to the time of the test.

F. Illegal Disposal and Dumping

1. No person shall throw, deposit, place, leave, maintain, or keep any substance upon any street, alley, sidewalk, storm drain, inlet, catch basin, or other drainage structure, business place, or upon any public or private land, so that the same might be or become a pollutant, unless the substance is in containers, recycling bags, or any other lawfully established waste disposal device.
2. No person shall intentionally dispose of grass, leaves, dirt, or landscape material into a water resource, buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

G. Illicit Discharges and Connections

1. No person shall use any illicit connection to intentionally convey non-storm water to the City's storm sewer system.
2. The construction, use, maintenance or continued existence of illicit connections to the storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this ordinance if the person connects a line conveying wastewater to the storm sewer system, or allows such a connection to continue.

H. General Provisions: All owners or occupants of property shall comply with the following general requirements:

1. No person shall leave, store, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm sewer system may occur. This section shall apply to both actual discharges and situations in which a reasonable person could expect to become a discharge.
 - (i) Private sanitary sewer connections and appurtenances must be maintained to prevent failure, which has the potential to pollute surface water.
 - (ii) Recreational vehicle sewage shall be disposed to a proper sanitary waste facility. Waste shall not be discharged in an area where drainage to streets or storm sewer systems may occur.
 - (iii) For pools, water must be allowed to sit long enough without the addition of chlorine to allow for chlorine to evaporate before discharging in an area where drainage to streets or storm sewer systems may occur.
 - (iv) Unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
2. The washing down of equipment and vehicles shall be conducted in a manner so as to not directly discharge wastewater where drainage to streets or storm sewer system may occur.
3. Runoff of water into the storm sewer system shall be minimized to the maximum extent practicable.
4. Removal of pollutants such as grass, leaves, dirt and landscape material from impervious surfaces shall be completed to the maximum extent practicable using mechanical cleaning techniques. Runoff of water into the storm sewer system from the washing down of impervious surfaces is prohibited unless necessary for health or safety purposes.
5. Mobile washing companies (carpet cleaning, mobile vehicle washing, etc) shall dispose of wastewater to the sanitary sewer. Wastewater must not be discharged where drainage to streets or storm sewer system may occur.
6. Storage of materials, machinery and equipment shall comply with the following requirements:
 - (i) Objects, such as motor vehicle parts containing grease, oil or other hazardous substances, and unsealed receptacles containing chemicals or other hazardous materials shall not be stored in areas susceptible to runoff.
 - (ii) Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.

7. Debris and residue shall be removed as follows:

- (i) All motor vehicle parking lots and private streets shall be swept at least once a year in the spring to remove debris. Such debris shall be collected and disposed of according to state and federal laws governing solid waste.
- (ii) Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries shall be contained immediately, removed as soon as possible and disposed of according to state and federal laws governing solid waste.

I. Industrial or Construction Activity Discharges.

Any person subject to an industrial activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a manner acceptable to the Public Works Director prior to the allowing of discharges to the storm sewer system. Any person responsible for a property or premise, who is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. These BMPs shall be part of a storm water pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES permit.

J. Access to Facilities

1. When the City has determined that there is a danger to the health, safety or welfare of the public, city representatives shall be permitted to enter and inspect facilities subject to regulation under this ordinance to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to city representatives.
2. In lieu of an inspection by a City representative, the property owner shall furnish a certificate from a licensed plumber, in a form acceptable to the City, certifying that the property has not discharged prohibited material into the municipal storm sewer system. Failure to provide such certificate of compliance shall make the property owner immediately subject to the suspension of storm sewer access as provided for in section M of this section until the property is inspected and/or compliance is met, including any penalties and remedies as set forth in section N below.
3. Unreasonable delays in allowing city representatives access to a permitted facility is a violation of a storm water discharge permit and of this ordinance.
4. The City may seek issuance of a search warrant for the following reasons:
 - (i) If city representatives are refused access to any part of the premises from which storm water is discharged, and there is probable cause to believe that there may be a violation of this ordinance; or
 - (ii) there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder; or
 - (iii) to protect the overall public health, safety, and welfare of the community.

K. Watercourse Protection

Every person owning property through which a watercourse passes or is directly adjacent to a watercourse, shall keep and maintain that part of the watercourse free of trash, debris, and other obstacles that would pollute, contaminate, or retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

L. Notification of Spills

Notwithstanding other requirements of law, as soon as any person has information of release of materials which result or may result in illegal discharges of pollutants into the storm sewer system, or water of the state, said person shall take all necessary steps to ensure the discovery, containment, and

cleanup of such release according to state and federal laws.

M. Suspension of Storm Sewer System Access

1. Suspension due to illicit discharges in emergency situation: The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge that presents or may present imminent and substantial danger to the environment, to the health or welfare of persons, to the storm sewer or waters of the state. If the violator fails to comply with a suspension order issued in an emergency, the city may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or the waters of the state, or to minimize danger to persons.
2. Suspension due to the detection of illicit discharge: All persons discharging to the MS4 in violation of this ordinance may have their access terminated if such termination serves to abate or reduce an illicit discharge. It is a violation of this ordinance to reinstate access to premises that have been terminated pursuant to this section without the prior approval of the City.

N. Enforcement

1. NOTICE OF VIOLATION: A violation of this ordinance is a Public Nuisance. When it has been determined that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the Public Works Director may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (i) The performance of monitoring, analysis, and reporting;
- (ii) The elimination of illicit connections or discharges;
- (iii) That violating discharges, practices, or operations shall cease and desist;
- (iv) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
- (v) Payment of a fine to cover administrative and remediation costs; and
- (vi) The implementation of source control or treatment BMPs; and
- (vii) The development of a corrective action plan to prevent repeat discharges; and
- (viii) Any other requirement deemed necessary.

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

2. APPEAL OF NOTICE OF VIOLATION: Any person receiving a Notice of Violation may appeal the determination of the Public Works Director. The notice of appeal must be received within 7 days from the date of the Notice of Violation. Hearing on the appeal before the appropriate municipal authority or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.
3. ENFORCEMENT MEASURES AFTER APPEAL: If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within 7 days of the decision of the municipal authority upholding the decision of the Public Works Director, then city representatives shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow city representatives to enter upon the premises for the purposes set forth above.
4. COST OF ABATEMENT OF THE VIOLATION: Within 15 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 7 days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment pursuant to Minnesota Statute § 429.101, Subd. 1(3).

- 1 5. INJUNCTIVE RELIEF: It shall be unlawful for any person to violate any provision or fail to comply
2 with any of the requirements of this Ordinance. If a person has violated or continues to violate the
3 provisions of this ordinance, the City may petition for a preliminary or permanent injunction restraining
4 the person from activities which would create further violations or compelling the person to perform
5 abatement or remediation of the violation.
- 6 6. COMPENSATORY ACTION: In lieu of enforcement proceedings, penalties, and remedies authorized by
7 this Ordinance, the City may impose upon a violator alternative compensatory actions such as storm drain
8 stenciling, attendance at compliance workshops, creek cleanup, etc.
- 9 7. VIOLATIONS DEEMED A PUBLIC NUISANCE: In addition to the enforcement processes and
10 penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this
11 Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and
12 may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or
13 otherwise compel the cessation of such nuisance may be taken.
- 14 8. CRIMINAL PROSECUTION: A violation of this ordinance is a misdemeanor.
- 15 9. COSTS AND EXPENSES: The City may recover all attorney's fees, court costs, staff expenses, clean-up
16 costs, and any other expenses associated with enforcement of this ordinance including, but not limited to,
17 sampling and monitoring expenses.
- 18 10. REMEDIES NOT EXCLUSIVE: The remedies listed in this ordinance are not exclusive of any other
19 remedies available under any applicable federal, state or local law and it is within the discretion of the
20 City to seek cumulative remedies.

21 O. Effective Date

22 This ordinance is effective immediately upon adoption and publication according to law.
23

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 01/25/10
Item No.: 13.c

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Discussion on Tower Rental Fees

BACKGROUND

Since 1997, the City has captured rental fees from Wireless Service Providers who have located their communications equipment on City-owned towers and ground space. To date, these rental fees have been earmarked for the City's Information Technology function which includes the purchase of hardware and software as well as IT Support Staff.

These fees, along with revenues derived from Joint Powers Agreements, has allowed the City to provide IT services almost exclusively without property tax dollars – a rarity among other municipalities.

With the construction of the initial tower in 1997, the rental fees were initially earmarked to repay a \$725,000 internal loan that was used to purchase land in what is now known as Reservoir Woods. However, in 1999 this loan was repaid from available TIF proceeds; thereby allowing the tower fees to be redirected to the IT function.

The following table shows the amount of tower rental fees since 1999.

Year	Amount
1999	\$70,000
2000	117,000
2001	104,000
2002	160,000
2003	161,000
2004 *	80,000
2005 *	187,000
2006	226,000
2007	255,000
2008	296,000
2009 (not final)	252,000

* Note – some revenues earned in 2004 were not recorded until 2005 *

It is uncertain as to whether the City Council has ever taken a formal action on where to earmark tower rental fees. However, the actual use of those revenues has been regularly communicated through the annual budget process as well as other public discussions. That being said, it is conceivable that a previous policy decision was made to earmark these funds towards information technology to ensure that all City functions benefit from these rental fees.

Tower rental (lease) monies are the City's primary funding source for the provision of email, internet access, computers, printers, software, network servers and switches, security systems, data backup drives, and more. It also pays for approximately 2.5 FTE Support Staff. The following table provides a breakdown of the City's 2010 information technology costs and their applicable funding source.

	<u>Roseville</u>	<u>Contract Agencies</u>	<u>Total</u>
Sources of Funds			
Wireless antenna lease payments	\$ 296,000	\$ -	\$ 296,000
Contributions from contract agencies	-	669,000	669,000
Transfer from the License Center	50,000	-	50,000
Transfer from the Water Department	25,000	-	25,000
Property taxes	50,000	-	50,000
Total	\$ 421,000	\$ 669,000	\$ 1,090,000
Uses of Funds			
Personal Services	\$ 185,000	\$ 613,900	\$ 798,900
Supplies & Materials	12,300	-	12,300
Other Services & Charges	122,500	-	122,500
Capital Outlay	132,000	-	132,000
Total	\$ 451,800	\$ 613,900	\$ 1,065,700

As is shown in the table, the revenues derived from wireless lease agreements are used to pay for Roseville's IT supplies, hardware, software, etc. The revenues derived from partnerships with other agencies are used almost exclusively to provide IT Support to those agencies.

These partnerships help the City spread its fixed costs over a larger service area. Absent these partnerships, the City's costs for network servers, switches, etc, would be much larger. These partnerships also allow the City to maintain a larger complement of IT Staff than if we were to go it alone. And although most of the added Staff spends the majority of their time servicing other agencies, it does afford the City the flexibility to direct 8 full-time Staff to respond to emergencies, high-priority projects, or system-wide troubleshooting needs.

City Staff will be available to answer any Council inquiries.

POLICY OBJECTIVE

Not applicable.

FINANCIAL IMPACTS

For 2010, tower rental fees are expected to total approximately \$290,000. These monies are used to support citywide purchases of information technology hardware and software, as well as IT Support Staff.

48 **STAFF RECOMMENDATION**

49 Not applicable.

50 **REQUESTED COUNCIL ACTION**

51 For discussion purposes only. No formal Council action is requested.

52

53

Prepared by: Chris Miller, Finance Director

Attachments: A: N/A

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/25/2010
Item No.: 13. d

Department Approval

City Manager Approval

Christopher K. Miller

W. J. Mahinen

Item Description: Discuss 2011 Budgeting-for-Outcomes Process

BACKGROUND

In 2010, the City Council committed to using a 'Budgeting for Outcomes' (BFO) process, whereby budget monies are allocated based on desired outcomes and priorities. With the initial undertaking, it was acknowledged that the City was not positioned to fully implement this process as prescribed by industry standards. In all likelihood, it would take 2-3 years of gradual phasing before the full benefits of this process are realized.

During the past year, the City took the following BFO steps for the property tax-supported programs and services:

- 1) Completed time-spent profiles
- 2) Calculated direct program costs
- 3) Identified mandatory vs. non-mandatory services
- 4) Categorized current service levels
- 5) Identified various outputs, service standards, and performance measures
- 6) Prioritized programs and services

City Staff recently met to discuss the merits of BFO. It was concluded that this new process was consistent with industry-recommended budgeting practices and was preferred over the previous one. Staff recommends the City continue using it for 2011. As part of this discussion, Staff discussed the strengths and weaknesses of last year's BFO process, and identified potential improvements for the upcoming year. A summary of Staff's assessment is included below.

Strengths

- ❖ Designed to ensure that high priority programs receive sufficient funding
- ❖ Greater transparency of program costs
- ❖ Emphasis on outcomes, not inputs
- ❖ Reject the premise that the current budget is the *right* budget

30 **Weaknesses**

- 31 ❖ Bigger learning curve compared to traditional budgeting process
- 32 ❖ More challenging to reflect intangible benefits of programs
- 33 ❖ Sometimes difficult to define or identify outcomes and levels of service
- 34 ❖ Resistance to {any} reform movements
- 35 ❖ Program categories may not have been appropriately selected

36
37 **2011 Suggested Process Improvements**

- 38 ❖ Refine program categories and sub-categories
- 39 ❖ Establish performance measures
- 40 ❖ Quantify varying levels of service
- 41 ❖ Establish a uniform program ranking process
- 42 ❖ Need to use total Program costs; i.e. we will no longer separately identify inflationary costs
- 43 ❖ Establish links to IR2025 and Council Goals

44
45 The items noted above are not meant to represent the complete list. It is expected that the Council will hold
46 a discussion to determine what improvements are needed. City Staff will be available to answer any
47 Council inquiries.

48 **POLICY OBJECTIVE**

49 Establishing a budget process that aligns resources with desired outcomes is consistent with governmental
50 best practices, provides greater transparency of program costs, and ensures that budget dollars are allocated
51 in the manner that creates the greatest value.

52 **FINANCIAL IMPACTS**

53 Not applicable.

54 **STAFF RECOMMENDATION**

55 Not applicable.

56 **REQUESTED COUNCIL ACTION**

57 No Council action is requested. The presentation is submitted for informational and discussion purposes.
58

Prepared by: Chris Miller, Finance Director
Attachments: A: Examples of Changes to Program Categories

City of Roseville
2011 Budgeting for Outcomes Process
Property-Tax Supported Programs

Attachment A

<u>Department /</u> <u>Division</u>	<u>2010</u> <u>Program / Function</u>	<u>2011</u> <u>Program / Function</u>
38 Finance Finance Finance Finance	Finance - Finance Director position	Finance - Finance Director position Finance - Budgeting / Financial Planning Finance - Debt Management Finance - Economic Development
52 Finance Finance	Finance - Financial acct./reporting	Finance - Financial acct./reporting Finance - Purchasing
92 Finance	Finance - Cash receipts	Finance - Cash receipts
106 Finance	Finance - Banking / investing	Finance - Banking / investing
82 Finance	Finance - Payroll	Finance - Payroll
93 Finance	Finance - Reception Desk	Finance - Reception Desk
75 Finance	Finance - Risk Management	Finance - Risk Management
149 Finance	Finance - Business licensing	Finance - Business licensing
129 Finance	Finance - Organizational Management	Finance - Organizational Management
116 Finance	Finance - Contract administration	Finance - Contract administration
117 Finance	Finance - Software maintenance	Finance - Software maintenance
107 Finance	Finance - Other (4%)	Finance - Other (4%)
155 Police	Admin - Animal control	Admin - Animal control
138 Police	Admin - Background investigations	Admin - Background investigations
21 Police	Admin - Business licensing, compliance	Admin - Business licensing, compliance
112 Police	Admin - Criminal prosecutions	Admin - Criminal prosecutions
111 Police	Admin - Execute warrants	Admin - Execute warrants
127 Police	Admin - Fire arms permits	Admin - Fire arms permits
8 Police	Admin - Organizational Management	Admin - Organizational Management
90 Police	Admin - Pawn shop oversight	Admin - Pawn shop oversight
40 Police	Admin - Police Chief position	Admin - Police Chief position
64 Police	Admin - Police records	Admin - Responding to Public Requests
5 Police	Admin - Police reports	Admin - Police Records / Reports
84 Police	Admin - School Liaison	Admin - School Liaison
122 Police Police	Admin - Security alarm responses	Admin - Security alarm responses Admin - Community Liaison
39 Police	Comm Svcs - general	Comm Svcs - general
124 Police	Emergency Mgmt - general	Emergency Mgmt - general
91 Police	Investigations - crime scene processing	Investigations - crime scene processing
3 Police	Investigations - investigations	Investigations - crime scene processing
Police	Investigations - investigations	Investigations - Public Safety Promo / Community Interaction
Police		Investigations - Criminal prosecutions
Police		Investigations - Other
36 Police	Patrol - Case management	Patrol - Case management
2 Police	Patrol - Citizen customer service	Patrol - Public Safety Promo / Community Interaction
135 Police	Patrol - City of St. Paul Radio support	Patrol - City of St. Paul Radio support
67 Police	Patrol - Collaborate with others	Patrol - Collaborate with others
22 Police	Patrol - Community Liaison	Patrol - Community Liaison
30 Police	Patrol - Dispatch	Patrol - Dispatch
16 Police	Patrol - Patrol (state aid)	Patrol - Patrol (state aid)
4 Police	Patrol - Patrol Other	Patrol - 24x7 / First Responder
73 Police	Patrol - RMS maintenance	Patrol - RMS maintenance

City of Roseville
2011 Budgeting for Outcomes Process
Property-Tax Supported Programs

Department / <u>Division</u>		2010 <u>Program / Function</u>	2011 <u>Program / Function</u>
123 Police	Police	Patrol - Training (state aid)	Patrol - Training (state aid)
	Police		Patrol - Animal Control
	Police		Patrol - Police Reports (by officer)
33 Police		Patrol - Other	Patrol - Other

REQUEST FOR COUNCIL ACTION

Date: January 25, 2010

Item No.: 13.e

Department Approval

City Manager Approval



Item Description: Discuss Agenda for Strategic Planning Session

BACKGROUND

Roseville is facing serious budgetary challenges brought on by the economic downturn along with a reduction of state funding and increased needs and expectations of Roseville residents. Council meetings give little time to discuss some of the bigger issues that the Council faces, so in recent years the City Council has held strategic planning sessions to plan future actions.

POLICY OBJECTIVE

Set an agenda and expectations for the upcoming strategic planning meeting that will help the Council to prioritize issues, plan for the future and build cooperative relationships between Council and staff and among Council Members. By setting an agenda for the strategic planning session, Council will ensure that they have adequate time to cover a variety of topics.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Set an agenda for the strategic planning session.

REQUESTED COUNCIL ACTION

Discuss agenda topics for the strategic planning session.

Prepared by: William J. Malinen, City Manager

REQUEST FOR COUNCIL ACTION

Date: January 25, 2010
Item No.: 13.f

Department Approval

City Manager Approval



Item Description:

Discuss a Resolution Amending the Appointment and Reappointment
Process and Term Limits Policy for Roseville Citizen Advisory Commissions

BACKGROUND

The City has established procedures to ensure that every person is given an equal opportunity to be considered for appointment and reappointment to any of the six standing advisory commissions. Council has asked that staff update the appointment and reappointment process to add the Ethics Commission, to update where commission vacancies are advertized and to modify the requirements of who participates in the interview process.

POLICY OBJECTIVE

To update the appointment and reappointment process that ensures fair and open notification and selection process that encourages all Roseville residents who are interested to apply for appointments.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Discuss amending the appointment and reappointment process and term limits policy to add the Ethics Commission, to update where commission vacancies are advertized and to modify the requirements of who participates in the interview process.

REQUESTED COUNCIL ACTION

Discuss adopting a resolution approving the amended appointment and reappointment process and term limits policy to add the Ethics Commission, to update where commission vacancies are advertized and to modify the requirements of who participates in the interview process.

Prepared by: William J. Malinen, City Manager
Attachments: A: Draft Resolution

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 25th day of January, 2010, at 6:00 p.m.

The following members were present:

and the following were absent:.

Member introduced the following resolution and moved its adoption:

Resolution No. _____
(supersedes Resolution 10266)

**Appointment and Reappointment Process
and Term Limits Policy
Roseville Citizen Advisory Commissions**

WHEREAS, the City of Roseville has six standing Advisory Commissions: Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville's quality of life; and

WHEREAS, the Roseville City Council adopted Resolutions No. 9372 and 10266 regarding appointments to Advisory Commissions; and

WHEREAS, the Council wishes to amend the appointment policy;

NOW THEREFORE, BE IT RESOLVED, that the resolutions 9372 and 10266 hereby are resinded.

BE IT FURTHER RESOLVED, that the Roseville City Council hereby adopts a Appointment and Reappointment and Term Limit Policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

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

and the following voted against the same:.

WHEREUPON said resolution was declared duly passed and adopted.

WITNESS MY HAND officially as such Manager this 25th day of January, 2010.

William J. Malinen, City Manager

(Seal)

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT PROCESS
AND TERM LIMITS POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has ~~five~~ six standing Advisory Commissions; Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT:

It is the intent of this policy to establish a fair and open notification and selection process ~~that~~ which encourages all Roseville residents to apply for appointments.

PROCEDURE STATEMENT:

I.

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc., on any standing Advisory Commission, the following procedure will be used.

- A. When a Commission vacancy occurs the City Council, at a regular meeting, will establish a deadline for receiving applications and the date of the Council Meeting to interview the applicants. The time between the application deadline and the interviews shall be no more 30 days.
- B. Commission vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review ~~and Roseville Focus~~ at least two times before the application deadline. Vacancies will also be advertised on Cable Television and posted on the City Hall Bulletin Board.
- C. Applications received after the deadline will not be accepted.
- D. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- E. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council Meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as described in "B": above.

- 123 F. Applicants will be interviewed by the City Council. The Chair or the Chair's designee, and
124 Vice Chair of the Commission to which the applicant is seeking appointment will be invited
125 to attend and participate in the interview process. ~~A minimum of five members of the~~
126 ~~Interview Team must participate in the interview process.~~ Interviews are open to the public.
127
- 128 G. If a new vacancy occurs after an application deadline and before an appointment is made, a
129 new application process will be used as described in this procedure.
130
- 131 H. The City Council will make the appointments at the first Council meeting following
132 interviews.
133
- 134 I. Advisory Commission Applications shall be kept on file for one year. If during that year a
135 vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.
136

137 II.

138
139 If a current Commission member's term is expiring and is eligible for reappointment, the following
140 procedure will be used.
141

- 142 A. No later than sixty days prior to the expiration of a term, each commission member whose
143 term is expiring shall be contacted in writing and directed to complete a written
144 application for reappointment if they desire to be reappointed. For persons seeking
145 reappointment, the Council shall be advised of the attendance record of the individual
146 whose term is expiring. The Council will also be provided with written comments from
147 the Chairperson of the Commission regarding the reappointment of the individual. At that
148 time, the Council will consider whether to interview the commissioner; if two
149 councilmembers request, a commissioner seeking reappointment will be scheduled to
150 attend an interview before the entire Council
151
- 152 B. Should the Council determine that the individual merits reappointment, that person will be
153 reappointed.
154
- 155 C. Should the incumbent not wish to be reappointed or should the Council determine that the
156 individual does not merit reappointment, the Council will follow the procedure for filling
157 vacancies as described in I. above.
158
159

160 APPOINTMENT TO OTHER CITY ADVISORY GROUPS

161
162 The Council may use the procedure outlined in Sections I. and II. above for making appointments to
163 other advisory groups, committees, task forces, etc.
164

165 TERM LIMITS

166
167
168 Members of all Advisory Commissions may serve a maximum of two full consecutive three-year
169 terms. The Council may reappoint a person for a period not exceeding one additional year if the
170 Council, by four-fifths vote determines that reappointment is in the best interest of such Commission
171 and the City.

Date: 1/25/10

Item: 13.g

City Manager

Evaluation

No Attachment

Date: 1/25/10

Item: 15.a

RV Parking

No Attachment