

# **City Council Agenda**

# Monday, February 8, 2016 6:00 p.m.

# **City Council Chambers**

(Times are Approximate – please note that items may be earlier or later than listed on the agenda)

(Times are A	Appro	ximate – please note that items may be earlier or later than listed on the age
6:00 p.m.	1.	Roll Call
		Voting & Seating Order: Laliberte, McGehee, Willmus, Etten, Roe
6:02 p.m.	2.	Pledge of Allegiance
6:05 p.m.	3.	Approve Agenda
6:07 p.m.	4.	<b>Public Comment</b>
6:12 p.m.	5.	Council and City Manager Communications, Reports and Announcements
6:17 p.m.	6.	Recognitions, Donations and Communications
6:20 p.m.		a. Present Green Building Award Winner
6:25 p.m.		Closed Session
		Discuss Acquisition of 1716 Marion St.
	7.	Approve Minutes

- 6:40 p.m. **8. Approve Consent Agenda** 
  - a. Approve Payments
  - b. Approve Business & Other Licenses & Permits
  - c. Approve General Purchases and Sale of Surplus items in excess of \$5000
  - d. Adopt a Resolution to Approve 2016 Apportionment of Assessments
  - e. Approve Resolution Awarding Bid for 2016 Sanitary Sewer Main Lining
  - f. Certify Unpaid Utility and Other Charges to the Property Tax
  - g. Accept Shared Services Update
  - h. Accept Grant Applications Update
  - i. Award Custodial Services Contract Agreement for Park

6:50 p.m.

6:55 p.m.

7:05 p.m.

7:15 p.m.

7:25 p.m.

7:35 p.m.

8:10 p.m.

8:20 p.m.

8:25 p.m.

8:35 p.m.

8:50 p.m.

9:30 p.m.

9:45 p.m.

10:00 p.m.

**17.** 

18. Adjourn

	Buildings
	. Approve Farrington Estates Public Improvement Contrac
	k. Approve Farrington Estates Final Plat
	Adopt a Resolution Denying the Appeal of an Administrative Decision by Vogel Mechanical, Inc. at 2830 Fairview Avenue North
9.	Consider Items Removed from Consent
10.	General Ordinances for Adoption
	a. Proposed Text Amendments to Chapter 907 Registration of Residential Rental Property of 1 to 4 units
	o. Consider Rezoning of Property at 3253 and 3261 Old Highway 8
	e. High Density Residential Interim Ordinance (Moratorium
11.	Presentations
	a. Federal Bureau of Investigation (FBI), National Academy Presentation
	o. Discussion with Various Commissions (Community Engagement, Human Rights, and Ethics Commission)
<b>12.</b>	Public Hearing and Action Consideration
	<ul> <li>a. Approve Request for a Noise Variance for the 2016 CIPP Project</li> </ul>
13.	Budget Items
14.	Business Items (Action Items)
	a. Approve Resolution Authorizing the Purchase of 1716 Marion St. by the City of Roseville
	o. Financing Agreement with Calyxt for Brownfield Cleanup
	e. Request for Approval of a Preliminary Plat at 2201 Acorn Road
<b>15.</b>	Business Items – Presentations/Discussions
	<ul> <li>High Density Housing Discussion and Housing/Economic Development Update</li> </ul>
<b>16.</b>	City Manager Future Agenda Review

**Councilmember Initiated Items for Future Meetings** 

# Council Agenda - Page 3

# Some Upcoming Public Meetings......

Monday	Feb 8	6:00 p.m.	City Council Meeting
Tuesday	Feb 9	6:30 p.m.	Finance Commission
Wednesday	Feb 10	6:30 p.m.	Ethics Commission
Thursday	Feb 11	6:30 p.m.	Community Engagement Commission
Monday	Feb 15		City Offices Closed - Presidents' Day
Monday	Feb 22	6:00 p.m.	City Council Meeting
Tuesday	Feb 23	6:30 p.m.	Public Works, Environment & Transportation Commission
Wednesday	Feb 24	6:00 p.m.	Human Rights Commission
Monday	Feb 29	6:30 p.m.	Parks & Recreation Commission
March			
Wednesday	Mar 2	5:30 p.m.	Variance Board
Wednesday	Mar 2	6:30 p.m.	Planning Commission

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

# REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 6.a

Department Approval City Manager Approval

V. Pal Bitte

fame 1 Truckelon

Item Description: Roseville Green Award Program

#### 1 BACKGROUND

- 2 The Roseville Housing and Redevelopment Authority (RHRA) started the Green Award
- 3 Program in 2010 to recoginize residential properties that incorporate best practices for
- 4 improvements when gardening, landscaping, remodeling, or building a home in Roseville. The
- winning properties are recognized at a public meeting, presented with an award, and highlighted
- on the City's website. On January 5, 2016, the RHRA transferred its financial resources and all
- 7 programs to the Roseville Economic Development Authority (REDA). Since the REDA does not
- 8 have regular meetings, the award is being presented at a City Council Meeting.
- 9 The Albeckers demolished an existing rambler and used the general footprint to build a new,
- two-story home that would blend into the neighborhood and incorporate energy efficiency
- products for a sustainable lifestyle. Homeowners Anthony and Julie Albecker will be present to
- receive recognition for the green improvements in their new home (see attachment A).

### 13 POLICY OBJECTIVE

- Roseville has been a leader in providing education and incentives in sustainability and green
- remodeling/building techiniques for the last 5 years, which helps to improve the housing quality
- and sustainability of the homes.

# 7 **BUDGET IMPLICATIONS**

- The monetary award for the Green Award Program for the property located at 405 Lovell
- Avenue was budgeted for in the 2015 RHRA budget. The budget for 2015 was \$850, which
- 20 would have allowed for 3 homes to be recognized using the following award distribution: first
- prize \$500, second prize \$250, and third prize \$100. Since only one award was given for
- 22 2015, the budget impact is \$500.

# 23 STAFF RECOMMENDATION

- This item is to recognize the winner of the Green Award Program so there is no staff
- 25 recommendation.

## 26 REQUESTED COUNCIL ACTION

- No action is needed by Council. The Albeckers will be awarded first prize for the 2015
- 28 Roseville Green Award.

Prepared by: Jeanne Kelsey, 651-792-7086

Attachments: A: 405 Lovell Avenue Green Home Improvements

# 2015 Roseville Attachment A. 2015 Award **Green Building/Remodeling Award**

# 405 Lovell Avenue

# **Anthony & Julie Albecker**

**The Project:** The Albeckers replaced an existing 1,184 sq.ft. rambler with a high energy efficiency custom 2 story.

## **Before**











# **During**

Using green building ideas, the Albeckers increased their living space, reduced their energy costs, increased their impervious coverage area, & saved money!

# **After**





#### **General Improvements**

- Insulated Concrete Form (ICF) foundation and Structurally insulated Panels (SIP) to reduce energy consumption, conserve resources, and promote healthy indoor environment.
- · Under-slab has 2-inch insulated foam board with radiant floor tubing in home and garage.
- New home footprint is very close to original foundation/ hardscape with net gain of permeable surface (30% of the original driveway was preserved).
- · All large and mature healthy trees where preserved.
- · Roseville compost used for entire lot.

# **HVAC System**

- · 3-zone radiant floor heating built into home (Zone 1 -Basement, Zone 2 - Garage, Zone 3 – Bathroom.
- HERS Rating is 38 (Energy audit was performed midway through construction in order to determine if any insulating was missed through building).
- Xcel Energy Star Home Program Certified.
- · 2-stage 96% EFF Furnace.
- 2-ton 16 SEER High Efficiency
- Heat Recovery Ventilator (air exchanger and air filtration system).
- · Energy Star bath fans with de-humidistats.

# **Best Management Practices**

- · The following materials were taken to reuse site:
  - · Concrete foundation
  - · Lumber from foundation footing forms
  - Rebar
  - Old furnace and mechanicals
  - · Extra fasteners and adhesive compounds
  - All cardboard
- · Left-over construction lumber was used to make shelving & nook storage areas.
- · Minimal carpet installed.
- · Domestic wood flooring was pre-finished off-site and allowed extra time to off-gas.
- · Spray foam insulation used at knee walls, attic, and sill perimeter.

## **Beneficial Design** Elements

- Design complements nearby homes by combining aspects of the rambler, bungalow, and 2-story home designs.
- 3-stall piggyback garage accommodates existing driveway and fits with other 2-car garages on block.
- · House design and positioning maximizes sun position and uses passive light for living areas.
- Bonus room over garage with drain and water supply will eventually be a small "green room" to grow plants.
- Universal design make it accessible to those with mobility and health issues.



# REQUEST FOR COUNCIL ACTION

Date: 02/08/2016 Item No.: 8.a

Department Approval

City Manager Approval

Ctton K. mill

Item Description: Approve Payments

#### 1 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	\$562,793.32
80304-80418	\$505,659.66
Total	1.068.452.98

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.

## 8 POLICY OBJECTIVE

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

#### 10 FINANCIAL IMPACTS

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

12 reserves.

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#### 13 STAFF RECOMMENDATION

14 Staff recommends approval of all payment of claims.

# REQUESTED COUNCIL ACTION

Motion to approve the payment of claims as submitted

Prepared by: Chris Miller, Finance Director
Attachments: A: Checks for Approval

Page 1 of 1

# Accounts Payable

# Checks for Approval

User: Printed:

mary.jenson 2/2/2016 - 9:35 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
80395	01/28/2016	Central Svcs Equip Revolving	Rental - Copier Machines	Pitney Bowes	Poatagel Machine Rental	832.62
				Rental - Co	Rental - Copier Machines Total:	832.62
				Fund Total:		832.62
0 0	01/26/2016 01/26/2016	Charitable Gambling Charitable Gambling	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	5.10
				Federal Inc	Federal Income Tax Total:	7.02
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Charitable Gambling Charitable Gambling Charitable Gambling Charitable Gambling	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	4.94 1.15 0.44 1.85
				FICA Emp	FICA Employee Ded. Total:	8.38
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Charitable Gambling Charitable Gambling Charitable Gambling Charitable Gambling	FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emplo PR Batch 00002.01.2016 FICA Emplo PR Batch 00002.01.2016 Medicare Ei PR Batch 00002.01.2016 Medicare Ei	4.94 1.85 0.44 1.15
				FICAEmp	FICA Employers Share Total:	8.38
0 0	01/26/2016 01/26/2016	Charitable Gambling Charitable Gambling	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	0.81
				MN State J	MN State Retirement Total:	1.02
0	01/26/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	5.22

AP-Checks for Approval (2/2/2016 - 9:35 AM)

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	1.33
				PERA Emp	PERA Employee Ded Total:	6.55
0000	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Charitable Gambling Charitable Gambling Charitable Gambling Charitable Gambling	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera additio	1.33 5.22 0.21 0.81
				PERA Emp	PERA Employer Share Total:	7.57
80333 80333	01/21/2016 01/21/2016	Charitable Gambling Charitable Gambling	Professional Services - Bingo Professional Services - Bingo	Shidell & Mair Shidell & Mair	Roseville Youth Hockey Midway Speedskating	2,007.18
				Profession	Professional Services - Bingo Total:	4,218.48
0 0	01/26/2016 01/26/2016	Charitable Gambling Charitable Gambling	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	2.73
				State Incon	State Income Tax Total:	3.75
				Fund Total:	ı	4,261.15
0	01/28/2016	Community Development	Conferences	Joel Koepp	Conference Registration Reimbursem	255.00
				Conferences Total:	s Total:	255.00
0	01/26/2016	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Inco	4,262.61
				Federal Inc	Federal Income Tax Total:	4,262.61
0 0	01/26/2016 01/26/2016	Community Development Community Development	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El	2,144.16
				FICA Emp	FICA Employee Ded. Total:	2,645.66
0 0	01/26/2016 01/26/2016	Community Development Community Development	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El	2,144.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICAEmp	FICA Employers Share Total:	2,645.66
80397	01/28/2016	Community Development	HSA Employee	Premier Bank	PR Batch 00002.01.2016 HSA Emple	250.00
				HSA Empl	HSA Employee Total:	250.00
0	01/28/2016	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30022'	ICMA Retirement Trust 457-30022 PR Batch 00002.01.2016 ICMA Defe	1,117.95
				ICMA Def		1,117.95
80379	01/28/2016	Community Development	Life Ins. Employee	LINA	Life Insurance Premiums	299.65
				Life Ins. E	Life Ins. Employee Total:	299.65
80379	01/28/2016	Community Development	Life Ins. Employer	LINA	Life Insurance Premiums	52.78
				Life Ins. E	Life Ins. Employer Total:	52.78
80379	01/28/2016	Community Development	Long Term Disability	LINA	Life Insurance Premiums	179.18
				Long Term	Long Term Disability Total:	179.18
80391	01/28/2016	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium	418.11
				Medical In	Medical Ins Employee Total:	418.11
80391	01/28/2016	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium	3,762.25
				Medical In	Medical Ins Employer Total:	3,762.25
0	01/26/2016	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo:	321.55
				MN State	MN State Retirement Total:	321.55
0	01/26/2016	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De	639.00
				MNDCP [	MNDCP Def Comp Total:	639.00
0	01/21/2016	Community Development	Office Supplies	Innovative Office Solutions	Office Supplies	844.49
	roval (2/2/2016 - 9	:35 AM)				Page 3

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Office Supplies Total:	— plies Total:	844.49
0	01/26/2016	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	2,247.74
				PERA Em	PERA Employee Ded Total:	2,247.74
0 0	01/26/2016 01/26/2016	Community Development Community Development	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	345.81 2,247.74
				PERA Em	PERA Employer Share Total:	2,593.55
80393	01/28/2016	Community Development	Professional Services	Permitworks	Permits & Inspections Software Annu	3,875.00
				Profession	Professional Services Total:	3,875.00
0	01/26/2016	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom	1,650.89
				State Incon	State Income Tax Total:	1,650.89
80370	01/28/2016	Community Development Community Development	Training Training	International Code Council, Inc. International Code Council, Inc.	Code Training-Coughlin Code Training-Trooien	276.00
	01/28/2016	Community Development	Training	International Code Council, Inc.	Code Training-Proulx	276.00
	01/28/2016	Community Development	Training	International Code Council, Inc.	Code Training-Englund	276.00
	01/28/2016	Community Development	Training	Regents of the University of MN	Building Officials Conference-Cough	275.00
	01/28/2016	Community Development	Training	Regents of the University of MN	Building Officials Conference-Englur	260.00
80400	01/28/2016 01/28/2016	Community Development Community Development	Training Training	Regents of the University of MIN Regents of the University of MIN	Building Officials Conference-Munsc Building Officials Conference-Proulx	130.00
	01/28/2016	Community Development	Training	Regents of the University of MN	Building Officials Conference-Schlun	260.00
80400	01/28/2016	Community Development	Training	Regents of the University of MN	Building Officials Conference-Trooie	260.00
				Training Total:	Tal:	2,574.00
0	01/26/2016	Community Development	Transportation	Parking Ramp-CC	Chamber Meeting Parking	9.00
				Transportation Total:	ion Total:	6.00
				Fund Total:		30,644.07
0	01/26/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Inco	1,729.78
AP-Checks for Approval (2/2/2016 - 9:35 AM)	.val (2/2/2016 - 9	35 AM)				Page 4

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc	429.55
				Federal Inco	Federal Income Tax Total:	2,159.33
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emplor Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emplorement	50.55 960.93 224.69 216.09
				FICA Empl	FICA Employee Ded. Total:	1,452.26
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Contracted Engineering Sves Contracted Engineering Sves Contracted Engineering Sves Contracted Engineering Sves	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare Est PR Batch 00002.01.2016 Medicare Est PR Batch 00002.01.2016 FICA EmployR Batch 000002.01.2016 FICA EmployR Batch 0000002.01.2016 FICA EmployR Batch 000002.01.2016 FICA EmployR Batch 0000002.01.2016 FICA EmployR Batch 0000002.01.2016 FICA EmployR Batch 000000000000000000000000000000000000	224.69 50.55 960.93 216.09
				FICA Empl	FICA Employers Share Total:	1,452.26
80397	01/28/2016	Contracted Engineering Svcs	HSA Employee	Premier Bank	PR Batch 00002.01.2016 HSA Emple	95.19
				HSA Employee Total:	— yee Total:	95.19
0 0	01/28/2016 01/28/2016	Contracted Engineering Svcs Contracted Engineering Svcs	ICMA Def Comp ICMA Def Comp	ICMA Retirement Trust 457-30022' ICMA Retirement Trust 457-30022'	ICMA Retirement Trust 457-30022' PR Batch 00002.01.2016 ICMA Defe ICMA Retirement Trust 457-30022' PR Batch 00002.01.2016 ICMA Defe	76.09
				ICMA Def	ICMA Def Comp Total:	97.49
80379	01/28/2016	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premiums	72.95
				Life Ins. En	Life Ins. Employee Total:	72.95
80391	01/28/2016	Contracted Engineering Svcs	Medical Ins Employee	NJPA	Health Insurance Premium	210.66
				Medical Ins	——Medical Ins Employee Total:	210.66
0	01/28/2016 01/28/2016	Contracted Engineering Svcs Contracted Engineering Svcs	Minnesota Benefit Ded Minnesota Benefit Ded	MN Benefit Association MN Benefit Association	PR Batch 00002.01.2016 Minnesota I PR Batch 00002.01.2016 Minnesota I	53.33
				Minnesota l	Minnesota Benefit Ded Total:	68.16
0	01/26/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo:	155.16
AP-Checks for App.	AP-Checks for Approval (2/2/2016 - 9:35 AM)	35 AM)				Page 5

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo:	36.19
				MN State I	MN State Retirement Total:	191.35
0 0	01/26/2016 01/26/2016	Contracted Engineering Svcs Contracted Engineering Svcs	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De PR Batch 00002.01.2016 MNDCP De	70.11
				MNDCP D	MNDCP Def Comp Total:	71.49
0 0	01/26/2016 01/26/2016	Contracted Engineering Svcs Contracted Engineering Svcs	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	235.10
				PERA Em	PERA Employee Ded Total:	1,244.00
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	36.19 235.10 155.16 1,008.90
				PERA Em	PERA Employer Share Total:	1,435.35
0 0	01/26/2016 01/26/2016	Contracted Engineering Svcs Contracted Engineering Svcs	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	688.39 161.98
				State Incor	State Income Tax Total:	850.37
				Fund Total:	.,	9,400.86
80410	01/28/2016	Fire Vehicles Revolving	Furniture & Fixtures	Ultimate Safety Concepts, Inc.	Firefighting Supplies	4,165.57
				Furniture &	Furniture & Fixtures Total:	4,165.57
				Fund Total:		4,165.57
0	01/28/2016	General Fund	211403 - Flex Spend Day Care	Nick Picha	Dependent Care Reimbursement	384.62
				211403 - F	211403 - Flex Spend Day Care Total:	384.62
0	01/28/2016	General Fund	Clothing	Josh Dix	Boots Reimbursement Per Union Con	168.00
AP-Checks for Approval (2/2/16	-	9.35 AM)				Рада 6

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0 80373 0 0 80411	01/28/2016 01/28/2016 01/28/2016 01/28/2016 01/28/2016	General Fund General Fund General Fund General Fund	Clothing Clothing Clothing Clothing Clothing	Chad Fierstine Keeprs Inc Mike Kroeger North Image Apparel, Inc. Uniforms Unlimited, Inc.	Boots Reimbursement Per Union Con Uniform Supplies Boots Reimbursement Per Union Con Uniform Supplies Uniform Supplies	308.00 1,022.92 138.92 1,768.40 20.90
				Clothing Total:	rtal:	3,427.14
0 80323 80323 80334 80344	01/21/2016 01/21/2016 01/21/2016 01/21/2016 01/21/2016	General Fund General Fund General Fund General Fund	Contract Maint City Hall	Adam's Pest Control Inc McGough Facility Management, LI McGough Facility Management, LI Shortstop Electric Village Plumbing, Inc.	Quarterly Service-City Hall Labor Labor Ballasts, Lamps, Exit Signs, Misc City Hall, New Bottle Filling Stations	106.00 112.50 2,155.00 2,197.00 3,143.00
				Contract Ma	Contract Maint City Hall Total:	7,713.50
0 80323	01/21/2016	General Fund General Fund	Contract Maint City Garage Contract Maint City Garage	Adam's Pest Control Inc McGonoh Facility Management 11	Quarterly Service-Public Works Build Labor	106.00
80334	01/21/2016	General Fund	Contract Maint City Garage	Shortstop Electric	Ballasts, Lamps, Exit Signs, Misc	2,197.00
80340 80344	01/21/2016 01/21/2016 01/21/2016	General Fund General Fund	Contract Maint City Garage Contract Maint City Garage Contract Maint City Garage	Twin City Garage Door Co. Village Plumbing, Inc.	rans and tabor drawbar curved PC and shop supplies Repair Water Cooler, Public Works	272.13 155.00 1,337.00
				Contract M.	Contract Maint City Garage Total:	5,144.63
80334	01/21/2016	General Fund	Contract Maint Old City Hall	Shortstop Electric	Licensed Labor, Materials and Vehicle	200.00
				Contract M.	Contract Maint Old City Hall Total:	200.00
80357 80376 80347 80346	01/28/2016 01/28/2016 01/26/2016 01/26/2016	General Fund General Fund General Fund General Fund	Contract Maintenance Contract Maintenance Contract Maintenance Contract Maintenance	Comcast Law Enforcement Tech Group, LLC MN BCA MN BCA	High Speed Internet LETG Software Maintenance & Supp Vehicle Supplies Vehicle Supplies	97.84 51,109.73 15.00 15.00
				Contract M:	Contract Maintenance Total:	51,237.57
0	01/28/2016 01/28/2016	General Fund General Fund	Contract Maintenence Contract Maintenence	City of St. Paul City of St. Paul	Street Light Maintenance Street Light Maintenance	30.33
				Contract M:	Contract Maintenence Total:	228.52
80391	01/28/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium	974.30
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
80391	01/28/2016	General Fund	Employer Insurance	NJPA	Health Insurance Premium	994.30
				Employer I	Employer Insurance Total:	1,968.60
0 0	01/26/2016 01/26/2016	General Fund General Fund	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	30,699.32 3,594.07
				Federal Inc	Federal Income Tax Total:	34,293.39
0000	01/26/2016 01/26/2016 01/26/2016 01/26/2016	General Fund General Fund General Fund General Fund	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	478.56 5,753.27 3,789.84 509.03
				FICA Empl	FICA Employee Ded. Total:	10,530.70
0000	01/26/2016 01/26/2016 01/26/2016 01/26/2016	General Fund General Fund General Fund General Fund	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	5,753.27 478.56 3,789.84 509.03
				FICA Empl	FICA Employers Share Total:	10,530.70
80387	01/28/2016	General Fund	Financial Support	MN Child Support Payment Cntr	Remittance: 0015005038	354.43
				Financial S	Financial Support Total:	354.43
80397 80397	01/28/2016 01/28/2016	General Fund General Fund	HSA Employee HSA Employee	Premier Bank Premier Bank	PR Batch 00002.01.2016 HSA Emple PR Batch 00002.01.2016 HSA Emple	174.54 2,597.06
				HSA Employee Total:	oyee Total:	2,771.60
0 0	01/28/2016 01/28/2016	General Fund General Fund	ICMA Def Comp ICMA Def Comp	ICMA Retirement Trust 457-30022' ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2016 ICMA Defe PR Batch 00002.01.2016 ICMA Defe	2,208.69
				ICMA Def		2,470.05
80379 80379 80404	01/28/2016 01/28/2016 01/28/2016	General Fund General Fund General Fund	Life Ins. Employee Life Ins. Employee Life Ins. Employee	LINA LINA Standard Insurance Company	Life Insurance Premiums Life Insurance Premiums Life Insurance Policy: 00 134766	1,723.21 9.61 5.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Life Ins. Ei	Life Ins. Employee Total:	1,738.52
80379 80404	01/28/2016	General Fund General Fund	Life Ins. Employer Life Ins. Employer	LINA Standard Insurance Company	Life Insurance Premiums Life Insurance Policy: 00 134766	451.17
				Life Ins. Er		459.25
80379	01/28/2016	General Fund	Long Term Disability	LINA	Life Insurance Premiums	1,437.08
				Long Term	Long Term Disability Total:	1,437.08
80391 80391	01/28/2016	General Fund General Fund	Medical Ins Employee Medical Ins Employee	N.PA N.PA	Health Insurance Premium Health Insurance Premium	7,265.26
				Medical In	— Medical Ins Employee Total:	14,026.93
80391	01/28/2016	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium	51,893.38
				Medical In	Medical Ins Employer Total:	51,893.38
0 80368 80381 80382 80384 80386 80388 80398 80412	01/26/2016 01/28/2016 01/28/2016 01/28/2016 01/28/2016 01/28/2016 01/28/2016 01/28/2016	General Fund	Memberships & Subscriptions	GFOA- CC Thomas Gray IAPE Metro Chief Fire Officers Assn. Metro Cities Mid-States Organized Crime Inform MN Chiefs of Police Assoc MN Emergency Managers Ramsey County Chiefs of Police As USPCA Region 12 Membershi	Treasury Management Newsletter Sul USPCA Membership Renewal Reimb Membership Renewal-Griffin s Assn. Membership Dues Membership Dues ime Inform 2016 Annual Membership Dues oc 2016 Membership Dues IS Membership Dues Amembership Dues Colf Membership Dues Membership Dues Amembership Dues Colf Membership Dues Colf Membership Dues Police As 2016 Membership Dues Colf Membership Dues Police As 2016 Membership Dues Colf Membership Dues Dolf Membership Dues Colf Membership Dues Colf Membership Dues Dolf Membership Dues Colf Membership Dues Dolf Membership Dues Dolf Membership Dues Colf Membership Dues Dolf Membership Dues Dolf Membership Dues Dolf Membership Dues Dolf Membership Dues	55.00 50.00 50.00 20.00 200.00 130.00 150.00 150.00
0	01/26/2016	General Fund	Miscellaneous	Twin Cities North Chamber-CC	Millinesota Benefit Dea Totat.  ver-CC Legislative Breakfast Registration-Tri	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Miscellaneous Total:	ous Total:	40.00
0	01/26/2016 01/26/2016	General Fund General Fund	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	314.59 2,648.59
				MN State F	MN State Retirement Total:	2,963.18
0 0	01/26/2016 01/26/2016	General Fund General Fund	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De PR Batch 00002.01.2016 MNDCP De	5,864.71 719.04
				MNDCP D	MNDCP Def Comp Total:	6,583.75
80355	01/28/2016	General Fund	Non Business Licenses - Pawn	City of Minneapolis Receivables	Pawn Transaction Fees	1,484.10
				Non Busin	Non Business Licenses - Pawn Total:	1,484.10
	01/21/2016	General Eund	Office Sunn ise	Innovertive Office Colutions	Office Sumplies	103 40
o 0	01/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	229.30
0	01/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	159.76
0	01/21/2016	General Fund	Office Supplies	Innovative Office Solutions	Office Supplies	24.22
0	01/26/2016	General Fund	Office Supplies	Innovative Office Solutions-CC	Office Supplies	16.87
				Office Sup	Office Supplies Total:	623.64
80312	01/21/2016	General Fund	Op Supplies - City Hall	G & K Services	Floormats	33.84
80339	01/21/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	supplies	254.76
80409	01/28/2016	General Fund	Op Supplies - City Hall	Trio Supply Company	Restroom Supplies	651.46
0	01/21/2016	General Fund	Op Supplies - City Hall	Voss Lighting	Supplies	90.99
				Op Supplie	Op Supplies - City Hall Total:	1,006.12
0	01/26/2016	General Fund	Operating Supplies	Amazon.com- CC	Kitchen, Cleaning Supplies	436.86
0	01/26/2016	General Fund	Operating Supplies	Amazon.com- CC	Cables	32.59
0	01/26/2016	General Fund	Operating Supplies	Amazon.com- CC	Frames	37.48
0	01/26/2016	General Fund	Operating Supplies	Amazon.com- CC	GoPro Supplies	464.40
0	01/28/2016	General Fund	Operating Supplies	ARAMARK Services	Coffee Supplies	509.12
0 0	01/26/2016	General Fund	Operating Supplies	Best Buy- CC	OBX Defender Diver Driet Droducte	57.83
0	01/28/2016	General Fund	Operating Supplies	City of St Paul	Paner	422.50
80309	01/21/2016	General Fund	Operating Supplies	Deluxe Corp.	Extra 2015 W2 Forms	22.98
0	01/26/2016	General Fund	Operating Supplies	Fed Ex Kinko's-CC	Police Forms	149.98
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/28/2016	General Fund	Operating Supplies	Grainger Inc	Tags	161.26
0	01/28/2016	General Fund	Operating Supplies	Grainger Inc	Foam Soap	199.72
0	01/28/2016	General Fund	Operating Supplies	Grainger Inc	Soap Dispenser	142.56
0	01/28/2016	General Fund	Operating Supplies	Grainger Inc	Station Supplies	298.46
0	01/28/2016	General Fund	Operating Supplies	Grainger Inc	Black Plastic w/Threaded Tip	20.52
0	01/26/2016	General Fund	Operating Supplies	HD Supply-CC	Cleaning Supplies	2,169.15
0	01/21/2016	General Fund	Operating Supplies	Innovative Office Solutions	Office Supplies	11.60
0	01/26/2016	General Fund	Operating Supplies	Menards-CC	Station Supplies	108.78
0	01/28/2016	General Fund	Operating Supplies	MES, Inc.	Heavy Instrument Tether	104.15
80403	01/28/2016	General Fund	Operating Supplies	Specialty Turf & Ag, Inc.	Credit	250.00
80403	01/28/2016	General Fund	Operating Supplies	Specialty Turf & Ag, Inc.	Credit	-125.00
80403	01/28/2016	General Fund	Operating Supplies	Specialty Turf & Ag, Inc.	Credit	-500.00
80403	01/28/2016	General Fund	Operating Supplies	Specialty Turf & Ag, Inc.	Ice Bite	2,462.40
0	01/26/2016	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	23.97
0	01/26/2016	General Fund	Operating Supplies	Target- CC	Cleaning Supplies	12.09
0	01/26/2016	General Fund	Operating Supplies	Wholesale Marine-CC	Cabin Heater	82.64
				Operating 5	Operating Supplies Total:	7,978.54
80312	01/21/2016	General Fund	Operating Supplies City Garage	G & K Services	Floormats	28.96
80409	01/28/2016	General Fund	Operating Supplies City Garage	Trio Supply Company	Restroom Supplies	162.86
				Operating 5	Operating Supplies City Garage Total:	191.82
0	01/26/2016 01/26/2016	General Fund General Fund	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	24,569.03 2,909.26
				PERA Emp	PERA Employee Ded Total:	27,478.29
0	01/26/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera additio	29.54
0	01/26/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	4,267.85
0	01/26/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera additio	858.70
0	01/26/2016	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	34,028.92
				PERA Emp	PERA Employer Share Total:	39,185.01
0	01/28/2016	General Fund	PERA Life Ins. Ded.	NCPERS Life Ins#725800	PR Batch 00002.01.2016 PERA Life	32.00
				PERA Life	PERA Life Ins. Ded. Total:	32.00
80396	01/28/2016	General Fund	Postage	Postmaster	Standard Mail Permit. Acct: 2437	225.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Postage Total:		225.00
80399 80405 80405 80405	01/28/2016 01/28/2016 01/28/2016 01/28/2016	General Fund General Fund General Fund General Fund	Professional Services Professional Services Professional Services Professional Services	Ramsey County Recorder Sheila Stowell Sheila Stowell Sheila Stowell	Recording Service-Item P1103642 Mileage Reimbursement City Council Meeting Minutes City Council Meeting Minutes	46.00 4.70 262.50 87.50
				Professiona	Professional Services Total:	400.70
0	01/26/2016 01/26/2016	General Fund General Fund	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	12,066.14 1,406.46
				State Incon	State Income Tax Total:	13,472.60
80408	01/28/2016	General Fund	Telephone	T Mobile	Cell Phones-Account: 771707201	76.89
				Telephone Total:	Fotal:	76.89
0	01/26/2016	General Fund	Training	ARM Of MN-CC	Aggregate Production Training	575.00
0	01/26/2016	General Fund	Training	Bakers Square-CC	Training Supplies	10.99
0	01/28/2016	General Fund	Training	David Brosnahan	Mileage Reimbursement	113.40
0	01/28/2016	General Fund	Training	Century College	Law Enforcement Training	1,590.00
0	01/26/2016	General Fund	Training	Cossetta-CC	Use of Force-Meals	35.51
0	01/26/2016	General Fund	Training	Keys Cafe & Bakery-CC	Use of Force-Meals	64.20
80377	01/28/2016	General Fund	Training	League of MN Cities	PATROL Subscription	3,910.00
0	01/26/2016	General Fund	Training	Nelsons Cheese & Deli-CC	Training Supplies	8.00
0 0	01/28/2016	General Fund	Training Training	Nelsons Uneese & Dell-UC Streicher's	Training Supplies Training Ammo	3.960.00
0	01/26/2016	General Fund	Training	Target- CC	Training Supplies	107.08
				Training Total:	otal:	10,382.18
80360	01/28/2016 01/26/2016	General Fund General Fund	Transportation Transportation	Donald Salverda & Associates Parking Ramp-CC	Area Managers Leadership Growth G Chamber Meeting Parking	8.00
				Transportation Total:	ion Total:	008.00
0	01/21/2016	General Fund	Utilities - City Garage	Xcel Energy	Garage/Public Works	4,418.38

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Utilities -	- Utilities - City Garage Total:	4,418.38
0	01/21/2016	General Fund	Utilities - City Hall	Xcel Energy	City Hall	5,237.28
				Utilities -	- Utilities - City Hall Total:	5,237.28
C	01/28/2016	General Find	Vehicle Sumulies	Cushman Motor Co Inc	Actuator Fittinos	566 74
0	01/28/2016	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies-Credit	-48.40
0	01/28/2016	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	80.70
0	01/28/2016	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	9.26
0	01/28/2016	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	22.89
0	01/28/2016	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	9.26
0	01/28/2016	General Fund	Vehicle Supplies	Factory Motor Parts, Co.	Vehicle Supplies	09.9
0	01/28/2016	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	Vehicle Supplies	201.04
0	01/28/2016	General Fund	Vehicle Supplies	FleetPride Truck & Trailer Parts	Vehicle Supplies	85.98
0	01/28/2016	General Fund	Vehicle Supplies	Larson Companies	Filters	288.78
80378	01/28/2016	General Fund	Vehicle Supplies	Liberty Tire Services, LLC	Tire Recycling	114.56
0	01/28/2016	General Fund	Vehicle Supplies	McMaster-Carr Supply Co	Vehicle Supplies	102.32
0	01/28/2016	General Fund	Vehicle Supplies	Napa Auto Parts	Belts	28.78
0	01/28/2016	General Fund	Vehicle Supplies	Rigid Hitch Incorporated	Vehicle Supplies	118.82
80402	01/28/2016	General Fund	Vehicle Supplies	Roseville Chrysler Jeep Dodge	AA Plug	18.48
80406	01/28/2016	General Fund	Vehicle Supplies	Suburban Tire Wholesale, Inc.	Tires	368.84
				Vehicle St	- Vehicle Supplies Total:	1,971.65
0	01/21/2016	General Fund	Work Session Expenses	Innovative Office Solutions	Office Supplies	15.83
				Work Sess	Work Session Expenses Total:	15.83
					•	
				Fund Total:	∺	336,786.47
0	01/26/2016 01/26/2016	Golf Course Golf Course	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	361.69
				Federal In	- Federal Income Tax Total:	500.38
0	01/26/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare E	18.09
0	01/26/2016	Golf Course	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple	77.35
0 0	01/26/2016 01/26/2016	Golf Course Golf Course	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	50.24 214.84
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA Emp	FICA Employee Ded. Total:	360.52
0000	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Golf Course Golf Course Golf Course	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare En PR Batch 00002.01.2016 Medicare En	77.35 214.84 50.24 18.09
				FICAEmp	FICA Employers Share Total:	360.52
80379	01/28/2016	Golf Course	Life Ins. Employee	LINA	Life Insurance Premiums	73.48
				Life Ins. E	Life Ins. Employee Total:	73.48
80379	01/28/2016	Golf Course	Life Ins. Employer	LINA	Life Insurance Premiums	4.80
				Life Ins. E	Life Ins. Employer Total:	4.80
80379	01/28/2016	Golf Course	Long Term Disability	LINA	Life Insurance Premiums	18.31
				Long Term	Long Term Disability Total:	18.31
80391	01/28/2016	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium	519.84
				Medical Ir	—— Medical Ins Employee Total:	519.84
80391	01/28/2016	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium	1,374.12
				Medical Ir	Medical Ins Employer Total:	1,374.12
0 0	01/26/2016 01/26/2016	Golf Course Golf Course	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	12.01 39.05
				MN State	MN State Retirement Total:	51.06
0 0	01/26/2016 01/26/2016	Golf Course Golf Course	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De PR Batch 00002.01.2016 MNDCP De	34.79 15.21
				MNDCP I	MNDCP Def Comp Total:	50.00
0	01/26/2016	Golf Course	Operating Supplies	Restaurant Depot- CC	Winter Rentals Supplies	116.04
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016	Golf Course	Operating Supplies	US Foods-CC	Coffee Purcalators	166.07
				Operating 5	Operating Supplies Total:	282.11
0 0	01/26/2016 01/26/2016	Golf Course Golf Course	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	253.83 78.08
				PERA Emp	PERA Employee Ded Total:	331.91
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Golf Course Golf Course Golf Course Golf Course	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	39.05 253.83 12.01 78.08
				PERA Emp	PERA Employer Share Total:	382.97
0 0	01/26/2016 01/26/2016	Golf Course Golf Course	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	59.56 180.23
				State Incon	State Income Tax Total:	239.79
0	01/26/2016	Golf Course	Vehicle Supplies	Batteries Plus-CC	Light Bulbs	83.94
				Vehicle Su	Wehicle Supplies Total:	83.94
				Fund Total:		4,633.75
0 0	01/26/2016 01/26/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El	3.72
				FICA Empl	FICA Employee Ded. Total:	4.59
0 0	01/26/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	0.87
				FICA Empl	FICA Employers Share Total:	4.59
0	01/28/2016	Housing & Redevelopment Agency	Miscellaneous	St. Paul Stamp Works, Inc.	Regulation Desk Seal	67.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Miscell	Miscellaneous Total:	67.12
80405 80405	01/28/2016 01/28/2016	Housing & Redevelopment Agency Housing & Redevelopment Agency	Professional Services Professional Services	Sheila Stowell Sheila Stowell	Economic Development Authority Mi Housing & Redevelopment Authority	50.00
				Profess	Professional Services Total:	100.00
				Fund Total:	otal:	176.30
0 0	01/26/2016 01/21/2016	Information Technology Information Technology	Contract Maintenance Contract Maintenance	McAfee, Inc-CC SHI International Corp	Monthly Spam Filtering Service Actrobat Pro DC Subsription License	880.00
				Contrac	Contract Maintenance Total:	2,081.00
0	01/26/2016	Information Technology	Federal Income Tax	IRS EFTPS-Non Bank	PR Batch 00002.01.2016 Federal Inco	4,295.71
				Federal	Federal Income Tax Total:	4,295.71
80418	01/28/2016	Information Technology	Fiber Maintenance & Locates	Zayo Group LLC	January 2016 Locates-Acct: 011277	2,750.81
				Fiber M	Fiber Maintenance & Locates Total:	2,750.81
0 0	01/26/2016 01/26/2016	Information Technology Information Technology	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	559.24 2,391.30
				FICAE	FICA Employee Ded. Total:	2,950.54
0 0	01/26/2016 01/26/2016	Information Technology Information Technology	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	559.24 2,391.30
				FICAE	FICA Employers Share Total:	2,950.54
80397	01/28/2016	Information Technology	HSA Employee	Premier Bank	PR Batch 00002.01.2016 HSA Emplo	312.99
				HSA Ei	HSA Employee Total:	312.99
0	01/28/2016	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-300	ICMA Retirement Trust 457-30022 PR Batch 00002.01.2016 ICMA Defe	225.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				ICMA Det	-ICMA Def Comp Total:	225.00
80356 80356 80417	01/28/2016 01/28/2016 01/28/2016	Information Technology Information Technology Information Technology	Internet Internet Internet	City of North St. Paul City of North St. Paul XO Communications Inc.	511 Billing Interconnects Data Center Interconnects Internet	1,900.00 600.00 1,010.10
				Internet Total:	-	3,510.10
80379	01/28/2016	Information Technology	Life Ins. Employee	LINA	Life Insurance Premiums	124.95
				Life Ins. E	Life Ins. Employee Total:	124.95
80379	01/28/2016	Information Technology	Life Ins. Employer	LINA	Life Insurance Premiums	65.99
				Life Ins. E	Life Ins. Employer Total:	65.99
80379	01/28/2016	Information Technology	Long Term Disability	LINA	Life Insurance Premiums	215.40
				Long Tern	Long Term Disability Total:	215.40
80391	01/28/2016	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium	1,219.41
				Medical Ir	Medical Ins Employee Total:	1,219.41
80391	01/28/2016	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium	9,115.73
				Medical Ir.	Medical Ins Employer Total:	9,115.73
0	01/26/2016	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo:	395.72
				MN State	MN State Retirement Total:	395.72
0000	01/21/2016 01/21/2016 01/21/2016 01/28/2016	Information Technology Information Technology Information Technology Information Technology	Operating Supplies Operating Supplies Operating Supplies Operating Supplies	SHI International Corp SHI International Corp SHI International Corp SHI International Corp	Ticket 58623 WinSvrStd LicSAPK MVL RV PD507 Engh Office License Windows Platform	888.00 888.00 243.00 664.00
				Operating	Operating Supplies Total:	2,683.00
0	01/26/2016	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo:	2,572.11
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				PERA Emp	PERA Employee Ded Total:	2,572.11
0 0	01/26/2016 01/26/2016	Information Technology Information Technology	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	395.72 2,572.11
				PERA Em	PERA Employer Share Total:	2,967.83
0	01/26/2016	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom	1,565.05
				State Incon	State Income Tax Total:	1,565.05
				Fund Total:		40,001.88
80351 0 0	01/28/2016 01/28/2016 01/28/2016	License Center License Center License Center	Contract Maintenance Contract Maintenance Contract Maintenance	Brite-Way Window Cleaning Sv Electro Watchman, Inc. Electro Watchman, Inc.	License Center Window Cleaning Alarm System-Credit Alarm System	22.00 -150.00 180.00
				Contract M	Contract Maintenance Total:	52.00
0 0	01/26/2016 01/26/2016	License Center License Center	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	2,577.45
				Federal Inc	Federal Income Tax Total:	3,194.49
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	License Center License Center License Center License Center	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El	447.71 355.25 1,518.99 104.71
				FICA Emp	FICA Employee Ded. Total:	2,426.66
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	License Center License Center License Center License Center	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El	1,518.99 355.25 447.71 104.71
				FICA Emp	FICA Employers Share Total:	2,426.66
80397	01/28/2016	License Center	HSA Employee	Premier Bank	PR Batch 00002.01.2016 HSA Emple	153.85
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				MNDCP I	MNDCP Def Comp Total:	459.72
0 0 0	01/21/2016 01/26/2016 01/26/2016	License Center License Center License Center	Office Supplies Office Supplies Office Supplies	Innovative Office Solutions Pakor-CC Pakor-CC	Office Supplies Passport Supplies Passport Supplies	108.91 900.00 942.91
				Office Su	Office Supplies Total:	1,951.82
0 0	01/26/2016 01/26/2016	License Center License Center	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	1,575.11
				PERA Em	PERA Employee Ded Total:	1,984.50
0	01/26/2016 01/26/2016	License Center License Center	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	242.31
0	01/26/2016 01/26/2016	License Center License Center	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio	409.39
				PERA Em	PERA Employer Share Total:	2,289.79
0	01/26/2016	License Center	Postage	USPS-CC	Postage	90.90
0	01/26/2016	License Center	Postage	USPS-CC	Postage	45.45
0	01/26/2016	License Center	Postage	USPS-CC	Postage	50.50
				Postage Total:		186.85
80323	01/21/2016	License Center	Professional Services	McGough Facility Management, LI Labor	I Labor	359.16
				Profession	Professional Services Total:	359.16
0 0	01/26/2016 01/26/2016	License Center License Center	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	1,059.52
				State Inco	State Income Tax Total:	1,375.27
0	01/28/2016	License Center	Telephone	Quicksilver Express Courier	Courier Service	166.30
				Telephone Total:	. Total:	166.30
0	01/28/2016	License Center	Transportation	Jill Theisen	Mileage Reimbursement	204.12
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Transportation Total:	— tion Total:	204.12
0	01/21/2016	License Center	Utilities	Xcel Energy	Motor Vehicle	348.10
				Utilities Total:	otal:	348.10
				Fund Total:		26,265.40
80401	01/28/2016	Municipal Jazz Band	Operating Supplies	Richfield Bus Company	Big Band Transportation	580.00
				Operating 3	Operating Supplies Total:	580.00
0	01/28/2016	Municipal Jazz Band	Professional Services	Glen Newton	Big Band Director-Jan 2016	250.00
				Profession	Professional Services Total:	250.00
				Fund Total:		830.00
80327 0 0 0	01/21/2016 01/21/2016 01/28/2016 01/21/2016	P & R Contract Mantenance	Clothing Clothing Clothing	Bill Norman North Image Apparel, Inc. North Image Apparel, Inc. Matt Schlosser	Boot Reimbursement per contract Clothing for Patti Uniform Supplies Boot Reimbursement per contract	326.31 32.25 2,581.90 134.99
				Clothing Total:	otal:	3,075.45
80322	01/21/2016	P & R Contract Mantenance	Contract Maintenance	McCaren Designs, Inc.	Seasonal Maintenance Contract for L.	1,741.49
				Contract M	Contract Maintenance Total:	1,741.49
0	01/26/2016 01/26/2016	P & R Contract Mantenance P & R Contract Mantenance	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	329.28 2,507.30
				Federal Inc	Federal Income Tax Total:	2,836.58
0 0	01/26/2016 01/26/2016	P & R Contract Mantenance P & R Contract Mantenance	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El	40.90
0 0	01/26/2016 01/26/2016	P&R Contract Mantenance P&R Contract Mantenance	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple	174.87
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA	FICA Employee Ded. Total:	1,745.45
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	P&R Contract Mantenance P&R Contract Mantenance P&R Contract Mantenance P&R Contract Mantenance	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El	174.87 1,239.75 40.90 289.93
				FICA	FICA Employers Share Total:	1,745.45
80397 80397 80397	01/28/2016 01/28/2016 01/28/2016	P&R Contract Mantenance P&R Contract Mantenance P&R Contract Mantenance	HSA Employee HSA Employee HSA Employee	Premier Bank Premier Bank Premier Bank	PR Batch 00002.01.2016 HSA WI En PR Batch 00002.01.2016 HSA WI En PR Batch 00002.01.2016 HSA Emple	9.16 25.46 384.62
				HSA	HSA Employee Total:	419.24
80379	01/28/2016	P & R Contract Mantenance	Life Ins. Employee	LINA	Life Insurance Premiums	89.71
				Life I.	Life Ins. Employee Total:	89.71
80379	01/28/2016	P & R Contract Mantenance	Life Ins. Employer	LINA	Life Insurance Premiums	39.61
				Life II	Life Ins. Employer Total:	39.61
80379	01/28/2016	P & R Contract Mantenance	Long Term Disability	LINA	Life Insurance Premiums	103.27
				Long	Long Term Disability Total:	103.27
80391	01/28/2016	P & R Contract Mantenance	Medical Ins Employee	NJPA	Health Insurance Premium	531.66
				Medic	Medical Ins Employee Total:	531.66
80391	01/28/2016	P & R Contract Mantenance	Medical Ins Employer	NJPA	Health Insurance Premium	5,145.61
				Medic	— Medical Ins Employer Total:	5,145.61
0	01/26/2016 01/26/2016	P&R Contract Mantenance P&R Contract Mantenance	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Employ PR Batch 00002.01.2016 Post Employ	28.79 206.57
				MN S	MN State Retirement Total:	235.36

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016	P&R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De	280.00
				MNDCP D	MNDCP Def Comp Total:	280.00
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	P & R Contract Mantenance	Operating Supplies Operating Supplies Operating Supplies Operating Supplies	Beisswenger's Hardware-CC Menards-CC Menards-CC North Hgts Hardware Hank-CC	Hockey Rink Supplies Markers Hockey Rink Supplies No Receipts-Schlosser	37.83 67.66 25.80 40.97
				Operating 5	Operating Supplies Total:	172.26
0 0	01/26/2016 01/26/2016	P & R Contract Mantenance P & R Contract Mantenance	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	187.17
				PERA Emp	PERA Employee Ded Total:	1,529.89
0000	01/26/2016 01/26/2016 01/26/2016 01/26/2016	P & R Contract Mantenance	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	28.79 206.57 187.17 1,342.72
				PERA Emp	PERA Employer Share Total:	1,765.25
0 0	01/26/2016 01/26/2016	P & R Contract Mantenance P & R Contract Mantenance	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	141.02 986.46
				State Incon	State Income Tax Total:	1,127.48
0	01/21/2016	P&R Contract Mantenance	Utilities	Xcel Energy	Park and Rec	63.61
				Utilities Total:	tal:	63.61
				Fund Total:		22,647.37
	01/22/2016	Dark Renewal 2011	Contractor Dayments	Bituminous Roadways Inc	Pocahontas Tennis Court	9 318 55
o c	01/22/2010	Park Renewal 2011	Contractor Dayments	Bituminous Roadways Inc	Ruice Russell Tennis Court	11 257 50
0	01/22/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Sand Castle Tennis Court	87,214.75
0	01/22/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Autumn Grove Basketball Court	16,530.00
0	01/22/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Howard Johnson Tennis Court	9,737.50
0	01/22/2016	Park Renewal 2011	Contractor Payments	Bituminous Roadways Inc	Autumn Grove Tennis Court	28,500.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund Total:	1	3,911.94
0	01/21/2016	Recreation Donations	Lexington Park Improvements	Bituminous Roadways Inc	Paving	9,698.25
				Lexington l		9,698.25
0 80320	01/21/2016 01/21/2016	Recreation Donations Recreation Donations	Operating Supplies Operating Supplies	Bachmans Inc Marshall Concrete Products, Inc.	Plantings Bench Pads	1,836.35
				Operating S	Operating Supplies Total:	2,351.35
				Fund Total:		12,049.60
80318 80329	01/21/2016	Recreation Fund Recreation Fund	Advertising Advertising	Let's Play, Inc. Pioneer Press	Advertising issue #13 Dec 17, 2015 Advertising for Skating Center	548.00 868.00
				Advertising Total:	Total:	1,416.00
80317	01/21/2016	Recreation Fund	Building Rental	Stephanie Lebros	Refund for Damage Deposit	85.70
				Building Rental Total:	ental Total:	85.70
80359 80371	01/28/2016 01/28/2016	Recreation Fund Recreation Fund	Collected Insurance Fee Collected Insurance Fee	Kathy Dehler Christie Jansen	Mid-Day Yoga Class Refund Gymnastics Class Refund	2.00
				Collected Is	Collected Insurance Fee Total:	5.00
80306 80306 80313 80330 0	01/21/2016 01/21/2016 01/21/2016 01/21/2016 01/21/2016	Recreation Fund Recreation Fund Recreation Fund Recreation Fund Recreation Fund	Contract Maintenance Contract Maintenance Contract Maintenance Contract Maintenance Contract Maintenance	Cool Air Mechanical, Inc. Cool Air Mechanical, Inc. Gilbert Mechanical Contracting Premier Electrical Corp. Printers Service Inc	Repair work Repair work Perform annual fire sprinkler system i Replace Ballast Kit for 1500 W Rink Ice Knife Sharpening	2,396.00 1,258.40 295.00 238.00 420.00
				Contract M	Contract Maintenance Total:	4,607.40
0 0	01/26/2016 01/26/2016	Recreation Fund Recreation Fund	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	1,314.48

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Federal Inc	Federal Income Tax Total:	5,393.96
80359 80359 80371 80371 80371	01/28/2016 01/28/2016 01/28/2016 01/28/2016 01/28/2016	Recreation Fund Recreation Fund Recreation Fund Recreation Fund Recreation Fund	Fee Program Revenue Fee Program Revenue Fee Program Revenue Fee Program Revenue Fee Program Revenue	Kathy Dehler Kathy Dehler Christie Jansen Christie Jansen Christie Jansen	Mid-Day Yoga Class Refund Mid-Day Yoga Class Refund Gymnastics Class Refund Gymnastics Class Refund Gymnastics Class Refund	2.00 95.00 9.00 112.00 8.00
				Fee Progra	 Fee Program Revenue Total:	226.00
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Recreation Fund Recreation Fund Recreation Fund Recreation Fund	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El	1,065.84 2,575.58 249.28 604.42
				FICA Empl	FICA Employee Ded. Total:	4,495.12
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Recreation Fund Recreation Fund Recreation Fund Recreation Fund	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El	1,065.84 2,575.58 604.42 249.28
				FICA Empl	FICA Employers Share Total:	4,495.12
80397 80397	01/28/2016 01/28/2016	Recreation Fund Recreation Fund	HSA Employee HSA Employee	Premier Bank Premier Bank	PR Batch 00002.01.2016 HSA Emple PR Batch 00002.01.2016 HSA Emple	236.09
				HSA Employee Total:	oyee Total:	246.81
0 0	01/28/2016 01/28/2016	Recreation Fund Recreation Fund	ICMA Def Comp ICMA Def Comp	ICMA Retirement Trust 457-30022' ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2016 ICMA Defe PR Batch 00002.01.2016 ICMA Defe	506.60 43.40
				ICMA Def	ICMA Def Comp Total:	550.00
80379	01/28/2016	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premiums	177.85
				Life Ins. Br	Life Ins. Employee Total:	177.85
80379	01/28/2016	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premiums	58.01

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Life Ins. Er	—— Life Ins. Employer Total:	58.01
80379	01/28/2016	Recreation Fund	Long Term Disability	LINA	Life Insurance Premiums	191.73
				Long Term	Long Term Disability Total:	191.73
80391	01/28/2016	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium	1,345.77
				Medical In	——Medical Ins Employee Total:	1,345.77
80391	01/28/2016	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium	8,184.87
				Medical In	—— Medical Ins Employer Total:	8,184.87
0 80383 0	01/28/2016 01/28/2016 01/26/2016	Recreation Fund Recreation Fund Recreation Fund	Memberships & Subscriptions Memberships & Subscriptions Memberships & Subscriptions	DMX, Inc. MIAMA Mn Dept of Labor-CC	Skating Center Music Membership Dues-2016 Boiler Permit, Annual Fee	157.80 150.00 100.00
				Membershi	Memberships & Subscriptions Total:	407.80
0	01/28/2016	Recreation Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2016 Minnesota I	188.17
				Minnesota	Minnesota Benefit Ded Total:	188.17
0 0	01/26/2016	Recreation Fund Recreation Fund	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	73.07 374.14
				MN State F	MN State Retirement Total:	447.21
0 0	01/26/2016 01/26/2016	Recreation Fund Recreation Fund	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De PR Batch 00002.01.2016 MNDCP De	77.88
				MNDCP D	MNDCP Def Comp Total:	1,308.41
0 0 0	01/21/2016 01/26/2016 01/26/2016 01/26/2016	Recreation Fund Recreation Fund Recreation Fund Recreation Fund	Office Supplies Office Supplies Office Supplies Office Supplies	Innovative Office Solutions Office Depot- CC Office Depot- CC S & S Worldwide-CC	Office Supplies Office Supplies Office Supplies Office Supplies	435.00 111.24 41.98 93.59

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Office Supplies Total:	lies Total:	681.81
80362 0	01/28/2016 01/28/2016	Recreation Fund Recreation Fund	Operating Supplies Operating Supplies	EMP Grainger Inc	Athletic Tape Batteries, Cleaning Supplies	232.60
0	01/28/2016	Recreation Fund	Operating Supplies	Grainger Inc	Lamps	109.72
0	01/26/2016	Recreation Fund	Operating Supplies	Home Depot- CC	Cleaning Supplies	177.76
0	01/26/2016	Recreation Fund	Operating Supplies	Liberts-CC	Dance Recital Costumes	357.43
0	01/26/2016	Recreation Fund	Operating Supplies	Minvalco-CC	Sensor Control	39.98
0	01/26/2016	Recreation Fund	Operating Supplies	Northern Tool & Equip- CC	Casters, Gloves	136.95
80328	01/21/2016	Recreation Fund	Operating Supplies		Network Camera	1,740.80
0	01/28/2016	Recreation Fund	Operating Supplies	nsin, Inc	Ice Blade	263.25
0	01/26/2016	Recreation Fund	Operating Supplies	Revolution Dancewear-CC	Dance Recital Costumes	1,867.63
0	01/21/2016	Recreation Fund	Operating Supplies	Stitchin Post	P&R Apparel	460.00
0	01/21/2016	Recreation Fund	Operating Supplies	Stitchin Post	P&R Apparel	646.00
0	01/26/2016	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Fasteners	11.68
80337	01/21/2016	Recreation Fund	Operating Supplies	Tandem Printing Inc	Skate Tags	1,693.00
0	01/26/2016	Recreation Fund	Operating Supplies	Target- CC	HANC Supplies	59.18
0	01/26/2016	Recreation Fund	Operating Supplies	USPS-CC	Postage	11.09
0	01/26/2016	Recreation Fund	Operating Supplies	Walmart-CC	HDMI Supplies	82.49
0	01/26/2016	Recreation Fund	Operating Supplies	Walmart-CC	Distilled Water	8.80
				Operating S	Operating Supplies Total:	7,982.40
0	01/26/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	672.29
0	01/26/2016	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	2,530.51
				PERA Empl	PERA Employee Ded Total:	3,202.80
0	01/26/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	672.29
0	01/26/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	2,539.15
0	01/26/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera additio	103.46
0	01/26/2016	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00002.01.2016 Pera additio	386.62
				PERA Empl	PERA Employer Share Total:	3,701.52
80349	01/28/2016	Recreation Fund	Professional Services	Ian Bahn	Novice Speedskating Coach	75.00
80352	01/28/2016	Recreation Fund	Professional Services	Erin Carter	Novice Speedskating Coach	105.00
80361	01/28/2016	Recreation Fund	Professional Services	Samantha Eide	Novice Speedskating Coach	105.00
80364	01/28/2016	Recreation Fund	Professional Services	Emma Fink	Novice Speedskating Coach	95.00
80365	01/28/2016	Recreation Fund	Professional Services	Paul Gangl	Novice Speedskating Coach	65.00
80366	01/28/2016	Recreation Fund	Professional Services	McKinley Hanson	Novice Speedskating Coach	105.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
80367 80372 0	01/28/2016 01/28/2016 01/28/2016 01/28/2016	Recreation Fund Recreation Fund Recreation Fund Recreation Fund	Professional Services Professional Services Professional Services	Katy Herman Sara Kallhoff Willie McCray Willie McCray	Novice Speedskating Coach BB Scorekeeping-Reissue of Lost Ch Referee Service	105.00 108.00 1,100.00
0 0	01/28/2016	Recreation Fund	Professional Services	Metro Volleyball Officials	Volleyball Officiating	1,282.50
0 80385	01/28/2016 01/28/2016	Recreation Fund Recreation Fund	Professional Services Professional Services	Metro Volleyball Officials Colton Mishek	Volleyball Officiating Novice Speedskating Coach	1,339.50
80326	01/21/2016	Recreation Fund	Professional Services	New Brighton Parks/Recreation	ASI Admission, Fika and Coach	154.00
80392	01/28/2016	Recreation Fund	Professional Services	NRPA	CAPRA Annual Fee	240.00
80336 80415	01/21/2016 01/28/2016	Recreation Fund Recreation Fund	Professional Services Professional Services	St. Anthony-New Brighton Comm. Christopher Windman	Bus and Tickets for Nutcracker Novice Speedskating Coach	834.33 95.00
				Professiona	Professional Services Total:	7,013.33
0	01/26/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom	545.79
0	01/26/2016	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom	1,649.62
				State Incom	State Income Tax Total:	2,195.41
80331	01/21/2016	Recreation Fund	Temporary Employees	Roseville Area Youth Hockey Assn.	Roseville Area Youth Hockey Assn. Oct, Nov, Dec 2015 Concession Staff	1,516.00
				Temporary	Temporary Employees Total:	1,516.00
80390	01/28/2016 01/26/2016	Recreation Fund Recreation Fund	Training Training	MRPA MRPA-CC	Job Postings Bridges out of Poverty Workshop-M.	200.00
				Training Total:	tal:	289.00
80326 80336	01/21/2016 01/21/2016	Recreation Fund Recreation Fund	Transportation Transportation	New Brighton Parks/Recreation St. Anthony-New Brighton Comm.	ASI Admission, Fika and Coach Bus and Tickets for Nutcracker	168.00
				Transportation Total:	ion Total:	526.68
80357	01/28/2016	Recreation Fund	Utilities	Comcast	High Speed Internet	235.04
80357	01/28/2016	Recreation Fund	Utilities	Comcast	High Speed Internet	247.20
0	01/21/2016	Recreation Fund	Utilities	Xcel Energy	New Park Buildings	1,248.54
0	01/21/2016	Recreation Fund	Utilities	Xcel Energy	Nature Center	578.52
				Utilities Total:	'a :	2,309.30

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund Total:	1	63,249.18
0	01/28/2016	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	6,304.14
				Employer I	Employer Insurance Total:	6,304.14
80377	01/28/2016	Risk Management	Training	League of MN Cities	Land Use Training	30.00
				Training Total:	otal:	30.00
				Fund Total:		6,334.14
0	01/28/2016	Sanitary Sewer	Clothing	North Image Apparel, Inc.	Uniform Supplies	384.90
				Clothing Total:	otal:	384.90
80416	01/28/2016	Sanitary Sewer	Contract Maintenance	WWGoetsch Associates, Inc.	Controls Rapair	605.00
				Contract M	Contract Maintenance Total:	605.00
0 0	01/26/2016	Sanitary Sewer Sanitary Sewer	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	1,298.61
				Federal Inc	Federal Income Tax Total:	1,415.95
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer Sanitary Sewer	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple	14.84 175.60 750.81 63.43
				FICA Empl	FICA Employee Ded. Total:	1,004.68
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer Sanitary Sewer	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El	750.81 63.43 14.84 175.60
				FICAEmpl	FICA Employers Share Total:	1,004.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
80397 80397	01/28/2016 01/28/2016	Sanitary Sewer Sanitary Sewer	HSA Employee HSA Employee	Premier Bank Premier Bank	PR Batch 00002.01.2016 HSA Emple PR Batch 00002.01.2016 HSA Emple	0.60
				HSA Employee Total:	oyee Total:	37.03
0 0	01/28/2016 01/28/2016	Sanitary Sewer Sanitary Sewer	ICMA Def Comp ICMA Def Comp	ICMA Retirement Trust 457-30022' ICMA Retirement Trust 457-30022'	PR Batch 00002.01.2016 ICMA Defe PR Batch 00002.01.2016 ICMA Defe	33.02 2.00
				ICMA Def	ICMA Def Comp Total:	35.02
80379	01/28/2016	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premiums	67.81
				Life Ins. Er	Life Ins. Employee Total:	67.81
80379	01/28/2016	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premiums	23.82
				Life Ins. Er	Life Ins. Employer Total:	23.82
80379	01/28/2016	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premiums	67.42
				Long Term	Long Term Disability Total:	67.42
80391	01/28/2016	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium	1,182.50
				Medical In:	Medical Ins Employee Total:	1,182.50
80391	01/28/2016	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium	3,065.01
				Medical In:	Medical Ins Employer Total:	3,065.01
0	01/28/2016	Sanitary Sewer	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2016 Minnesota F	29.80
				Minnesota	Minnesota Benefit Ded Total:	29.80
0	01/26/2016 01/26/2016	Sanitary Sewer Sanitary Sewer	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	126.13
				MN State F	MN State Retirement Total:	137.17
0	01/26/2016	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De	78.75
A D Charles for A	0 2100/0/0/0	0.25 AND				Dec. 21

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				MNDCP D	MNDCP Def Comp Total:	78.75
0 0 0	01/26/2016 01/21/2016 01/26/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer	Operating Supplies Operating Supplies Operating Supplies	Certified Laboratories-CC General Industrial Supply Co. PTS Tool Supply-CC	Safety Vests Supplies Tools	186.75 155.94 131.00
				Operating (	Operating Supplies Total:	473.69
0 0	01/26/2016 01/26/2016	Sanitary Sewer Sanitary Sewer	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo. PR Batch 00002.01.2016 Pera Emplo.	819.83
				PERA Em	PERA Employee Ded Total:	891.56
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Sanitary Sewer Sanitary Sewer Sanitary Sewer Sanitary Sewer	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	71.73 11.04 126.13 819.83
				PERA Em	PERA Employer Share Total:	1,028.73
0 80374	01/28/2016 01/28/2016	Sanitary Sewer Sanitary Sewer	Professional Services Professional Services	Ecoenvelopes, LLC KorTerra Inc.	Water Bill Processing KorWeb Mobile Fee	326.03 116.67
				Profession	Professional Services Total:	442.70
0 0	01/26/2016 01/26/2016	Sanitary Sewer Sanitary Sewer	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	543.16 49.89
				State Incor	State Income Tax Total:	593.05
80408	01/28/2016	Sanitary Sewer	Telephone	T Mobile	Cell Phones-Account: 771707201	79.98
				Telephone Total:	Total:	79.98
80389	01/28/2016 01/26/2016	Sanitary Sewer Sanitary Sewer	Training Training	MN Pollution Control Agency Mn Pollution Control-CC	Collection System Operators Confere Sewer Licence-R. Johnson	900.00
				Training Total:	otal:	945.00
0	01/21/2016	Sanitary Sewer	Utilities	Xcel Energy	Wagner Lift	65.03
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				Utilities Total:	- S Total:	65.03
80324	01/21/2016	Sanitary Sewer	Wagner Lift Station	Meyer Contracting, Inc.	Wagner Lift Station Work	63,870.31
				Wagner	Wagner Lift Station Total:	63,870.31
				Fund Total:	- otal:	77,529.59
0	01/26/2016	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Inco	108.82
				Federal	Federal Income Tax Total:	108.82
0 0	01/26/2016 01/26/2016	Solid Waste Recycle Solid Waste Recycle	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emplo PR Batch 00002.01.2016 Medicare El	59.14
				FICAE	FICA Employee Ded. Total:	72.98
0 0	01/26/2016 01/26/2016	Solid Waste Recycle Solid Waste Recycle	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emplo PR Batch 00002.01.2016 Medicare El	59.14 13.84
				FICAE	FICA Employers Share Total:	72.98
80379	01/28/2016	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premiums	1.43
				Life Ins	Life Ins. Employer Total:	1.43
80379	01/28/2016	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premiums	4.86
				Long To	Long Term Disability Total:	4.86
0	01/26/2016	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo:	6.00
				MN Sta	MN State Retirement Total:	6.00
0	01/26/2016	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	58.45
				PERA I	PERA Employee Ded Total:	58.45

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016 01/26/2016	Solid Waste Recycle Solid Waste Recycle	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	9.00
				PERA Emp	PERA Employer Share Total:	67.45
0	01/26/2016	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom	48.94
				State Incom	State Income Tax Total:	48.94
				Fund Total:	1	444.91
0	01/28/2016	Storm Drainage	Clothing	North Image Apparel, Inc.	Uniform Supplies	1,087.40
				Clothing Total:	Tal:	1,087.40
80375	01/28/2016	Storm Drainage	Contractor Payments	Land Logic, Inc.	Drainage Improvements-Project 15-09	10,510.80
				Contractor	Contractor Payments Total:	10,510.80
0	01/26/2016 01/26/2016	Storm Drainage Storm Drainage	Federal Income Tax Federal Income Tax	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc PR Batch 00002.01.2016 Federal Incc	231.25 1,159.40
				Federal Inc	Federal Income Tax Total:	1,390.65
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Storm Drainage Storm Drainage Storm Drainage Storm Drainage	FICA Employee Ded. FICA Employee Ded. FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 Medicare El	618.31 116.35 144.63 27.20
				FICA Empl	FICA Employee Ded. Total:	906.49
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Storm Drainage Storm Drainage Storm Drainage Storm Drainage	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	27.20 618.31 144.63 116.35
				FICA Empl		906.49
80397	01/28/2016	Storm Drainage	HSA Employee	Premier Bank	PR Batch 00002.01.2016 HSA Emple	43.74

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HSA Empl	HSA Employee Total:	43.74
0 0	01/28/2016 01/28/2016	Storm Drainage Storm Drainage	ICMA Def Comp ICMA Def Comp	ICMA Retirement Trust 457-30022' ICMA Retirement Trust 457-30022'	ICMA Retirement Trust 457-30022' PR Batch 00002.01.2016 ICMA Defe ICMA Retirement Trust 457-30022' PR Batch 00002.01.2016 ICMA Defe	40.98
				ICMA Def	——ICMA Def Comp Total:	52.51
80379	01/28/2016	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premiums	42.11
				Life Ins. E	Life Ins. Employee Total:	42.11
80379	01/28/2016	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premiums	23.38
				Life Ins. E		23.38
80379	01/28/2016	Storm Drainage	Long Term Disability	LINA	Life Insurance Premiums	59.79
				Long Term	Long Term Disability Total:	59.79
80391	01/28/2016	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium	162.07
				Medical In	Medical Ins Employee Total:	162.07
80391	01/28/2016	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium	1,083.35
				Medical In	Medical Ins Employer Total:	1,083.35
0	01/28/2016 01/28/2016	Storm Drainage Storm Drainage	Minnesota Benefit Ded Minnesota Benefit Ded	MN Benefit Association MN Benefit Association	PR Batch 00002.01.2016 Minnesota I PR Batch 00002.01.2016 Minnesota I	58.53 7.99
				Minnesota	Minnesota Benefit Ded Total:	66.52
0	01/26/2016 01/26/2016	Storm Drainage Storm Drainage	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	98.36 19.46
				MN State I	MN State Retirement Total:	117.82
0 0	01/26/2016 01/26/2016	Storm Drainage Storm Drainage	MNDCP Def Comp MNDCP Def Comp	Great West- Non Bank Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De PR Batch 00002.01.2016 MNDCP De	0.73

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				MNDCP D	MNDCP Def Comp Total:	56.01
0 0	01/26/2016 01/26/2016	Storm Drainage Storm Drainage	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera Emplo	126.61 639.01
				PERA Emp	PERA Employee Ded Total:	765.62
0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Storm Drainage Storm Drainage Storm Drainage Storm Drainage	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo PR Batch 00002.01.2016 Pera additio	639.01 98.36 126.61 19.46
				PERA Emp	PERA Employer Share Total:	883.44
0 80374	01/28/2016 01/28/2016	Storm Drainage Storm Drainage	Professional Services Professional Services	Ecoenvelopes, LLC KorTerra Inc.	Water Bill Processing KorWeb Mobile Fee	326.04 116.66
				Professiona	Professional Services Total:	442.70
0	01/28/2016	Storm Drainage	St Croix Lift Station Rehab	SEH	St. Croix Storm Sewer Lift Station	177.66
				St Croix Li	St Croix Lift Station Rehab Total:	177.66
0 0	01/26/2016 01/26/2016	Storm Drainage Storm Drainage	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	467.88 87.20
				State Incom	State Income Tax Total:	555.08
				Fund Total:		19,333.63
0	01/26/2016	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Inco	537.79
				Federal Inc	Federal Income Tax Total:	537.79
0 0	01/26/2016 01/26/2016	Telecommunications Telecommunications	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Empl	100.92 431.51
				FICA Empl	FICA Employee Ded. Total:	532.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	01/26/2016 01/26/2016	Telecommunications Telecommunications	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare Er	431.51 100.92
				FICA	FICA Employers Share Total:	532.43
80397	01/28/2016	Telecommunications	HSA Employee	Premier Bank	PR Batch 00002.01.2016 HSA Emple	9.14
				HSA	HSA Employee Total:	9.14
80379	01/28/2016	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premiums	32.27
				Life I	Life Ins. Employee Total:	32.27
80379	01/28/2016	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premiums	10.76
				Life I	Life Ins. Employer Total:	10.76
80379	01/28/2016	Telecommunications	Long Term Disability	LINA	Life Insurance Premiums	37.90
				Long	Long Term Disability Total:	37.90
80391	01/28/2016	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium	283.43
				Medi	Medical Ins Employee Total:	283.43
80391	01/28/2016	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium	801.52
				Medi	Medical Ins Employer Total:	801.52
0	01/26/2016	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo:	69.62
				MN S	MN State Retirement Total:	69.65
0	01/26/2016	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De	358.75
				MNE	MNDCP Def Comp Total:	358.75
0	01/26/2016	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo	452.56
				PER/	PERA Employee Ded Total:	452.56

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0	01/26/2016 01/26/2016	Telecommunications Telecommunications	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo	69.62 452.56
				PERA Em	PERA Employer Share Total:	522.18
0	01/26/2016	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom	242.73
				State Incor	State Income Tax Total:	242.73
				Fund Total:		4,423.51
80358 80358	01/28/2016 01/28/2016	Telephone Telephone	CAP - Capital Equip Recovery CAP - Capital Equip Recovery	Data Q Internet Equip. Corp. Data Q Internet Equip. Corp.	Telephony Telephony	3,900.00
				CAP - Cap	- CAP - Capital Equip Recovery Total:	7,020.00
80354	9100/80/10	Telenhone	DETNI DDI Access/DID Allocation	Continued into Communications	Talanhona	0 01
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	Century Link	Telephone	93.70
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	56.85
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	203.98
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	161.04
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	86.06
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	38.96
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	110.28
80353	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	68.86
80369	01/28/2016	Telephone	PSTN-PRI Access/DID Allocation	Integra	Telephone	402.30
				PSTN-PRI	PSTN-PRI Access/DID Allocation Total:	1,261.07
				Fund Total:		8,281.07
80348	01/28/2016	TIF #18 Sienna Green	Contractor Payments	Aeon	Second Half 2015 TIF Payment	31,418.88
				Contractor	Contractor Payments Total:	31,418.88
				Fund Total:		31,418.88
80394	01/28/2016	TIF #19 Applewood Point II	Contractor Payments	PFI II, LLC	2nd Half 2015 TIF Payment	85,209.53
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				Contractor l	Contractor Payments Total:	85,209.53
				Fund Total:	•	85,209.53
80304	9102/12/10	Water Find	Accounts Davable	KEVIN RIISH	Refind Check	8 78
80305	01/21/2016	Water Fund	Accounts Payable	CHARLOTTE CAGER	Refund Check	43.89
80307	01/21/2016	Water Fund	Accounts Payable	SUSAN K. CORMICAN	Refund Check	37.13
80308	01/21/2016	Water Fund	Accounts Payable	ANACELI COYOC	Refund Check	118.19
80310	01/21/2016	Water Fund	Accounts Payable	JOEL & PHILLIS DILLNER	Refund Check	151.52
80363	01/28/2016	Water Fund	Accounts Payable	JAMES FELDKAMP	Refund Check	147.46
80311	01/21/2016	Water Fund	Accounts Payable	CINDY FIORAVANTI	Refund Check	147.62
80314	01/21/2016	Water Fund	Accounts Payable	ROBERT HALLQUIST	Refund Check	140.43
80316	01/21/2016	Water Fund	Accounts Payable	MARY KOLTZ	Refund Check	61.63
80319	01/21/2016	Water Fund	Accounts Payable	SAKAH & MICHAEL LUIZKE	Refund Check	96.77
80321	01/21/2016	Water Fund	Accounts rayable	JESSICA MAUKITZEN	Relund Cheek	113.14
80325	01/21/2016	water Fund Water Find	Accounts Fayable Accounts Payable	SR MANAGEMENT SERVICES II	Refund Check	438 67
80338	01/21/2016	Water Fund	Accounts Payable	MICHAEL TRACY	Refund Check	9.36
80343	01/21/2016	Water Fund	Accounts Payable	DAVID VANHORN	Refund Check	93.32
				Accounts P.		1,612.86
O	01/28/2016	Water Fund	Clothing	Bob Norby	Boots Reimbursement Per Union Con	234 92
0	01/28/2016	Water Fund	Clothing	North Image Apparel, Inc.	Uniform Supplies	1,058.40
				Clothing Total:		1,293.32
80342	01/21/2016	Water Fund	Contract Maintenance	Valley-Rich Co., Inc.	Maintenance	3,374.78
				Contract Ma	Contract Maintenance Total:	3,374.78
0	01/26/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Inco	1,766.42
0	01/26/2016	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Federal Incc	95.68
				Federal Inco	Federal Income Tax Total:	1,862.10
0	01/26/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emple	61.89
0	01/26/2016	Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare $E_1$	245.21
0	01/26/2016	Water Fund Water Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00002.01.2016 FICA Emplo	1,048.53
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				FICA Em		1,370.09
0 0 0 0	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Water Fund Water Fund Water Fund Water Fund	FICA Employers Share FICA Employers Share FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple PR Batch 00002.01.2016 Medicare El PR Batch 00002.01.2016 FICA Emple	245.21 61.89 14.46 1,048.53
				FICA Em	FICA Employers Share Total:	1,370.09
80397 80397	01/28/2016 01/28/2016	Water Fund Water Fund	HSA Employee HSA Employee	Premier Bank Premier Bank	PR Batch 00002.01.2016 HSA Emplo PR Batch 00002.01.2016 HSA Emplo	1.11 97.92
				HSAEmp	HSA Employee Total:	99.03
0 0	01/28/2016 01/28/2016	Water Fund Water Fund	ICMA Def Comp ICMA Def Comp	ICMA Retirement Trust 457-30022 ICMA Retirement Trust 457-30022	ICMA Retirement Trust 457-30022 PR Batch 00002.01.2016 ICMA Defe ICMA Retirement Trust 457-30022 PR Batch 00002.01.2016 ICMA Defe	3.71
				ICMADe		64.98
80379	01/28/2016	Water Fund	Life Ins. Employee	LINA	Life Insurance Premiums	157.40
				Life Ins. I	Life Ins. Employee Total:	157.40
80379	01/28/2016	Water Fund	Life Ins. Employer	LINA	Life Insurance Premiums	33.45
				Life Ins. I	Life Ins. Employer Total:	33.45
80379	01/28/2016	Water Fund	Long Term Disability	LINA	Life Insurance Premiums	81.23
				Long Terr	Long Term Disability Total:	81.23
80391	01/28/2016	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium	268.72
				Medical I	Medical Ins Employee Total:	268.72
80391	01/28/2016	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium	2,055.93
				Medical I	Medical Ins Employer Total:	2,055.93
80407	01/28/2016	Water Fund	Memberships & Subscriptions	SUSA/Eric Volk	Membership Dues- P. Coone	125.00
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80407	01/28/2016	Water Fund	Memberships & Subscriptions	SUSA/Eric Volk	Membership Dues-T. Fish	125.00
				Membersh		250.00
0	01/28/2016	Water Fund	Minnesota Benefit Ded	MN Benefit Association	PR Batch 00002.01.2016 Minnesota F	29.80
				Minnesota	Minnesota Benefit Ded Total:	29.80
0 0	01/26/2016 01/26/2016	Water Fund Water Fund	MN State Retirement MN State Retirement	MSRS-Non Bank MSRS-Non Bank	PR Batch 00002.01.2016 Post Emplo: PR Batch 00002.01.2016 Post Emplo:	165.10
				MN State	MN State Retirement Total:	172.71
0	01/26/2016	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00002.01.2016 MNDCP De	131.25
				MNDCP E	MNDCP Def Comp Total:	131.25
80315 80332	01/21/2016 01/21/2016	Water Fund Water Fund	Office Supplies Office Supplies	Impressive Print Schwaab Inc	Business card for Paul Coone ExcelMark Stamp	35.00 39.75
				Office Sup	Office Supplies Total:	74.75
80350 0 0	01/28/2016 01/21/2016 01/26/2016	Water Fund Water Fund Water Fund	Operating Supplies Operating Supplies Operating Supplies	Barton Sand & Gravel Co. General Industrial Supply Co. Menards-CC	Select Granular Exhaust Muffler Infrared Heat, Stacking Shelf	3,073.33 22.50 122.47
				Operating	Operating Supplies Total:	3,218.30
0 0	01/26/2016 01/26/2016	Water Fund Water Fund	PERA Employee Ded PERA Employee Ded	PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera Emplo. PR Batch 00002.01.2016 Pera Emplo.	1,073.22
				PERA Em	PERA Employee Ded Total:	1,122.71
0000	01/26/2016 01/26/2016 01/26/2016 01/26/2016	Water Fund Water Fund Water Fund Water Fund	PERA Employer Share PERA Employer Share PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank PERA-Non Bank PERA-Non Bank	PR Batch 00002.01.2016 Pera additio PR Batch 00002.01.2016 Pera Emplo: PR Batch 00002.01.2016 Pera Emplo: PR Batch 00002.01.2016 Pera additio	7.61 49.49 1,073.22 165.10
				PERA Emj	PERA Employer Share Total:	1,295.42
0	01/28/2016	Water Fund	Professional Services	Ecoenvelopes, LLC	Water Bill Processing	326.03
AP-Checks for App	AP-Checks for Approval (2/2/2016 - 9:35 AM)	35 AM)				Page 41

Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
	Water Fund Water Fund Water Fund	Professional Services Professional Services Professional Services	KorTerra Inc. Twin City Water Clinic, Inc. Water Conservation Service, Inc.	KorWeb Mobile Fee Coliform Bacteria December Samples Leak Locating Service	116.67 480.00 255.75
			Profession	Professional Services Total:	1,178.45
	Water Fund Water Fund	State Income Tax State Income Tax	MN Dept of Revenue-Non Bank MN Dept of Revenue-Non Bank	PR Batch 00002.01.2016 State Incom PR Batch 00002.01.2016 State Incom	720.76 38.48
			State Inco	State Income Tax Total:	759.24
	Water Fund Water Fund	Utilities Utilities	Xcel Energy Xcel Energy	Repeater Station Water Tower	16.22 3,394.04
			Utilities Total:	Total:	3,410.26
			Fund Total:	 	25,286.87
			Report Total:		,068,452.98

Check Number

80374 80341 80414

0 0



Date: 02/08/2016

Item No.: 8.b

Department Approval

City Manager Approval

Para / Trugger

Ctton K. mill

Item Description: Approve 2016 Business and Other Licenses.

#### 1 BACKGROUND

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

#### 5 Massage Therapist License

- 6 Yuan Yuan Liu
- 7 Zen Asian Spa
- 8 2334 Lexington Ave N
- 9 Roseville, MN 55113

#### 11 Gambling Exempt Permit

- Saint Rose of Lima Church
- 13 2048 Hamline Ave N
- 14 Roseville, MN 55113

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19

The St. Rose of Lima Church plans to conduct a raffle during an event being held on April 16, 2016 at the Midland Hills Country Club located at 2001 Fulham St. The value of prizes is estimated to be \$1,500.

#### POLICY OBJECTIVE

20 Required by City Code

#### 21 FINANCIAL IMPACTS

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

#### 23 STAFF RECOMMENDATION

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

#### 26 REQUESTED COUNCIL ACTION

27 Motion to approve the business and other license application(s) pending successful background checks.

Prepared by: Chris Miller, Finance Director

Attachments: A: Applications



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

## **Massage Therapist License**

New License	Renewal		For the L	cense Year Ending J	une 30, <u>2016</u>
1. Full Legal Na	me (Please Print)	Liu	YUAN	YVAN	(2.11)
2. Home Addres	S			LONGIE I	(z.ih)
3. Telephone					
4. Date of Birth	(mm/dd/yyyy)_	Annichaeth ann an Annich ann ann an Annich ann ann an Annich ann an Annich ann ann an Annich ann ann an Annich			
5. Email Addres	SS				,
6. Driver's Licer	nse Number				
7. Ethnicity:					
8. Sex:					
***					
2: Zen Asia 11. Have you hel	dress of the licensed Many previous massage	K: 2334 Lexi)	f yes, in which city we	Roœville MN	
11. Have you hel  Yes  12. If you answerd renewed? If you	m SPOI address	therapist licenses? I	f yes, in which city we No No ous massage therapist l	ROEVIUE .MN ere you licensed?	1. 55113
11. Have you hel  Yes  12. If you answerd renewed? If y  Yes  The information to confidential. All of granted. Our inter-	d any previous massage to ded Yes to number 11 aboves, explain in detail on	therapist licenses? In the back of this part of driver's license in on is to perform the	f yes, in which city we No No ous massage therapist lage.	re you licensed? icenses revoked, sus by State law as eith te public record if an	pended or not  her public, private on and when the license is
11. Have you hel  Yes  12. If you answere renewed? If you are Yes  The information to confidential. All of granted. Our internity you refuse to sup.	d any previous massage to ded Yes to number 11 aboves, explain in detail on N/A that you are asked to produce the data, with the exception aded use of the information	therapist licenses? In the back of this part of driver's license in on is to perform the license application is correct the back of this part of driver's license in the license application is correct the back of this part of driver's license in the license application is correct the back of this part of the back of the back of this part of the back o	f yes, in which city we No No sus massage therapist lege.  lication is classified numbers, will constitute background check promay not be processed.	re you licensed?  icenses revoked, susting the public record if an occdures required procedures required p	pended or not  mer public, private on and when the license is ior to license issuance ice Department to run

noun

Roseville Ordinance 116, Massage Therapy Establishments.

License Fee is \$100.00 (prorated quarterly)
Make checks payable to: City of Roseville

#### **LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- · conducts lawful gambling on five or fewer days, and
- · awards less than \$50,000 in prizes during a calendar

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Distributors under LIST OF LICENSEES, or call 651-539-1900.

#### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION			
Organization Name: Saint Rose of Lima Church		Prev Pern	ious Gambling nit Number: X-62002
Minnesota Tax ID Number, if any: 8570281	Fe N	ederal Employe umber (FEIN),	r ID if any: <u>41-0790158</u>
Mailing Address: 2048 Hamine Avenue N			
City: Roseville	State: MN	_ Zip: <u>55113</u>	County: Ramsey
Name of Chief Executive Officer (CEO): Reverand	James Devorak		
Daytime Phone: 651-645-9389	Er	mail: jdevorak	@saintroseoflima.net
NONPROFIT STATUS			
Type of Nonprofit Organization (check one):  Fraternal  Religious	Veterans		Other Nonprofit Organization
Attach a copy of one of the following showing	proof of nonprof	it status:	
A current calendar year Certificate of Go  Don't have a copy? Obtain this certificat  MN Secretary of State, Business 60 Empire Drive, Suite 100 St. Paul, MN 55103  IRS income tax exemption (501(c)) lette Don't have a copy? To obtain a copy of IRS toll free at 1-877-829-5500.  IRS - Affiliate of national, statewide, or If your organization falls under a parent 1. IRS letter showing your parent organ 2. the charter or letter from your parent	te from: Services Division  From your organi  Your federal incom  International pai  organization, atta- ization is a nonpro	www.sos.s 651-296-2 zation's name he tax exempt larger rent nonprofit ch copies of bootif 501(c) orga	etter, have an organization officer contact the organization (charter) th of the following: nization with a group ruling, and
GAMBLING PREMISES INFORMATION			
Name of premises where the gambling event will be (for raffles, list the site where the drawing will take Address (do not use P.O. box): 2001 Fulham St.		and Hills Cour	ntry Club
City or			
Township: Roseville  Date(s) of activity (for raffles, indicate the date of the drawing): April 16, 2016	Zip: <u>55113</u>	Col	unty: Ramsey
Check each type of gambling activity that your orga	nization will condu	uct:	
Bingo* Paddlewheels*	Pull-Tabs*	Tipboards*	
Raffle (total value of raffle prizes award	ed for the calen	dar year: \$ <u>/</u>	500
* Gambling equipment for bingo paper, paddlewl the Minnesota Gambling Control Board. EXCEPTI from another organization authorized to conduct	ON: Bingo hard ca	rds and bingo	number selection devices may be borrowed

#### **LG220 Application for Exempt Permit**

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

the Milliesota Gambing Control Board)	
CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
The application is acknowledged with no waiting period.	The application is acknowledged with no waiting period.
The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).	The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
The application is denied.	The application is denied.
Print City Name:	Print County Name:
Signature of City Personnel:	Signature of County Personnel:
Title: Date:	Title:Date:
report will be completed and returned to the Board within 30 days	ate to the best of my knowledge. I acknowledge that the financial
REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
Complete a separate application for:  • all gambling conducted on two or more consecutive days, or  • all gambling conducted on one day.  Only one application is required if one or more raffle drawings are conducted on the same day.  Financial report to be completed within 30 days after the gambling activity is done:  A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.	Mail application with:  a copy of your proof of nonprofit status, and application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.  To: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113  Questions?
Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).	Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

## REQUEST FOR COUNCIL ACTION

Date: 2/08/2016

Item No.: 8.c

Department Approval

City Manager Approval

CttoL K. mille

Item Description: Approve 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.

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2

#### **General Purchases or Contracts**

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

8

				Budget	P.O.	Budget /
<b>Division</b>	<u>Vendor</u>	<b>Description</b>	Key	<b>Amount</b>	<b>Amount</b>	CIP
Police	Baycom	Interview Room Video System		\$ 15,000.00	\$ 5,390.00	CIP
Water	SEH	Watermain Lining Eng. Services	A	900,000.00	94,017.00	CIP

9 10 11

#### Comments/Description:

12

a) Engineering services for the water main lining project at Heinel Drive. The budget amount shows the entire 2016 Budget allocation for water main lining.

14 15

#### Sale of Surplus Vehicles or Equipment

16 17 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:

18 19

20

Department	Item / Description

#### POLICY OBJECTIVE

21 Required under City Code 103.05.

#### 22 FINANCIAL IMPACTS

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

#### 24 STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the attached list of general purchases and contracts for services and where applicable; the trade-in/sale of surplus equipment.

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Prepared by: Chris Miller, Finance Director Attachments: A: 2016 CIP Purchase Summary

## 2016 Summary of Scheduled CIP Items

	Council	P.O.	Budget	YTD	
	<u>Approval</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual</u>	<u>Difference</u>
Administration					
Voting Equipment		\$ -	\$ 9,000	\$ -	\$ 9,000
Office Furniture		-	5,000	-	5,000
Finance					
Software Acquisition		-	20,000	-	20,000
Central Services					
Copier & Postage Machine Lease		-	77,840	3,555	74,285
Police					
Marked Squad Car Replacements	1/11/2016	78,495	132,000	170	131,830
Unmarked Vehicle Replacement	1/11/2016	52,112	24,000	-	24,000
Park Patrol Vehicle Replacement		-	10,500	-	10,500
Vehicle Tools & Equipment		-	11,855	-	11,855
Vehicle Computers & Printers		-	19,760	-	19,760
K9		-	16,000	-	16,000
Sidearms, Long-Guns, Non-Lethal Equip.		-	18,080	-	18,080
Tactical Gear	1/11/2016	10,800	11,330	-	11,330
Crime Scene Equipment		-	4,000	-	4,000
Radio Equipment		-	15,500	-	15,500
Office Equipment		-	9,225	-	9,225
Office Furniture		-	8,400	-	8,400
Kitchen Items		-	4,635	3,463	1,172
Fire					
SCBA's		-	350,000	-	350,000
Training Equipment		-	3,000	-	3,000
Air Monitoring Equipment		-	5,000	-	5,000
Rescue Equipment		-	15,000	4,166	10,834
Public Works					
Vehicle Replacement: Engineering	1/25/2016	20,800	25,000	-	25,000
Vehicle Replacement: 1-ton		-	33,000	-	33,000
Vehicle Replacement: 3/4-ton	1/25/2016	25,539	27,500	-	27,500
Vehicle Replacement: Wheel Loader	1/25/2016	126,918	205,000	-	205,000
Vehicle Replacement: Bobcat		-	22,000	-	22,000
Vehicle Replacement: Sign Truck		-	50,000	-	50,000
Office Furniture		-	5,000	-	5,000
Parks & Recreation					
Grader		-	45,000	-	45,000
Trailer		-	5,000	-	5,000
Sweeper		-	8,000	-	8,000
Mower Blade Sharpener		-	10,000	-	10,000
= 					

## City of Roseville

2016 Summary of Scheduled CIP Items

	Council	P.O.	Budget	YTD	
	<u>Approval</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual</u>	<u>Difference</u>
General Facility Improvements					
Replace Rooftop Heat/AC		-	20,000	-	20,000
Replace garage Co Ra Vac Heaters		-	60,000	-	60,000
Door Card Reader		-	10,000	-	10,000
Update Flooring CH/PD		-	75,000	-	75,000
City Hall Entrance Walkway Improvements		-	15,000	-	15,000
Card Access System Replacement		-	40,000	-	40,000
Brimhall Gymnasium		-	5,000	-	5,000
Central Park Gymnasium		-	5,000	-	5,000
Commons: Electronic Lock System		_	50,000	-	50,000
Arena: Mezzanine Glass System		-	15,000	-	15,000
OVAL: Cooling Tower		-	85,000	-	85,000
OVAL: Micro Processors		_	50,000	-	50,000
<b>OVAL:</b> Bathroom Partitions		_	7,500	-	7,500
OVAL: Zamboni		-	115,000	-	115,000
Information Technology					
Computer Replacements		-	91,750	-	91,750
Printers & Copiers		-	19,800	-	19,800
Network Equipment	1/11/2016	49,734	87,995	-	87,995
Server Room Cooling		_	18,000	-	18,000
Surveillance Cameras (40)		_	11,250	-	11,250
Telephone Handsets (283)		_	40,000	-	40,000
Office Furniture		-	25,000	-	25,000
Park Improvements					
Tennis & Basketball Courts		-	10,000	-	10,000
Shelters & Structures		-	51,500	-	51,500
Volleyball & Bocce Ball Courts		-	15,000	-	15,000
Pathway Lighting		-	25,000	-	25,000
PIP Items		-	200,000	-	200,000
Natural Resources		-	50,000	-	50,000
Street Improvements					
Improvements		-	2,100,000	-	2,100,000
Street Lighting					
Improvements		-	25,000	-	25,000
Pathways (Existing)					
Improvements		-	180,000	-	180,000
Communications					
Conference Room Equipment		-	4,500	-	4,500
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	1,000	-	1,000
Office Painting		-	6,500	-	6,500
Office Carpetting		-	15,000	-	15,000
Community Development					
Computer Replacements		-	4,300	=	4,300
Permit Database Conversion		-	3,000	=	3,000
Online Permit/Scheduling Software		-	20,000	=	20,000
Office Furniture		-	1,000	-	1,000

### City of Roseville

2016 Summary of Scheduled CIP Items

	Council <u>Approval</u>	P.O. <u>Amount</u>	Budget Amount	YTD <u>Actual</u>	<u>Difference</u>
Water					
Trench Box Replacement		-	30,000	_	30,000
Watermain Replacement		-	900,000	-	900,000
Other Equipment		-	-	60	(60)
Sanitary Sewer					
Vehicle Replacement: 1-ton		-	40,000	-	40,000
Wacker Compactor Replacement		-	25,000	-	25,000
Galtier LS Rehab		-	400,000	_	400,000
Sewer Main Repairs		-	1,000,000	_	1,000,000
I & I Reduction		-	100,000	_	100,000
Storm Sewer					
Compost Turner		-	160,000	-	160,000
Pond improvements/Infiltration		-	300,000	-	300,000
Storm Sewer Replacement/Rehabilitation		-	400,000	10,688	389,312
Golf Course					
Gas Pump Replacement		-	10,000	-	10,000
Greens Mower		-	30,000	-	30,000
Course Netting/Deck/Shelter		-	12,000	_	12,000
Clubhouse Roof Replace		-	33,000	_	33,000
Clubhouse / Carpeting / Flooring		-	12,000	-	12,000
Sidewalk/Exterior repairs		-	8,000	-	8,000
Irrigation System Upgrades		-	24,000	-	24,000

Total - All Items \$8,257,720 \$ 22,102 \$8,235,618



Date: February 8, 2016

Item No.: 8.d

Department Approval

City Manager Approval

Item Description:

Adopt a Resolution to Approve 2016 Apportionment of Assessments

#### 1 BACKGROUND

- 2 Whenever the legal description of property changes, it is necessary to reassign previously levied
- assessments remaining on the property to the proper frontage or area of the new lot or lots. This
- 4 is called "Reapportionment of Assessments." This typically happens when a property is
- subdivided or an easement is recorded on the property. The City Council must approve all
- 6 reapportionments.

7

- 8 Until 1993, each reapportionment was done with a separate Council Action request and
- 9 Resolution. The need to process separate reapportionments was very costly and time consuming.
- In the past, there have been as many as 30 reapportionments in a single year. By adopting one
- resolution authorizing the Public Works Director to reapportion the assessments, we are saving
- the City time and money.

#### 13 POLICY OBJECTIVE

- The City Council must approve the reapportionment of levied assessments for property
- subdivisions. The engineering staff does the calculations to reapportion the assessments and
- processes all support documentation for each request.

#### 17 STAFF RECOMMENDATION

- This system has been used since 1993 and has worked well. It is the staff recommendation to
- continue this action for 2016.

#### 20 REQUESTED COUNCIL ACTION

- Approval of a resolution authorizing the Public Works Director to reapportion assessments in
- 22 2016.

Prepared by: Sally Ricard, Database Specialist

Attachments: A: Resolution

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

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

	Discount to due call and notice themselve acculant mosting of the City Council of the City			
1 2	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 8 <sup>th</sup> day of February,			
3	2016, at 6:30 p.m.			
4	,			
5	The following members were present and the following members were absent: .			
6				
7	Member introduced the following resolution and moved its adoption:			
8				
9				
10	RESOLUTION No.			
11				
12	RESOLUTION RELATING TO APPORTIONMENT OF			
13	ASSESSMENTS FOR THE YEAR 2016			
14				
15	BE IT RESOLVED by the City Council of the City of Roseville, as follows:			
16				
17	WHEREAS, the assessment rolls for various improvements in the City of Roseville wer			
18	certified to the County Auditor of the County of Ramsey, and since the certifications,			
19	number of parcels of property contained within said assessment rolls have been divide			
20	and conveyed, and			
21				
22	WHEREAS, said division requires that apportionment of the original assessments by			
23	made by the City Council of the City of Roseville in order that the proper assessment ca			
24	be extended by the County Auditor against each parcel of property thereafter, and			
25				
26	WHEREAS, during the year, numerous requests to apportion the original assessments of			
27	numerous parcels received by the City of Roseville, and			
28	WWWDDAG 's 111 I I I I I I I I I I I I I I I I I			
29	WHEREAS, it would be more expedient to allow the Public Works Director or h			
30	assigned staff to apportion the original assessments in as much as the City Council of the			
31	City of Roseville approves all apportionment prepared by city staff when requested,			
32	NOW THE PEROPE ALCOHOL OF CREEK AND ALCOHOL OF CREE			
33	NOW, THEREFORE, the City Council of the City of Roseville does hereby authorize the			
34	Public Works Director or his assigned personnel to make the apportionment of original			
35	assessment against all of the requested properties for the year of 2016.			
36				
37	The City Manager of the City of Roseville is hereby authorized to prepare a certific			
38	copy of this resolution and to certify the same to the County Auditor of Ramsey County			
39	Minnesota.			

40	
41	The motion for the adoption of the foregoing resolution was duly seconded by Member
42	and upon a vote being taken thereon, the following voted in favor thereof:
43	and the following voted against the same: .
44	
45	WHEREUPON said resolution was declared duly passed and adopted.

Reapportionment of A	ssessments
----------------------	------------

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 8<sup>th</sup> day of February, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8<sup>th</sup> day of February, 2016.

Patrick Trudgeon, City Manager

(SEAL)

## REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 8.e

Department Approval

City Manager Approval

Item Description:

Approve Resolution Awarding Bid for 2016 Sanitary Sewer Main Lining

#### BACKGROUND

The majority of the city's sanitary sewer mains were constructed in the late 1950's and early

1960's, utilizing clay tile and reinforced concrete pipe. Over time the joints have failed allowing

4 root intrusion. The pipe material is also susceptible to cracking and construction damage. The

5 City began the sewer lining program in 2006 to rehabilitate the sewer mains and extend the life of

our sanitary sewers by 50 years or more. Lining technology essentially installs a new resin pipe

inside the original clay tile sewer main without digging up city streets, which results in minimal

8 disruption to residents during construction. The liner pipe is inserted into the main through

9 existing manholes and cured in place with a heat process. Each segment is typically completed in

one working day. Service line connections are reopened using a robotic cutter and remote

cameras. During the process, existing flows are bypassed using pumps. This technology also

prevents infiltration of groundwater into the main system and can be credited toward a

Metropolitan Council Environmental services inflow/infiltration surcharge.

The 2016 Sanitary Sewer Main Lining Project includes lining for approximately 24,816 lineal feet (4.7 miles) in areas identified as having root intrusion or infiltration problems. A bid alternate

was also included, which would add an additional 1,192 lineal feet (.23 miles) to the project. The

following four bids were opened on February 2, 2016:

CONTRACTOR	BID TOTAL A	BID TOTAL B
	(Segment 1 +	(Segment 1 +
	Segment 2)	Segment 2 +
		Segment 3)
Insituform Technologies USA, LLC	\$769,271.70	\$790,727.70
Veit & Company, Inc.	\$781,134.00	\$810,934.00
Lamettie and Sons, Inc.	\$815,134.00	\$850,894.00
SAK Construction, LLC	\$962,676.75	\$989,794.75
Engineers Estimate	\$825,557.00	\$861,317.00

#### POLICY OBJECTIVE

It is City policy to keep utility infrastructure in good operating condition, utilizing current

20 construction technologies that keep service disruption during construction to a minimum. Based

on past practice, the City Council has awarded contracts to the lowest responsible bidder. In this

bid solicitation the lowest bidder is Insituform Technologies USA, LLC, of Chesterfield, Missouri.

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#### **FINANCIAL IMPACTS**

- We received four bids for the 2016 Sanitary Sewer Main Lining Project. The low bid submitted
- by Insituform Technologies USA, LLC, \$769,271.70, is within the budgeted amount for this
- 27 project. A bid alternate was included in the event bid prices were favorable, allowing for an
- increase in the project without a change order. The low bid including the alternate totaled
- \$790,727.70. Because the bids are favorable and the total including the alternate is within budget,
- staff recommends including the alternate. This work is funded by Sanitary Sewer Infrastructure
- Funds.

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#### REQUESTED COUNCIL ACTION

Motion approving a resolution awarding Bid Total B for the 2016 Sanitary Sewer Main Lining Project in the amount of \$790,727.70 to Insituform Technologies USA, LLC, of Chesterfield, Missouri.

Prepared by: Jesse Freihammer, City Engineer

Attachments: A: 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 8<sup>th</sup> day of February, 2016, at 6:00 p.m.

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The following members were present: ; and and the following were absent: .

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Member introduced the following resolution and moved its adoption:

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#### RESOLUTION No.

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#### RESOLUTION AWARDING BIDS FOR 2016 SANITARY SEWER MAIN LINING

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WHEREAS, pursuant to advertisement for bids for the improvement, according to the plans and specifications thereof on file in the office of the Manager of said City, said bids were received on Tuesday, February 2, 2016, at 11:00 a.m., opened and tabulated according to law and the following bids were received complying with the advertisement:

18 19

CONTRACTOR	BID TOTAL A	BID TOTAL B
	(Segment 1 +	(Segment 1 +
	Segment 2)	Segment 2 +
		Segment 3)
Insituform Technologies USA, LLC	\$769,271.70	\$790,727.70
Veit & Company, Inc.	\$781,134.00	\$810,934.00
Lamettie and Sons, Inc.	\$815,134.00	\$850,894.00
SAK Construction, LLC	\$962,676.75	\$989,794.75

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WHEREAS, it appears that Insituform Technologies USA, LLC, of Chesterfield, Missouri is the lowest responsible bidder at the tabulated price of \$790,727.70 and

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NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota:

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- 1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Insituform Technologies USA, LLC for \$790,727.70 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
- 32 2. 33
- 2. The City Manager is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids except the deposits of the successful bidder and the

34	next lowest bidder shall be retained until contracts have been signed.
35	
36	NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
37	Minnesota:
38	
39	The motion for the adoption of the foregoing resolution was duly seconded by Member, and
40	upon vote being taken thereon, the following voted in favor thereof: ; and and the
41	following voted against the same: .
42	
43	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, 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 8<sup>th</sup> day of February, 2016, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8<sup>th</sup> day of February, 2016.

Patrick Trudgeon, City Manager

(SEAL)

### REQUEST FOR COUNCIL ACTION

Date: 02/08/16 Item No.: 8.f

Department Approval

City Manager Approval

Para / Trugger

Item Description:

Certify Unpaid Utility and Other Charges to the Property Tax Rolls

#### BACKGROUND

As authorized by City Code, Sections 506, 801, 802, and 906, the City annually certifies to the County

Auditor any unpaid false alarm, water, sewer, and other charges that are in excess of 90 days past due,

for collection on the following year's property taxes. Affected property owners are provided a hearing

to dispute any charges against their property.

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Beginning in 2010, the City Council began approving certifications for delinquent utilities on a quarterly basis. This ensures that any unpaid utilities are brought to the attention of new property

owners in a more timely fashion. It will also allow the City to record a lien against the property in the

event that a property goes into foreclosure and/or is being prepared for sale for other reasons.

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Attached is the current list of delinquent charges. Payments (along with accrued interest) received in the Finance Office prior to March 4<sup>th</sup> 2016 will be accepted and not levied on the 2017 property taxes.

#### 14 POLICY OBJECTIVE

15 Certifying delinquent charges are required under City Code.

#### 16 FINANCIAL IMPACTS

17 Not applicable.

#### 18 STAFF RECOMMENDATION

Staff recommends approval of the attached resolution levying unpaid utility and other charges for

o collection on the property taxes.

#### REQUESTED COUNCIL ACTION

Motion adopting the resolution approving the certification of unpaid utility and other charges to the

23 County Auditor for collection on the property taxes.

Prepared by: Jason Schirmacher, Assistant Finance Director

Attachments: A: Resolution approving the certification of unpaid utility and other charges to Ramsey County

B: List of Delinquent Accounts - also noted as Schedule A on the Resolution

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### 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 8th day of February, 2016 at 6:00 p.m. The following members were present: and the following were absent: introduced the following resolution and moved its adoption: Member RESOLUTION \_\_\_\_\_ RESOLUTION DIRECTING THE COUNTY AUDITOR TO LEVY UNPAID WATER, SEWER AND OTHER CITY CHARGES FOR PAYABLE 2015 or **BEYOND** WHEREAS, the City Code of the City of Roseville, Sections 506, 801, 802, and 906 provides that the City may certify to the County Auditor the amounts of unpaid sewer, water, and other charges to be entered as part of the tax levy on said premises: NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville, Minnesota, as follows: 1. Exhibit "A" attached hereto and made a part thereof by reference is a list of parcels of real property lying within the City limits which are served by the City of Roseville, and on which there are unpaid city water, sewer, and other charges as shown on the attached Schedule A. 2. The Council hereby certifies said list and requests the Ramsey County Auditor to include in the real estate taxes due the amount set forth in Schedule A. 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:

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65 66 WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota) 67 ) SS 68 County of Ramsey) 69 70 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State 71 of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of 72 minutes of a regular meeting of said City Council held on the 8<sup>th</sup> day of February , 2016 with the 73 original thereof on file in my office. 74 75 WITNESS MY HAND officially as such Manager this 8<sup>th</sup> day of February, 2016. 76 77 78 79 Patrick Trudgeon 80 City Manager 81 82 Seal 83 84

for 2017 Tax Year

City of Roseville, MN 02/08/2016 Attachment A

PIN	SERVICE ADDRESS	\$ AMOUNT TO COLLECTIONS		COLLECTIONS + \$2.00 FEE	
022923320039	2779 AGLEN ST	\$	672.76	\$	674.76
142923440027	1755 ALAMEDA ST	\$	152.45	\$	154.45
092923110027	2550 ALDINE ST	\$	179.46	\$	181.46
032923240061	2903 ALBERT ST	\$	227.97	\$	229.97
032923240049	2910 ALBERT ST	\$	129.18	\$	131.18
142923410072	1844 ALTA VISTA DR	\$	116.37	\$	118.37
032923230045	2936 ARONA ST	\$	198.84	\$	200.84
032923220038	3014 ARONA ST	\$	219.71	\$	221.71
152923230007	1994 ASBURY ST	\$	135.70	\$	137.70
152923230003	2026 ASBURY ST	\$	145.90	\$	147.90
032923230071	2938 ASBURY ST	\$	181.38	\$	183.38
022923120044	3105 AVON ST	\$	331.88	\$	333.88
092923120040	2566 BEACON ST	\$	133.46	\$	135.46
142923110033	650 BELMONT LN	\$	116.37	\$	118.37
122923130024	330 BROOKS AVE	\$	177.19	\$	179.19
122923240014	404 BROOKS AVE	\$	345.18	\$	347.18
112923240010	949 BROOKS AVE	\$	241.97	\$	243.97
102923240009	1401 BROOKS AVE	\$	417.56	\$	419.56
132923120016	311 BURKE AVE	\$	202.17	\$	204.17
132923120089	343 BURKE AVE	\$	168.85	\$	170.85
152923110022	1192 BURKE AVE	\$	245.07	\$	247.07
152923210038	1398 BURKE AVE	\$	169.83	\$	171.83
142923340020	1756 CHATSWORTH ST	\$	150.69	\$	152.69
142923320010	1849 CHATSWORTH ST	\$	150.69	\$	152.69
092923110036	2591 CHARLOTTE ST	\$	126.89	\$	128.89
022923330036	2749 CHURCHILL ST	\$	259.50	\$	261.50
022923320091	2821 CHURCHILL ST	\$	293.24	\$	295.24
022923320090	2829 CHURCHILL ST	\$	125.86	\$	127.86
022923320080	2846 CHURCHILL ST	\$	262.86	\$	264.86
082923440028	2255 CLEVELAND AVE	\$	199.09	\$	201.09
042923220012	3080 CLEVELAND AVE	\$ \$	202.77	\$	204.77
122923440025	247 W CO RD B	\$	170.32	\$	172.32
132923120084	320 W CO RD B	\$	333.18	\$	335.18
142923210075	964 W CO RD B	\$	149.77	\$	151.77
152923210004	1378 W CO RD B	\$	154.98	\$	156.98
112923140055	651 W CO RD B2	\$	148.69	\$	150.69
112923140033	701 W CO RD B2	\$	327.00	\$	329.00
112923240048	939 W CO RD B2	\$	218.14	\$	220.14
122923210031	422 CO RD C	\$	284.85	\$	286.85
122923210032	430 CO RD C	\$	362.73	\$	364.73
012923340156	445 CO RD C	\$	390.03	\$	392.03

#### Schedule A

#### Delinquent Accounts 1st Qtr 2016 and Other Charges for 2017 Tax Year

112923110121	626 CO RD C	\$	439.29	\$	441.29
012923130047	349 CO RD C2	\$	379.31	\$	381.31
022923240056	885 CO RD C2	\$	257.96	\$	259.96
022923240061	937 CO RD C2	\$	354.67	\$	356.67
032923230038	1501 W CO RD C2	\$	146.77	\$	148.77
132923240005	2006 COHANSEY BLVD	\$	124.95	\$	126.95
042923420005	1785 CENTENNIAL DR	\$	140.93	\$	142.93
112923140059	2415 DALE ST	\$	380.36	\$	382.36
032923420062	2835 DELLWOOD ST	\$	439.72	\$	441.72
032923420038	2858 DELLWOOD ST	\$	145.84	\$	147.84
102923430074	2187 DELLWOOD AVE	\$	141.82	\$	143.82
132923430029	284 DIONNE AVE	\$	215.04	\$	217.04
152923130139	1236 DRAPER AVE	\$	198.87	\$	200.87
172923140044	2145 DRAPER AVE	\$	240.14	\$	242.14
162923240068	1841 DRAPER DR	\$	460.02	\$	462.02
102923110019	2561 DUNLAP ST	\$	376.56	\$	378.56
142923110053	630 ELDRIDGE AVE	\$	122.14	\$	124.14
142923110077	659 ELDRIDGE AVE	\$	185.67	\$	187.67
152923210065	1368 ELDRIDGE AVE	\$	229.66	\$	231.66
132923140007	249 ELMER ST	\$	480.16	\$	482.16
082923340043	2224 EUSTIS ST	\$	126.90	\$	128.90
042923220100	3099 EVELYN ST	\$	307.79	\$	309.79
092923330256	2246 FERRIS LN	\$	140.93	\$	142.93
012923430063	2757 FARRINGTON ST	\$	86.25	\$	88.25
012923420075	2795 FARRINGTON ST	\$	233.02	\$	235.02
012923420057	2824 FARRINGTON ST	\$	36.85	\$	38.85
012923420070	2833 FARRINGTON ST	\$	325.07	\$	327.07
162923110013	2064 FRY ST	\$	82.86	\$	84.86
112923120040	2545 FISK ST	\$	390.40	\$	392.40
112923120013	2614 FISK ST	\$	1,591.91	\$	1,593.91
162923130014	2030 FAIRVIEW AVE	\$	285.41	\$	287.41
092923120020	2586 FAIRVIEW AVE	\$	187.83	\$	189.83
042923310023	2785 FAIRVIEW AVE	\$	1,376.73	\$	1,378.73
042923240044	2903 FAIRVIEW AVE	\$	197.87	\$	199.87
172923210008	2096 FAIRWAYS LN	\$	318.44	\$	320.44
012923440061	2742 GALTIER ST	\$	194.25	\$	196.25
132923310089	491 GLENWOOD AVE	\$	284.19	\$	286.19
152923440040	1200 GARDEN AVE	\$	142.11	\$	144.11
032923410046	2761 GRIGGS ST	\$	309.35	\$	311.35
032923410011	2806 GRIGGS ST	\$	417.76	\$	419.76
152923130042	1986 HAMLINE AVE	, \$	166.75	\$	168.75
102923210083	2579 HAMLINE AVE-STE D	, \$	239.50	\$	241.50
102923210062	2589 HAMLINE AVE STE A	\$	273.07	\$	275.07
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for 2017 Tax Year

102923120035	2600 HAMLINE AVE	\$ 184.29	\$ 186.29
032923430048	2646 HAMLINE AVE	\$ 113.59	\$ 115.59
032923430046	2660 HAMLINE AVE	\$ 334.07	\$ 336.07
032923340009	2697 HAMLINE AVE	\$ 138.04	\$ 140.04
032923430067	2700 HAMLINE AVE	\$ 270.64	\$ 272.64
032923340003	2745 HAMLINE AVE	\$ 254.86	\$ 256.86
032923430042	2754 HAMLINE AVE	\$ 163.20	\$ 165.20
132923120064	2059 HAND AVE	\$ 141.64	\$ 143.64
022923410019	715 HEINEL DR	\$ 152.05	\$ 154.05
022923410023	734 HEINEL DR	\$ 323.52	\$ 325.52
092923120078	2598 HERSCHEL ST	\$ 177.58	\$ 179.58
132923310098	462 HILLTOP AVE	\$ 150.36	\$ 152.36
012923210089	3025 HIGHPOINT CURVE	\$ 162.79	\$ 164.79
032923430036	2717 HURON ST	\$ 121.39	\$ 123.39
032923430035	2723 HURON ST	\$ 335.51	\$ 337.51
032923420067	2866 HURON ST	\$ 414.34	\$ 416.34
152923420057	1890 HURON AVE	\$ 116.37	\$ 118.37
012923240070	2916 HILLSVIEW WEST	\$ 266.14	\$ 268.14
122923330003	590 HWY 36	\$ 176.43	\$ 178.43
112923340007	936 HWY 36	\$ 150.69	\$ 152.69
012923330003	528 IONA LN	\$ 413.20	\$ 415.20
022923440081	648 IONA LN	\$ 575.48	\$ 577.48
032923120009	1265 JOSEPHINE RD	\$ 190.91	\$ 192.91
012923310061	435 JUDITH AVE	\$ 230.47	\$ 232.47
012923310078	468 JUDITH AVE	\$ 304.52	\$ 306.52
032923310022	1423 JUDITH AVE	\$ 387.89	\$ 389.89
012923330025	2757 KENT ST	\$ 305.13	\$ 307.13
142923230082	1986 LEXINGTON AVE	\$ 208.93	\$ 210.93
142923220065	2062 LEXINGTON AVE	\$ 163.56	\$ 165.56
022923330050	2666 LEXINGTON AVE	\$ 211.58	\$ 213.58
022923330004	2729 LAKEVIEW AVE	\$ 210.10	\$ 212.10
122923310037	464 LOVELL AVE	\$ 167.85	\$ 169.85
012923430045	2665 MATILDA ST	\$ 304.18	\$ 306.18
012923430043	2679 MATILDA ST	\$ 89.79	\$ 91.79
132923440005	182 MCCARRONS BLVD	\$ 154.98	\$ 156.98
132923310030	493 S MCCARRONS BLVD	\$ 180.72	\$ 182.72
132923130016	269 MCCARRONS BLVD	\$ 144.58	\$ 146.58
012923330462	2650 MACKUBIN ST	\$ 652.84	\$ 654.84
022923130030	822 MILLWOOD AVE	\$ 556.28	\$ 558.28
042923140060	1650 MILLWOOD AVE	\$ 204.61	\$ 206.61
042923130040	1771 MILLWOOD AVE	\$ 182.27	\$ 184.27
122923440007	204 MINNESOTA AVE	\$ 146.40	\$ 148.40
122923440009	226 MINNESOTA AVE	\$ 254.34	\$ 256.34

for 2017 Tax Year

122923310048	405 MINNESOTA AVE	\$	120.66	\$	122.66
012923140081	208 MAPLE LN	\$	412.02	\$	414.02
012923140082	216 MAPLE LN	\$	634.17	\$	636.17
042923130091	1776 MAPLE LN	\$	186.17	\$	188.17
122923140033	2486 MARION ST	\$	386.96	\$	388.96
012923410042	2795 MARION ST	\$	352.92	\$	354.92
112923310031	2360 NANCY PL	\$	253.12	\$	255.12
102923110012	1149 OAKCREST AVE	\$	303.85	\$	305.85
102923120033	1268 OAKCREST AVE	\$	83.58	\$	85.58
012923320025	531 OWASSO HILLS DR	\$	288.96	\$	290.96
052923230045	2960 OLD HWY 8	\$	233.69	\$	235.69
052923210073	3006 OLD HWY 8	\$	226.00	\$	228.00
012923120002	317 OWASSO BLVD	\$	129.19	\$	131.19
012923120009	353 OWASSO BLVD	\$	550.51	\$	552.51
012923240132	472 OWASSO BLVD	\$	406.40	\$	408.40
012923230034	609 OWASSO BLVD	\$	378.05	\$	380.05
022923130009	2890 W OWASSO BLVD	\$	311.83	\$	313.83
032923240066	2904 PASCAL ST	\$	141.15	\$	143.15
052923220089	3051 PATTON RD	\$	128.07	\$	130.07
032923340047	1434 RAMBLER RD	\$	315.01	\$	317.01
162923140016	1678 RIDGEWOOD LN NO	\$	146.35	\$	148.35
162923140013	1681 RIDGEWOOD LN NO	\$	126.89	\$	128.89
122923110023	2571 RICE ST	\$	222.16	\$	224.16
012923140004	2963 RICE ST	\$	254.92	\$	256.92
152923430027	1272 ROMA AVE	\$	172.14	\$	174.14
152923430030	1294 ROMA AVE	\$	231.50	\$	233.50
102923110046	1221 ROSE PL	\$	68.69	\$	70.69
102923110047	1223 ROSE PL	\$	364.84	\$	366.84
132923230058	577 ROSELAWN AVE	\$	144.58	\$	146.58
152923410005	1140 ROSELAWN AVE	\$	129.24	\$	131.24
162923130078	1745 ROSELAWN AVE	\$	205.04	\$	207.04
132923230034	554 RYAN AVE	\$	212.07	\$	214.07
132923230055	578 RYAN AVE	\$	185.01	\$	187.01
142923230037	1018 RYAN AVE	\$	116.37	\$	118.37
162923130058	1742 RYAN AVE	\$	270.62	\$	272.62
112923140011	715 SEXTANT AVE		139.39	\$	141.39
102923140051	1150 SEXTANT AVE	\$ \$	328.60	\$	330.60
132923410020	1885 SHADY BEACH AVE	\$	40.02	\$	42.02
132923230077	558 SHRYER AVE	\$	95.76	\$	97.76
152923130026	1317 SHRYER AVE	\$	124.95	\$	126.95
162923130002	1713 SHRYER AVE	\$	116.32	\$	118.32
162923130013	1803 SHRYER AVE	\$	133.46	\$	135.46
162923120042	1719 SKILLMAN AVE	\$	189.25	\$	191.25
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### Schedule A Delinquent Accounts 1st Qtr 2016

City of Roseville, MN

02/08/2016

and Other Charges for 2017 Tax Year

102923440099	1125 SANDHURST DR W	\$ 120.66	\$ 122.66
032923330014	2720 SNELLING AVE	\$ 1,433.99	\$ 1,435.99
102923220012	2570 SNELLING CV	\$ 338.28	\$ 340.28
122923310046	2306 SOUTHHILL DR	\$ 167.85	\$ 169.85
032923230017	2936 SIMPSON ST	\$ 248.04	\$ 250.04
032923230028	2951 SIMPSON ST	\$ 252.85	\$ 254.85
032923210106	3019 SIMPSON ST	\$ 216.54	\$ 218.54
102923440024	1128 SHERREN ST	\$ 161.74	\$ 163.74
102923440008	1175 SHERREN ST	\$ 232.20	\$ 234.20
042923130007	1755 STANBRIDGE AVE	\$ 156.20	\$ 158.20
032923340076	1427 TALISMAN CV	\$ 332.44	\$ 334.44
032923340074	1437 TALISMAN CV	\$ 149.14	\$ 151.14
012923310040	388 TERRACE DR	\$ 473.80	\$ 475.80
012923310042	406 TERRACE DR	\$ 149.89	\$ 151.89
012923310053	494 TERRACE DR	\$ 327.32	\$ 329.32
012923310051	476 TERRACE DR	\$ 578.06	\$ 580.06
022923430041	780 TERRACE DR	\$ 77.21	\$ 79.21
112923240037	918 TRANSIT AVE	\$ 53.02	\$ 55.02
112923230081	1016 TRANSIT AVE	\$ 313.03	\$ 315.03
102923230019	1535 TRANSIT AVE	\$ 156.49	\$ 158.49
082923130002	2323 TERMINAL RD # 1	\$ 2,566.11	\$ 2,568.11
082923130002	2323 TERMINAL RD # 2	\$ 2,344.82	\$ 2,346.82
142923310010	1829 VICTORIA ST	\$ 170.32	\$ 172.32
022923130047	2992 VICTORIA ST	\$ 535.03	\$ 537.03
012923410006	2857 WOODBRIDGE ST	\$ 486.07	\$ 488.07
012923140019	2980 WOODBRIDGE ST	\$ 505.90	\$ 507.90
012923110054	3075 WOODBRIDGE ST	\$ 303.74	\$ 305.74
132923310042	1818 WOODRUFF AVE	\$ 175.93	\$ 177.93
132923120025	2051 WILLIAM ST	\$ 317.39	\$ 319.39
132923120021	2077 WILLIAM ST	\$ 144.58	\$ 146.58
162923130039	1988 WHEELER ST	\$ 168.55	\$ 170.55
122923420089	2334 WESTERN AVE	\$ 163.56	\$ 165.56
122923240038	2417 WESTERN AVE	\$ 340.73	\$ 342.73
022923440052	738 WHEATON AVE	\$ 284.29	\$ 286.29
092923110004	2560 FRY ST	\$ 409.09	\$ 411.09
112923120025	750 CO RD C	\$ 368.05	\$ 370.05
012923340141	413 CO RD C	\$ 803.94	\$ 805.94
022923430038	833 CO RD C	\$ 278.60	\$ 280.60
112923340080	2203 VICTORIA ST	\$ 185.01	\$ 187.01
142923120004	780 W CO RD B	\$ 17.60	\$ 19.60
042923120023	3024 FAIRVIEW AVE	\$ 115.33	\$ 117.33
132923110088	2120 WILLIAM ST	\$ 34.46	\$ 36.46
112923410067	703 COPE AVE	\$ 129.24	\$ 131.24

### Schedule A

City of Roseville, MN

02/08/2016

#### Delinquent Accounts 1st Qtr 2016 and Other Charges for 2017 Tax Year

			4=0.00	450.00
152923420065	1867 DELLWOOD AVE	\$	158.80	\$ 160.80
012923340004	435 IONA LN	\$	296.98	\$ 298.98
012923440009	2713 WOODBRIDGE ST	\$	286.32	\$ 288.32
092923110070	1680 OAKCREST AVE	\$	139.71	\$ 141.71
012923230016	2880 KENT ST	\$	351.52	\$ 353.52
052923210071	3020 OLD HWY 8	\$	1,063.13	\$ 1,065.13
022923310039	2779 VICTORIA ST	\$	361.33	\$ 363.33
122923430034	335 SANDHURST DR W	\$	190.78	\$ 192.78
152923240043	1446 SHRYER AVE	\$	163.56	\$ 165.56
112923430013	757 SHERREN ST	\$	98.43	\$ 100.43
152923110010	1164 W CO RD B	\$	163.56	\$ 165.56
042923130042	1716 STANBRIDGE AVE	\$	191.62	\$ 193.62
082923430044	2223 W CO RD B	\$	351.98	\$ 353.98
032923410003	2866 GRIGGS ST	\$	287.29	\$ 289.29
012923320033	2820 HILLSCOURTE SOUTH	\$	441.41	\$ 443.41
132923240022	400 N MCCARRONS BLVD	\$	16.04	\$ 18.04
102923430005	1252 W HWY 36	\$	154.98	\$ 156.98
152923420004	1891 FERNWOOD AVE	\$	116.60	\$ 118.60
122923420011	346 W CO RD B2	\$	154.98	\$ 156.98
012923430009	2693 GALTIER ST	\$	188.44	\$ 190.44
102923230042	2433 SIMPSON ST	\$	422.23	\$ 424.23
152923240086	1379 ROSELAWN AVE	\$	302.73	\$ 304.73
032923420054	2806 DELLWOOD ST	\$	260.99	\$ 262.99
012923430010	2687 GALTIER ST	\$	497.86	\$ 499.86
132923230021	540 SHRYER AVE	\$	163.56	\$ 165.56
042923420034	1680 TERRACE DR	\$	1,277.04	\$ 1,279.04
102923240014	1363 BROOKS AVE	\$	254.85	\$ 256.85
012923140085	240 MAPLE LN	\$	441.74	\$ 443.74
012923430073	2681 FARRINGTON ST	\$	973.67	\$ 975.67
142923120017	851 PARKER AVE	\$	138.48	\$ 140.48
032923340002	1354 JUDITH AVE	\$	325.51	\$ 327.51
122923340003	397 HWY 36	\$	272.09	\$ 274.09
022923430033	795 TERRACE DR	\$	315.69	\$ 317.69
142923230029	993 RYAN AVE	\$	181.38	\$ 183.38
142923230005	1065 SHRYER AVE	\$	142.11	\$ 144.11
112923340010	925 SHERREN ST	\$	136.66	\$ 138.66
152923130070	1252 RYAN AVE	\$	194.09	\$ 196.09
032923320147	2839 ARONA ST	\$	300.25	\$ 302.25
032923320045	1491 APPLEWOOD COURT	\$	379.38	\$ 381.38
032923320048	1481 APPLEWOOD COURT	\$	349.09	\$ 351.09
102923440028	1117 LAURIE RD	\$	163.56	\$ 165.56
012923340035	395 WOODHILL DR	\$	497.13	\$ 499.13
122923130085	2442 WESTERN AVE	\$	22.69	\$ 24.69
<del></del>		7		

for 2017 Tax Year

152923140042	1194 SHRYER AVE	\$	127.42	\$	129.42
142923230056	1941 CHATSWORTH ST	\$	236.49	\$	238.49
052923220084	3082 HIGHCREST RD	\$	268.50	\$	270.50
022923430032	789 TERRACE DR	\$	360.69	\$	362.69
112923310011	916 W CO RD B2	\$	150.69	\$	152.69
112923330050	2168 OXFORD ST	\$	186.33	\$	188.33
032923210081	3007 ALBERT ST	\$	724.60	\$	726.60
142923210080	896 PARKER AVE	\$	215.70	\$	217.70
012923410036	2841 MARION ST	\$	435.08	\$	437.08
042923140033	1692 STANBRIDGE AVE	\$	206.56	\$	208.56
112923230008	1035 BROOKS AVE	\$	462.46	\$	464.46
102923110027	1106 OAKCREST AVE	\$	276.09	\$	278.09
012923420104	2779 VIRGINIA AVE	\$	308.88	\$	310.88
102923430054	2226 DELLWOOD AVE	\$	167.85	\$	169.85
142923410055	1827 DALE CT	\$	136.00	\$	138.00
152923410030	1901 LEXINGTON AVE	\$	182.80	\$	184.80
112923230046	1014 BROOKS AVE	\$	350.31	\$	352.31
112923230067	2438 LEXINGTON AVE	\$	102.67	\$	104.67
162923240090	1932 TATUM ST	\$	212.15	\$	214.15
102923240013	1371 BROOKS AVE	\$	379.19	\$	381.19
032923240069	2924 PASCAL ST	\$	166.94	\$	168.94
122923140020	2501 WOODBRIDGE ST	\$	462.84	\$	464.84
122923420091	2366 WESTERN AVE	\$	133.44	\$	135.44
162923220014	2109 WILDER ST	\$	228.63	\$	230.63
012923130074	2958 FARRINGTON ST	\$	141.09	\$	143.09
022923320002	2851 LAKEVIEW AVE	\$	330.12	\$	332.12
132923230025	527 RYAN AVE	\$	175.26	\$	177.26
132923430017	295 DIONNE AVE	\$	166.03	\$	168.03
042923240042	2911 FAIRVIEW AVE	\$	185.27	\$	187.27
042923210055	3021 FAIRVIEW AVE	\$	392.62	\$	394.62
042923120053	3061 SHOREWOOD LN	\$	195.43	\$	197.43
102923120054	2566 HAMLINE AVE	\$	121.39	\$	123.39
032923340027	1390 JUDITH AVE	\$	403.72	\$	405.72
022923220040	3092 LEXINGTON AVE	\$	200.42	\$	202.42
022923440002	699 TERRACE DR	\$	312.41	\$	314.41
032923340048	1440 RAMBLER RD	\$	345.76	\$	347.76
132923410019	1891 SHADY BEACH AVE	\$	92.07	\$	94.07
032923430056	1296 WOODHILL DR	\$	404.29	\$	406.29
042923220057	1990 BRENNER AVE	\$	429.17	\$	431.17
012923330456	2662 MACKUBIN ST	\$	342.26	\$	344.26
092923110020	2598 ALDINE ST	\$	173.29	\$	175.29
012923130045	333 CO RD C2	\$	238.60	\$	240.60
022923240073	2968 CHATSWORTH ST	\$	463.78	\$	465.78
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for 2017 Tax Year

132923230028	555 RYAN AVE	\$	200.35	\$ 202.35
032923240027	2887 HAMLINE AVE	\$	155.59	\$ 157.59
012923230057	523 OWASSO HILLS DR	\$	286.24	\$ 288.24
122923340021	415 W CO RD B	\$	159.27	\$ 161.27
152923410098	1134 RUGGLES ST	\$	154.98	\$ 156.98
012923120001	313 OWASSO BLVD	\$	65.02	\$ 67.02
012923130022	2896 MATILDA ST	\$	305.53	\$ 307.53
012923130028	2942 MATILDA ST	\$	250.16	\$ 252.16
152923130034	1306 SHRYER AVE	\$	176.43	\$ 178.43
152923410001	1110 ROSELAWN AVE	\$	167.05	\$ 169.05
112923430010	741 SHERREN ST	\$	178.90	\$ 180.90
092923120097	2613 ALDINE ST	\$	163.99	\$ 165.99
142923320008	1863 CHATSWORTH ST	\$	146.40	\$ 148.40
112923130039	763 W CO RD B2	\$	396.70	\$ 398.70
152923120017	1316 W CO RD B	\$	153.16	\$ 155.16
152923210062	2115 HAMLINE AVE	\$	191.84	\$ 193.84
112923420081	823 COPE AVE	\$	109.27	\$ 111.27
032923340053	1441 PRIMROSE CV	\$	326.81	\$ 328.81
162923110076	2090 SAMUEL ST. #10	\$	63.90	\$ 65.90
012923420108	2788 WESTERN AVE	\$	311.78	\$ 313.78
162923240062	1850 RYAN AVE	\$	214.79	\$ 216.79
022923320010	2777 LAKEVIEW AVE	\$	273.68	\$ 275.68
042923340002	2690 PRIOR AVE # 2	\$	1,816.16	\$ 1,818.16
042923340002	2690 PRIOR AVE # 1	\$	1,985.89	\$ 1,987.89
042923340002	2690 PRIOR AVE # 3	\$	1,816.16	\$ 1,818.16
152923110030	1201 ELDRIDGE AVE	\$	45.27	\$ 47.27
022923340014	2734 LAKEVIEW AVE	\$	71.62	\$ 73.62
052923220125	2422 BRENNER CT	\$	192.79	\$ 194.79
142923110075	671 ELDRIDGE AVE	\$	145.16	\$ 147.16
122923440015	2234 MARION ST	\$	136.99	\$ 138.99
032923410008	2828 GRIGGS ST	\$	330.57	\$ 332.57
112923340056	979 W CO RD B	\$	172.14	\$ 174.14
152923230051	1970 ARONA ST	\$ \$	159.27	\$ 161.27
152923110061	2061 LEXINGTON AVE	\$	150.69	\$ 152.69
122923430048	297 W CO RD B	\$	116.37	\$ 118.37
032923210097	3014 SIMPSON ST	\$	164.15	\$ 166.15
132923110002	158 W CO RD B	\$	187.15	\$ 189.15
122923330004	604 HWY 36	\$	149.41	\$ 151.41
012923430032	2752 MATILDA ST	\$	401.71	\$ 403.71
022923330001	2757 LAKEVIEW AVE	\$	221.96	\$ 223.96
022923140004	2992 W OWASSO BLVD	\$	157.63	\$ 159.63
142923410021	1883 ALTA VISTA DR	\$	259.99	\$ 261.99
132923430022	1748 GALTIER ST	\$	129.24	\$ 131.24

for 2017 Tax Year

032923320160	2809 ARONA ST	\$	226.06	\$	228.06
132923240034	480 BAYVIEW DR	\$	129.24	\$	131.24
162923110076	2087 SAMUEL ST. #4	\$	136.87	\$	138.87
132923310049	1839 WESTERN AVE	\$	171.95	\$	173.95
032923130064	1303 W CO RD C2	\$	272.85	\$	274.85
162923110076	2096 FRY ST	\$	370.17	\$	372.17
102923440010	1193 SHERREN ST	\$	116.02	\$	118.02
032923220017	1484 CLARMAR AVE	\$	116.20	\$	118.20
132923210040	2069 WESTERN AVE	\$	215.04	\$	217.04
102923140073	1181 W CO RD B2	\$	115.23	\$	117.23
112923130040	757 W CO RD B2	\$	120.86	\$	122.86
042923130003	1724 LYDIA AVE	\$	155.52	\$	157.52
122923340036	2186 BOSSARD DR	\$	100.00	\$	102.00
012923330367	2735 MACKUBIN ST #9	\$	276.66	\$	278.66
012923110003	195 WOODLYNN AVE	\$	229.90	\$	231.90
112923230095	2414 OXFORD ST	\$	182.74	\$	184.74
032923140003	1165 JOSEPHINE RD	\$	129.19	\$	131.19
162923110079	2151 SNELLING AVE	\$	315.54	\$	317.54
032923240087	2966 SIMPSON ST	\$	220.47	\$	222.47
032923220010	1511 CLARMAR AVE	\$	239.93	\$	241.93
152923110065	1129 SKILLMAN AVE	\$	153.99	\$	155.99
172923130011	2200 NO ROSEWOOD LN	\$	133.34	\$	135.34
112923310057	976 LOVELL AVE	\$	215.04	\$	217.04
142923110015	707 SKILLMAN AVE	\$	163.56	\$	165.56
112923440009	2237 DALE ST	\$	108.57	\$	110.57
152923130096	1293 DRAPER AVE	\$	119.02	\$	121.02
142923320069	1862 LEXINGTON AVE	\$	161.74	\$	163.74
012923420038	2837 MATILDA ST	\$	378.43	\$	380.43
152923110056	1120 ELDRIDGE AVE	\$	154.98	\$	156.98
112923230111	1091 W CO RD B2	\$	217.54	\$	219.54
032923340031	1418 JUDITH AVE	\$	142.59	\$	144.59
132923110042	2058 ALBEMARLE ST	\$	210.75	\$	212.75
102923430021	2220 MERRILL ST	\$	116.37	\$	118.37
032923320155	2821 ARONA ST	\$	276.65	\$	278.65
022923330024	2737 OXFORD ST	\$	179.29	\$	181.29
112923310071	2319 VICTORIA ST	\$	105.97	\$	107.97
032923340080	1403 TALISMAN CV	\$	152.59	\$	154.59
142923320071	1856 LEXINGTON AVE	\$	143.69	\$	145.69
152923430019	1235 ROMA AVE	\$	245.07	\$	247.07
132923110116	2142 ALBEMARLE CRT	\$	146.40	\$	148.40
042923120078	3095 WHEELER ST	\$	150.50	\$	152.50
102923240033	2490 SHELDON ST	\$	233.02	\$	235.02
052923230037	2994 OLD HWY 8	, \$	219.61	\$	221.61
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for 2017 Tax Year

122923110049	2610 WEWERS RD	\$	119.43	\$	121.43
012923430013	2665 GALTIER ST	\$	371.30	\$	373.30
112923430044	772 SANDHURST DR W	\$	123.98	\$	125.98
022923240048	892 MILLWOOD AVE	\$	179.89	\$	181.89
102923120045	2583 DELLWOOD ST	\$	410.90	\$	412.90
022923310019	2853 VICTORIA ST	\$	198.64	\$	200.64
022923410045	677 TERRACE DR	\$	75.26	\$	77.26
162923110026	1620 W CO RD B	\$	171.42	\$	173.42
052923220041	2410 BRENNER CT	\$	199.96	\$	201.96
012923330020	2755 MACKUBIN ST	\$	337.58	\$	339.58
112923420060	761 LOVELL AVE	\$	137.32	\$	139.32
042923330031	2700 CLEVELAND AVE	\$	732.37	\$	734.37
022923120064	3020 VICTORIA ST	\$	125.29	\$	127.29
162923110076	2086 SAMUEL ST. #6	\$	140.83	\$	142.83
032923420004	2851 FERNWOOD ST	\$	142.53	\$	144.53
112923140064	2465 DALE ST	\$	209.43	\$	211.43
112923140064	2469 DALE ST	\$	266.71	\$	268.71
122923430028	259 CAPITOL VIEW CR	\$	204.64	\$	206.64
102923140057	1129 W CO RD B2	\$	98.87	\$	100.87
012923330420	2731 MACKUBIN ST #39	\$	223.29	\$	225.29
012923340150	433 CO RD C	\$	178.86	\$	180.86
032923410047	2769 GRIGGS ST	\$	88.09	\$	90.09
162923140014	1693 RIDGEWOOD LN NO	\$	220.32	\$	222.32
022923210015	958 CO RD D	\$	69.10	\$	71.10
112923310058	968 LOVELL AVE	\$	52.68	\$	54.68
162923110027	1624 W CO RD B	\$	199.06	\$	201.06
032923120014	1287 JOSEPHINE RD	\$	278.42	\$	280.42
032923440024	2755 GRIGGS ST	\$	295.73	\$	297.73
032923430052	2675 HURON ST	\$	278.98	\$	280.98
132923420033	294 S MCCARRONS BLVD	\$	190.00	\$	192.00
122923310001	2383 WESTERN AVE	\$	213.16	\$	215.16
132923440013	1681 RICE ST # 1	\$	19.02		21.02
132923440013	1681 RICE ST # 2	\$	19.02	\$ \$	21.02
162923110059	1676 SKILLMAN AVE	\$	212.01	\$	214.01
142923110005	724 W CO RD B	\$	275.21	\$	277.21
122923410042	159 MINNESOTA AVE	\$	140.00	\$	142.00
102923440032	1145 LAURIE RD	\$	190.00	\$	192.00
162923110076	2090 SAMUEL ST. #11	\$	190.00	\$	192.00
102923330009	2174 SNELLING AVE	\$	190.00		192.00
112923310039	946 GRANDVIEW AVE	\$	190.00	\$ \$	192.00
152923420052	1911 HURON AVE	\$	190.00	\$	192.00
092923120001	1705 ROSE PL	\$	190.00	\$	192.00
112923310021	970 W CO RD B2	\$	190.00	\$	192.00
		•			

More than 90 days past due as of 09/30/2015

# Schedule A Delinquent Accounts 1st Qtr 2016 and Other Charges for 2017 Tax Year

172923210001	2322 W CO RD B	\$ 190.00	\$ 192.00
042923220023	3058 WILDER ST	\$ 190.00	\$ 192.00
122923310041	455 SOUTHHILL DR	\$ 190.00	\$ 192.00
092923220008	2550 CLEVELAND AVE	\$ 55.00	\$ 57.00
142923110005	724 W CO RD B	\$ 44.38	\$ 46.38
122923430012	356 MINNESOTA AVE	\$ 55.00	\$ 57.00
172923210001	2322 W CO RD B	\$ 264.64	\$ 266.64
162923110076	2087 SAMUEL ST. #3	\$ 247.69	\$ 249.69
142923210056	2067 VICTORIA ST	\$ 325.91	\$ 327.91
162923110076	2086 SAMUEL ST. #7	\$ 176.91	\$ 178.91
032923410038	2847 GRIGGS ST	\$ 149.63	\$ 151.63
162923110076	2080 SAMUEL ST #14	\$ 132.46	\$ 134.46
		\$ 115,999.09	\$ 116,001.09

### REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 8.g

Department Approval City Manager Approval

Para / Truger

Item Description: Accept Update to Shared Services Report

#### 1 BACKGROUND

8

10

2 In February 2009, Resolution 10691, Authorizing Examination of Cooperation and Shared Services with

- Others, was adopted by the City Council supporting discussing and researching possible new and enhanced
- 4 cooperation and shared services with local governments and others; and authorizing the City Manager to
- 5 pursue and examine new cost-effective means of cooperating and sharing services; and directing the City
- 6 Manager to report back on a regular basis to the City Council regarding cooperative opportunities.

#### REQUESTED COUNCIL ACTION

9 Receive updated Shared Services Report

Prepared by: Kari Collins, Assistant to the City Manager/City Clerk

Attachments: A. Resolution 10691

B. Shared Services Update

## 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 23rd day of February 2009, at 6:00 p.m.

The following members were present: Johnson, Ihlan, Roe, Pust and Klausing

and the following were absent: none.

Mayor Klausing introduced the following resolution and moved its adoption:

# RESOLUTION No. 10691 AUTHORIZING EXAMINATION OF COOPERATION AND SHARED SERVICES WITH OTHERS

WHEREAS, In 2008, the Minnesota Legislature imposed a three year tax levy limit on local governments; and

WHEREAS, Current economic conditions have caused a significant state budget deficit; and

WHEREAS, The Governor has unallotted local government aid to cities and counties; and

WHEREAS, In his proposed 2010-2011 biennial budget, the Governor has eliminated future Market Value Homestead Credit aid to Roseville; and

WHEREAS, The current economic challenges facing residents and local governments requires creativity and resourcefulness to continue to provide a high level of government services; and

WHEREAS, The City of Roseville provides cost effective and efficient governmental services to its residents and businesses; and

WHEREAS, The current economic pressures make continuing providing the high level of service an economic challenge; and

WHEREAS, Jointly sharing services between local governments and school districts and others can be a cost effective and efficient way to deliver services.

#### NOW, THEREFORE, BE IT RESOLVED, that

- 1. The City Council hereby actively supports discussing and researching possible new and enhanced cooperative efforts and sharing services with local governments and others.
- 2. The City Council hereby authorizes the City Manager and/or his designee to pursue and examine new cost effective means of cooperating and sharing services with other local governments and others to provide services and programs.
- 3. The City Council directs the City Manager to report back on a regular basis on any progress regarding cooperative opportunities.

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

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Governmental Cooperation Initiatives

STATE OF MINNESOTA	)
COUNTY OF RAMSEY	) ss )

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 23rd day of February, 2009 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of February, 2009.

William J. Malinen, City Manager

(Seal)

### **Shared Services Update\***

### February 2016 Roseville Services Used by Others

<b>Description of Shared Service</b>	Shared Service Updates:
1. GIS Services with North St. Paul	o Since 2008, the City of Roseville has provided the City of North St. Paul 425 hours of Community Development staff time for GIS services for a fee of \$15,000 annually. PT 06/09 North St. Paul has continued using GIS services in 2010. PT 03/10 PT 06/10 Staff will plan on continuing this relationship into 2011. PT 1/11 This program will continue with provisions for annual adjustments in fees charged to North St. Paul. PT 10/11 Entered into a new contract, December 2011 PT 1/12 PB 6/14PB 03/09
2. Program Offerings to Lauderdale	<ul> <li>Entered into an general agreement to provide certain program offerings to the community of Lauderdale for a fee LB 6/09</li> <li>Renewed Recreation Agreement for 2012 LB 4-12</li> </ul>
3. IT support services	<ul> <li>Since 1999 Roseville has provided IT support services to other governmental agencies. As of 2014, Roseville provides services to 376 separate organizations. <i>CKM</i> 10/165</li> <li>These partnerships generate over \$1.4 million annually to offset Roseville's IT costs.</li> <li>Recent JPA's include Coon Creek, Mississippi, and Vadnais Lake Watershed Districts (2015)entennial Lakes Police, Lake Johanna Fire, and Fridley (2014) <i>CKM</i> 02/16</li> </ul>
4. Joint Fiber Optic Network	<ul> <li>Since 2002, the City has partnered with the Roseville School District and Ramsey County Library System for the joint construction of a city-owned fiber optic network.</li> <li>Project cost-to-date (2014) is \$615,000, of which only \$309,000 was funded by the City. The City retains ownership and operational control of the Network. <i>CKM 06/123</i></li> </ul>
5. Engineering Services Falcon Heights and Arden Hills	<ul> <li>Continue to provide Engineering support services DS 05/09</li> <li>Arden Hills Considering Reducing Support from Roseville DS 1/12 Ended Arden Hills Engineering Agreement 5/12</li> </ul>
6. Street message painting	o Provide as needed to Falcon Heights DS 6/09
7. East Metro SWAT	O Multi-Jurisdictional tactical and crisis negotiation team involving the following cities: Roseville, St. Anthony, , North St. Paul, and University of MN police department. <i>RM 4/13</i>
8. Pursuit Intervention Technique Training	<ul> <li>Roseville personnel must attend this training every three years.</li> <li>RPD oversees this training and is working on adding more departments to the group. RM 04/13</li> </ul>
9. K-9 Police Training Area	o K-9 teams from throughout the metro area travel to the Roseville K-9 training area, where the grounds is set up to assist officers and their K-9 partners in preparing for Police Dog 1 certification trials and street work. <i>CS</i> 6/09
10. Automatic Mutual Aid with Lake Johanna Fire	o Provide mutual aid between Lake Johanna Fire and Roseville Fire for all structure fires. <i>TO 9/09</i>
11. Capital City Mutual Aid Association	o Provide fire mutual aid for all fire departments within Ramsey County. <i>TO 9/09</i>
12. North Suburban Mutual Aid Association	o Provide fire mutual aid for all fire departments within Hennepin

	County. <i>TO 9/09</i>	
13. Maplewood	Council Approved Agreement for Engineering Ser DAS 7/11 Exploring sharing engineering staff as needed and 4/11	C
14. Ramsey-Washington Suburban Cable Commission	Joint Powers Agreement Extension of IP Telephon CKM 4/11	ny Services
15. Ramsey County Fire Chief's Assn	Started County-wide Shared Services Group in Jureview and explore areas in which we can share see purchases on an ongoing basis. <i>TO 7/11</i>	
16. 19 Metro Fire Departments	Joint fire FEMA training grant with 19 other metrodepartments for 2013/14.	o fire
17. Roseville School District	Joint Communities For a Lifetime Grant to initiate dialogue on aging successfully in a community -Grant Successful, 12/12, implementation during 2	·
18. St. Anthony and New Brighton	Adult Trips offered in cooperation with St. Anthor Brighton 2012/2013 LB 1/13	ny and New
19. University of Northwestern – St. Paul	PD Partnered with UNW on a Customer Survice S agreed to manage the internet based survey and presummary information RM 2/16	

### Others' Services Used by Roseville

<b>Description of Shared Service</b>	Shared Service Updates:
1. Equipment Rental opportunity	<ul> <li>Received equipment rental rate list from City of St. Paul DS 6/09</li> </ul>
2. Equipment Sharing with Ramsey County PW	Ongoing sharing of sealcoat equipment with RCPW DS 6/09
3. St Paul PD Record Mgmt System	o Deleted 9/10
4. Ramsey County Dispatch Service	<ul> <li>Provides dispatching services for the entire county except White Bear Lake. CS 6/09</li> </ul>
5. Ramsey County Detention Service	<ul> <li>Temporary and long-term incarceration for arrested individuals. CS 6/09</li> </ul>
6. Ramsey County Warrant Service	<ul> <li>Serves active warrants resulting from Roseville PD arrests. CS 6/09</li> </ul>
7. Allina Medical	<ul> <li>Provides EMT services/ East Metro Swat tactical EMS service overview. CS 6/09</li> </ul>
8. Roseville Fire Department	o Training and the providing of EMT services. CS 6/09
9. Century College	<ul> <li>Mandated and career training for law enforcement personnel. CS 6/09</li> </ul>
10. Bureau of Criminal Apprehension	o Training, lab work, evidence analysis, statistical information, identification information, etc. Team also responds to critical incidents, suspicious deaths, etc. We also utilize their polygraph service. <i>CS</i> 6/09
11. MN State Patrol	o Assists in accident reconstruction, investigations, etc. CS 6/09
12. Financial Crime Services	o Implementation of the check diversion program. CS 6/09
13. Crime Stoppers	<ul> <li>Creation of a "tip-line" and on-going partnership in working with the media to develop leads in high-profile cases. CS 6/09</li> </ul>
14. Ramsey County/St. Paul Violent Crime Enforcement Team- Narcotics Task Force	o A Roseville officer is assigned to this unit. CS 6/09
15. Ramsey County Crime Lab	O Use lab for narcotics testing. CS 6/09
16. Midwest Children's Resource Center	o Assist us on interviews of victims of abuse. CS 6/09
17. Northwest Youth and Family Services	o They handle youth diversion programs for Roseville. CS 6/09
18. Tubman Family Alliance	<ul> <li>Provide follow-up and advocacy for victims of domestic violence. CS 6/09</li> </ul>
19. Target Corporation	o They provide assistance with video forensics. CS 6/09
20. BCA, Ramsey County, St. Anthony Police Department	<ul> <li>We utilize these agencies for computer forensics along with tracking cell phones and other mobile devices RM 7/11</li> </ul>
21. Ramsey County Apprehension and US Marshals	<ul> <li>Both have provided assistance to us on several cases in gathering intelligence, locating suspects, executing search warrants and tracking cell phones. CS 6/09</li> </ul>
22. Postal Inspector	<ul> <li>We regularly work with the US Postal Inspector in verifying addresses and also on criminal cases involving US Mail. CS 6/09</li> </ul>
23. Mid-America	<ul> <li>We have entered into a partnership with Mid-America for storage and sale of forfeited vehicles. CS 6/09</li> </ul>

24. Propertyroom.com	O Utilize this web-based service to sell items recovered by the police department. CS 6/09
25. Ramsey County Special Investigations Unit	o Their analysts have assisted us on several cases, creating crime maps, analysis and forecasting. <i>CS</i> 6/09
26. Bureau of Criminal Apprehension	o Laboratory analysis of evidence from fire scenes. TO 9/09
27. State Fire Marshal office	<ul> <li>Assistance with fire investigations on an as needed basis. TO 9/09</li> </ul>
28. State Fire Marshal Office	o Resources and materials for public fire safety education. TO 9/09
29. Allina Medical transportation	o Provide patient transport within the city of Roseville. TO 9/09
30. Allina Medical transportation	o Provide medical training for fire department. TO 9/09
31. Minnesota State Regional Hazardous Material teams	<ul> <li>Provide response and technical assistance at Haz Mat incidents.</li> <li>TO 9/09</li> </ul>
32. St. Paul Fire Training Center	o Provide training area for fire training. TO 9/09
33. Ramsey County municipalities	o Share purchase and maintenance of election equipment CC 12/09
34. Arden Hills, Little Canada, Lauderdale, Maplewood, Shoreview and White Bear Lake	<ul> <li>Coordinated a rain barrel/compost bin truckload sale WM 6/10 WJM 5/11</li> </ul>
35. 911 Cell Phone Bank	o PD utilizes services to collect and refurbish cell phones donated by the community to the PD's 911 Emergency Cell Phone program <i>RM</i> 9/10
36. Ramsey County Project Lifesaver Program	<ul> <li>Personal locating device service offered to Ramsey County residents RM 9/10</li> </ul>
37. Combined CERT (Citizens Emergency Response Team)	o Program into New Brighton's VIPS (Volunteers in Police Services) Program to offer more opportunities to volunteer and train members. <i>RM 9/10</i>
38. League of Minnesota Cities	Online training for Police Officers RM 1/11
39. Bureau of Criminal Apprehension	o PD partners with the BCA in investigating and combating the exploitation of children through the computer. The BCA provides funding for equipment, training and expenses incurred by law enforcement as a result of such investigations. <i>RM</i> 7/11
40. Ramsey County Narcotic Evidence Disposal	<ul> <li>PD partners with Ramsey County and other suburbs in the disposal of expired prescription medications. RM 7/1</li> </ul>
41. Minnesota Department of Public Safety	o PD partners with DPS in the investigation of scams and wire transfer frauds, especially those that originate outside the United States. <i>RM</i> 7/11
42. Ramsey County Homeland Security and Emergency Management	<ul> <li>PD partners with RCHSEM using their mobile command post and crisis negotiations equipment during critical incidents. RM 7/13</li> </ul>
43. Law Enforcement Technology Group	o PD partners with St. Anthony PD, North St. Paul PD and White Bear Lake PD in sharing information. <i>RM</i> 04/13
44. Ramsey County Traffic Safety Initiative	o PD partners with other Ramsey County law enforcement agencies in combating drunk driving across the county. <i>RM</i> 7/11
45. Drug Recognition Experts	<ul> <li>PD partners with area law enforcement agencies in loaning on- duty DRE officers in combating narcotics related driving offense. RM 7/11</li> </ul>
46. Police Canine Program	o PD partners with area law enforcement agencies in loaning on- duty Police K9 teams for assistance in locating individuals and evidence. <i>RM</i> 7/11
47. Ramsey County East Metro Real Time Information Center (EMRIC)	o PD Partners with EMRIC for covert surveillance camera installation and real time monitoring in targetd locations. <i>RM</i>

		10/11
48. Ramsey County Elections	0	County coordinates 2012 elections. <i>CC 10/11</i>
49. City of Lauderdale	0	Recreation Services Agreement (April 2011) LB 10/11
50. Northwestern College	0	Cooperation for field maintenance and field use (May – Oct 2011) <i>LB 10/11</i>
51. North Suburban Soccer Association	0	Cooperation for field maintenance and field use (May – Oct 2011) <i>LB 10/11</i>
52. City of Columbia Heights	0	PD uses their Laser Shot firearms training device and firearms range during use of force training RM 04/13
53. St. Paul Police Department Radio Repair	0	PD partners with the St. Paul Police Department to repair police radios RM 7/12
54. U.S. Postal Inspectors	0	PD partners with this federal agency on mail theft incidents that can lead to identity theft RM 7/12
55. Federal Bureau of Investigation	0	FBI generally handles the follow up investigation on financial institution robberies RM 7/12
56. Metro Transit Police	0	Metro Transit Police will investigate crimes at the transit parking ramp. Transit police will share intelligence data with RPD <i>RM</i> 10/12
57. Ramsey County Mobile Crime Scene Team	0	PD partners with all suburban law enforcement agencies in Ramsey County to share personnel at complex crime scenes. <i>RM</i> 7/13
58. Department of Homeland Security County with CAD alerting system Grant	0	All Fire departments with Ramsey County have agreed to partner on a Regional grant for funding for fire station alerting systems needed for implementation of the new CAD stystm coming online January, 2015 <i>TO 1/14</i>
59. MN Financial Crimes Task Force	0	Roseville PD partners with the statewide task force in investigating financial crimes and identity theft type activities RM 06/14
60. Gerald Vick Human Trafficking Task Force	0	Roseville PD partners with federally funded task force in human trafficking investigations to include training for Roseville staff RM 06/14
61. Internet Crimes Against Children (ICAC)	0	Roseville PD partners with federally funded task force to investigate internet crimes involving children to include training for Roseville staff. RM 06/14

<sup>\*2/23/09:</sup> Resolution 10691 - Authorizing Examination of Cooperation and Shared Services with Others

### REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 8.h

Department Approval City Manager Approval

Para / Trugen

Item Description: Receive City Grant Applications Update

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#### BACKGROUND

- In May, 2009, Resolution #10711 authorizing the City Manager to execute certain grant
- applications on behalf of the City and to report any applications to the City Council was adopted.
- 5 The City has applied for several grants in the past several months.

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Grant dollars awarded (not including city contribution) in 2016 have so far totaled: \$5,100.00

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#### 9 POLICY OBJECTIVE

- To notify the Council of grant applications that the City has applied for in recent months.
- 11 STAFF RECOMMENDATION
- 12 Receive the report.
- 13 REQUESTED COUNCIL ACTION
- 14 Receive the report.

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**Prepared by:** Kari Collins, Assistant to the City Manager/City Clerk
Attachments: A: List of grant applications and status report for 2015/2016

Organization/Agency	Purpose	Date of Application	Department	*City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
Ramsey County Emergency Management and Homeland Security	Establish Regional Flammable Liquids Response Team		Fire	\$0	\$36,500.00	\$36,500.00	\$36,500.00
MN Twins Baseball Club	Legion Baseball Field Improvements	1/23/2015	P&R	\$129,000	\$10,000	\$10,000	\$139,000
MN DNR Conservation Partners Legacy	Langton Lk buffe/ Habitat restoration - Phase II	8/15/2015	P&R	\$14,000.00	\$95,415.00	\$95,415.00	\$109,415
MN Board of Fire Training and Education (MBFTE)	Conference/Symposium grant	10/2/2015	Fire	\$0	\$3,500.00	\$3,500	\$3,500
MN Dept of Pub Safety	Human Trafficking Investigations	9/28/2015	PD	\$0	\$50,000.00		
University of Northwestern	Intern to Review Rental Registration Program	11/1/2014	RHRA	\$0.00	\$1,755.00	\$1,755	\$1,755
Minnesota Economic Development Foundation	Intern to assist with developing a data base for BR&E	3/18/2015	RHRA	\$1,000.00	\$1,000.00	\$1,000	\$2,000
Total Awarded in 2015: \$149,170.00							
Updates are reflected in red.							
*City required funds, or City match funds, have been planned for in the budget unless otherwise noted.							

Organization/Agency	Purpose	Date of Application	Department	*City Requirement	Amount Requested	Amount Awarded	Total Amount of Project
Office of Justice Programs	Financial Crimes Prevention	13-Jan	PD	None	\$5,975		
MN Dep of Public Safety	DWI enforcement	16-Jan	PD	None	Lidar Radar	\$1,900 approx value	
					4 prelim breath test		
MN Dep of Public Safety	DWI enforcement	42385	PD	None	machines	\$3200 approx value	
Total Awarded in 2015: \$5,100.00							
Updates are reflected in red.							
*City required funds, or City match funds, have been planned for in the budget unless otherwise noted.							
		·					

### REQUEST FOR COUNCIL ACTION

Date: 2-8-2016

Item No.: 8.i

Para / Trugger

Department Approval

City Manager Approval

Sloth

Item description: Authorize Agreement for Park Building Custodial Services

#### BACKGROUND

- The 2016 Parks & Recreation budget includes funding for the maintenance and operations of park
- buildings at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa Parks and the Central
- 4 Park Muriel Sahlin Arboretum support building.
- 5 In 2015, after a request for custodial services, Cleaning Authority proposed custodial service for a cost
- significantly less (50% less) than two other local companies and was chosen to provide custodial
- services. Over the past year, the staff with Cleaning Authority has done an outstanding job cleaning and
- 8 maintaining the seven park facilities. The management team has been very attentive to our needs and
- 9 responsive to our requests.
- Recently, Cleaning Authority management offered to provide the same services at the same 2015 cost in
- 2016. The 2016 park building budget for contracted services is \$58,000. This area includes daily
- cleaning expenses, twice yearly window & ceiling fan/acoustic tile cleaning as well as fire system
- monitoring at Lexington and Sandcastle Parks. Staff recommends The City of Roseville enter into
- another agreement with Cleaning Authority for contracted custodial service for the coming year.
  - The general scope of work is as follows:
    - Daily, weekly and twice-yearly services
    - Cleaning supplies provided by the contractor
- Daily services is seven days per week and includes year round restroom cleaning at each park building
- plus facility walk-through in which cleaning staff will address light housekeeping issues as needed.
- 20 Weekly service is extended to all buildings mentioned above and includes services to all areas of the
- buildings in addition to the restrooms (ie. gathering rooms, vestibules, kitchenettes, office and
- 22 multipurpose rooms).
- Twice yearly services include window washing inside and out, ceiling fan cleaning and acoustical tile
- 24 cleaning.

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The contractor is scheduled to provide all cleaning supplies, equipment and tools. The contractor is also

- 26 committed to using green products.
- 27 The City of Roseville is responsible for providing restroom and kitchenette paper products.

#### 28 POLICY OBJECTIVE

29 The policy objective is to maintain safe, clean and attractive facilities for public use

#### 30 FINANCIAL IMPACTS

- The total cost for 12-months of custodial service (February 1, 2016-January 31, 2017) is \$51,000 and
- included in the 2016 Parks & Recreation budget.

#### 33 STAFF RECOMMENDATION

- Considering current and future options, staff recommends the City Council authorize an annual
- agreement with Cleaning Authority for custodial services at Autumn Grove, Lexington, Oasis,
- Rosebrook, Sandcastle and Villa Park Buildings and the Muriel Sahlin Arboretum support building at a
- cost not to exceed \$51,000.

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#### 38 REQUESTED COUNCIL ACTION

- Motion authorizing the Mayor and City Manager to sign the agreement with Cleaning Authority for
- 40 professional cleaning services at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and Villa
- Park Buildings and the Muriel Sahlin Arboretum support building for an amount not to exceed \$51,000
- to be taken from the adopted 2016 Parks and Recreation budget.

Prepared by: Jill Anfang, Assistant Director of Parks and Recreation

Attachments: Standard Agreement for Professional Services for Cleaning Authority



#### **Standard Agreement for Professional Services**

This Agreement ("Agreement") is **made** on the eighth day of February, 2016, between the City of Roseville, a municipal corporation (hereinafter "City"), and the Cleaning Authority, 1301 Cliff Road East, Suite 115, Burnsville, MN 55337 (hereinafter "Contractor").

#### **Preliminary Statement**

The City has adopted a policy regarding the selection and hiring of Contractors to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Contractor.

The City and Contractor agree as follows:

- 1. **Scope of Work Proposal.** The Contractor agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Contractor.
- 2. *Term.* The term of this Agreement shall be from February 1, 2016 through January 31, 2017, the date of signature by the parties notwithstanding.
- 3. *Compensation for Services*. The City agrees to pay the Contractor the compensation described in Exhibit B attached hereto for the Work, subject to the following:
  - A. Any changes in the Work which may result in an increase to the compensation due the Contractor shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
  - B. Third party independent contractors and/or subcontractors may be retained by the Contractor when required by the complex or specialized nature of the Work when authorized in writing by the City. The Contractor shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.
- 4. *City Assistance*. The City agrees to provide the Contractor with the following assistance concerning the Work to be performed hereunder:
  - A. Depending on the nature of the Work, Contractor may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City shall provide access to and make provisions to enable the Contractor to enter upon public and private land and property as required for the Contractor to perform and complete the Work.

- B. The City shall furnish the Contractor with a copy of any special standards or criteria promulgated by the City relating to the Work, including but not limited to design and construction standards that is needed by the Contractor in order to prepare for the performance of the Work.
- C. A person shall be appointed to act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information, interpret, and define the City's policy and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement.
- 5. *Method of Payment.* The Contractor shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
  - A. The Contractor shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if provided for in Exhibit A, the Contractor shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. Each invoice shall contain the City's project number and a progress summary showing the original (or amended) amount of the Agreement, current billing, past payments and unexpended balance due under the Agreement.
  - B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Contractor: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Contractor under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Contractor is suspended in whole or in part by the City, the Contractor shall be paid for any services performed prior to the delivery upon Contractor of written notice from the City of such suspension.
- B. The Contractor shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
- 6. **Project Manager and Staffing.** The Contractor has designated Lars Danielson, Owner and Scott Martin to perform and /or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Contractor as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. Contractor may not remove or replace Project Contracts without the prior approval of the City.

7. Standard of Care. All Work performed by the Contractor under this Agreement shall be in 136 accordance with the normal standard of care in Ramsey County, Minnesota, for professional 137 services of like kind. 138

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- 8. Audit Disclosure. Any reports, information, data and other written documents given to, or prepared or assembled by the Contractor under this Agreement which the City requests to be kept confidential shall not be made available by the Contractor to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Contractor or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Contractor shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Contractor.
  - 9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Contractor at the address of the Contractor set forth on page 1, a written notice at least seven (7) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Contractor shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Contractor through and until the date of termination so long as the Contractor is not in default under this Agreement. If however, the City terminates the Agreement because the Contractor is in default of its obligations under this Agreement, no further payment shall be payable or due to the Contractor following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have, retain another Contractor to undertake or complete the Work to be performed hereunder.
  - 10. **Subcontractor.** The Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Contractor shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
  - **Independent Contractor.** At all times and for all purposes herein, the Contractor is an independent 11. contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.
- 12. **Non-Discrimination.** During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because 172 of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

- 13. **Assignment**. The Contractor shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
- 187 14. *Services Not Provided For.* No claim for services furnished by the Contractor not specifically provided for herein shall be paid by the City.
  - 15. *Compliance with Laws and Regulations*. The Contractor shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Contractor and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Contractor of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
  - 16. *Waiver*. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
  - 17. *Indemnification*. The Contractor agrees to defend, indemnify and hold the City, its Council, officers, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Contractor, its agents, employees, and/or subcontractors pertaining to the performance of the Work provided pursuant to this Agreement and against all losses by reason of the failure of said Contractor to fully perform, in any respect, all of the Contractor's obligations under this Agreement.

#### 18. *Insurance*.

- A. General Liability. Prior to starting the Work, the Contractor shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Contractor or by any subcontractor of the Contractor, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Contractor's coverage shall be primary and noncontributory in the event of a loss.
- B. The Contractor shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation: Statutory Limits

Employer's Liability \$500,000 each accident (Not needed for \$500,000 disease policy limit Minnesota based \$500,000 disease each employee

Contractor):

Commercial General Liability: \$1,000,000 per occurrence 232 \$2,000,000 general aggregate 233 \$2,000,000 Products – Completed Operations 234 Aggregate 235 \$100,000 fire legal liability each occurrence 236 \$5,000 medical expense 237 238 Comprehensive Automobile Liability: \$1,000,000 combined single limit (shall include 239 coverage for all owned, hired and non-owed 240 vehicles. 242 C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form 243 CG 0001, and shall include the following: 244 245 Personal injury with Employment Exclusion (if any) deleted; 246 247 Broad Form Contractual Liability coverage; and 248 249 Broad Form Property Damage coverage, including Completed Operations. 250 251 D. Contractor shall maintain in effect all insurance coverages required under this Provision 18 252 at Contractor's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to 254 by the City in writing. In addition to the requirements stated above, the following applies to the 255 insurance policies required under this Provision: 257 a. All policies, shall be written on an "occurrence" form ("claims made" and "modified 258 occurrence" forms are not acceptable); 260 b. All policies, Worker's Compensation Policies, shall contain a waiver of subrogation naming 261 "the City of Roseville"; 262 263 c. All policies, Worker's Compensation Policies, shall name "the City of Roseville" as an 264 additional insured; 265 266 d. All policies, Worker's Compensation Policies, shall insure the defense and indemnify 267 obligations assumed by Contractor under this Agreement; and 268 269 e. All policies shall contain a provision that coverages afforded thereunder shall not be 270 canceled or non-renewed or restrictive modifications added, without thirty (30) days prior 271 written notice to the City. 272 273 A copy of the Contractor's insurance declaration page, Rider and/or Endorsement, as applicable, 274 which evidences the compliance with this Paragraph 18, must be filed with City prior to the start 275 of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to 276 City and shall provide satisfactory evidence that Contractor has complied with all insurance 277 requirements. Renewal certificates shall be provided to City prior to the expiration date of any 278

of the required policies. City will not be obligated, however, to review such declaration page,

Rider, Endorsement or certificates or other evidence of insurance, or to advise Contractor of any deficiencies in such documents and receipt thereof shall not relieve Contractor from, nor be deemed a waiver of, City's right to enforce the terms of Contractor's obligations hereunder. City reserves the right to examine any policy provided for under this Provision 18.

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

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

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

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

- 19. *Ownership of Documents*. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
- 20. **Conflicts.** No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
- 21. *Governing Law.* This Agreement shall be controlled by the laws of the State of Minnesota.
- 22. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

328 329 330 331	23.	<b>Severability</b> . The provisions of this Agreement are several reason, held by a court of competent jurisdiction to be contrar the remaining provisions of this Agreement.	• •
332 333 334 335 336 337 338 339	24.	Entire Agreement. Unless stated otherwise in this Provision is contained in this Agreement. This Agreement supers negotiations between the parties relating to the subject magreements presently in effect between the parties relating alterations, amendments, deletions, or waivers of the provisionly when expressed in writing and duly signed by the parties	sedes all prior oral agreements and atter hereof as well as any previous g to the subject matter hereof. Any ions of this Agreement shall be valid
340	The fo	llowing agreements supplement and are a part of this Agreem	nent: None .
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342		IN WITNESS WHEREOF, the undersigned parties have enter	ered into this Agreement as of the date
343		set forth above.	
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345		am., and a am., a	
346		CITY OF ROSEVILLE	
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350		Mayor	Date
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353		City Manager	Date
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358		THE CLEANING AUTHORITY	
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361		By:	
362		•	Date
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364			
365		Its:	
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	Exhibit
Scope of Wo	ork for Roseville Park Building Contracted Custodial Services
Locations:	Autumn Grove Park Building; 1365 Lydia Avenue West Lexington Park Building; 2131 Lexington Avenue North Muriel Sahlin Arboretum Park Building; 2525 Dale Street North
	Oasis Park Building; 1700 West County Road C2
	Rosebrook Park Building; 2590 Fry Street
	Sandcastle Park Building; 3060 Patton Road
	Villa Park Building; 2055 Cohansey Boulevard
Work Detail	ls:
	All seven buildings
	<ul> <li>Daily (Sunday-Saturday) restroom cleaning to include;</li> </ul>
	o toilets, urinals, sinks, floors, walls, partitions, mirrors & drinking
	fountains
	<ul> <li>Daily (Sunday-Saturday) Walk through of building public spaces to observe and</li> </ul>
	provide light housekeeping
	• Weekly (Day to be scheduled in mutual agreement between Contractor & City)
	cleaning of all public spaces in each facility to include;  Westurm entry vestibule & office at Autumn Grave Levington, Ossis
	<ul> <li>Vacuum entry vestibule &amp; office at Autumn Grove, Lexington, Oasis,</li> <li>Rosebrook, Sandcastle and Villa Park Buildings</li> </ul>
	<ul> <li>Clean &amp; disinfect kitchen counters, sink &amp; floors at Autumn Grove,</li> </ul>
	Lexington, Oasis, Rosebrook, Sandcastle and Villa Park Buildings
	<ul> <li>Mop Gathering Room floor at Autumn Grove, Lexington, Oasis,</li> </ul>
	Rosebrook, Sandcastle and Villa Park Buildings
	<ul> <li>Dust window seat &amp; fireplace at Autumn Grove, Lexington, Oasis,</li> </ul>
	Rosebrook, Sandcastle and Villa Park Buildings
	Mop Multipurpose Room floor at Autumn Grove & Lexington Park  B. 11:
	Buildings  Mon entry vestibule & Event Staging Room floors at Muriel Sablin
	<ul> <li>Mop entry vestibule &amp; Event Staging Room floors at Muriel Sahlin Arboretum</li> </ul>
	Twice Yearly (June & December) cleaning on all windows, ceiling fans &
	acoustic tiles at Autumn Grove, Lexington, Oasis, Rosebrook, Sandcastle and
	Villa Park Buildings
Other:	
	• Cleaning Authority to supply all GREEN cleaning supplies for each location.
	<ul> <li>City of Roseville to supply all paper products for each location.</li> </ul>
	Cleaning Authority to perform weekly inspection to insure contract specification
	& communicate updates monthly.
2016 Compe	ensation Details: \$125.85/building/week
zoro compe	\$2500/window, ceiling fan, acoustic tile cleaning
	Total: \$50,996.40
	1 Uta1. 450,770.40

# REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 8.j

Department Approval City Manager Approval

Item Description: Farrington Estates – Public Improvement Contract Approval

#### 1 BACKGROUND

- The City Council approved the Preliminary Plat for Farrington Estates on June 8, 2015. The
- 3 existing storm sewer easement through the property was vacated subject to approval of the final
- 4 plat by the City Council on November 30, 2015.
- 5 The Developer, New Design Properties, LLC, has worked with the City to develop the Public
- 6 Improvement Contact for the new infrastructure that is needed to serve the development. The
- new public infrastructure includes the replacement of storm sewer pipe and construction of a
- 8 storm water wetland basin in conjunction with the new development. The storm water wetland
- basin would be used to treat and retain water from the development and from city right of way.
- The City would maintain the storm water wetland basin upon final acceptance.
- The new development is served by existing streets and utilities so no new public streets or
- utilities are needed. New private water and sewer services will be extended from the City's
- mains to each new parcel.

#### DISCUSSION

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- In order to serve the lots in the plat, the following public improvements need to be made. The detail of such improvements are specified in the Public Improvement Contract (Attachment A) and shown in the plans (Attachment B) and are summarized as follows;
  - Site Grading and Turf Restoration. The Developers shall grade the Property in accordance with the City approved Grading, Drainage and Erosion Control Plan. Site grading improvements shall include common excavation, subgrade correction, embankment and pond excavation. The Developer shall turf restoration on the Property which shall include seeding, mulching and erosion control.
    - The Developer shall submit to the City a site grading and drainage plan for the entire Plat acceptable to the City showing the grades and drainage for each lot prior to installation of the improvements.
    - The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as-constructed survey) of the development to the City after site grading, with street and lot grades.
    - All improvements to the lots and the final grading shall comply with the approved grading plan.

- Storm sewer construction: The Developer shall construct all storm sewer improvements
  determined to be necessary by the City to serve the Property, including the construction
  of outlet control structures and flared end sections.
  - Storm sewer facilities, including ponds and infiltration basins, shall be constructed in accordance with City details, specifications, and the City approved Public Improvement Construction Plans.
  - Storm water basins shall be protected from silt during construction. If these areas
    do not function as designed, the Developer shall reconstruct them as directed by
    the City Engineer.
- Restoration of existing streets: Curb cuts and street cuts shall be reconstructed to match existing street typical section.
  - All unused curb openings along County Road B W and Farrington Street curb line shall be removed and replaced with non- surmountable curb to match existing.
     Curbs proposed to be replaced shall have a minimum of 3 feet of bituminous saw cut out to allow for proper compaction.
  - o Utility trenches shall be restored by the Developer per City standard plate.
- Erosion control. Prior to the commencement of any grading and before any utility
  construction is commenced or building permits are issued, the erosion control plan must
  be implemented, inspected and approved by the City. The Developer shall meet all
  requirements of the City's Erosion Control Ordinance including but not limited to the
  following.
  - o No construction activity shall be allowed and no building permits shall be issued unless the Property is in full compliance with the erosion control requirements.
  - Measures shall be installed in compliance with MPCA NPDES permit requirements.
  - o The City shall inspect the site periodically and determine whether it is necessary to take additional measures to address erosion.
  - O To remove dirt and debris from streets that has resulted from construction work by the Developer, its agents or assigns, the Developer shall sweep streets on a weekly basis or more frequently as directed by the City Engineer until the site is stabilized. The Developer must sweep roadways with a water-discharge broom apparatus. Kick-off brooms shall not be utilized for street sweeping.
  - o If the development on the Property does not comply with the erosion control plan or supplementary instructions received from the City, the City may, following giving the Developer 48-hour prior verbal notice (or immediately in the case of an emergency), take such action as it deems appropriate to control erosion, the cost of which action shall be paid by the Developer to the City upon demand.

All work would be done through the developer's contractor. All costs for the improvements would be paid by the developer. The estimated cost of construction of the public infrastructure is \$80,000. The developer will provide a financial security in the amount of 125% of the estimated cost of construction (\$100,000) in the event the developer fails to perform.

The City would provide oversite on the construction. The Developer will pay the City \$3,200 for these inspection services.

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The attached contract has been reviewed by the City Attorney.

#### 76 FINANCIAL IMPLICATIONS

- 77 The estimated cost of these improvements based on preliminary figures provided by the
- developer's engineering consultant is approximately \$80,000.

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- The contract as presented has the developer paying for all the costs of the improvement
- including; design, inspection, construction and city staff time related to the improvement.

#### 82 STAFF RECOMMENDATION

83 Approve Farrington Estates - Public Improvement Contract subject to approval of the Final Plat.

#### 84 REQUESTED COUNCIL ACTION

Approve Farrington Estates - Public Improvement Contract subject to approval of the Final Plat.

Prepared by: Jesse Freihammer, City Engineer/Asst. Public Works Director

Attachment A: Public Improvement Contract Attachment B: Proposed Improvement Site Plan

1 2 3 4 5 6 7 8 9 10 11 PUBLIC IMPROVEMENT CONTRACT **FARRINGTON ESTATES** 12 13 14 I. **Parties.** This Agreement, dated \_\_\_\_\_\_, 2016, is entered into between the City of Roseville, 15 a Minnesota municipal corporation, whose address is 2660 Civic Center Drive, Roseville, Minnesota 16 55113 ("the City"), and Farrington Estates LLC, a Minnesota limited liability company (the 17 "Owner") whose address is 18140 Zane Ave NW #314, Elk River, MN, and New Design Properties, 18 LLC, a Minnesota limited liability company whose address is 9183 190th Ave NW, Elk River, MN 19 55330 (collectively the "**Developer**"). 20 II. **Request for Plat approval.** The Developer has asked the City to approve a plat of land to be known 21 as "Farrington Estates" (also referred to in this Agreement as the "Plat"). The land is legally 22 described as follows: 23 See Legal Description attached as Exhibit A hereto (the "Property"). 24 25 III. Terms and Conditions of Plat Approval. For good and valuable consideration, the receipt and 26 27 sufficiency of which are hereby acknowledged, the parties agree as follows: A. **Plat Approval**: Subject to the terms and conditions of this Public Improvement Contract, the 28 recitals above, and all other applicable City Code provisions, the City hereby approves the recording 29 of the Plat. 30 B. Land Use: Low Density Residential. 31 C. **Public Improvements.** The Developer shall, subject to the terms and conditions contained herein, 32 perform the following work and construct the following improvements ("Public Improvements") in 33 compliance with City approved Public Improvement Construction Plans described in Section III D 34 below and all rules, regulations, standards and ordinances of the City: 35 1. Site Grading and Turf Restoration. The Developers shall grade the Property in 36 accordance with the City approved Grading, Drainage and Erosion Control Plan. Site 37 grading improvements shall include common excavation, subgrade correction, 38 embankment and pond excavation. The Developer shall turf restoration on the Property 39 which shall include seeding, mulching and erosion control. 40 a) The Developer shall submit to the City a site grading and drainage plan for the entire 41 Plat acceptable to the City showing the grades and drainage for each lot prior to 42 installation of the improvements. 43

- b) The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as- constructed survey) of the development to the City after site grading, with street and lot grades.
- c) All improvements to the lots and the final grading shall comply with the approved grading plan.
- 2. Storm sewer construction: The Developer shall construct all storm sewer improvements determined to be necessary by the City to serve the Property, including the construction of outlet control structures and flared end sections.
  - a) Storm sewer facilities, including ponds and infiltration basins, shall be constructed in accordance with City details, specifications, and the City approved Public Improvement Construction Plans.
  - b) Storm water basins shall be protected from silt during construction. If these areas do not function as designed, the Developer shall reconstruct them as directed by the City Engineer.
- 3. Restoration of existing streets: Curb cuts and street cuts shall be reconstructed to match existing street typical section.
  - a) All unused curb openings along County Road B W and Farrington Street curb line shall be removed and replaced with non-surmountable curb to match existing. Curbs proposed to be replaced shall have a minimum of 3 feet of bituminous saw cut out to allow for proper compaction.
  - b) Utility trenches shall be restored by the Developer per City standard plate.
- 4. Erosion control. Prior to the commencement of any grading and before any utility construction is commenced or building permits are issued, the erosion control plan must be implemented, inspected and approved by the City. The Developer shall meet all requirements of the City's Erosion Control Ordinance including but not limited to the following.
  - a) No construction activity shall be allowed and no building permits shall be issued unless the Property is in full compliance with the erosion control requirements.
  - b) Measures shall be installed in compliance with MPCA NPDES permit requirements.
  - c) The City shall inspect the site periodically and determine whether it is necessary to take additional measures to address erosion.
  - d) To remove dirt and debris from streets that has resulted from construction work by the Developer, its agents or assigns, the Developer shall sweep streets on a weekly basis or more frequently as directed by the City Engineer until the site is stabilized. The Developer must sweep roadways with a water-discharge broom apparatus. Kick-off brooms shall not be utilized for street sweeping.
  - e) If the development on the Property does not comply with the erosion control plan or supplementary instructions received from the City, the City may, following giving the Developer 48-hour prior verbal notice (or immediately in the case of an emergency), take such action as it deems appropriate to control erosion, the cost of which action shall be paid by the Developer to the City upon demand.

- D. **Development Plans.** The Property shall be developed in accordance with the following plans, specifications and other documents ("Plans"). With the exception of the Plat, the Plans may be prepared after the parties have entered into this Agreement, provided however, no work shall be commenced on the Property until all of the Plans have been submitted to and approved by the City. The Plans shall not be attached to this Agreement, but shall be retained in the City files while the work to be done under this Agreement is being performed. If the Plans vary from the written terms of this Agreement, the written terms shall control. The Plans (which are sometimes referred to herein as the "Public Improvement Construction Plans") are as follows:
  - a) Plat

- b) Utility Plan
- c) Grading, Drainage and Erosion Control Plan
- d) Grading Notes and Details
  - e) Street, Sanitary Sewer and Watermain Details
  - f) Tree Preservation Plan
  - g) Other
  - E. **Notice to Proceed**. The improvements shall be installed in accordance with the City approved Plans and the rules, regulations, standards and ordinances of the City. The plans and specifications shall be prepared by a competent registered professional engineer, furnished to the City for review, and shall be subject to the approval of the City Engineer. No work shall commence on the Property until the City Engineer notifies the Developer that the work can commence.
    - 1. The Developer shall obtain all necessary permits from the Minnesota Pollution Control Agency (MPCA), and other agencies and governmental authorities before proceeding with construction. Copies of these permits must be provided to the City Engineer.
    - 2. The Developer or its engineer shall schedule a preconstruction meeting at a mutually agreeable time at City Hall with all the parties concerned, including City staff, to review the program for the construction work.
    - 3. The Developer represents to the City that the Plat complies with all City, County, Metropolitan, State and Federal laws and regulations including, but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the Plat does not comply, the City may, at its option, refuse to allow construction or development work on the Property until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.
  - F. **Time of Performance.** The Developer shall complete all required improvements enumerated in Paragraph C by August 31, 2016. The Developer may, however, forward a request for an extension of time to the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date.
- G. **Inspection.** The Developer shall provide the services of a Project Representative and assistants at the site to provide continuous observation of the work to be performed and the improvements to be constructed under this Agreement.

1. The Developer shall provide the City Engineer a minimum of one business day notice prior to the commencement of the underground pipe laying; and prior to subgrade, gravel base and bituminous surface construction.

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- 2. Developer's failure to comply with the terms of this section shall permit the City Engineer to issue a stop work order which may result in a rejection of the work and which shall obligate the Developer to take all reasonable steps, as directed by the City Engineer to ensure that the improvements are constructed and inspected pursuant to the terms of this Agreement; and shall further result in the assessment of a penalty, in an amount equal to 1% per occurrence, of the amount of the security required for Developer improvements, which amount the Developer agrees to pay to the City upon demand.
- H. **Engineering Coordination**. A City Engineering Coordinator shall be assigned to this project to provide further protection for the City against defects and deficiencies in the work and improvements through the observations of the work in progress and field checks of materials and equipment. However, the furnishing of such engineering coordination will not make the City responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions or programs, or for the Contractors failure to perform his work in accordance with the Plans. The Developer is obligated to pay the City for City inspection services an amount equal to 4% of the estimated cost of the Public Improvements, which amount is \$3,200. This amount shall be paid at or prior to the execution of this Agreement.
- I. **Security.** To guarantee compliance with the terms of this Agreement, payment of the costs of all Public Improvements and construction of all Public Improvements, the Developer shall furnish either: a) a cash deposit, or b) an irrevocable letter of credit for \$100,000 in a form to be approved by the City (the "Financial Security"). The amount of the Financial Security is 125% of the estimated cost to construct the Public Improvements. The City shall have the right to draw on the Letter of Credit in the event that the Developer fails to perform any of its obligations under this Agreement.
  - 1. **Reduction of Security.** Periodically upon the Developers written request, the City Engineer may reduce the amount of the Financial Security for completed Public Improvements provided the following conditions are met:
    - a) The Developer's engineer certifies that the Public improvements have been constructed to City Standards and in accordance with the Plans.
    - b) The Developer provides documentation that its contractors and all their subcontractors and suppliers have been paid in full for the work completed and materials supplied.
    - c) The City Engineer determines that such Public Improvements have been fully completed in accordance with the Plans, specifications and provisions of this Agreement.

The amount of reduction shall be equal to that portion of the Financial Security which covers such completed Public Improvements; provided however, in no case shall the remaining amount of the Financial Security be less than the greater of: (i) 25% of the original amount of the Financial Security, or (ii) 125% of the estimated cost to complete the Public Improvements which have not been completed as determined by the City Engineer.

2. **Release of Security**. This Agreement shall run with the land and may be recorded against the title to the Property. After the work described in this Agreement has been completed,

the Developer may request that the City accept the Public Improvements. This is accomplished through a City Council resolution provided the following conditions are met:

- a) **As-built Survey**. The Developer shall provide an as-built survey upon completion of the Public Improvements described in Paragraph C in reproducible and digital (AutoCAD) format. The locations and elevations of sewer and water services shall be accurately shown on the survey.
- b) **Certification.** The Developer's engineer submits a letter certifying that the Public Improvements have been constructed to City Standards in accordance with the Plans and requests that the City accept the Public Improvements.
- c) **Payment.** The Developer provides documentation that its contractors and their subcontractors and suppliers have been paid in full for the work completed and the materials supplied.
- d) **Determination of Completion.** The City Engineer and the City Council have determined that all Public Improvements have been completed in accordance with the Plans, specifications and terms of this Agreement.

The date of City acceptance of the Public Improvements shall be the date of the City Council resolution accepting the Public Improvements

In the event that a Letter of Credit is given as the Financial Security the term of any Letter of Credit provided by the Developer must be at least one year. Notwithstanding anything to the contrary contained herein, in the event that: i) some or all of the Public Improvements have not been completed and accepted by the City before the expiration date of the Letter of Credit, ii) the City has been notified that the Letter of Credit is not being extended for another term of at least one year, and iii) no replacement Letter of Credit satisfactory to the City has been delivered to the City, the City shall have the right to draw on the full amount of the Letter of Credit at any time prior to the expiration of the Letter of Credit. In the event of such draw on the Letter of Credit, the City shall have the right to use the amount drawn to complete any unfinished Public Improvements, perform any unperformed obligations of the Developer, pay the costs to draw on the Letter of Credit and/or pay any costs to enforce this Agreement. The Letter of Credit shall allow Partial Draws and shall provide that a draw can be made on the Letter of Credit at a location which is in or within 30 miles of the City of Roseville.

J. Ownership of Improvements and Risk of Loss. Upon completion and City acceptance of the Public Improvements, all Public Improvements lying within public rights-of-way and easements shall become City property without further notice or action, except as follows: none The Developer shall be responsible for the risk of loss of all Public Improvements constructed by the Developer until ownership thereof passes to the City. Any damage or destruction, in whole or in part, to any Public Improvement constructed by the Developer shall be repaired and/or replaced by the Developer until ownership of such Public Improvement passes to the City. The following special requirements shall apply with respect to the maintenance of Public Improvements which have been completed and accepted by the City: The City will take ownership and maintenance of the storm water facilities only after final acceptance.

K. Warranty. The Developer shall install and construct the Public Improvements in accordance with the terms and conditions of this Agreement. The Developer warrants the Public Improvements and 2 all work required to be performed by the Developer hereunder against poor material and faulty 3 workmanship for a period of two (2) years after its completion and acceptance by the City. The Developer shall repair or replace as directed by the City and at the Developer's sole cost and expense: (i) any and all faulty work, (ii) any and all poor quality and/or defective materials, and (iii) 6 any and all trees, plantings, grass and/or sod which are dead, are not of good quality and/or are diseased, as determined in the sole but reasonable opinion of the City or its Engineer, provided the City or its Engineer gives notice of such defect to Developer with respect to such items on or before 60 days following the expiration of the two year warranty period. The Developer shall post maintenance bonds or other security acceptable to the City to secure the warranties described herein, which bonds or other security shall be in addition to the Financial Security described herein. 12

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- L. **Park Dedication Fee.** The park dedication fee for Lots 1-6 Block 1 within the Plat shall be \$17,500 and shall be paid to the City of Roseville upon or prior to the execution of this Agreement.
- M. License. The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City during the installation of the Public Improvements. This license shall expire after the Property has been completely developed and all of the Public Improvements have been accepted by the City.
- N. Construction Management. The Developer and its contractors and subcontractors shall minimize impacts from construction on the surrounding neighborhood as follows:
  - 1. Definition of Construction Area. The limits of the Project Area shall be defined with heavy-duty erosion control fencing approved by the City Engineer. Any grading, construction or other work outside this area requires approval by the City Engineer and the affected property owner.
  - 2. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and employees must be provided or provisions must be made to have employees park off-site and be shuttled to the Project Area. No parking of construction vehicles or employee vehicles shall occur along County Road B without approval of Ramsey County. No fill, excavating material or construction materials shall be stored in the public right-of-way.
  - 3. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7 a.m. and 9 p.m. on weekdays and 9 a.m. and 9 p.m. on weekends.
  - 4. Site Maintenance. The Developer shall ensure the contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse or other materials from leaving the site. Construction debris and other refuse generated from the project shall be removed from the site in a timely fashion and/or upon the request by the City Engineer. After the Developer has received twenty-four (24) hour verbal notice, the City shall have the right to complete or contract to complete the site maintenance work at the Developer's expense, which amount the Developer shall pay to the City upon demand.

O. Certificate of Insurance. The Developer shall provide, prior to the commencement of any site work or other development of the Property, evidence that it has insurance in the form of a Certificate of Insurance issued by a company authorized to do business in the State of Minnesota, which

includes workman's compensation and general liability. Limits for bodily injury and death shall not be less than \$1,000,000 for one person and \$1,500,000 per occurrence. Limits for property damages shall be not less than \$500,000 for each occurrence. The City shall be included as an additional insured on general liability and property damage policies. The Developer shall provide the City with a renewal certificate of insurance at least 30 days prior to the expiration date of any policy required hereunder.

- P. All Costs Responsibility of Developer. The Developer shall pay all costs incurred by it and the City in conjunction with this Agreement, the approval of the Plat, the development of the Property, and the construction of the improvements required by this Agreement, including but not limited to, all costs of persons doing work or furnishing skills, tools, machinery and materials; insurance premiums; Letter of Credit fees and bond premiums; legal, planning and engineering fees; the preparation and recording of this Agreement and all easements and other documents relating to the Plat and the Property; and all costs incurred pertaining to the inspection and monitoring of the work performed and improvements constructed on the Property. The City shall not be obligated to pay the Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements or the development of the Property. The Developer agrees to defend, indemnify, and hold the City and its mayor, councilmembers, employees, agents and contractors harmless from any and all claims of whatever kind or nature which may arise as a result of the construction of the improvements, the development of the Property or the acts of the Developer, and its employees, agents or contractors in connection thereto.
  - 1. The Developer shall defend, indemnify, and hold the City and its mayor, councilmembers and employees harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from Plat approval, development of the Property, construction of the improvements or other work performed on the Property. The Developer shall defend, indemnify, and hold the City and its mayor, councilmembers and employees harmless for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including attorney's fees.
  - 2. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all charges, costs and fees referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, all of the Property, or any part of it.
  - 3. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may, in addition to all other rights and remedies the City may have, halt development and construction work on the Property including, but not limited to, the issuance of building permits for lots which the Developer may or may not have sold, until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of ten percent (10%) per year, or the maximum amount allowed by law, whichever is less.
  - 4. The Developer shall reimburse the City for all costs incurred in the enforcement of this Agreement, including all attorney and engineering fees.
  - 5. In addition to the charges referred to herein, other charges may be imposed such as, but not limited to, sewer availability charges ("SAC"), City water connection charges, City

sewer connection charges, City storm water connection charges and building permit fees. The Developer shall pay all such other charges and fees upon being billed by the City.

Q. **Default.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default not less than 48 hours in advance or immediately before the City commences performing such work in the event of an emergency. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the Property. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part, against the Developer and/or the Property.

- R. **Remedies.** Upon the occurrence of a breach of this Agreement by the Developer, the City, in addition to any other remedy which may be available to it, shall have the right to do any or all of the following:
  - 1. City may make advances or take other steps to cure the default, and where necessary, enter the Property for that purpose. The Developer shall pay all sums so advanced or expenses incurred by the City upon demand, with interest from the date of such advances or expenses at the rate of 10% per annum or the maximum allowed by law, whichever is less. No action taken by the City pursuant to this section shall be deemed to relieve the Developer from curing any such default or from any other default hereunder. The City shall not be obligated, by virtue of the existence or the exercise of this right, to perform any such act or cure any such default.
  - 2. Obtain an order from a court of competent jurisdiction requiring the Developer to specifically perform its obligations pursuant to the terms and provisions of this Agreement.
  - 3. Obtain an order from a court of competent jurisdiction enjoining the continuation of an event of default.
  - 4. Halt all development work and construction of improvements until such time as the event of default is cured.
  - 5. Withhold the issuance of a building permit and/or prohibit the occupancy of any structure(s) for which permits have been issued.
  - 6. Draw upon and utilize the Developer's Financial Security to cover the costs of the City in order to correct the default, the costs to complete any unfinished Public Improvements, the costs to draw on the Financial Security and/ or the costs to enforce this Agreement.
  - 7. Terminate this Agreement by written notice to Developer at which time all terms and conditions contained herein shall be of no further force or effect and all obligations of the parties imposed hereunder shall be null and void.
  - 8. Exercise any other remedies which may be available to it at law or in equity.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an event of default, the Developer shall pay to the City all fees and expenses, including attorneys fees, incurred by the City as a result of the event of default, whether or not a lawsuit or other action is formally taken.

- The Developer shall defend, indemnify, and hold the City and its mayor, councilmembers,
- 2 employees, agents and contractors harmless from any liability or damages, including reasonable
- attorneys fees, which may be incurred as a result of the exercise of the City's rights pursuant to this
- 4 Agreement.
- S. **Assignment.** The Developer may not assign this Agreement without the written permission of the Roseville City Council.
- T. **Notices to the Developer.** Required notices to the Developer shall be in writing, and shall be either hand delivered to Michael Muniz, or an officer, employee or agent of the Developer, or mailed to the Developer by registered or certified mail at the following address:

Farrington Estates LLC 18140 Zane Ave NW #314 Elk River MN, 55330 Attn: Michael Muniz

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U. **Notices to the City.** Required notices to the City shall be either hand delivered to the City Engineer, or mailed to the City by registered or certified mail in care of the **City Engineer at the following address:** 

City of Roseville 2660 Civic Center Drive Roseville, Minnesota 55113 Attn: City Engineer

212223

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#### V. Miscellaneous.

- 1. The Developer shall comply with any and all applicable City, County, Metropolitan, State and Federal laws and regulations including, but not limited to: subdivision ordinances, zoning ordinances and environmental regulations that may apply to the Plat, the development of the Property, and the construction of the Public Improvements described herein.
- 2. The terms and conditions of this Agreement shall inure to the benefit of and shall be binding upon the parties hereto, and their respective successors and assigns.
- 3. The obligations of all parties signing this Agreement as a Developer shall be joint and several.
- 4. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Agreement.
- 5. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers must be in writing, signed by the parties and approved by the Roseville City Council. The City's failure to promptly take legal action to enforce a default under this Agreement shall not be a waiver or release of such default.
- 6. This Agreement shall run with the land and shall be binding upon the Developer, and its successors and assigns. The Developer shall, at its expense, record this Agreement with

the Ramsey County Recorder if the Property is abstract property and/or with the Ramsey County Registrar of Titles if the Property is torrens property. The Developer shall, prior to the time this Agreement is executed and recorded, furnish the City with title evidence and make arrangements satisfactory to the City to confirm that at the time that this Agreement is executed and recorded the Developer is the sole fee simple owner of the Property and that there are no other parties having an interest in, or a lien or encumbrance against the Property. No work shall commence on the Property prior to the recording of this Agreement.

- 7. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any legal proceeding pertaining to this Agreement, or the rights or obligations of the parties hereunder, shall be venued in courts or tribunals located in Ramsey County, Minnesota.
- 8. In addition to all other terms and conditions of this Agreement the Developer shall comply with and perform the Conditions of Development attached hereto as Exhibit B.

1 2	w. IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.
3	
4	CITY OF ROSEVILLE
5	
6	By:
7	Daniel J. Roe, Mayor
8	
9	By: Patrick J. Trudgeon, City Manager
10	Patrick J. Trudgeon, City Manager
11	
12	
13	
14	STATE OF MINNESOTA )
15	) ss
16	COUNTY OF)
17	
18	The foregoing instrument was acknowledged before me this day of,,
19	by Daniel J. Roe and Patrick J. Trudgeon, the Mayor and City Manager, respectively, of the City of
20	Roseville, a Minnesota municipal corporation, on behalf of the corporation.
21	
22	
23	
24	Notary Public
25	

1	DEVELOPER
2	
3	Farrington Estates LLC
4 5	$\mathbf{R}_{\mathbf{V}^{\prime}}$
6	By:
7	Name:
8	
9	Its:
10	
11	
12	
13	
14	STATE OF MINNESOTA )
15	) ss
16	COUNTY OF HENNEPIN )
17	
18	The foregoing instrument was acknowledged before me this day of,,
19	by of Farrington Estates LLC, a
20	Minnesota limited liability company, on behalf of the company.
21	
22	
23	
24	Notary Public
25	

1		New Design Properties, LLC
2 3		By:
4		,
5		Name:
6		
7		Its:
8		
9		
10		
11		
12		
13	,	
14		
15		
16	The foregoing instrument was ack	knowledged before me this day of,,
17	by, the	of New Design Properties, LLC, n behalf of the company.
18		a benair of the company.
19		
20		
21		
22 23		Notary Public
24		Notary I done
25		
26		
27	THIS INSTRUMENT DRAFTED BY:	
28		
29	City of Roseville	
30	•	
31		
32		
33	,	

# EXHIBIT A Legal Description Lot 7 of Michel's Rearrangement of Lots 9 to 16 inclusive of Mackubin and Iglehart Addition of Outlots to St. Paul except the East 240 ft of South 200 Feet and subject to State Highway 36, Ramsey County, Minnesota Ramsey County, Minnesota

EXHIBIT B
Conditions of Development

4 5

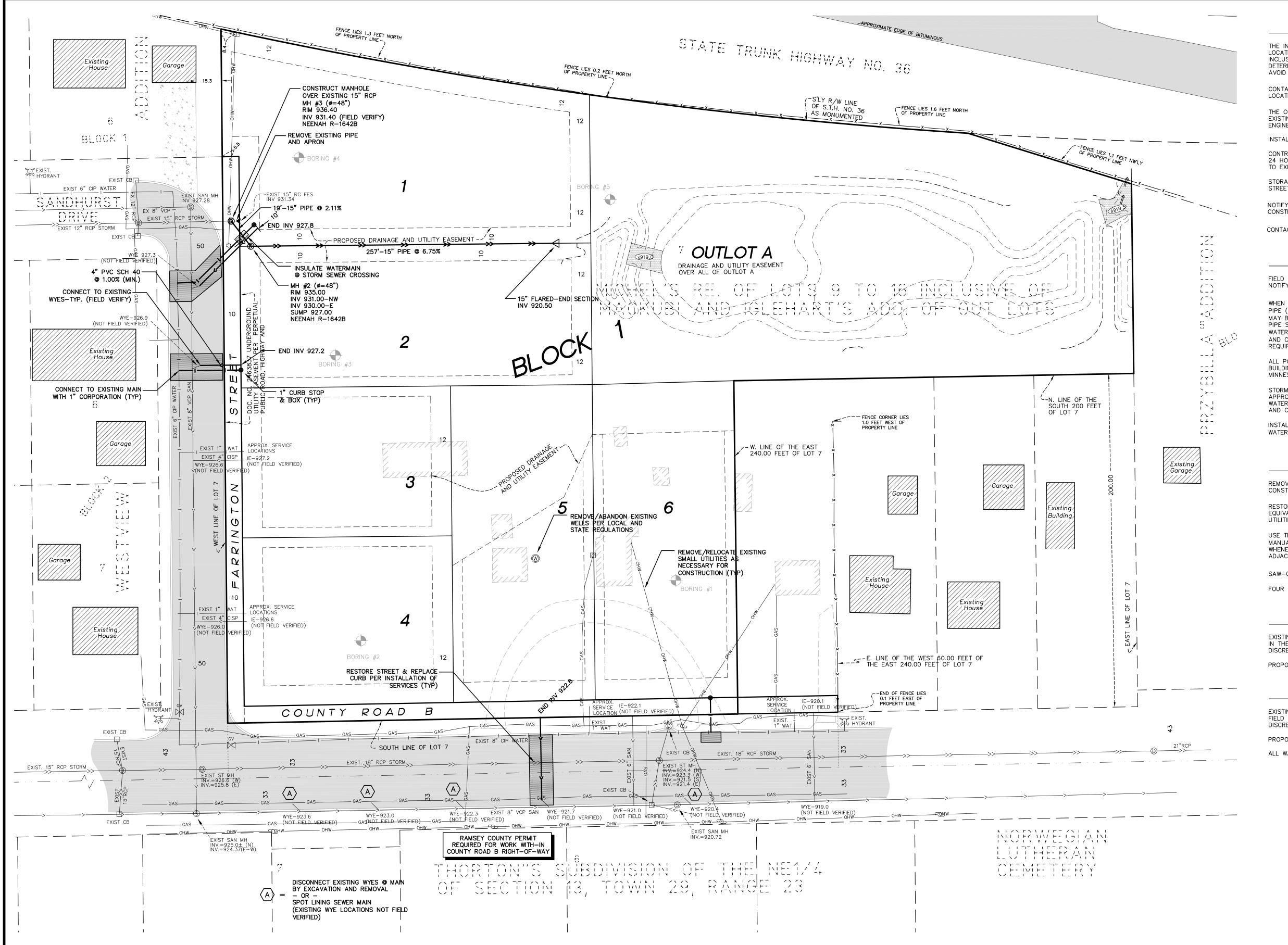
1. All property owners shall either dedicate on the Plat or otherwise convey all roadway, utility, drainage, and other easements required by the City.

2. The access points to enter and exit the Property shall be at locations approved by the City and any other governmental entity having jurisdiction over adjacent roadways.

3. The Developer shall provide the City proof that the Developer/Owner is the fee simple owner of all of the Property included in the Plat and that there are no liens, encumbrances or other parties having an interest in the Property at the time the Plat and the Development Agreement are recorded, or make other arrangements which are reasonably satisfactory to the City to assure that title to the Property following the recording of the Plat and the Development Agreement shall be acceptable to the City.

4. The Developer shall pay all unpaid City subdivision review and other fees prior to the City releasing the Plat for recording.

5. No building permits shall be issued for any use of the Property which is not a permitted use.



# **GENERAL NOTES**

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CONTACT GOPHER STATE ONE-CALL AT (651) 454-0002 FOR EXISTING UTILITY

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATERMAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS.

CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION

CONTACT DAN TURNER AT 651-792-7045 FOR INSPECTION OF UTILITY WORK.

# STORM SEWER NOTES

FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

WHEN CALLED OUT AS PIPE, STORM SEWER SHALL BE REINFORCED CONCRETE PIPE (RCP) ANSI C76 WITH R-4 GASKETS OR, IF ALLOWED BY CITY, HDPE PIPE MAY BE USED. (SEE PLAN FOR LOCATIONS WHERE RCP IS REQUIRED.) HDPE PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M294, TYPE S WITH WATERTIGHT CONNECTIONS. USE SAND/GRANULAR MATERIAL FOR BACKFILLING AND COMPACTION OF HDPE/PVC PIPE IN ACCORDANCE WITH THE REQUIREMENTS OF ASTM 2321.

ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MINNESOTA RULES, PART 4715.2820.

STORM SEWER PIPES TO BE JOINED TO THE CATCH BASIN MANHOLES W/APPROVED RESILIENT RUBBER JOINTS TO MAKE THEM GASTIGHT OR WATERTIGHT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.

INSTALL INFI-SHIELD ON ALL STORM SEWER STRUCTURES TO PROVIDE WATERTIGHT SEAL (SEE DETAIL).

# **CURB & BITUMINOUS NOTES**

REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.

RESTORE STREET TO EXISTING OR BETTER SECTION AND REPLACE CURB WITH EQUIVALENT FOR ALL IMPACTS TO PUBLIC ROADWAYS PER INSTALLATION OF LITHITIES

USE TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AS NECESSARY WHENEVER GRADING, UTILITY, OR PAVING OPERATION ENCROACH ONTO ADJACENT STREETS OR PUBLIC RIGHT—OF—WAY.

SAW-CUT EXISTING BITUMINOUS AND CONCRETE CURB TO PROVIDE BUTT-JOINT.
FOUR INCHES OF CLASS 5 UNDER CURB IS INCIDENTAL TO CURB INSTALLATION.

# **SANITARY SEWER NOTES**

EXISTING SANITARY SEWER LOCATION, SIZE, AND ELEVATION SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

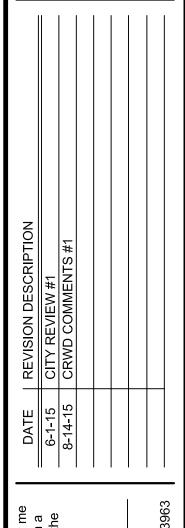
PROPOSED SANITARY SEWER SHALL BE 4" PVC SCHEDULE 40..

# **WATER MAIN NOTES**

EXISTING WATER MAIN AND WATER SERVICES SIZE AND LOCATION SHALL BE FIELD VERIFIED PRIOR TO ANY INSTALLATIONS. NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

PROPOSED WATER SERVICES SHALL BE 1" COPPER TYPE K.

ALL WATER SERVICES SHALL HAVE 7.0-FT MIN. COVER



DRAWN BY: | DESIGN BY

C.W.P. | 15-1547

APRIL 7, 2015

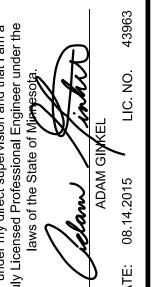
A.G.

PROJ. NO.

A.G.

CHCKD BY:

ORIGINAL DATE:



ROSEVILLE, MINNESOTA UTILITY PLAN

PREPARED FOR:

NEW DESIGN
PROPERTIES

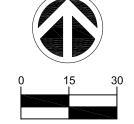


& ENGINEERING

LOWE

6776 LAKE DRIVE SUITE 110 LINO LAKES, MN 55014 PHONE: (651) 361-8210

FAX: (651) 361-8701

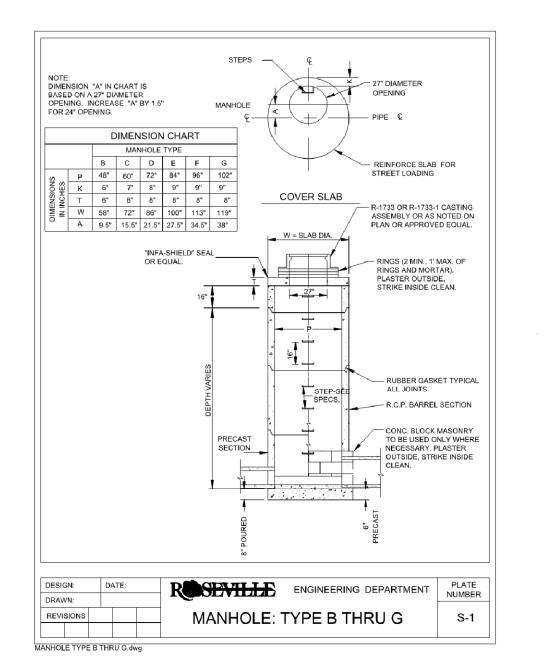


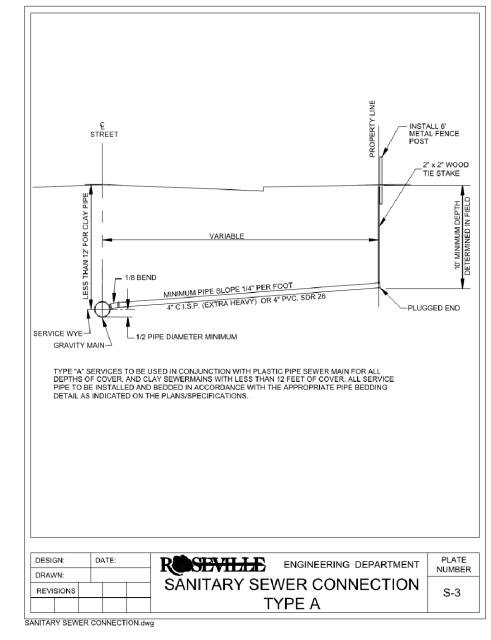
1 INCH = 30 FEET

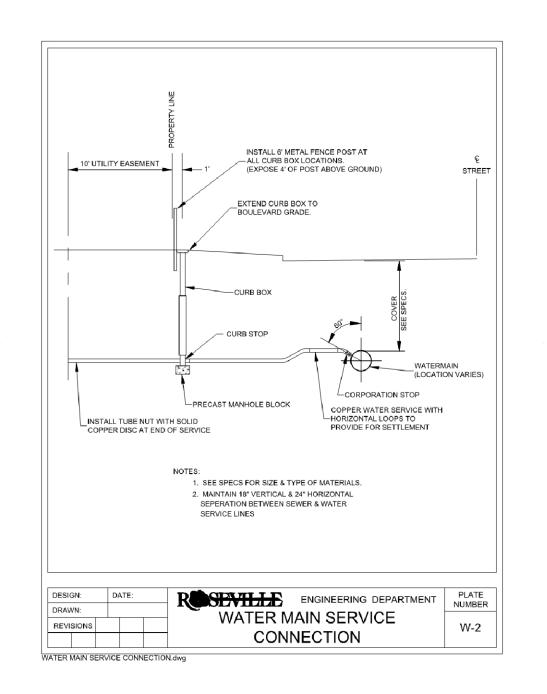
UTILITY PLAN FARRINGTON ESTATES

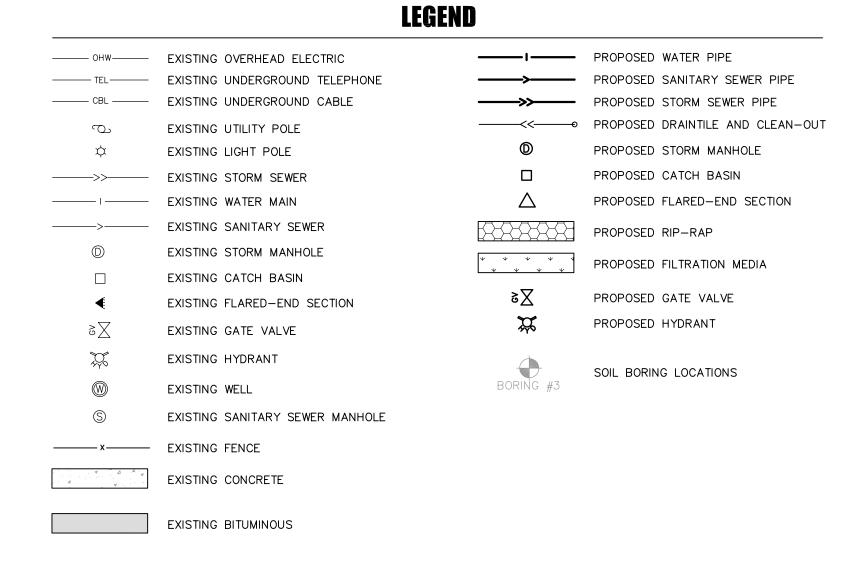
Know what's below.

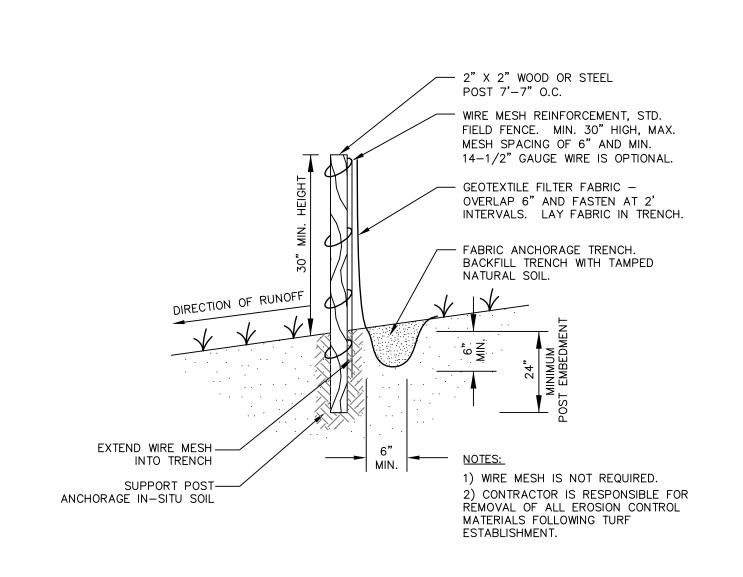
Call before you dig.



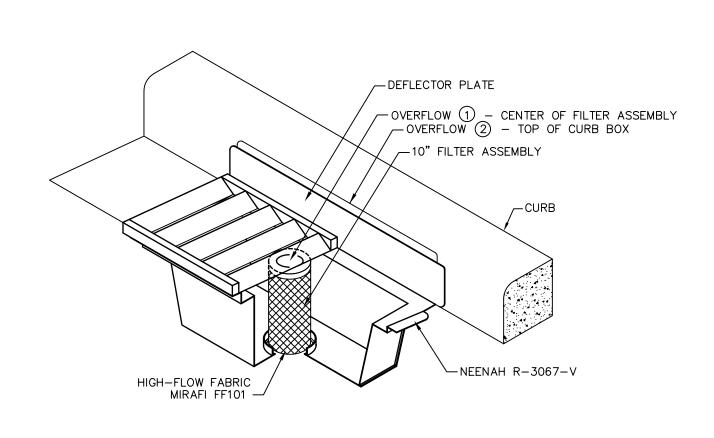






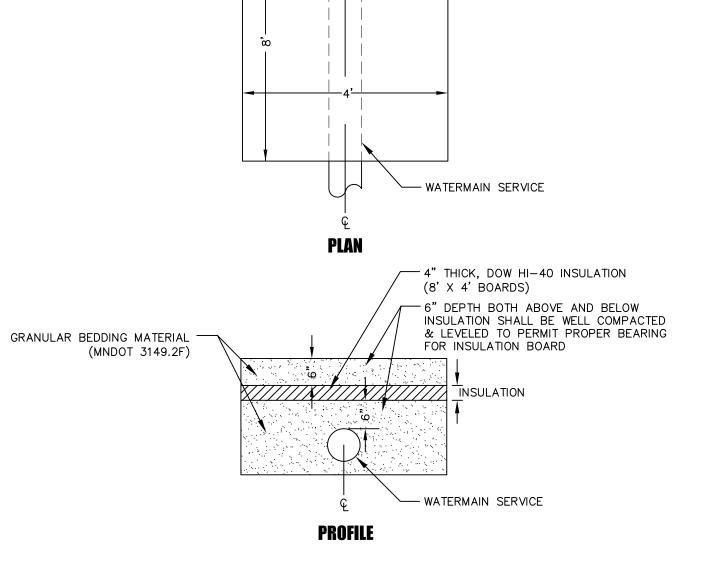


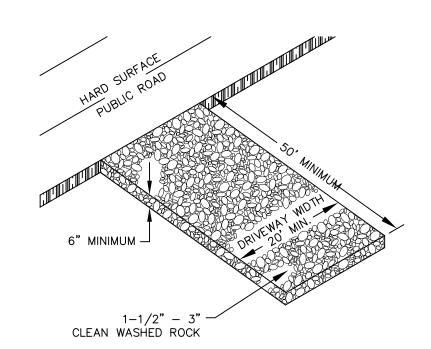
SILT FENCE



WIMCO INLET PROTECTION

N.T.S.



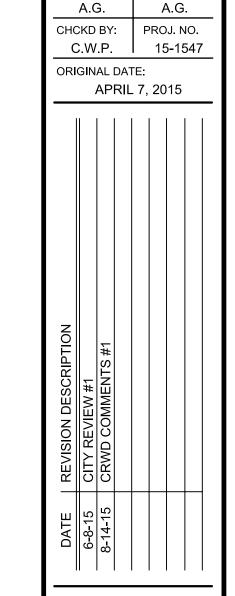




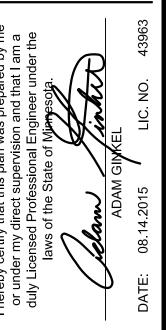




LEGEND & DETAILS FARRINGTON ESTATES



DRAWN BY: DESIGN BY:



FARRINGTON ESTATES
ROSEVILLE, MINNESOTA
UTILITY PLAN

PREPARED FOR:

NEW DESIGN
PROPERTIES



SITE PLANNING & ENGINEERING PLOWE ENGINEERING, INC.

6776 LAKE DRIVE SUITE 110 LINO LAKES, MN 55014 PHONE: (651) 361-8210 FAX: (651) 361-8701

**C2** 

#### PART II.C. - TERMINATION OF COVERAGE

1. TERMINATION OF COVERAGE WHEN CONSTRUCTION IS COMPLETE: ALL PERMITTEE(S) MUST SUBMIT A NOTICE OF TERMINATION (NOT) TO THE MPCA ON A FORM PROVIDED BY THE COMMISSIONER WITHIN 30 DAYS AFTER ALL ACTIVITIES REQUIRED FOR FINAL STABILIZATION (SEE PART IV.G.) ARE COMPLETE. THE PERMITTEE(S)' COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT

2. TERMINATION OF COVERAGE WHEN TRANSFER OF OWNERSHIP OCCURS: ALL PERMITTEE(S) MUST SUBMIT A NOT ON A FORM PROVIDED BY THE COMMISSIONER WITHIN 30 DAYS AFTER SELLING OR OTHERWISE LEGALLY TRANSFERRING THE ENTIRE SITE, INCLUDING PERMIT RESPONSIBILITY FOR ROADS (E.G., STREET SWEEPING) AND STORMWATER INFRASTRUCTURE FINAL CLEAN OUT, OR TRANSFERRING PORTIONS OF A SITE TO ANOTHER PARTY. THE PERMITTEE(S)' COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT.

3. PERMITTEE(S) MAY TERMINATE PERMIT COVERAGE PRIOR TO COMPLETION OF ALL CONSTRUCTION ACTIVITY IF ALL OF THE FOLLOWING CONDITIONS ARE MET. AFTER THE PERMIT IS TERMINATED UNDER THIS PART, IF THERE IS ANY SUBSEQUENT DEVELOPMENT ON THE REMAINING PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITY WAS NOT COMPLETE, NEW PERMIT COVERAGE MUST BE OBTAINED IF THE SUBSEQUENT DEVELOPMENT ITSELF OR AS PART OF THE REMAINING COMMON PLAN OF DEVELOPMENT OR SALE WILL RESULT IN LAND DISTURBING ACTIVITIES OF ONE (1) OR MORE ACRES IN

A. CONSTRUCTION ACTIVITY HAS CEASED FOR AT LEAST 90 DAYS.

B. AT LEAST 90 PERCENT (BY AREA) OF ALL ORIGINALLY PROPOSED CONSTRUCTION ACTIVITY HAS BEEN COMPLETED AND PERMANENT COVER ESTABLISHED ON THOSE AREAS.

C. ON AREAS WHERE CONSTRUCTION ACTIVITY IS NOT COMPLETE, PERMANENT COVER HAS BEEN

D. THE SITE IS IN COMPLIANCE WITH PART IV.G.2. AND PART IV.G.3. AND WHERE APPLICABLE, PART IV.G.4. OR PART IV.G.5.

4. PERMITTEE(S) MAY TERMINATE COVERAGE UPON APPROVAL BY THE MPCA IF INFORMATION IS SUBMITTED TO THE MPCA DOCUMENTING THAT TERMINATION IS APPROPRIATE BECAUSE THE PROJECT IS CANCELED.

#### PART III.A.3 - TRAINING DOCUMENTATION

TRAINING DOCUMENTATION: THE PERMITTEE(S) SHALL ENSURE THE INDIVIDUALS IDENTIFIED IN PART III.F. HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS. THE PERMITTEE(S) SHALL ENSURE THE TRAINING IS RECORDED IN OR WITH THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS THE PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED. DOCUMENTATION SHALL INCLUDE:

A. NAMES OF THE PERSONNEL ASSOCIATED WITH THIS PROJECT THAT ARE REQUIRED TO BE TRAINED PER PART III.F.1. OF THIS PERMIT.

B. DATES OF TRAINING AND NAME OF INSTRUCTOR(S) AND ENTITY PROVIDING TRAINING.
C. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.

# PART III.B - SWPPP AMENDMENTS

THE PERMITTEE(S) MUST AMEND THE SWPPP AS NECESSARY TO INCLUDE ADDITIONAL REQUIREMENTS, SUCH AS ADDITIONAL OR MODIFIED BMPS THAT ARE DESIGNED TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER:

1. THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS THAT HAS A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR UNDERGROUND WATERS.

2. INSPECTIONS OR INVESTIGATIONS BY SITE OWNER OR OPERATORS, USEPA OR MPCA OFFICIALS INDICATE THE SWPPP IS NOT EFFECTIVE IN ELIMINATING OR SIGNIFICANTLY MINIMIZING THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR UNDERGROUND WATERS OR THAT THE DISCHARGES ARE CAUSING WATER QUALITY STANDARD EXCEEDANCES (E.G., NUISANCE CONDITIONS AS DEFINED IN MINN. R. 7050.0210, SUBP. 2).

3. THE SWPPP IS NOT ACHIEVING THE GENERAL OBJECTIVES OF MINIMIZING POLLUTANTS IN STORMWATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITY, OR THE SWPPP IS NOT CONSISTENT WITH THE TERMS AND CONDITIONS OF THIS PERMIT.

4. AT ANY TIME AFTER PERMIT COVERAGE IS EFFECTIVE, THE MPCA MAY DETERMINE THAT THE PROJECT'S STORMWATER DISCHARGES MAY CAUSE, HAVE REASONABLE POTENTIAL TO CAUSE, OR CONTRIBUTE TO NON—ATTAINMENT OF ANY APPLICABLE WATER QUALITY STANDARD, OR THAT THE SWPPP DOES NOT INCORPORATE THE APPLICABLE REQUIREMENTS IN PART III.A.8., (IMPAIRED WATERS AND TMDLS). IF A WATER QUALITY STANDARD CHANGES DURING THE TERM OF THIS PERMIT, THE MPCA WILL MAKE A DETERMINATION AS TO WHETHER A MODIFICATION OF THE SWPPP IS NECESSARY TO ADDRESS THE NEW STANDARD. IF THE MPCA MAKES SUCH DETERMINATION(S) OR ANY OF THE DETERMINATIONS IN PARTS III.B.1.—3., THE MPCA WILL NOTIFY THE PERMITTEE(S) IN WRITING. IN RESPONSE, THE PERMITTEE(S) MUST AMEND THE SWPPP TO ADDRESS THE IDENTIFIED CONCERNS AND SUBMIT INFORMATION REQUESTED BY THE MPCA, WHICH MAY INCLUDE AN INDIVIDUAL PERMIT APPLICATION. IF THE MPCA'S WRITTEN NOTIFICATION REQUIRES A RESPONSE, FAILURE TO RESPOND WITHIN THE SPECIFIED TIMEFRAME CONSTITUTES A PERMIT VIOLATION.

# PART III.C. - TEMPORARY SEDIMENT BASINS

WHERE FIVE (5) OR MORE ACRES OF DISTURBED SOIL DRAIN TO A COMMON LOCATION, THE PERMITTEE(S) MUST PROVIDE A TEMPORARY SEDIMENT BASIN TO PROVIDE TREATMENT TO THE RUNOFF BEFORE IT LEAVES THE CONSTRUCTION SITE OR ENTERS SURFACE WATERS. A TEMPORARY SEDIMENT BASIN MAY BE CONVERTED TO A PERMANENT BASIN AFTER CONSTRUCTION IS COMPLETE. THE TEMPORARY BASIN IS NO LONGER REQUIRED WHEN PERMANENT COVER HAS REDUCED THE ACREAGE OF DISTURBED SOIL TO LESS THAN FIVE (5) ACRES DRAINING TO A COMMON LOCATION. THE PERMITTEE(S) IS/ARE ENCOURAGED, BUT NOT REQUIRED, TO INSTALL TEMPORARY SEDIMENT BASINS WHERE APPROPRIATE IN AREAS WITH STEEP SLOPES OR HIGHLY ERODIBLE SOILS EVEN IF LESS THAN FIVE (5) ACRES DRAINS TO ONE AREA. THE BASINS MUST BE DESIGNED AND CONSTRUCTED ACCORDING TO THE FOLLOWING REQUIREMENTS:

1. THE BASINS MUST PROVIDE LIVE STORAGE FOR A CALCULATED VOLUME OF RUNOFF FROM A TWO—YEAR, 24—HOUR STORM FROM EACH ACRE DRAINED TO THE BASIN, EXCEPT THAT IN NO CASE SHALL THE BASIN PROVIDE LESS THAN 1,800 CUBIC FEET OF LIVE STORAGE FROM EACH ACRE DRAINED TO THE BASIN.

2. WHERE THE CALCULATION IN PART III.C.1. HAS NOT BEEN PERFORMED, A TEMPORARY SEDIMENT BASIN PROVIDING 3,600 CUBIC FEET OF LIVE STORAGE PER ACRE DRAINED TO THE BASIN SHALL BE PROVIDED FOR THE ENTIRE DRAINAGE AREA OF THE TEMPORARY BASIN.

3. TEMPORARY BASIN OUTLETS MUST BE DESIGNED TO PREVENT SHORT—CIRCUITING AND THE DISCHARGE OF FLOATING DEBRIS. THE BASIN MUST BE DESIGNED WITH THE ABILITY TO ALLOW COMPLETE BASIN DRAWDOWN FOR MAINTENANCE ACTIVITIES, AND MUST INCLUDE A STABILIZED EMERGENCY OVERFLOW TO PREVENT FAILURE OF POND INTEGRITY. THE OUTLET STRUCTURE MUST BE DESIGNED TO WITHDRAW WATER FROM THE SURFACE IN ORDER TO MINIMIZE THE DISCHARGE OF POLLUTANTS, EXCEPT THAT THE USE OF A SURFACE WITHDRAWAL MECHANISM FOR DISCHARGE OF THE BASIN MAY BE TEMPORARILY SUSPENDED DURING FROZEN CONDITIONS. ENERGY DISSIPATION MUST BE PROVIDED FOR THE BASIN OUTLET (SEE PART ALBSD)MENT BASINS MUST BE SITUATED OUTSIDE OF SURFACE WATERS AND ANY BUFFER ZONE REQUIRED UNDER APPENDIX A.C.3, AND MUST BE DESIGNED TO AVOID DRAINING WATER FROM WETLANDS UNLESS THE IMPACT TO THE WETLAND IS IN COMPLIANCE WITH THE REQUIREMENTS OF APPENDIX A, PART D.

5. THE TEMPORARY BASINS MUST BE CONSTRUCTED AND MADE OPERATIONAL PRIOR TO 10 OR MORE ACRES OF DISTURBED SOIL DRAINING TO A COMMON LOCATION.

6. WHERE A TEMPORARY SEDIMENT BASIN MEETING THE REQUIREMENTS OF THIS PART IS INFEASIBLE, EQUIVALENT SEDIMENT CONTROLS SUCH AS SMALLER SEDIMENT BASINS, AND/OR SEDIMENT TRAPS, SILT FENCES, VEGETATIVE BUFFER STRIPS, OR ANY APPROPRIATE COMBINATION OF MEASURES ARE REQUIRED FOR ALL DOWN—SLOPE BOUNDARIES OF THE CONSTRUCTION AREA AND FOR SIDE—SLOPE BOUNDARIES AS DICTATED BY INDIVIDUAL SITE CONDITIONS. IN DETERMINING WHETHER INSTALLING A SEDIMENT BASIN IS INFEASIBLE, THE PERMITTEE(S) MUST CONSIDER PUBLIC SAFETY AND MAY CONSIDER FACTORS SUCH AS SITE SOILS, SLOPE, AND AVAILABLE AREA ON SITE. THIS DETERMINATION OF INFEASIBILITY MUST BE DOCUMENTED IN THE SWPPP PRE PART III.A.5.

# PART III.E - RECORD RETENTION

THE SWPPP (ORIGINAL OR COPIES) INCLUDING, ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE PERMITTEE(S) WHO HAS/HAVE OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN EITHER THE FIELD OFFICE OR IN AN ON-SITE VEHICLE DURING NORMAL WORKING HOURS.

ALL OWNER(S) MUST KEEP THE FOLLOWING RECORDS ON FILE FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOT AS OUTLINED IN PART II.C. THIS DOES NOT INCLUDE ANY RECORDS AFTER SUBMITTAL OF THE NOT.

1. THE FINAL SWPPP

2. ANY OTHER STORMWATER RELATED PERMITS REQUIRED FOR THE PROJECT

3. RECORDS OF ALL INSPECTION AND MAINTENANCE CONDUCTED DURING CONSTRUCTION (PART IV.E. INSPECTIONS AND MAINTENANCE)

# PART III.E - RECORD RETENTION (CONT)

4. ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS THAT HAVE BEEN IMPLEMENTED, INCLUDING ALL RIGHT-OF-WAY, CONTRACTS, COVENANTS AND OTHER BINDING REQUIREMENTS REGARDING PERPETUAL MAINTENANCE AND

5. ALL REQUIRED CALCULATIONS FOR DESIGN OF THE TEMPORARY AND PERMANENT STORMWATER MANAGEMENT SYSTEMS.

#### PART III.F. - TRAINING REQUIREMENTS

THE PERMITTEE(S) SHALL ENSURE THE FOLLOWING INDIVIDUALS IDENTIFIED IN THIS PART HAVE BEEN TRAINED IN ACCORDANCE WITH THIS PERMIT'S TRAINING REQUIREMENTS.

A. INDIVIDUAL(S) PREPARING THE SWPPP FOR THE PROJECT

B. INDIVIDUAL(S) OVERSEING IMPLEMENTATION OF, REVISING, AND AMENDING THE SWPPP AND INDIVIDUAL(S) PERFORMING INSPECTIONS AS REQUIRED IN PART IV.E. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE MPCA.

C. INDIVIDUAL(S) PERFORMING OR SUPERVISING THE INSTALLATION, MAINTENANCE AND REPAIR OF BMPS. AT LEAST ONE INDIVIDUAL ON A PROJECT MUST BE TRAINED IN THESE JOB DUTIES.

2. TRAINING CONTENT: THE CONTENT AND EXTENT OF TRAINING MUST BE COMMENSURATE WITH THE INDIVIDUAL'S JOB DUTIES AND RESPONSIBILITIES WITH REGARD TO ACTIVITIES COVERED UNDER THIS PERMIT FOR THE PROJECT. AT LEAST ONE INDIVIDUAL PRESENT ON THE PERMITTED PROJECT SITE (OR AVAILABLE TO THE PROJECT SITE IN 72 HOURS) MUST BE TRAINED IN THE JOB DUTIES DESCRIBED IN PART III.F.1.B. AND PART III.F.1.C.

3. THE PERMITTEE(S) SHALL ENSURE THAT THE INDIVIDUALS ARE TRAINED BY LOCAL, STATE, FEDERAL AGENCIES, PROFESSIONAL ORGANIZATIONS, OR OTHER ENTITIES WITH EXPERTISE IN EROSION PREVENTION, SEDIMENT CONTROL, PERMANENT STORMWATER MANAGEMENT AND THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT. AN UPDATE REFRESHER—TRAINING MUST BE ATTENDED EVERY THREE (3) YEARS STARTING THREE (3) YEARS FROM THE ISSUANCE DATE OF THIS DEPMIT

#### IV.B. EROSION PREVENTION PRACTICES

1. THE PERMITTEE(S) MUST PLAN FOR AND IMPLEMENT APPROPRIATE BMPS SUCH AS CONSTRUCTION PHASING, VEGETATIVE BUFFER STRIPS, HORIZONTAL SLOPE GRADING, INSPECTION AND MAINTENANCE OF PART IV.E. AND OTHER CONSTRUCTION PRACTICES THAT MINIMIZE EROSION AS NECESSARY TO COMPLY WITH THIS PERMIT AND PROTECT WATERS OF THE STATE. THE LOCATION OF AREAS NOT TO BE DISTURBED MUST BE DELINEATED (E.G., WITH FLAGS, STAKES, SIGNS, SILT FENCE ETC.) ON THE PROJECT SITE BEFORE WORK BEGINS. THE PERMITTEE(S) MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT THAT HAVE STEEP SLOPES. FOR THOSE SLOPED AREAS WHICH MUST BE DISTURBED, THE PERMITTEE(S) MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING AND TERRACING).

2. THE PERMITTEE(S) MUST STABILIZE ALL EXPOSED SOIL AREAS (INCLUDING STOCKPILES). STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHENEVER ANY CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 7 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 14 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

3. IF USING STORMWATER CONVEYANCE CHANNELS, THE PERMITTEE(S) MUST DESIGN THE CHANNELS TO ROUTE WATER AROUND UNSTABILIZED AREAS ON THE SITE AND TO REDUCE EROSION, UNLESS INFEASIBLE. THE PERMITTEE(S) MUST USE EROSION CONTROLS AND VELOCITY DISSIPATION DEVICES SUCH AS CHECK DAMS, SEDIMENT TRAPS, RIPRAP, OR GROUTED RIPRAP AT OUTLETS WITHIN AND ALONG THE LENGTH OF ANY CONSTRUCTED STORMWATER CONVEYANCE CHANNEL, AND AT ANY OUTLET, TO PROVIDE A NON-EROSIVE FLOW VELOCITY, TO MINIMIZE EROSION OF CHANNELS AND THEIR EMBANKMENTS, OUTLETS, ADJACENT STREAM BANKS, SLOPES, AND DOWNSTREAM WATERS DURING DISCHARGE CONDITIONS.

4. THE PERMITTEE(S) MUST STABILIZE THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER. STABILIZATION OF THE LAST 200 LINEAL FEET MUST BE COMPLETED WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY FDGE

THE PERMITTEE(S) SHALL COMPLETE STABILIZATION OF THE REMAINING PORTIONS OF ANY TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 7 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE AND CONSTRUCTION IN THAT PORTION OF THE DITCH HAS TEMPORARILY OR PERMANENTLY CEASED.

TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK-DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED DURING THE TEMPORARY PERIOD OF ITS USE AS A SEDIMENT CONTAINMENT SYSTEM. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.

APPLYING MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION

PRACTICES IS NOT ACCEPTABLE STABILIZATION IN ANY PART OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE.

5. PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24

HOURS AFTER CONNECTION TO A SURFACE WATER.

6. UNLESS INFEASIBLE DUE TO LACK OF PERVIOUS OR VEGETATED AREAS, THE PERMITTEE(S) MUST DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS OF THE SITE (INCLUDING ANY NATURAL BUFFERS)

IN ORDER TO INCREASE SEDIMENT REMOVAL AND MAXIMIZE STORMWATER INFILTRATION. THE PERMITTEE(S)

MUST USE VELOCITY DISSIPATION DEVICES IF NECESSARY TO PREVENT EROSION WHEN DIRECTING

# PART IV.C. - SEDIMENT CONTROL PRACTICES

STORMWATER TO VEGETATED AREAS.

1. THE PERMITTEE(S) MUST EMPLOY SEDIMENT CONTROL PRACTICES AS NECESSARY TO MINIMIZE SEDIMENT FROM ENTERING SURFACE WATERS, INCLUDING CURB AND GUTTER SYSTEMS AND STORM SEWER INLETS. A. TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS THAT ARE DESIGNED AS PART OF A SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL

PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS.

B. IF THE DOWN GRADIENT SEDIMENT CONTROLS ARE OVERLOADED (BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENT), THE PERMITTEE(S) MUST INSTALL ADDITIONAL UPGRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPS TO ELIMINATE THE OVERLOADING, AND THE SWPPP MUST BE AMENDED TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN PART III.B 1.—3.

2. SEDIMENT CONTROL PRACTICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS AND BE LOCATED UPGRADIENT OF ANY BUFFER ZONES. THE PERIMETER SEDIMENT CONTROL PRACTICE MUST BE IN PLACE BEFORE ANY UPGRADIENT LAND—DISTURBING ACTIVITIES BEGIN. THESE PRACTICES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED IN ACCORDANCE WITH PART IV.G.

3. THE PERMITTEE(S) SHALL RE-INSTALL ALL SEDIMENT CONTROL PRACTICES THAT HAVE BEEN ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY HAS BEEN COMPLETED. THE PERMITTEE(S) SHALL COMPLETE ANY SHORT-TERM ACTIVITY THAT REQUIRES REMOVAL OF SEDIMENT CONTROL PRACTICES AS QUICKLY AS POSSIBLE. THE PERMITTEE(S) MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT

4. ALL STORM DRAIN INLETS MUST BE PROTECTED BY APPROPRIATE BMPS DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED BY THE PERMITTEE(S) OR THE JURISDICTIONAL AUTHORITY (E.G., CITY/COUNTY/TOWNSHIP/MNDOT ENGINEER).THE PERMITTEE(S) MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP.

5. TEMPORARY SOIL STOCKPILES MUST HAVE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS, AND CANNOT BE PLACED IN ANY NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.

6. WHERE VEHICLE TRAFFIC LEAVES ANY PART OF THE SITE (OR ONTO PAVED ROADS WITHIN THE SITE):

A. THE PERMITTEE(S) MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF

A. THE PERMITTEE(S) MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF
SEDIMENT FROM THE CONSTRUCTION SITE. EXAMPLES OF VEHICLE TRACKING BMPS INCLUDE (BUT ARE NOT
LIMITED TO) ROCK PADS, MUD MATS, SLASH MULCH, CONCRETE OR STEEL WASH RACKS, OR EQUIVALENT
SYSTEMS.

B. THE PERMITTEE(S) MUST USE STREET SWEEPING IF SUCH VEHICLE TRACKING BMPS ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET (SEE PART IV.E.5.D.).

7. THE PERMITTEE(S) MUST INSTALL TEMPORARY SEDIMENTATION BASINS AS REQUIRED IN PART III.C. OF

PART IV.C. - SEDIMENT CONTROL PRACTICES (CONT.)

8. THE PERMITTEE(S) MUST MINIMIZE SOIL COMPACTION AND, UNLESS INFEASIBLE, PRESERVE TOPSOIL. MINIMIZING SOIL COMPACTION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA OF THE SITE DICTATES THAT IT BE COMPACTED.

9. THE PERMITTEE(S) MUST PRESERVE A 50 FOOT NATURAL BUFFER OR (IF A BUFFER IS INFEASIBLE ON THE SITE) PROVIDE REDUNDANT SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASINS. THE PERMITTEE(S) IS/ARE NOT REQUIRED TO ENHANCE THE QUALITY OF THE VEGETATION THAT ALREADY EXISTS IN THE BUFFER OR PROVIDE VEGETATION IF NONE EXIST. HOWEVER, PERMITTEE(S) CAN IMPROVE THE NATURAL BUFFER WITH VEGETATION.

#### PART IV.D. - DEWATERING AND BASIN DRAINING

1. THE PERMITTEE(S) MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE PERMITTEE(S) MAY DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASINS TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF THE WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE BMPS, SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEIVING WATER OR DOWNSTREAM PROPERTIES. IF THE PERMITTEE(S) MUST DISCHARGE WATER THAT CONTAINS OIL OR GREASE, THE PERMITTEE(S) MUST USE AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE (E.G. CARTRIDGE FILTERS, ABSORBENTS PADS) PRIOR TO DISCHARGING THE WATER. THE PERMITTEE(S) MUST ENSURE THAT DISCHARGE POINTS ARE ADEQUATELY PROTECTED FROM EROSION AND SCOUR. THE DISCHARGE MUST BE DISPERSED OVER NATURAL ROCK RIPRAP, SAND BAGS, PLASTIC SHEETING, OR OTHER ACCEPTED ENERGY DISSIPATION MEASURES.

2. ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES MUST BE DISCHARGED IN A MANNER THAT DOES NOT CAUSE NUISANCE CONDITIONS, EROSION IN RECEIVING CHANNELS OR ON DOWNSLOPE PROPERTIES, OR INUNDATION IN WETLANDS CAUSING SIGNIFICANT ADVERSE IMPACT TO THE WETLAND.

3. IF THE PERMITTEE(S) IS/ARE USING FILTERS WITH BACKWASH WATER, THE PERMITTEE(S) MUST HAUL THE BACKWASH WATER AWAY FOR DISPOSAL, RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION. THE PERMITTEE(S) MAY DISCHARGE BACKWASH WATER TO THE SANITARY SEWER IF PERMISSION IS GRANTED BY THE SANITARY SEWER AUTHORITY. THE PERMITTEE(S) MUST REPLACE AND CLEAN THE FILTER MEDIA USED IN DEWATERING DEVICES WHEN REQUIRED TO RETAIN ADEQUATE FUNCTION

#### PART IV.E. - INSPECTIONS AND MAINTENANCE

1. THE PERMITTEE(S) MUST ENSURE THAT A TRAINED PERSON (AS IDENTIFIED IN PART III.A.3.A.) WILL ROUTINELY INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. FOLLOWING AN INSPECTION THAT OCCURS WITHIN 24 HOURS AFTER A RAINFALL EVENT, THE NEXT INSPECTION MUST BE CONDUCTED WITHIN SEVEN (7) DAYS AFTER THE RAINFALL EVENT.

2. ALL INSPECTIONS AND MAINTENANCE CONDUCTED DURING CONSTRUCTION MUST BE RECORDED WITHIN 24 HOURS IN WRITING AND THESE RECORDS MUST BE RETAINED WITH THE SWPPP IN ACCORDANCE WITH PART III.E. RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY SHALL INCLUDE:

A. DATE AND TIME OF INSPECTIONS

B. NAME OF PERSON(S) CONDUCTING INSPECTIONS

C. FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE

D. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE

E. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 1/2 INCH (0.5 INCHES) IN 24 HOURS. RAINFALL AMOUNTS MUST BE OBTAINED BY A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ONSITE, A WEATHER STATION THAT IS WITHIN 1 MILE OF YOUR LOCATION OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES.

F. IF ANY DISCHARGE IS OBSERVED TO BE OCCURRING DURING THE INSPECTION, A RECORD OF ALL POINTS OF THE PROPERTY FROM WHICH THERE IS A DISCHARGE MUST BE MADE, AND THE DISCHARGE SHOULD BE DESCRIBED (I.E., COLOR, ODOR, FLOATING, SETTLED, OR SUSPENDED SOLIDS, FOAM, OIL SHEEN, AND OTHER OBVIOUS INDICATORS OF POLLUTANTS) AND PHOTOGRAPHED.

G. ANY AMENDMENTS TO THE SWPPP PROPOSED AS A RESULT OF THE INSPECTION MUST BE DOCUMENTED AS REQUIRED IN PART III.B. WITHIN SEVEN (7) CALENDAR DAYS.

# 3. INSPECTION FREQUENCY ADJUSTMENT

A. WHERE PARTS OF THE PROJECT SITE HAVE PERMANENT COVER, BUT WORK REMAINS ON OTHER PARTS OF THE SITE, THE PERMITTEE(S) MAY REDUCE INSPECTIONS OF THE AREAS WITH PERMANENT COVER TO ONCE PER MONTH.

B. WHERE CONSTRUCTION SITES HAVE PERMANENT COVER ON ALL EXPOSED SOIL AREAS AND NO CONSTRUCTION ACTIVITY IS OCCURRING ANYWHERE ON THE SITE, THE SITE MUST BE INSPECTED DURING NON-FROZEN GROUND CONDITIONS AT LEAST ONCE PER MONTH FOR A PERIOD OF TWELVE (12) MONTHS. FOLLOWING THE TWELFTH MONTH OF PERMANENT COVER AND NO CONSTRUCTION ACTIVITY, INSPECTIONS MAY BE TERMINATED UNTIL CONSTRUCTION ACTIVITY IS ONCE AGAIN INITIATED UNLESS THE PERMITTEE(S) IS/ARE NOTIFIED IN WRITING BY THE MPCA THAT EROSION ISSUES HAVE BEEN DETECTED AT THE SITE AND INSPECTIONS NEED TO RESUME.

C. WHERE WORK HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, THE INSPECTIONS MAY BE SUSPENDED. THE REQUIRED INSPECTIONS AND MAINTENANCE SCHEDULE MUST BEGIN WITHIN 24 HOURS AFTER RUNOFF OCCURS AT THE SITE OR 24 HOURS PRIOR TO RESUMING CONSTRUCTION, WHICHEVER COMES FIRST.

4. THE PERMITTEE(S) IS/ARE RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT BMPS, AS WELL AS ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS, UNTIL ANOTHER PERMITTEE HAS OBTAINED COVERAGE UNDER THIS PERMIT ACCORDING TO PART II.B.5. OR THE PROJECT HAS UNDERGONE FINAL STABILIZATION, AND AN NOT HAS BEEN SUBMITTED TO THE MPCA.

5. THE PERMITTEE(S) MUST INSPECT ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS AND POLLUTION PREVENTION MANAGEMENT MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS DURING ALL ROUTINE AND POST—RAINFALL EVENT INSPECTIONS. ALL NONFUNCTIONAL BMPS MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS UNLESS ANOTHER TIME FRAME IS SPECIFIED BELOW. THE PERMITTEE(S) MUST INVESTIGATE AND COMPLY WITH THE FOLLOWING INSPECTION AND MAINTENANCE REQUIREMENTS:

A. ALL PERIMETER CONTROL DEVICES MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ONE—HALF (1/2) OF THE HEIGHT OF THE DEVICE. THESE REPAIRS MUST BE MADE BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR THEREAFTER AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

B. TEMPORARY AND PERMANENT SEDIMENTATION BASINS MUST BE DRAINED AND THE SEDIMENT REMOVED WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES ONE—HALF (1/2) THE STORAGE VOLUME. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 72 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS (SEE PART IV.D.).

C. SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION DURING EACH INSPECTION. THE PERMITTEE(S) MUST REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS, AND RESTABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED SOIL. THE REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. THE PERMITTEE(S) SHALL USE ALL REASONABLE EFFORTS TO OBTAIN ACCESS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) CALENDAR DAYS OF OBTAINING ACCESS. THE PERMITTEE(S) IS/ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK IN SURFACE WATERS.

D. CONSTRUCTION SITE VEHICLE EXIT LOCATIONS MUST BE INSPECTED FOR EVIDENCE OF OFF—SITE SEDIMENT TRACKING ONTO PAVED SURFACES. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES BOTH ON AND OFF SITE WITHIN 24 HOURS OF DISCOVERY, OR IF APPLICABLE, WITHIN A SHORTER TIME TO COMPLY WITH PART IV.C.6.

E. STREETS AND OTHER AREAS ADJACENT TO THE PROJECT MUST BE INSPECTED FOR EVIDENCE OF OFF-SITE ACCUMULATIONS OF SEDIMENT. IF SEDIMENT IS PRESENT, IT MUST BE REMOVED IN A MANNER AND AT A FREQUENCY SUFFICIENT TO MINIMIZE OFF-SITE IMPACTS (E.G., FUGITIVE SEDIMENT IN STREETS COULD BE WASHED INTO STORM SEWERS BY THE NEXT RAIN AND/OR POSE A SAFETY HAZARD TO USERS OF PUBLIC STREETS).

6. ALL INFILTRATION AREAS MUST BE INSPECTED TO ENSURE THAT NO SEDIMENT FROM ONGOING CONSTRUCTION ACTIVITY IS REACHING THE INFILTRATION AREA. ALL INFILTRATION AREAS MUST BE INSPECTED TO ENSURE THAT EQUIPMENT IS NOT BEING DRIVEN ACROSS THE INFILTRATION AREA.

PART IV.F. - POLLUTION PREVENTION MANAGEMENT MEASURES

THE PERMITTEE(S) SHALL IMPLEMENT THE FOLLOWING POLLUTION PREVENTION MANAGEMENT MEASURES ON THE SITE:

1. STORAGE, HANDLING, AND DISPOSAL OF CONSTRUCTION PRODUCTS, MATERIALS, AND WASTES: THE PERMITTEE(S) SHALL COMPLY WITH THE FOLLOWING TO MINIMIZE THE EXPOSURE TO STORMWATER OF ANY OF THE PRODUCTS, MATERIALS, OR WASTES. PRODUCTS OR WASTES WHICH ARE EITHER NOT A SOURCE OF CONTAMINATION TO STORMWATER OR ARE DESIGNED TO BE EXPOSED TO STORMWATER ARE NOT HELD TO THIS REQUIREMENT:

A. BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) TO PREVENT THE DISCHARGE OF POLLUTANTS OR PROTECTED BY A SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.

B. PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) TO PREVENT THE DISCHARGE OF POLLUTANTS OR PROTECTED BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER

C. HAZARDOUS MATERIALS, TOXIC WASTE, (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM—BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) MUST BE PROPERLY STORED IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. RESTRICTED ACCESS STORAGE AREAS MUST BE PROVIDED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE OR HAZARDOUS MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH. 7045 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.

D. SOLID WASTE MUST BE STORED, COLLECTED AND DISPOSED OF PROPERLY IN COMPLIANCE WITH MINN. R. CH. 7035.

E. PORTABLE TOILETS MUST BE POSITIONED SO THAT THEY ARE SECURE AND WILL NOT BE TIPPED OR KNOCKED OVER. SANITARY WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MINN. R. CH. 7041.

2. FUELING AND MAINTENANCE OF EQUIPMENT OR VEHICLES; SPILL PREVENTION AND RESPONSE: THE PERMITTEE(S) SHALL TAKE REASONABLE STEPS TO PREVENT THE DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED INCLUDING THE USE OF DRIP PANS OR ABSORBENTS UNLESS INFEASIBLE. THE PERMITTEE(S) MUST CONDUCT FUELING IN A CONTAINED AREA UNLESS INFEASIBLE. THE PERMITTEE(S) MUST ENSURE ADEQUATE SUPPLIES ARE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD IS AVAILABLE FOR RECOVERED SPILLED MATERIALS. THE PERMITTEE(S) MUST REPORT AND CLEAN UP SPILLS IMMEDIATELY AS REQUIRED BY MINN. STAT. § 115.061, USING DRY CLEAN UP MEASURES WHERE POSSIBLE.

3. VEHICLE AND EQUIPMENT WASHING: IF THE PERMITTEE(S) WASH THE EXTERIOR OF VEHICLES OR EQUIPMENT ON THE PROJECT SITE, WASHING MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF FROM THE WASHING AREA MUST BE CONTAINED IN A SEDIMENT BASIN OR OTHER SIMILARLY EFFECTIVE CONTROLS AND WASTE FROM THE WASHING ACTIVITY MUST BE PROPERLY DISPOSED OF. THE PERMITTEE(S) MUST PROPERLY USE AND STORE SOAPS, DETERGENTS, OR SOLVENTS. NO ENGINE DEGREASING IS ALLOWED ON SITE.

4. CONCRETE AND OTHER WASHOUTS WASTE: THE PERMITTEE(S) MUST PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. THE LIQUID AND SOLID WASHOUT WASTES MUST NOT CONTACT THE GROUND, AND THE CONTAINMENT MUST BE DESIGNED SO THAT IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA RULES. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY THAT REQUIRES SITE PERSONNEL TO UTILIZE THE PROPER FACILITIES FOR DISPOSAL OF CONCRETE AND OTHER WASHOUT WASTES.

## PART IV.G. FINAL STABILIZATION

THE PERMITTEE(S) MUST ENSURE FINAL STABILIZATION OF THE SITE. FINAL STABILIZATION IS NOT COMPLETE UNTIL ALL REQUIREMENTS OF PARTS IV.G.1.-5. ARE COMPLETE:

1. ALL SOIL DISTURBING ACTIVITIES AT THE SITE HAVE BEEN COMPLETED AND ALL SOILS ARE STABILIZED BY A UNIFORM PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH DENSITY OVER THE ENTIRE PERVIOUS SURFACE AREA, OR OTHER EQUIVALENT MEANS NECESSARY TO PREVENT SOIL FAILURE UNDER EROSIVE CONDITIONS.

2. THE PERMANENT STORMWATER MANAGEMENT SYSTEM IS CONSTRUCTED, MEETS ALL REQUIREMENTS IN PART III.D. AND IS OPERATING AS DESIGNED. TEMPORARY OR PERMANENT SEDIMENTATION BASINS THAT ARE TO BE USED AS PERMANENT WATER QUALITY MANAGEMENT BASINS HAVE BEEN CLEANED OF ANY ACCUMULATED SEDIMENT. ALL SEDIMENT HAS BEEN REMOVED FROM CONVEYANCE SYSTEMS AND DITCHES ARE STABILIZED WITH PERMANENT COVER.

3. ALL TEMPORARY SYNTHETIC AND STRUCTURAL EROSION PREVENTION AND SEDIMENT CONTROL BMPS (SUCH AS SILT FENCE) HAVE BEEN REMOVED ON THE PORTIONS OF THE SITE FOR WHICH THE PERMITTEE(S) IS/ARE RESPONSIBLE. BMPS DESIGNED TO DECOMPOSE ON SITE (SUCH AS SOME COMPOST LOGS) MAY BE LEFT IN PLACE.

4. FOR RESIDENTIAL CONSTRUCTION ONLY, INDIVIDUAL LOTS ARE CONSIDERED FINALLY STABILIZED IF THE STRUCTURE(S) ARE FINISHED AND TEMPORARY EROSION PROTECTION AND DOWNGRADIENT PERIMETER CONTROL HAS BEEN COMPLETED AND THE RESIDENCE HAS BEEN SOLD TO THE HOMEOWNER. ADDITIONALLY, THE PERMITTEE HAS DISTRIBUTED THE MPCA'S "HOMEOWNER FACT SHEET" TO THE HOMEOWNER TO INFORM THE HOMEOWNER OF THE NEED FOR, AND BENEFITS OF, PERMANENT COVER.

5. FOR CONSTRUCTION PROJECTS ON AGRICULTURAL LAND (E.G., PIPELINES ACROSS CROP, FIELD PASTURE OR RANGE LAND) THE DISTURBED LAND HAS BEEN RETURNED TO ITS PRECONSTRUCTION AGRICULTURAL USE.

A.G. A.G.

CHCKD BY: PROJ. NO.

C.W.P. 15-1547

ORIGINAL DATE:

APRIL 7, 2015

DATE REVISION DESCRIPTION
6-1-15 CITY REVIEW #1
8-14-15 CRWD COMMENTS #1

or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Mimesota.

ADAM GINKEL

ADAM GINKEL

ADAM GINKEL

FARRINGTON ESTATES
ROSEVILLE, MINNESOTA

PREPARED FOR:

NEW DESIGN PROP



SITE PLANNING & ENGINEERING

ENGINEERING, INC 6776 LAKE DRIVE SUITE 110 LINO LAKES, MN 55014

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**C3.1** 

# SITE SPECIFIC INFORMATION

PROJECT NAME FARRINGTON ESTATES

# PROJECT LOCATION

NORTH SIDE OF COUNTY ROAD B W, AND EAST OF FARRINGTON ST, ROSEVILLE LATITUDE: 45.0070 LONGITUDE: -93.1130

PROJECT OWNER

MICHAEL MUNIZ PREMIUM REAL ESTATE SOLUTIONS LLC 612-209-5110

#### CONSTRUCTION ACTIVITY DESCRIPTION

THE EXISTING SITE IS OCCUPIED BY RESIDENTIAL HOMES AND SEVERAL OUTBUILDINGS (SHEDS AND GARAGES) AND IS FAIRLY HEAVILY WOODED WITH BOX ELDERS AND CHINESE ELMS. A PORTION OF SANDHURST DRIVE AND MNDOT FRONTAGE, INCLUDING THE PUBLIC ROADWAY AND LOT FRONTAGES, IS COLLECTED AND DISCHARGED ONTO THE SITE. THIS DRAINAGE, ALONG WITH THE MAJORITY OF THE SITE ITSELF, DRAINS EAST TO AN ISOLATED LOW AREA, WHICH OVERFLOWS TO THE EAST TO MNDOT RIGHT OF WAY.

AS MUCH DRAINAGE AS PRACTICAL, INCLUDING THE EXISTING PUBLIC DRAINAGE, WILL BE COLLECTED AND ROUTED TO A CONSTRUCTED STORM WATER WETLAND. PRE-TREATMENT IS PROVIDED VIA A FOREBAY AND SUMPED MANHOLE. THE SYSTEM WILL BE GRADED TO OVERFLOW TO MNDOT RIGHT OF WAY.

THE SITE IS LOCATED WITHIN CAPITAL REGION WATERSHED DISTRICT (CRWD).

#### SITE AREAS

<u> 21</u>	IL AKLAS	BEFORE CONSTRUCTION	AFTER CONSTRUCTION
	TOTAL SITE AREA	3.50 /	ACRES
	TOTAL ESTIMATED IMPERVIOUS	0.15 ACRES	0.64 ACRES
	TOTAL ESTIMATED PERVIOUS	3.35 ACRES	2.86 ACRES

NET INCREASE IN IMPERVIOUS = 0.49 ACRES.

## TOTAL DISTURBED AREA

2.75 ACRES

#### RECEIVING WATERS WITHIN ONE MILE

NAME OF WATER BODY	TYPE OF WATER BODY	SPECIAL WATER	IMPAIRED WATER
STORM WATER WETLAND	WETLAND	NO	NO
MNDOT POND	POND	NO	NO

THERE ARE NO IMPAIRED OR SPECIAL WATERS WITHIN 1 MILE OF THE PROJECT BOUNDARY.

# SITE MAP AND DESIGN CALCULATIONS

SEE STORM WATER DRAINAGE REPORT FOR QUANTIFICATION OF STORM WATER MANAGEMENT REQUIREMENTS AND DRAINAGE AREA MAPS.

# SOILS, SLOPES, VEGETATION

SOIL TYPE(S): ON-SITE SOIL BORINGS WERE TAKEN BY ITCO ALLIED ENGINEERING COMPANY (FEB 11, 2014) BRINGS GENERALLY INDICATE 3-14" OF INCLUDING STRATA OF SANDY SILT (ML), SILTY CLAY (CL), AND ORGANIC SILT/CLAY (OL). WATER WAS NOT ENCOUNTERED IN ANY OF THE BORINGS.

SLOPES: PROPOSED SLOPES WILL BE GENERALLY MODERATE AND ARE NOT EXPECTED TO EXCEED 3:1.

VEGETATION: EXISTING SITE IS FAIRLY HEAVILY WOODED WITH BOX ELDERS AND CHINESE ELM TREES. TREES WILL BE REMOVED AS NECESSARY FOR UTILITY, PAD, AND POND CONSTRUCTION. SEED AND MULCH IS PROPOSED FOR DISTURBED AREAS.

(651) 361-8200

# PERSON WHO PREPARED SWPPP ("DESIGNER")

ADAM GINKEL PLOWE ENGINEERING, INC. 6776 LAKE DRIVE LINO LAKES MN 55014

PERSON WHO WILL OVERSEE IMPLEMENTATION OF SWPPP ("CONTRACTOR") TBD

PERSON(S) WHO WILL INSPECT ON-SITE ESC MEASURES ("INSPECTOR") TBD

# TRAINING DOCUMENTATION

PROVIDING TRAINING.

DOCUMENTATION MUST ACCOMPANY THE SWPPP INDICATING THAT THE INDIVIDUALS IDENTIFIED IN PART III.F. HAVE BEEN TRAINED IN ACCORDANCE WITH THE REQUIREMENTS OF PART III.F. DOCUMENTATION SHALL INCLUDE: A. NAMES OF THE PERSONNEL ASSOCIATED WITH THIS PROJECT THAT ARE

REQUIRED TO BE TRAINED PER PART III.F.1. OF THIS PERMIT. B. DATES OF TRAINING AND NAME OF INSTRUCTOR(S) AND ENTITY

C. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.

# SITE SEQUENCING & ESC NOTES

PRIOR TO ANY LAND-DISTURBING ACTIVITY, THE CONTRACTOR MUST INSTALL ROCK CONSTRUCTION ENTRANCE(S) AT ALL LOCATIONS OF SITE ACCESS FROM EXISTING ROADWAYS (TO BE DETERMINED - COORDINATE WITH OWNER) AND DOWN-GRADIENT PERIMETER SILT FENCE AS SHOWN ON PLAN. (CONTACT CITY TO INSPECT EROSION CONTROL MEASURES PRIOR TO GRADING OPERATIONS, IF NECESSARY.) ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE. THESE PRACTICES SHALL REMAIN IN-PLACE UNTIL THE FINAL STABILIZATION HAS BEEN ESTABLISHED IN ACCORDANCE WITH PART IV.G.

NOTE: FOR STORMWATER WETLAND, PERIMITER CONTROL AND EROSION CONTOL PRACTICES TO REMAIN IN-PLACE UNTIL FINAL COMPLETION OF PROJECT OR FULL VEGEATION ESTABLISHMENT (WHICHEVER IS LATER)

THE CONTRACTOR SHALL PERFORM SITE GRADING ON AN AREA-BY-AREA BASIS TO MINIMIZE UNSTABILIZED AREAS. AS EACH AREA IS COMPLETED, ALL EXPOSED SOILS MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN SEVEN (7) DAYS.

THE CONTRACTOR SHALL PROVIDE ALL SOD, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MNDOT SPECIFICATIONS AS MODIFIED

ITEM	MNDOT SPECIFICATION/NOTES
SOD	3878
SEED **	3876
* FOR TURF ESTABLISHMENT	
COMMERCIAL TURF	MNDOT MIX 25-131 (220 LBS/ACRE)
RESIDENTIAL TURF	MNDOT MIX 25-131 (120 LBS/ACRE)
TEMPORARY FALL COVER	MNDOT MIX 21-112 (100 LBS/ACRE)
SPRING/SUMMER	MNDOT MIX 21-111 (100 LBS/ACRE)
SOIL-BUILDING COVER	MNDOT MIX 21-113 (110 LBS/ACRE)
1-2 YEARS COVER	MNDOT MIX 22-111 (30.5 LBS/ACRE)
2-5 YEARS COVER	MNDOT MIX 22-112 (40 LBS/ACRE)
MULCH	3882 (TYPE 1 - DISC ANCHORED)
FERTILIZER	3881
WOOD FIBER BLANKET	3885 (CATEGORY 2)

\* MOW A MINIMUM OF: RESIDENTIAL TURF - ONCE PER 2 WEEKS

USE OF HYDRAULIC SOIL STABILIZERS.

BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.

COMMERCIAL TURF - ONCE PER 4 WEEKS \*\* SEEDED AREAS SHALL BE EITHER MULCHED OR COVERED BY FIBROUS

TEMPORARY OR PERMANENT MULCH MUST BE UNIFORMLY APPLIED BY MECHANICAL OR HYDRAULIC MEANS AND STABILIZED BY DISC-ANCHORING OR

ALL EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS OR IMPLEMENTED IN THE FIELD SHALL BE IN ACCORDANCE WITH THE CITY AND NPDES PHASE II PERMIT REQUIREMENTS, AND THE MPCA'S "PROTECTING WATER

QUALITY IN URBAN AREAS BEST MANAGEMENT PRACTICES FOR MINNESOTA."

THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES INPLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.

THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF BUILDING CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF BUILDING CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.

THE CONTRACTOR SHALL PROVIDE WOOD FIBER BLANKET FOR ALL AREAS OF CONCENTRATED FLOW AND FOR ALL SLOPES 3:1 OR GREATER.

CONTRACTOR TO PROTECT CONSTRUCTED STORMWATER WETLAND FROM CONSTRUCTION SITE RUN-OFF. DIRECTED CONSTRUCTON SITE RUN-OFF TO TEMPORARY SEDIMENTATION BASIN MEETING REQUIREMENTS OF PART III.C OF THE NPDES PERMIT. CONTRACTOR TO CONSTRUCT STORMWATER WETLAND ONCE CONSTRUCTION ACTIVITY HAS CEASED AND TRIBUTARY DRAINARE AREAS HAVE BEEN STABILIZED.

IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.

THE CONTRACTOR SHALL FINAL GRADE SWALE AREAS UPON STABILIZATION OF UPSTREAM AREAS.

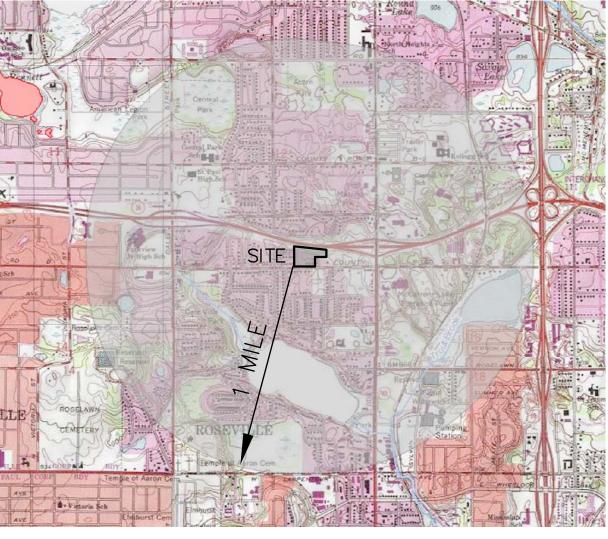
THE CONTRACTOR SOD ALL DISTURBED DRAINAGE AREAS, INCLUDING SWALES. OVERFLOWS, AROUND STORM SEWER FLARED-END SECTIONS, AND OFF-STREET

UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL, SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN 48 HOURS OF FINAL GRADING.

EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES ARE TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDES AND SHALL NOT BE PLACED IN SURFACE WATERS.

ADJACENT STREETS SHALL BE KEPT CLEAN OF CONSTRUCTION MATERIALS, DIRT, AND OTHER UNDESIRABLE MATERIALS. WHEN MATERIALS OR DEBRIS HAVE WASHED/FLOWED ONTO ADJACENT STREETS, IT IS THE CONTRACTOR'S RESPONSIBILITY TO SWEEP/SCRAPE STREETS AS NECESSARY OR AS DIRECTED BY

# **MAP OF SURFACE WATERS**



THERE ARE NO IMPAIRED OR SPECIAL WATERS WITHIN 1 MILE OF THE PROJECT BOUNDARY.

ADDITIONAL STORM WATER WETLAND CONSTRUCTION NOTES: (1) PERIMETER CONTROL AND EROSION CONTROL PRACTICES DEDICATED TO THE STORM WATER WETLAND SHALL REMAIN IN PLACE UNTIL THE FINAL COMPLETION OF THE PROJECT OR VEGETATION HAS BEEN ESTABLISHED (WHICHEVER IS LATER).

(2) INSTALLATION OF THE STORM WATER WETLAND SHALL BE DONE DURING PERIODS OF DRY WEATHER AND COMPLETED BEFORE A RAINFALL EVENT.

(3) DURING CONSTRUCTION, STORM WATER MUST BE ROUTED AROUND THE STORM WATER WETLAND UNTIL ALL CONSTRUCTION ACTIVITY HAS CEASED AND TRIBUTARY SURFACES ARE CLEANED OF SEDIMENT.

DRAWN BY: DESIGN BY A.G. A.G. PROJ. NO. CHCKD BY: C.W.P. 15-1547 ORIGINAL DATE: APRIL 7, 2015

SCRIPTION	#1	ENTS #1				
DATE   REVISION DESCRIPTION	CITY REVIEW #1	CRWD COMMENTS #1				
RE						
DATE	6-1-15	8-14-15				
me "					000	2000

PREPARED FOR:

NEW DESIGN PROP



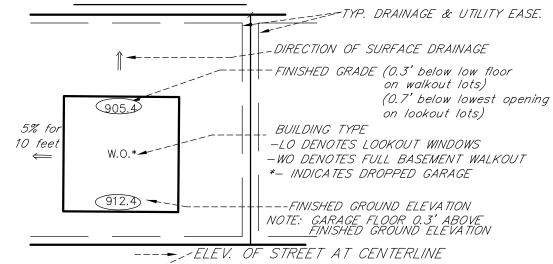
& ENGINEERING

6776 LAKE DRIVE SUITE 110 LINO LAKES, MN 55014 PHONE: (651) 361-8210 FAX: (651) 361-8701

# GRADING, DRAINAGE, AND EROSION CONTROL PLAN

~of~ FARRINGTON ESTATES ~for~ NEW DESIGN PROPERTIES 9183 109TH AVE. NW ELK RIVER, MN 55330 763-528-0872

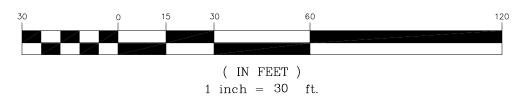
# **TYPICAL LOT**

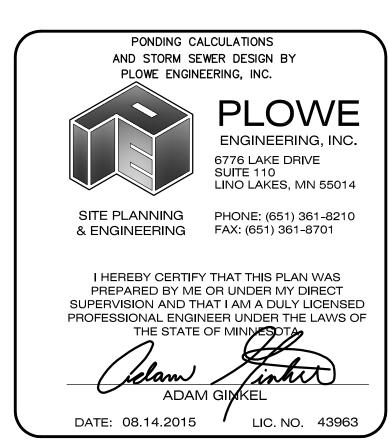


# **EROSION CONTROL/ REVEGETATION SPECS.**

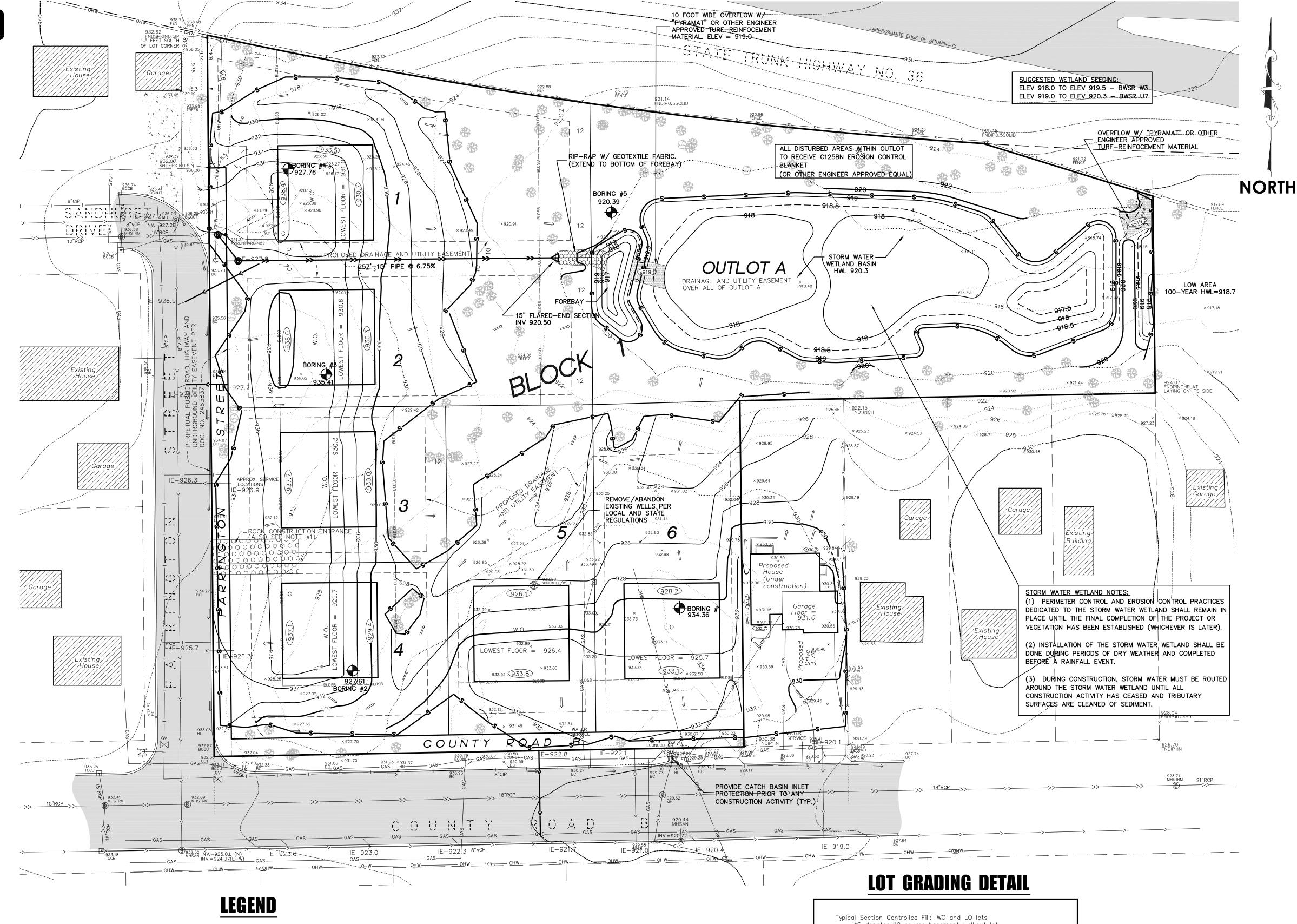
- PROVIDE ROCK CONSTRUCTION ENTRANCE AT EACH POINT OF SITE ACCESS FROM EXISTING BITUMINOUS
- 2. PRIOR TO ROUGH GRADING, INSTALL SILT STOP FENCE IN LOCATIONS SHOWN. ADDITIONAL SILT STOP FENCE WILL BE REQUIRED WHERE LOCAL CONDITIONS REQUIRE INSTALL TREE PROTECTION AS DEEMED NECESSARY BY THE CITY FORESTER PRIOR TO ANY GRADING.
- ANY GRADING SHALL PROCEED ON AN AREA BY AREA BASIS TO MINIMIZE UNCOMPLETED AREAS.
- 4. AS EACH AREA OUTSIDE THE STREET IS GRADED, PROVIDE NATIVE TOPSOIL, SEED, AND MULCH ANCHORED WITH A STRAIGHT SET DISC WITHIN SEVEN DAYS AFTER ROUGH GRADING.
- REMOVAL OF ACCUMULATED SILT) UNTIL VEGETATION IS ESTABLISHED.
- 6. SEE "STORM WATER POLLUTION PREVENTION PLAN" FOR ADDITIONAL EROSION CONTROL NOTES AND SITE SEQUENCING.

# GRAPHIC SCALE









- ◆ DENOTES STORM SEWER APRON
- ☐ DENOTES CATCH BASIN
- DENOTES STORM SEWER MANHOLE S DENOTES SANITARY SEWER MANHOLE
- DENOTES HYDRANT
- DENOTES GATE VALVE
- DENOTES POWER POLE ☆ DENOTES LIGHT POLE
- DENOTES WELL
- → DENOTES DIRECTION OF DRAINAGE 893.8 DENOTES PROPOSED SPOT ELEVATION
- 900.72 DENOTES SOIL BORING BY ALLIED TESTING
- X 952.36 DENOTES EXISTING SPOT ELEVATION

# DENOTES WOVEN WIRE FENCE DENOTES EXISTING SANITARY SEWER DENOTES EXISTING STORM SEWER DENOTES EXISTING WATER MAIN

DENOTES OVERHEAD WIRE DENOTES EXISTING 2 FOOT CONTOURS

DENOTES PROPOSED 2 FOOT CONTOURS DENOTES PROPOSED STORM SEWER DENOTES PROPOSED SILT / TREE PROTECTION FENCE

DENOTES CONCRETE SURFACE DENOTES BITUMINOUS SURFACE

NOTE: SEE PLAN / PROFILE DRAWINGS FOR STORM

SEWER RIMS, INVERTS AND SIZES.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Date: 08/14/15 License No. 41578

# WO denotes 12 course basement walkout lot LO denotes 12 course basement with lookout windows Top of controlled fill & subgrade CONTROLLED FILL Bottom of Subcut ─Width determined by depth of subcut NOTE: DURING ROUGH GRADING THE TOP OF BLACK AT REAR OF

# **BENCHMARK**

RAMSEY COUNTY BENCHMARK NO. 9168 ELEV.=941.81 (NAVD88)

DRAV	VN BY: MME	)   JOB NO: 15090PP   DATE: 02/	26/14
CHEC	K BY: JER	SCANNED	
1	04/07/15	Revised Grading and Client	MMD
2	06/01/15	Revised Ponding	MMD
3	08/14/15	Watershed Comments	MMD
NO.	DATE	DESCRIPTION	BY

Agenda Date: 2/8/2016

8.k Agenda Item:

Department Approval

City Manager Approval

Item Description:

Request by Premium Real Estate Solutions, LLC for Approval of a Final

Plat at 311 County Road (PF15-004)

#### **GENERAL SITE INFORMATION**

Applicant: Premium Real Estate Solutions, LLC

Location: 311 County Road B

Premium Real Estate Solutions, LLC Property Owner:

Application Submission: considered complete on January 5, 2016

City Action Deadline: March 5, 2016, per Minn. Stat. §462.358 subd. 3b

#### 1 PRELIMINARY PLAT ACTION

- On May 6, 2015, the Planning Commission unanimously recommended approval of the proposed 2 preliminary plat, and the City Council subsequently approved the preliminary plat on June 8, 3
- 2015, by unanimous vote and with the following conditions. 4
- a. The Public Works Department shall approve easements, rights-of-way, grading and drainage, 5 and public utility requirements as necessary to meet the applicable standards prior to the 6 approval of the final plat or issuance of permits for site improvements;
- **b.** The applicant shall continue working with City staff to implement a regional storm water 8 facility, approved by the Public works Department, to be dedicated to the City in an outlot for 9 public ownership and maintenance; 10
- c. Permits for site improvements shall not be issued without evidence of an approved permit from 11 the Capital Region Watershed District; 12
- **d.** Permits for site improvements shall not be issued without approval of a final tree 13 preservation plan, accounting for any impacts not yet anticipated, by the Community 14 Development Department under advisement by Mark Rehder; 15
- e. The applicant shall satisfy the necessary conditions outlined in the May 6, 2015 MnDOT 16 letter to the City; and 17
- Based on the February 6, 2014 recommendation of the Roseville Parks and Recreation 18 Commission and pursuant to City Code §1103.07, the City Council will accept park 19 dedication of cash in lieu of land. Because the proposed six-lot plat would add five, one-20 family residential building sites to the subject land area and the 2015 City of Roseville fee 21 schedule establishes a park dedication fee of \$3,500 per residential unit, a payment of the 22 \$17,500 park dedication shall be made by the applicant before the signed final plat is 23

#### FINAL PLAT APPLICATION

The final plat drawing conforms to the approved preliminary plat with respect to the arrangement and size of lots and outlots, dedications of rights-of-way, and drainage and utility easements, all of which conform to the applicable standards of the subdivision code. The conditions of preliminary plat approval have all been satisfied as follows:

- **a.** Public Works Department staff has reviewed and approved easements, rights-of-way, grading and drainage plans, and public utility plans prior to issuance of the overall site grading permit in late November. The former drainage and utility easement was vacated by the City Council on November 30, 2015, and a more-suitable replacement easement is being dedicated on the final plat.
- **b.** The applicant has submitted an application for a Public Improvement Contract (PIC) to implement a regional storm water facility to be dedicated to the City in the proposed outlot for public ownership and maintenance. Approval of this PIC is another item on this same City Council meeting agenda.
- **c.** Capital Region Watershed District permit was approved on October 21, 2015, prior to issuance of the overall site grading permit in late November.
- **d.** The final tree preservation plan was approved on November 19, 2016, based on the review and recommendation of Mark Rehder, Roseville's consulting certified arborist, prior to issuance of the overall site grading permit in late November.
- **e.** Planning Division staff received a letter dated January 5, 2016, from MnDOT specifying that the conditions outlined in its May 6, 2015, letter have been satisfactorily addressed.
- **f.** The final condition, pertaining to payment of \$17,500 in lieu of land for park dedication, cannot be satisfied before final plat approval, and remains to be completed before the signed final plat is released by City staff for recording at Ramsey County.

#### OTHER COMMENTS

The initial tree removal, conducted in preparation for overall site grading, generated concerns from the community that the tree preservation plan was not being observed. Roseville's consulting arborist, Mark Rehder, has recently confirmed, though, that all trees identified for protection in the tree preservation plan have been preserved. Moreover, Mr. Rehder has worked with the developer to preserve, at least temporarily, a few trees that were scheduled for removal along County Road B; depending on the condition of these trees (to be reassessed in the spring) they may still need to be removed in the end, but the developer is attempting to preserve those additional trees as well.

The concern expressed about the trees on this site was similar to what has occurred at the start of other projects; the initial removal of the bulk of the brush and small trees can be striking for neighbors because the brush and small trees do provide a lot of ground-level screening, and because the nearby homeowners may not fully understand the extent to which trees will be planted in place of what was removed. Tree removal on this site was somewhat more dramatic than initially proposed because the developer worked with the City to design stormwater infrastructure beyond what would be required for the proposed development, in order to help mitigate existing, regional storm water issues. And because the stormwater basin is located along the Highway 36 right-of-way, removal of the trees and brush in that area also diminished the noise-reducing, vegetative screen. While not required as a part of the tree preservation plan

- regulations in effect when the plan for this project was prepared, the developer has provided a draft tree planting plan, which is included with this RCA as Exhibit B.
- 70 RECOMMENDED ACTION
- Adopt a resolution approving the Farrington Estates final plat of the property at 311 County
- Road B, based on the findings and the content of this RCA, subject to the following condition:
- Pursuant to City Code §1103.07 and condition "f" of the June 8, 2015, approval of the Farrington
- Estates preliminary plat, the City Council will accept park dedication of cash in lieu of land in
- the amount of \$17,500 park dedication, which shall be paid by the applicant before the signed
- final plat is released by City staff for recording at Ramsey County.

#### ALTERNATIVE ACTIONS

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- **A)** Pass a motion to table the item for future action. Tabling beyond March 5, 2016, may require an agreement to extend the 60-day action deadline established in Minn. Stat. §462.358 to avoid statutory approval.
- **B)** By motion, deny the proposed preliminary plat. Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable zoning or subdivision regulations, and the public record.

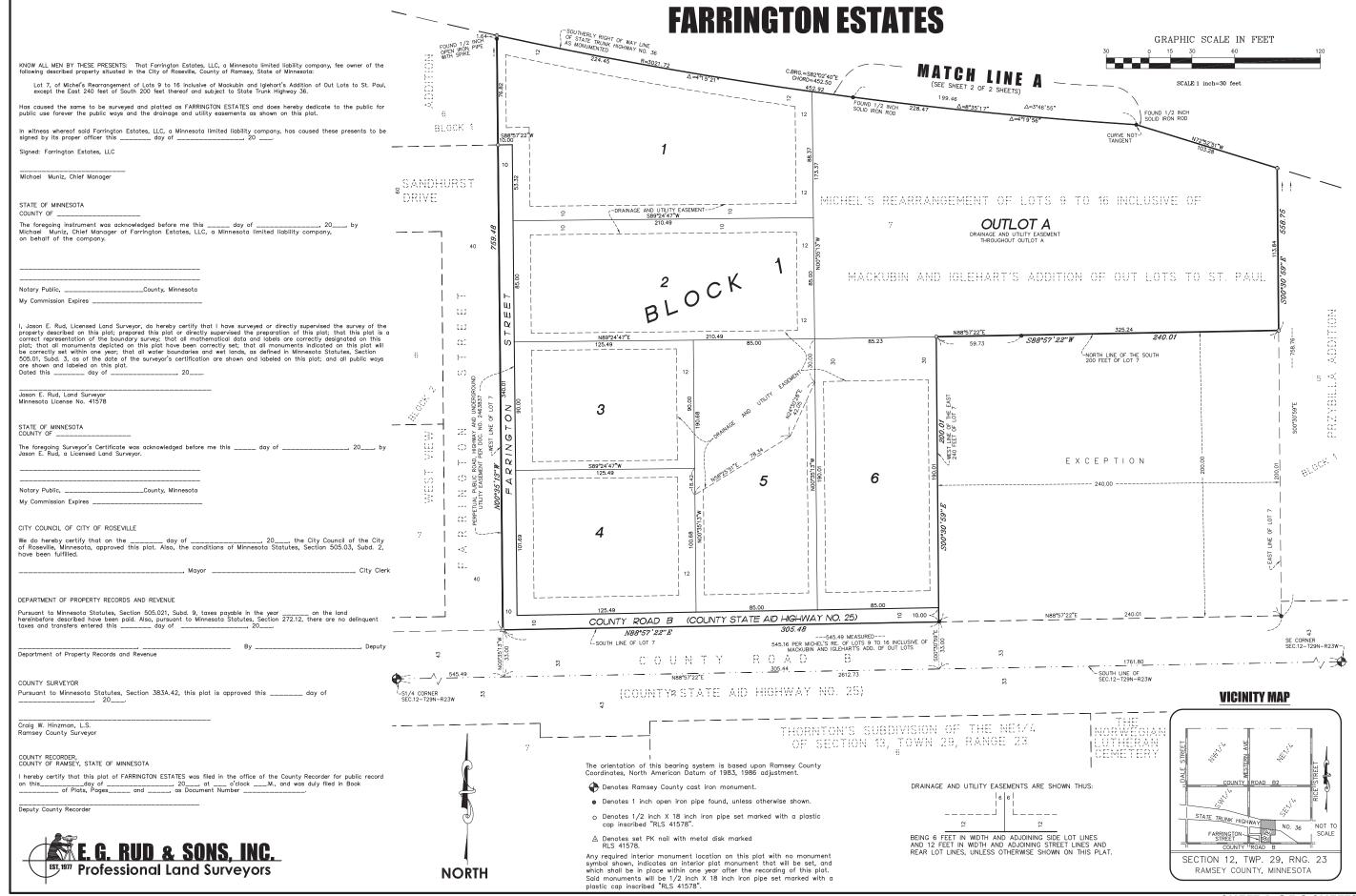
Prepared by: Senior Planner Bryan Lloyd

651-792-7073 | bryan.llovd@ci.roseville.mn.us

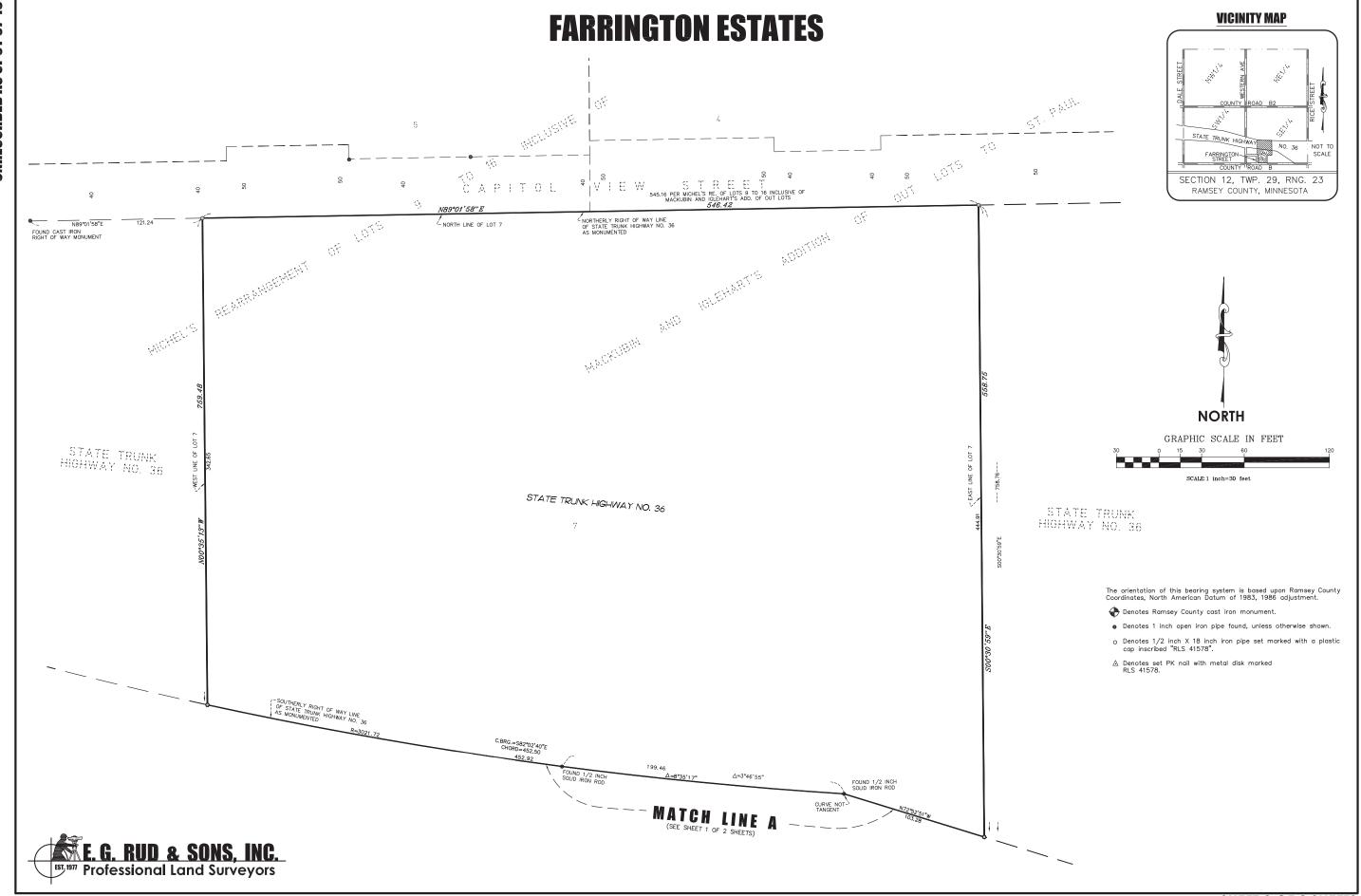
RCA Exhibits: A: Final plat document C: Draft resolution

B: Draft tree-planting plan

PRELIMINARY COPY UNRECORDED AS 0F 1-07-16



PRELIMINARY COPY UNRECORDED AS 0F 01-07-16



# TREE REPLACEMENT AND PLANTING PLAN ~of~ FARRINGTON ESTATES ~for~ NEW DESIGN PROPERTIES 9183 109TH AVE. NW ELK RIVER, MN 55330

763-528-0872

#### **EXISTING TREE DETAIL**

DENOTES TREE QUANTITY
DENOTES TREE SIZE
DENOTES TREE TYPE

DENOTES TREE TO BE REMOVED BASS DENOTES BASSWOOD HACKB DENOTES HACKLEBERRY

#### TREE REPLACEMENT LEGEND

DENOTES PROPOSED 6 FOOT HEIGHT EVERGREEN TREE

DENOTES PROPOSED 3 INCH CALIPER CANOPY TREE

#### TREE REPLACEMENT NOTES

- SIGNIFICANT TREE REMOVAL FOR PAD AND DRIVES 185 DBH 138.6 DBH ALLOWED = 46.4  $^{\circ}$  0.5 = 23.2 DBH REQUIRED TREE REPLACEMENT HERITAGE TREE REMOVAL FOR PADS AND DRIVES 86 DBH 17.4 ALLOWED = 68.6  $^{\circ}$  2 = 137.2 DBH REQUIRED TREE REPLACEMENT TOTAL REQUIRED REPLACEMENT = 160.4 DBH

#### TREE PLANTING REQUIREMENTS

CHAPTER 101.03 A.3.e.i

- 1 TREE PER LOT (BOULEVARD)

- (SPECIES PER APPROVAL OF CITY OF ROSEVILLE) AND PLANTED PER CITY OF ROSEVILLE
REQUIREMENTS.

CHAPTER 101.03 A.4-b

1. CANOPY TREE: 3 INCH CALIPER

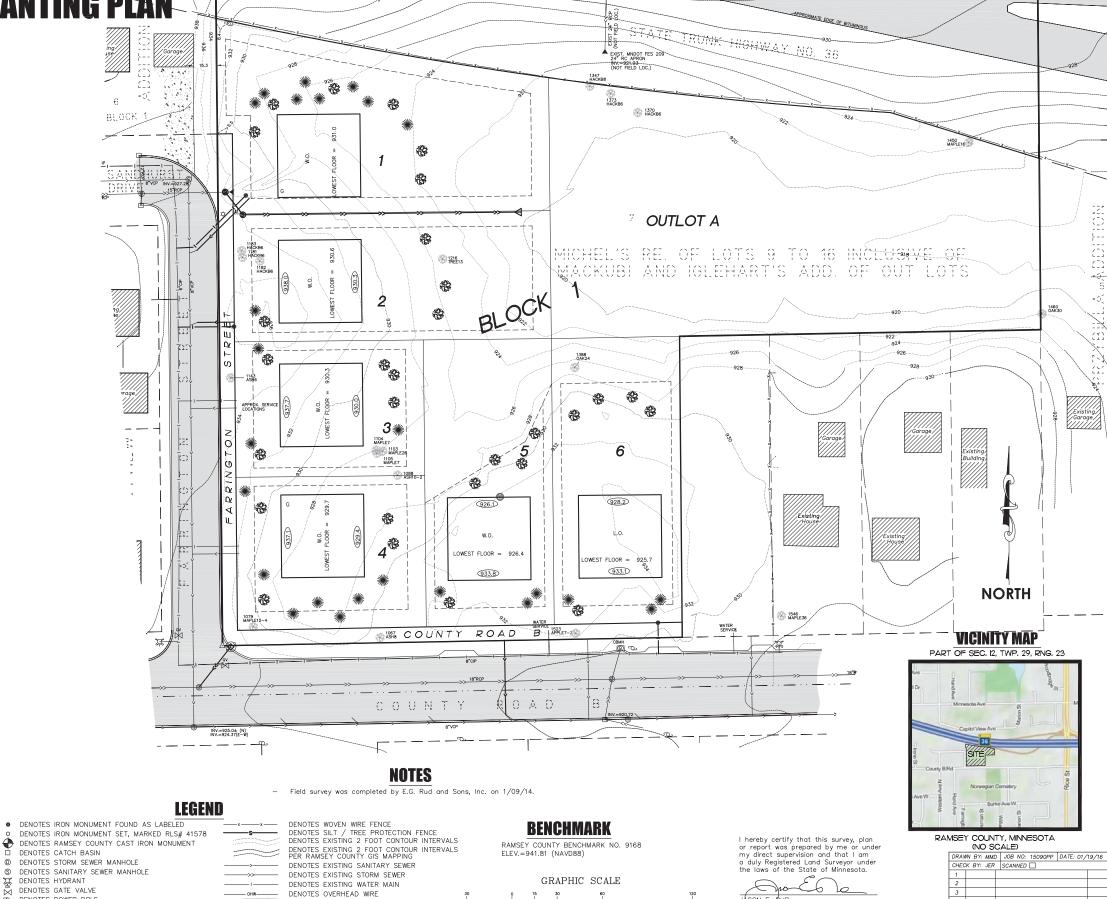
II. ORNAMENTAL TREE: 1.5 INCH CALIPER

III. EVERNÆRENT TREE: 6-701 HEIGHT

IV. DECODUOUS OR EVERGREEN SHRUB: 5-GALLON POT

#### TREE REPLACEMENT NOTES

THIS PLAN WAS PREPARED FOR CONCEPTUAL PURPOSES ONLY. ACTUAL PLANTING LOCATIONS MAY VARY, BUT MUST MEET THE MINIMUM REPLACEMENT QUANTITIES REQUIRED BY THE CITY OF ROSEVILLE TREE ORDINANCE.



# E.G. RUD & SONS, INC.

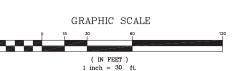
FST. 1977 Professional Land Surveyors www.egrud.com 6776 Lake Drive NE, Suite 110 Lino Lakes, MN 55014 Tel. (651) 361-8200 Fax (651) 361-8701

 DENOTES IRON MONUMENT FOUND AS LABELED O DENOTES IRON MONUMENT SET, MARKED RLS# 41578

DENOTES CATCH BASIN O DENOTES STORM SEWER MANHOLE

DENOTES HYDRANT
DENOTES GATE VALVE
DENOTES POWER POLE

DENOTES LIGHT POLE  DENOTES CONCRETE SURFACE DENOTES BITUMINOUS SURFACE DENOTES GRAVEL SURFACE



JASON E. RUD Date: 01/19/16 License No. 41578

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

1	Pursuant to due call and notice thereof, a regular meeting of the City Council of the City
2	of Roseville, County of Ramsey, Minnesota, was held on the 8 <sup>th</sup> day of February, 2016, at 6:00 p.m.
J	p.m.
4	The following Members were present:
5	andwere absent.
6	Council Member introduced the following resolution and moved its adoption:
7	RESOLUTION NO
8	A RESOLUTION APPROVING THE FINAL PLAT OF FARRINGTON ESTATES (PF15-004)
10 11	WHEREAS, Premium Real Estate Solutions, LLC, has applied for approval of the proposed plat of the property addressed as 311 County Road B, which is legally described as:
12	PIN: 12-29-23-43-0059
13	Lot 7 of Michel's Rearrangement of Lots 9 to 16 Inclusive of Mackubin and Iglehart
14	Addition of Outlots to St. Paul, except the east 240 feet of the south 200 feet, and subject to
15	State Highway 36, Ramsey County, Minnesota
16	And WHEREAS, the Roseville Planning Commission held the public hearing regarding
17	the proposed preliminary plat on May 6, 2015, and after said public hearing the Roseville
8	Planning Commission voted to recommend approval of the proposed preliminary plat based on
19	the comments and findings of the pertinent staff report and the input from the public; and
20	WHEREAS, the Roseville City Council, at its regular meeting on June 8, 2015, received
21	the Planning Commission's recommendation and voted to approve the preliminary plat, subject
22	to certain conditions; and
23	WHEREAS, the final plat materials have been prepared and submitted which are
24	consistent with the approved preliminary plat and reflect applicable conditions of preliminary
25	plat approval;
26	NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
27	Minnesota, that the final plat of the subject property creating Farrington Estates is hereby
28	approved:
29	AND BE IT FURTHER RESOLVED, by the Roseville City Council that based on the
30	February 6, 2014 recommendation of the Roseville Parks and Recreation Commission related to
31	a similar plat proposal, and pursuant to City Code §1103.07 and condition "f" of the June 8,
32	2015, approval of the Farrington Estates preliminary plat, the City Council will accept park
33	dedication of cash in lieu of land. Because the proposed 6-lot plat would add 5 residential
34	building sites to the subject land area and the 2015 City of Roseville fee schedule establishes a

park dedication fee of \$3,500 per residential unit, a payment of the \$17,500 park dedication shall be made by the applicant before the signed final plat is released for recording at Ramsey County.

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

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Farrington Estates (PF15-004)					
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 8 <sup>th</sup> day of February, 2016, with the original thereof on file in my office.  WITNESS MY HAND officially as such Manager this 8 <sup>th</sup> day of February, 2016.					
Patrick Trudgeon, City Manager					

(SEAL)



Agenda Date: 2/8/2016

Agenda Item: 8.1

Department Approval

City Manager Approval

Item Description:

Adopt a Resolution Denying the Appeal of an Administrative Decision by

Vogel Mechanical, Inc. at 2830 Fairview Avenue North

#### BACKGROUND

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- 2 On January 25, 2016, the City Council, acting as the Board of Adjustments and Appeals heard
- and considered the above-referenced appeal of an administrative decision related to the required
- 4 installation of a screening fence. Based upon the record from public proceedings, including the
- 5 entirety of the written submissions, memoranda and testimony from City staff, testimony from
- 6 the appellant and its representatives, participation and testimony from the public, and due public
- 7 consideration by and between the entire Board of Adjustments and Appeals, the City of
- 8 Roseville passed a motion to memorialize the denial of the above-referenced administrative
- 9 appeal upon the following factual findings and as noted on Attachment A:
  - 1. The City Council approved the fence requirement on June 23, 2014 and Vogel confirmed in writing on June 26, 2014, that the fence would be installed as required.
  - 2. The information provided by the employee of Midwest Fence on November 17, 2015, indicated that it was possible to install a fence as required.
  - 3. The information provided by the employee of CenturyLink on November 18, 2015, indicated that it was possible to install a fence as required.
  - 4. The information provided to the City by Midwest Fence and CenturyLink was consistent with the administrative decision to deny Vogel's request to move the fence significantly to the south.
  - 5. The new information presented at the Board of Adjustments and Appeals hearing on January 25, 2016, that was not available to the City staff at the time of the original decision, was inconclusive.
  - 6. The draft CenturyLink QC ("CenturyLink") Encroachment Agreement offered by Vogel at the January 25, 2016 hearing explicitly confirmed that the fence could be constructed within the easement area. The Encroachment Agreement stated that CenturyLink would consent to Vogel constructing the fence within the "Easement Tract," as long as the fence was not constructed on or in close proximity to CenturyLink's cable. This did not contradict the staff conclusion on November 19, 2015, that the fence could be constructed within the easement area. Rather, it confirmed the conclusion and the administrative decision based thereon.
  - 7. City staff provided flexibility concerning the fence location. The fence was not required to be located exactly on the property border, and the fence could "meander" based on obstructions such as utility wires, cables, and encroachments, including tree roots, so objections related to the same were not persuasive.

- 8. The information presented by Vogel on January 25, 2016, related to the opinions of fence contractors did not invalidate the conclusion of City staff that the fence could be built near the northern property boundary, obstructions from neighboring properties notwithstanding. The information confirmed that a fence could be built near the property line, but that location added complexity and cost, which is not in dispute.
- 9. The Board indicated that the fence does not have to be taller than 6.5 feet, based on the original and confirmed interim use language requiring a "6' to 8' opaque fence." A fence of this height will not fall under the building code's requirement to have an engineered fence able to withstand minimum wind loads as specified in MSBC section 1609 and/or 1303.2200, so information concerning the increased construction cost of an 8' high fence height was not persuasive.

#### 44 RECOMMENDED ACTION

Attachments:

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Adopt a resolution denying the administrative appeal by Vogel Mechanical, Inc.

Prepared by: Paul Bilotta, Community Development Director 651-792-7071 | paul.bilotta@cityofroseville.com

A: Draft denial resolution

# EXTRACT OF MINUTES OF MEETING OF THE

# CITY COUNCIL OF THE CITY OF ROSEVILLE IN ITS CAPACITY AS THE BOARD OF ADJUSTMENTS AND APPEALS

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

1 2	Pursuant to due call and notice thereof, a meeting of the City Council of the City of Roseville, County of Ramsey, State of Minnesota, acting in its capacity as the Board of
3 4	Adjustments and Appeals, was duly held on the 25 <sup>th</sup> of January, 2016, at 6:00 p.m.
5	The following members were present: Jason Etten, Lisa Laliberte, Tammy McGehee, Robert Willmus, and Mayor Dan Roe, and the following were absent: None.
7	Robert Willings, and Mayor Dan Roe, and the following were absent. None.
8 9	Member Etten introduced the following Resolution and moved its adoption:
10 11	RESOLUTION No.
12 13 14	RESOLUTION GOVERNING AN APPEAL BY VOGEL MECHANICAL, INC. REGARDING AN ADMINISTRATIVE DECISION
15 16 17 18	WHEREAS, on June 23, 2014, the City of Roseville ("City") approved an interim use for Vogel Sheetmetal (now Vogel Mechanical, Inc.) ("Vogel") which included the requirement for the installation of a fence; and
19 20 21	WHEREAS, on August 24, 2015, the City Council met and clarified the intent of the City's fencing requirement related to the interim use approval; and
22 23 24 25	WHEREAS, on November 13, 2015, Vogel requested authority from City staff to set the fence between five and ten feet south of the location required in the interim use approval; and
26 27	WHEREAS, on November 19, 2015, City staff denied the request; and
28 29 30	WHEREAS, on November 27, 2015, Vogel appealed the administrative decision in accordance with Section 1009.08 of the Roseville Zoning Code; and
31 32 33 34	WHEREAS, on January 25, 2016, a public meeting was held of the City Council, acting as the Board of Adjustments and Appeals ("Board of Adjustments and Appeals") to hear the appeal and issue a decision; and
35 36 37	WHEREAS, the Board of Adjustments and Appeals made the following findings and conclusions regarding said appeal.
38 39	NOW THEREFORE BE IT RESOLVED that, based upon all submitted written reports, correspondence, visual aids, and any other portion of the written record contained within

the official meeting agenda packet, together with any and all oral testimony and evidence offered and recorded at the public hearing on January 25, 2016, the Roseville Board of Adjustments and Appeals declares the following:

#### FINDINGS OF FACT

- 1. The City Council approved the fence requirement on June 23, 2014 and Vogel confirmed in writing on June 26, 2014, that the fence would be installed as required.
  - 2. The information provided by the employee of Midwest Fence on November 17, 2015, indicated that it was possible to install a fence as required.
- 3. The information provided by the employee of CenturyLink on November 18, 2015, indicated that it was possible to install a fence as required.
  - 4. The information provided to the City by Midwest Fence and CenturyLink was consistent with the administrative decision to deny Vogel's request to move the fence significantly to the south.
  - 5. The new information presented at the Board of Adjustments and Appeals hearing on January 25, 2016, that was not available to the City staff at the time of the original decision, was inconclusive.
  - 6. The draft CenturyLink QC ("CenturyLink") Encroachment Agreement offered by Vogel at the January 25, 2016 hearing explicitly confirmed that the fence could be constructed within the easement area. The Encroachment Agreement stated that CenturyLink would consent to Vogel constructing the fence within the "Easement Tract," as long as the fence was not constructed on or in close proximity to CenturyLink's cable. This did not contradict the staff conclusion on November 19, 2015, that the fence could be constructed within the easement area. Rather, it confirmed the conclusion and the administrative decision based thereon.
  - 7. City staff provided flexibility concerning the fence location. The fence was not required to be located exactly on the property border, and the fence could "meander" based on obstructions such as utility wires, cables, and encroachments, including tree roots, so objections related to the same were not persuasive.
  - 8. The information presented by Vogel on January 25, 2016, related to the opinions of fence contractors did not invalidate the conclusion of City staff that the fence could be built near the northern property boundary, obstructions from neighboring properties notwithstanding. The information confirmed that a fence could be built near the property line, but that location added complexity and cost, which is not in dispute.
  - 9. The Board indicated that the fence does not have to be taller than 6.5 feet, based on the original and confirmed interim use language requiring a "6' to 8' opaque fence." A fence of this height will not fall under the building code's requirement to have an engineered fence able to withstand minimum wind loads as specified in MSBC section 1609 and/or 1303.2200, so information concerning the increased construction cost of an 8' high fence height was not persuasive.

83 84 85 86 87	CONCLUSION OF LAW  The appeal of Vogel Mechanical, Inc. is therefore <b>DENIED</b> in its entirety.		
88 89 90 91	The motion for the adoption of the foregoing resolution was duly seconded by Member McGehee, and upon vote being taken thereon, the following voted in favor thereof: Member Etten, Member Laliberte, Member McGehee, Member Willmus, and Mayor Dan Roe, and the following voted against the same: None.		
93	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 Rosev County of Ramsey, State of Minnesota, do hereby certify that I have carefully comp the attached and foregoing extract of minutes of a regular meeting of said City Couheld on the 25 <sup>th</sup> of January, 2016, with the original thereof on file in my office.			
	WITNESS MY HAND officially as such Manager this of January, 2016.  Patrick Trudgeon, City Manager		
	(SEAL)		

# REQUEST FOR COUNCIL ACTION

Date: Feb. 08, 2016 Item No.: 10.a

Department Approval City Manager Approval

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Item Description: Proposed Text Amendments to Chapter 907 Registration of Residential

Rental Property of 1 to 4 units

#### BACKGROUND

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The Roseville Housing and Redevelopment Authority (RHRA) received a grant from University of Northwestern to pay for an intern in the spring of 2015 to review the Roseville Rental

4 Registration Program for the effectiveness of the program and to recommend any administrative

- 5 changes that should be made to the program. The RHRA received the report at their May 19,
- 6 2015, meeting along with the proposed recommended changes (See Attachment A). The central
- recommendation of the study was to increase efforts to educate property owners and managers
- 8 about their responsibilities under existing law regarding property maintenance and safety
- 9 standards for rental properties.
  - The goals of the program are to:
    - 1. Gather accurate contact information for property owners of residential rental properties;
    - 2. Provide education materials to property owners and occupants of residential rental properties;
    - 3. Identify and quantify residential rental properties;
    - 4. Provide information and a method to enforce minimum standards to meet the City and State safety, healthy, fire, and zoning codes within the City; and
    - 5. Provide a more efficient system to ensure that the stock of residential rental property within the City is properly maintained.

The Rental Registration Program has never had an inspection component because the priority has been to use the program as an educational tool. The report did identify some additional outreach that could be made, and some of it was incorporated in the summer of 2015 when the renewal notifications went out to property owners. The intern recommended the following changes:

- 1. Mail information to all of the registered property owners in advance of the annual registration renewal information related to the basic code requirements for residential properties (See Attachment B).
- 2. Send a certificate of registration and require that it be posted in each rental unit. This placard reiterates the standards from the first document and provides information to the tenants about common maintenance and nuisance violations. The placard also satisfies MN Statute §504B.181 subd.2 (b), which requires landlords to notify tenants of the availability of the Minnesota Attorney General's handbook, *Landlords and*

*Tenants: Rights and Responsibilities.* One of the goals of the placard is to address the issue of first-time tenants (such as our sizeable student population) who may not be aware of what is the required when leasing a property. (See Attachment C).

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3. Mail information to the tenants of the Rental Registration program that details the obligations of the landlord. This recommendation was not adopted as it was determined the City of Roseville does not have a relationship with the tenant and it could open the City up to implied liability.

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From the incorporation of these modifications there was only one complaint from a property owner who didn't want to drive across town to post the placard in his rental unit.

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The following additional recommendations were also offered. These recommendations eliminate contradictory language and provide clarity in administering the program:

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- 1. Clarify rental definitions related to what is regulated such as duplex, triplex, fourplex, as well as units in condo buildings.
- 2. Include the definition of the term "Family".
- 3. Establish an expiration date of June 30 for registrations.
- 4. Provide a fee grace period of 90 days (July 1 through September 30).
- 5. Establish a fee penalty for registrations received after September 30.
- 6. Require the registration certificate be posted in the rental unit, which includes a notification to tenants of the availability of the Minnesota Attorney General's handbook *Landlords and Tenants: Rights and Responsibilities*.
- 7. Explain fee and posting exemptions.
- 8. Provide an appeal process.

#### POLICY OBJECTIVE

Staff periodically updates City Code and Zoning Ordinance language to eliminate duplicate and contradictory language.

#### BUDGET IMPLICATIONS

There are no financial impacts from any of the recommended changes.

#### 64 STAFF RECOMMENDATION

Based on the comments provided in this report, staff recommends approval of the proposed text amendments to Roseville's City Code, Chapter 907 Residential Rental Property of 1 to 4 units.

#### REQUESTED COUNCIL ACTION

Adopt an Ordinance amending selected text of Roseville's City Code, Chapter 907 Residential Rental Property of 1 to 4 units.

Prepared by: Jeanne Kelsey, 651-792-7086

Attachments: A: Report Rental Registration in Roseville

B: Notice of basic code requirementsC: Certificate of Rental Registration

D: Redline Chapter 907 of the City Registration of Residential Rental Property

Rental Registration in Roseville

Trevor Johnson

University of Northwestern—St. Paul

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#### Abstract

This study considers the Rental Registration Program in the City of Roseville, Minnesota. The Rental Registration program covers 1-4 unit rental properties, commonly called single-family rentals. In this paper, the origins of the program in Roseville are reviewed, the current functionality of the program is evaluated, alternative approaches taken by other cities are explored, and recommendations for improvement are given based on observed best practices. The central recommendation of this study is to increase efforts to educate property owners and managers about their responsibilities under existing law regarding property maintenance and safety standards for rental properties, by including information about common problems and important safety issues in the application process and requiring an affirmation of compliance. The implementation process of these recommendations in Roseville is outlined and the educational materials developed in accordance with the recommendations are presented.

#### Introduction

The City of Roseville has two programs for the regulation of residential rental properties: the Licensing for Multifamily Rental Dwelling (MRD) program (City Code Chapter 908), which applies to properties with five or more units, and the Rental Registration program (City Code Chapter 907), which covers properties with one to four units. The Licensing program includes regular inspections and assigns properties to one of four classes based on the findings of the inspections. The Registration program does not include inspections, and properties are not classified according to compliance or maintenance standards. The City is interested in evaluating the performance of the Rental Registration program in accordance with its stated goals, "to identify and quantify small rental units in the City and to provide information and a method to enforce minimum standards to meet City and State safety, health, fire, and zoning codes...and to provide a more efficient system to ensure that the stock of rental property within the City is properly maintained" (Roseville City Code 907.01). Additionally, the City would like to explore whether the current scope of the Registration program is sufficient, or if there are issues that are not being addressed by the current program.

This evaluation of the effectiveness of the Registration program involved interviews with Roseville Community Development, Finance, and Police staff, as well as staff from other cities. In addition, the available academic literature and the records of relevant City Council meetings and public comments were consulted. This report will summarize the approaches taken by other cities and identify the issues that prompted these responses, identify issues not being addressed by the current configuration of the Registration program in Roseville, and recommend updates to

the Registration program based on successful implementation in other cities and in accordance with Roseville's community development goals.

Background: Small rental properties are a significant segment of the rental housing stock in Roseville and nationwide.

In 2012, a Fannie Mae Data Note called single-family rentals (SFRs)<sup>1</sup> the "fastest growing component of the Rental Market," and noted that "the single-family rental market has historically been and is an increasingly important part of the United States real estate market" (Kurth, 2012). According to 2010 US Census data, there are 14,623 occupied housing units in the City of Roseville, of which 4,792 are renter-occupied. Of the 4,792 rental units, 774 (16%) are 1-4 unit properties currently participating in the Rental Registration program, and an additional 164 properties have been identified as potential rentals but had not responded to City inquiries of rental status as of December 31, 2014.

Nationally, the number of single-family rentals has been increasing for close to ten years. A 2014 Wall Street Journal article reports a 31% increase in the number of single-family homes being occupied by renters between 2006 and 2013 (Andriotis, 2014). In 2012, Fannie Mae reported that SFRs accounted for 33.5% of all rentals (Kurth, 2012). Conversely, the U.S. Census Bureau reported that home ownership rates in 2014 were at the lowest level since 1995

<sup>&</sup>lt;sup>1</sup> Zoning and housing definitions vary across jurisdictions. For simplicity, this study generally refers to rental housing that is not considered "multi-family" as single-family or SFR, even though the category does include duplex, triplex and fourplex properties. Roseville's Rental Registration Program covers properties with 1-4 units. In Roseville, single-family homes and individual condominium units do make up the majority (77%) of the properties in the Registration Program.

(Daneman, 2014). The financial crisis impacted the SFR market on both the supply and demand sides, as foreclosed properties were bought and converted into rentals and homeowners whose houses were foreclosed moved from owning to renting (Daneman, 2014). SFR properties are being bought by individuals looking for investment opportunities as well as large financial and real estate institutions. Traditionally an almost entirely "mom and pop" business, the SFR market nationwide is still dominated by individuals who own only one rental property. Financial analysts Keefe, Bruyette, & Woods (KBW) report that less than 15% of SFRs are owned by an entity that owns ten or more properties (Daneman, 2014). However, the number of SFR properties owned by large firms is increasing. KBW reports that "major institutional players" now have \$25 billion invested in over 150,000 properties nationwide (Garrison, 2014). Recently, real estate investment companies have increasingly marketed SFR ownership to individuals on a national level by making it easy to buy and operate rental properties in cities or states other than where the owner resides. Companies such as HomeUnion identify properties around the country that may be profitable as rentals, connect them with buyers, finance and arrange the sale, and then manage the rental property for an annual percentage on the value of the property and the rent proceeds (Prevost, 2014).

Research is limited regarding the effects that varying levels of regulation of small rental properties has on communities. Faculty from the University of Minnesota's Humphrey School of Public Affairs, urban studies faculty from the University of Northwestern—St. Paul, and staff from the University of Minnesota's Center for Urban and Regional Affairs (CURA) were consulted, but almost all of the available research concerns multi-family housing and publicly subsidized housing. A limited number of community-specific reports similar to this one have been carried out in recent years. The Entrepreneurship and Community Development Clinic at

the University of Texas School of Law published an analysis of rental registration in Austin, TX (Trinh, Way, & Wyatt, 2013); another study describes the current state of laws relating to rental properties in Miami-Dade County, FL (Rodriguez, 2012). The Housing Alliance of Pennsylvania maintains a resource to help municipalities minimize blight and the publication covers rental registration (2014). ChangeLab Solutions, a public health nonprofit, has also published *A Guide to Proactive Rental Inspection Programs* (Ackerman, 2014).

There seem to be a few likely reasons that single-family rental housing has escaped academic scrutiny over the years: the increase in SFR is relatively recent; a certain portion of SFR operates "under the table," and most licensing programs rely on property owners to self-report their properties as rentals; many communities have a universal rental licensing program that does not distinguish between large and small properties; the small properties are distributed throughout the community, which prevents the compounding nature of problems that arise in multi-family units; and finally, the prevailing mindset in some communities that owning SFR properties is a "mom and pop" style informal operation as opposed to a business.

Registration and inspection of private property can be a contentious issue. The property owner, tenants, neighbors, and the state all have an iron in the fire, so to speak, and rental registration involves balancing public safety and individual rights. Starting with the constitutional protection against unreasonable searches, additional legal issues involved concern the state's obligation to notify the property owner about inspections, whether or not consent is required or presumed, or whether the state needs to obtain a warrant to conduct the inspection. A 2010 memo from Illinois law firm Evans, Froehlich, Beth & Chamley entitled *Safety v. Sanctity* provides a good summary of these issues (Palmer, 2010). In rare cases, tenants have joined

landlords in opposing rental registration programs on legal grounds (Watkins, 2012). Some municipalities deem the operation of a rental property as a business, thereby subjecting it to all the requirements of licensing a business.

Research has shown that property management practices and local government policies can reduce crime and ease excessive demands on emergency resources, such as police and emergency medical services. Studies have established a correlation between landlord absenteeism and increased crime (Rephann, 2009), and demonstrated the effectiveness of police cooperation with landlords following law enforcement activity in rental properties (Eck and Wartell, 1999). Other studies have noted the potential for negative unintended consequences resulting from implementation of crime-free/drug-free rules (Werth, 2013).

# **Research Strategy**

Research for this project involved investigating three broad categories: Roseville's original reasons for implementing Rental Registration, Roseville's current rental situation, and best practices and models used by other communities in Minnesota.

To understand the *original* issues Roseville's Rental Registration was addressing, I consulted current Community Development and HRA staff as well as records of City Council meetings and public comments from 2006-2007, including a report prepared on the issue by a Citizen Advisory Group.

To determine what issues the City of Roseville is *currently* facing in regards to small rental properties, I spoke to Roseville Community Development, HRA, and police staff, consulted relevant inspection records and reports, and reviewed data complied as part of the current Registration and Licensing programs. I researched the current enforcement process and

also looked at how elements of the Rental Licensing program may carry over into an update of the Registration program.

To understand the approaches taken by other cities in Minnesota, I studied local ordinances, gathered informational resources made available by the various cities to property owners and tenants, consulted news articles covering the implementation of registration and licensing programs, and interviewed staff from the other cities. I wanted to understand both what these cities were doing to address rental properties and why they had chosen to take those measures.

#### **Findings**

#### Roseville, Past.

Roseville staff initially considered implementing a Rental Registration program in 2005. At that time, the City had received a number of complaints about issues directly relating to rental properties, but had no record of which properties were not owner-occupied. This was problematic for code enforcement, as the staff were unable to efficiently contact the parties responsible for correcting observed violations if the property owner did not live at the address in question. This also illuminates one issue with Roseville's strategy of encouraging education instead of pursuing penalties. Roseville operates on the principle that the vast majority of property owners are willing to comply with the ordinance and that most of the noncompliance results from lack of knowledge or understanding. This is why it is important for enforcement staff to be able to directly contact the responsible parties, instead of just posting a citation on the front door, or giving notice to tenants who may fail to pass it on to the owner. The process of noticing a problem, contacting the resident, learning that the resident is not the owner, finding

the owner, contacting the owner, and then verifying that the violation has been corrected proved to be an inefficient use of City time and resources.

In 2005, the City Council invited citizens to comment on the issue, and eventually a Citizen Advisory Group (CAG) was formed to make a recommendation about how to deal with the rental properties. Citizen comments and complaints identified problems in three categories: failure to enforce or resolve existing code violations, parking, and overcrowding. Presumably, the parking problems were related to overcrowding and both of these issues seemed to be most prevalent around the University of Northwestern (formerly Northwestern College). Most of the landlords who responded opposed any increase in regulation. The CAG recommended strengthening code enforcement powers by making it easier for staff to issue citations, dealing with parking as a separate issue, working with Northwestern to educate students about regulations, and using the proposed Registration Program as a minimally intrusive tool to gather information necessary for effective code enforcement and begin to address overcrowding issues. The CAG stated that they considered the operation of rental properties to be a business activity which brings added responsibilities for property owners.

It is important to note the nature of the complaints that were being received at this point in the process. There were no tenants complaining about the conditions in their residences. The lack of representation of renters was mentioned throughout the public commentary and by the CAG. While it is unfortunate that the opinions of renters were not available, since renters are one of the main groups that rental regulations seek to protect, it does indicate that renters were either relatively satisfied with their conditions or unaware of the opportunity to comment. Neither were there recorded complaints from emergency services, social workers, or school officials regarding

unhealthy conditions in SFR properties. These types of complaints were central in prompting the MRD Licensing program to require inspection of all MRD units. Crime was not noted as a problem at this meeting.

The resulting ordinance, Chapter 907, created the Residential Rental Property
Registration Program, which sought to be the "most efficient system to provide information of
the rental status of certain residential properties." In addition to providing the City with the
contact information of the property owner and manager as well as the number and types of rental
units on the property, the Registration program allows for registration to be suspended or denied
due to violations of state and local law, including the Roseville property maintenance code
(Section 906) and public nuisance code (Section 407). The Registration program also requires
that the owner "provide each tenant with a Resident Maintenance Handbook provided by the
City and Tenant Rights and responsibilities Handbook provided by the Attorney General's
office." As it is implemented today, the Registration Program has resulted in a list of SFR
properties and requires property owners to affirm their knowledge of existing ordinances
regarding housing.

# Roseville, Current.

Since the inception of the Registration Program, City staff continue to receive new applications and inquiries about the program. New applications are initiated in a number of ways: as owners interested in renting consult the City about the process, as unregistered rentals are discovered in the course of daily business by City staff, or through an annual review of property tax records from Ramsey County.

The success of the Registration Program should be measured against the goals stated in the ordinance, which are to efficiently provide information on the rental status of residential properties, to ensure that properties meet City and State safety, health, fire and zoning codes, and to ensure that the stock of rental property within the City is properly maintained.

#### **Providing information.**

Information for this program is collected via the Rental Registration Application. This form can be completed online or submitted by mail. Regardless of how the application is submitted, City staff enter the data manually into the Registration database.

Some property owners who wish to begin renting their property contact the City to inquire about the Registration program. In other cases, the City is made aware of a rental situation by the manager of a condominium association or by review of Ramsey County property tax records. Staff may also notice rentals in the course of daily business. When a property is identified as a potential rental, staff send a letter to the owner of the property as identified by Ramsey County records, informing the owner of the Registration requirements and providing the application. The owner may respond that the property is indeed a rental and needs to be registered, provide the affidavit stating that the property falls under the relative exemption, or indicate that the property is not a rental. If the owner does not respond, a second notice will be sent in the same manner. Occasionally, staff are unable to reach the owner by sending mail to the address on file because the owner is not living there and the tenants fail to pass the mail along. This illustrates the reason why the City wanted to implement the Registration program in the first place: to be able to efficiently reach property owners who do not occupy their properties in Roseville.

Currently, most of the applications processed are for properties that have been previously registered and need to renew. The Registration period is from July 1<sup>st</sup> to June 30<sup>th</sup> of the next year. In June, staff send a renewal notice via email or US mail. The City has email addresses on file for approximately 88% of owners in the program, but it is not always possible to reach the owners via the on-file email. If no response to the email is received, a paper copy is sent. Some owners proactively renew their registrations before the term expires. *Table 1* shows when applications were received in 2014 for the 2014-2015 Registration Period.

The application form currently specifies a \$100 fine to be assessed to late applications, but a late fee has never been assessed, due to the lack of an explicit due date or details about the late fee. Therefore, though the term of registration is clearly specified, property owners often are not prompt about submitting their renewals. This results in staff having to deal with

Month	# of Applications received
June	92
July	438
August	141
September	21
October	28
November	32
December	13
Before June	9
Total	774

**Table 1-** Renewal applications received by month for 2014-2015 registration period

applications throughout the entire summer, instead of being able to get them all finished near the specified start of each year's registration term. This can be problematic for staff, as the date of the registration term was set in accordance with the staff's workload.

The current exemption for properties that are rented to relatives has produced some confusion. The current program allows a property owner to submit an affidavit stating that all the occupants of the property are related to the owner and thereby be exempt from the registration.

However, the City still intends to register the owner's information, in order to facilitate contact in case of any problems, just like any other rental property. An owner renting to relatives is being exempted from the registration fee, not the registration itself. Some property owners have objected to completing the application, on the grounds that they are exempt from the entire program. The exemption for state-licensed group homes has not caused as many problems, but would fall under the same loophole.

The final aspect of the data collection process is that it is entirely based on self-reporting from the property owners and is not verifiable by City staff. Participation in the Rental Registration program is essentially voluntary. A property owner simply reporting that the property is not a rental ends the process. Of course, it is assumed that property owners are most likely to comply and are deterred from submitting false information on the application by the fact that doing so would be a crime.

For the properties that are registered, the data collected is sufficient for the city to fulfill its goals of tracking changes in the rental market and contacting the owner or responsible party when there are any issues with a registered rental property. This information is used by code enforcement staff as well as police to address any problems, and provides sufficient information about the distribution of rentals in the community as well as what types of housing the rentals are. Staff recently used the Registration data to produce a neighborhood-level map showing the distribution of rentals and are able to track trends and changes. However, there are a couple areas for improvement. It would be beneficial to make the application deadline more apparent, especially for renewals, and to increase the fee for late registration. The exemption process should also be clarified.

# Compliance with health and safety codes.

The second goal of the Registration program as specified in the statute is to provide a method to "enforce minimum standards to meet City and State safety, health, fire and zoning codes within the City" (City Code City code 907.01). Accordingly, section 907.07 allows for registration to be revoked or suspended for failing to comply with various State and City ordinances, including the City nuisance ordinance (Chapter 407) and the City property maintenance code (Chapter 906). However, there are no inspections involved with the Registration program and therefore, no consistent way to verify compliance. In turn, it is not possible to make a full evaluation of the Registration Program's success at enforcing health and safety standards on rental properties. It is possible, however, to make some inferences based on other available information. City staff have not received complaints about conditions from tenants of SFR properties or from police or fire staff responding to routine calls for service. Note that these kinds of complaints (from a certain few properties) were a significant part of the reason that the City decided to implement the MRD Licensing program, so it seems reasonable that the City would be made aware of these kinds of problems in SFR properties if they existed. Additionally, SFR rental properties are subject to the same level of scrutiny as any other single family dwellings in the City. Inspectors have access to the properties while inspecting work and building permits in their daily course of business. Certain types of permits for window and door replacement require compliance with smoke and carbon monoxide detector ordinance. Essentially, compliance is enforced on SFR properties in the same way that it is enforced on owner-occupied properties.

Considering SFR properties to be equivalent to owner-occupied properties in this regard invites a comparison to the City's approach to MRD properties, which are regulated by a recently adopted licensing program. City Code section 908.01 says that the "operation of an MRD is a business enterprise that entails responsibilities," and requires regular inspections of the interior and exterior of the property to ensure that the properties are "decent, safe, and well maintained," and that "rental housing will not become a nuisance to the neighborhood; will not foster blight and deterioration; and/or will not create a disincentive to reinvest in the community." As part of the Licensing program, these properties are inspected on a schedule determined by results of past inspections. The records of inspections of the MRDs do indicate a pattern of common violations, some of which may allow inferences to be made about what kind of problems could be expected in SFR properties, were they to be inspected. It is worth noting that the MRDs are almost entirely professionally managed, whereas only 215 of 774 properties in the Registration Program have a designated manager. According to a 2014 year end update of the Rental Licensing Program delivered to City Council by Roseville code enforcement staff, the most common health and safety issues found are missing smoke and carbon monoxide detectors, equipment and maintenance violations in laundry rooms, trip hazards, and missing TPR (temperature and pressure release) valves on water heaters.

Inferences can also be drawn from inspections that City staff carried out under contract for the Metropolitan Council's HRA Section 8 properties in Roseville. From 2013-2014, City staff inspected twenty-seven single-family properties, eleven of which failed inspections. Again, the most common issues involved missing smoke and carbon monoxide detectors, problems with appliances, missing electrical covers, and noncompliant doors and windows (including inoperable locks or latches and missing screens).

The pervasiveness of these problems in the MRD and Section 8 properties, which generally have professional caretakers, makes it seem likely that the same problems would be observed in the SFR properties.

# Maintenance of rental housing stock.

Roseville Code Section 907.01 states that one purpose of the Rental Registration Program is to "ensure that the stock of rental property within the City is properly maintained." Similar to the enforcement of health and safety code, the Registration Program does not add any measures to what the City already has in place for all properties, which is the requirement that property owners obtain permits for certain repairs or improvements and have the work inspected by City staff. Of course, the City has a limited ability to enforce these requirements, as the Program depends on property owners to self-report and proactively apply for the permits that they need. Some types of exterior renovation may be observable, but much of this work is interior and would not be observed by City staff in the course of normal business. There is no way to know if and to what extent unpermitted and uninspected work is being done in the City, whether in owner-occupied or SFR properties, however it is useful once again to look at what is found in the MRDs during Licensing inspections. In the aforementioned Rental License Update delivered to the City Council at the end of 2014, Roseville code enforcement staff reported that they commonly observed "improper electrical work... deteriorated electrical components, deteriorated wood trim on building exteriors, peeling paint on windows, trim, doors and balconies, [and other] work being performed without required permits (building, electrical, plumbing & mechanical)."

#### **Approaches taken by other Cities**

Other cities in Minnesota approach the regulation of rental properties in a variety of ways:

- Of the 21 cities surveyed for this report, only one (Maplewood) does not have a
  housing code, and one (New Brighton) does not regulate the rental of singlefamily or duplex rental properties.
- More than 75% of the remaining cities inspect all rental properties, on a schedule ranging from annually to every 6 years.
- Most cities do draw some distinction between the SFR properties and MRD units
   (i.e., apartment buildings), but the inspection process and standards are generally
   the same, with the difference found in the fee structure or the permit period.
- Roseville is unique in having two separate programs for SFR and MRD properties.
- The "intensity" of inspections also varies, with some cities focused on enforcing
  minimal standards of fire code, and others take the opportunity to look for
  improper past work and enforce a sort of "deep clean" maintenance when a house
  is converted to a rental.
- Some cities task the Fire Department with all inspections and code enforcement,
   some have their own staff, and some others contract out the inspections.
- The enforcement procedures also vary, with some cities requiring the city council
  to approve all administrative citations or abatements, and other cites allowing the
  inspectors to write citations and order abatements themselves.

I also studied the reasons other cities decided to implement the programs that they have and tried to identify what problems were being addressed. I found that other cities had a variety of goals and have decided to take a variety of approaches to address their problems. Focuses of the various programs ranged from protecting (and even improving) housing stock and housing values, generally discouraging the increase of rental properties, containing the sprawl of rental housing around college campuses, trying to fight crime, combatting deterioration and unsafe/unhealthy conditions, providing fairness in standards between different types of property owners, and regulation of rental properties as a business venture. Large cities like Minneapolis were also interested in making sure they had the means to deal with problematic landlords who owned upwards of 100 properties and caused repeated problems for the City.

### **Review of Common Elements in Rental Regulation Ordinance**

#### Definitions of properties to which regulation applies.

Most cities intend to require the licensing or registration of residential properties that are not occupied by the owner, regardless of whether or not money is being exchanged as "rent," or if the property is temporarily vacant or currently occupied by tenants. A common way to encompass these properties is to define "renting" as permitting occupancy of a dwelling by a person other than the legal owner, pursuant to a written or unwritten agreement, whether or not a fee is required by the agreement. This definition is used by Falcon Heights, Shoreview, Arden Hills, Vadnais Heights, and Little Canada. Properties where the owner is one of the occupants, even when there are other boarders or renters, are sometimes excluded. Other cities, such as St. Louis Park, require the property to be registered if there are any renters living there, or if the

property is unoccupied. Like Roseville's current ordinance, some cities exempt situations where all of the tenants are directly related to the owner.

# Requirements for application.

Aside from basic information about the owner and property manager, applications vary between cities regarding the amount of detail about the property that is required. Most of the applications ask for the number of bedrooms and bathrooms in the unit. Arden Hills is one of a few cities that require the square footage of the bedrooms. Some applications, like Roseville's, ask for the current number of renters living at the property. Others, like St. Cloud, ask for the maximum number of renters allowed at the unit. A number of cities, including Minneapolis, Shoreview, and Arden Hills, require the landlord to compile and keep current a register of tenants. This list is not furnished to the city by default but is required to be available upon request.

#### Crime-free/drug-free addendums and landlord training.

David Thatcher's article in *Law & Social Inquiry*, "The Rise of Criminal Background Screening in Rental Housing" provides the best analysis about the changing nature of property ownership and the emergent dominance of the "professional landlord" (2008). As cities increasingly expect landlords to actively prevent criminal activity on their properties, landlords depend less and less on their personal knowledge about prospective tenants and are increasingly willing to work with the police and government to implement programs designed to prevent crime.

Rental licensing and registration programs are the means by which cities exert this influence over landlords. Common measures include making criminal activity on the premises of

rental properties a violation of the registration or license, subjecting the landlord to penalties for unaddressed criminal issues, requiring the landlord to undergo Professional Landlord training programs, requiring a crime-free/drug-free lease addendums that designates certain criminal acts as material breach of lease, or requiring or recommending that landlords conduct criminal background checks on prospective tenants. All of these measures are promoted by the Minnesota Multi-housing Association (MHA) and the Minnesota Crime Prevention Association (MCPA).

All of the cities considered in this study included language in their statutes that allowed the city to assess penalties or revoke licenses of property owners who fail to address issues of repeated criminal activity on their properties (the language is usually identical to Roseville City code 907.07). Requiring property owners to attend Professional Landlord Training programs, such as the Crime Free Multi-Housing Program, is a relatively widespread practice. These programs are often conducted by the local police department in conjunction with city staff; alternatively, some cities allow landlords to attend statewide programs.

Among the cities considered, it was extremely common to require that all leases contain a Crime-Free/Drug-Free Addendum. The MHA and MCPA provide a template of this addendum online. Roseville currently requires this addendum as a part of the Licensing Program, but not the Registration Program. There is more variation when it comes to requiring criminal background checks of tenants. Like Roseville's MRD program, some cities require that background checks be conducted by the property owner on all prospective tenants. Other cities, such as St. Cloud, "strongly encourage" landlords to conduct these checks. Either way, the property owner is responsible to determine how the information obtained through the screening

will be used. Cities do not require the owner to reject prospective applicants based on their criminal records.

#### **Four Models of Regulation**

After gathering information from statutes and application forms, four general patterns were identified. One or two cities were chosen to serve as a typical example of each of these four types, and additional information was gathered through interviews with staff in these cities.

These interviews were essential in showing how and why rental regulation had developed differently in different places.

# **Fire Certificate of Occupancy**

St. Paul and Vadnais Heights regulate housing safety and maintenance via a Certificate of Occupancy issued by the Fire Department. All residential properties are subject to the requirement, with exceptions made for owner-occupied single family houses, owner-occupied condominiums, and the owner-occupied portion of duplexes. In St. Paul, properties are classified according to the number of violations discovered during the inspection. Subsequently, the most compliant properties will be inspected every 6 years, and the least compliant properties will be inspected annually until they improve to a higher class.

Columbia Heights issues a Rental License, but it is handled completely by the Fire Department. Columbia Heights Fire Department Assistant Chief John Larkin was interviewed for this study and explained that the FD provides all the property maintenance code enforcement in the city. Columbia Heights has approximately 1,000 rental units licensed, and the Fire Department inspects the interior of every unit biennially. The FD is authorized to issue citations and order abatements for relatively minor issues but larger issues are handled by the council.

Assistant Chief Larkin noted that they discovered unlicensed SFRs "all the time" during the course of their day-to-day business, both in emergency response and code enforcement. They usually assume the property owner was unaware of the requirements and help them start the licensing process.

# **Comprehensive/Housing Stock Focus**

The second model of regulation was typified by St. Louis Park. This information was gathered through an interview with Michael Pivec, Property Maintenance Inspector, and through a review of St. Louis Park's city code. In addition to ensuring safe living conditions, St. Louis Park's Rental Licensing program is focused on maintaining the quality of the housing stock by ensuring that work has been done properly throughout the property's history. By doing in-depth inspections at the time of sale or when the property is being converted to a rental, the city is able to detect improper work that has been done by homeowners. This regulation also dissuades "flippers" from doing unpermitted work on a larger scale, because they know it will be discovered during the inspection to sell or rent the property.

St. Louis Park requires a Point of Sale (POS) inspection, and city staff does the inspections themselves (some other cities, like Minneapolis, allow any certified inspector do the inspection). Inspection of rental properties is basically the same as the POS inspection. The POS inspection is based on the International Property Maintenance Code (IPMC), which evaluates that the property is in "good repair." This does allow for some flexibility in enforcement, as it takes into account the age of the home. During the inspection, inspectors are able to pull the permit history for the property to verify when improvements were done in the past, and that the work was done up to code. For example, though some requirements about railings may have

changed, if the work was done properly in the past and was permitted at the time, it will pass the inspection. The inspectors are also able to discover work that has been done improperly, even though it may be all covered up and look acceptable on the surface. For example, if an inspection discovered a second bathroom on a property which was constructed with one bathroom, and for which a permit to add a second bathroom has never been issued, inspectors will require that the relevant plumbing be inspected before passing the inspection. The same process can be used for suspect electrical work. Inspectors can even require that drywall be taken down so that they can inspect the wiring if they believe wiring was done without a permit. Pivec noted that this proactive approach can be difficult for the inspectors, since they have to cover so many different areas in the limited amount of time considered reasonable for each inspection, not to mention the fact that the houses will be occupied and it may be hard to access different parts of the building.

### **Disincentive/Sprawl-control Focus**

The third regulation model identified, typified by Minneapolis and St. Cloud, focused on controlling crime and nuisances, while also intending to provide some disincentive to rental conversions. Notably, both of these cities have large populations of university students, which guarantee a consistent demand for rental housing in specific geographical areas. Travis Bistodeau, Assistant Health Director from the City of St. Cloud, was interviewed for this study. Rental Licensing policy in St. Cloud has evolved around a large amount of rental property near St. Cloud State University (SCSU), presumably less of the "mom and pop" variety, and more intentionally operated as a business. Involved citizens have motivated the City Council to implement relatively strict restrictions and a robust administrative citation enforcement model.

Landlords have been surprisingly compliant with regulations, even the recent addition of a conversion fee.

RENTAL REGISTRATION IN ROSEVILLE

St. Cloud has a population of approximately 66,000. The density of rental properties around SCSU (enrollment of 17,000) is a significant driver of rental property policy. St. Cloud has seen a significant increase in the number of single family and duplex properties for rent in the last ten years. SFRs now account for approximately 48% (1,300 of 2,700) of the total number of rental properties licensed in St. Cloud and compose the majority of the workload for the inspections department. Bistodeau reports that a small group of homesteaders who live near campus have been highly influential in motivating the City Council to regulate rental properties.

St. Cloud has licensed all non-owner-occupied properties for a long time. However, the City Council recently (September 2014) implemented a \$500 conversion fee (note: Minneapolis fee is \$1,000) and indicated that the conversion fee was intended to serve as a disincentive to the increasing trend of rental conversion. This change faced surprisingly little resistance from rental property owners, despite the fact that they were all informed of the proposed changes and specifically invited to attend the Council meeting. City staff do not hear many complaints about the fee. Bistodeau noted that there is some concern that the hefty fee could prompt some people to operate a rental without licensing, or worse, a property could remain vacant if developers declined to convert it because of cost.

Upon receipt of an application and accompanying inspection fee (\$125), the City inspects the property. The property owner will then be able to decide how to proceed, based on the findings of the inspection and the work required to come into compliance. All noted violations must be corrected before the license is issued. The inspection is valid for 6 months, during which time the owner can choose to start the licensing period by paying the license fee and the conversion fee if applicable. There is also a \$6/year/unit charge on all units to fund a Professional Landlord class. The initial inspection is based on the 2006 IPMC, and subsequent inspections are carried out every 2 years. St. Cloud has 4 inspectors. New construction (within 12 months) is exempted from the conversion fee and initial inspection.

St. Cloud largely relies on property owners to self-report their properties as rentals. They may find about 20 unlicensed rental properties annually through other means. They do not take a punitive approach to these property owners; instead they simply inform them of the requirements. The Inspections office does not have the resources to prove that the property is being rented, but staff feel that they have licensed an acceptable portion of the city's rentals. Once properties are licensed, St. Cloud has a robust enforcement program. All inspectors are authorized to issue citations (up to \$1000, minimum \$200) and post properties as no-occupancy. There is an appeal process which involves the city attorney and an appointed arbitrator. The City will revoke the license of any property that receives four citations in a year. Bistodeau reports that this system is very effective at gaining compliance from property owners.

# **Basic Compliance/Education Model**

The most common model among the smaller cities focused on educating property owners about basic compliance standards. As in Roseville, inspections and licensing in these cities are generally carried out by the same city staff who handle building permits and general code enforcement. Shoreview is a nearby city that exemplifies this approach. Brent Marshall, a Shoreview Housing and Code Enforcement Officer, was consulted for this study. Shoreview does inspect all rental units but requirements and fees are minimal. Inspections are not focused

on housing stock issues or correcting unpermitted work, but on fire code issues and basic maintenance. The city is focused on maintaining cordial relationships with their property owners.

There are 579 General Dwelling Units (GDU) currently licensed in Shoreview. Licenses are valid for 1 year, and the fee is \$75, which includes the cost of inspection. Shoreview does not actively search for unlicensed properties, but does discover them through utility billing and from complaints. GDUs are inspected on a two-year cycle, and the inspection is not required to be completed before the property is actually rented. Instead, once the application is completed and the license granted, the property is placed into the normal two-year inspection schedule, based on geographical zone. For some of the most common violations, such as smoke and carbon monoxide detector violations, inspectors will accept emailed photos as proof of compliance, instead of requiring re-inspection, in order to reduce the workload on the inspectors.

Shoreview's licensing program was instituted in response to complaints about problem properties, and managing these properties remains one of the priorities of the program. Each fall during the renewal process, the city submits all the addresses of licensed properties to the Ramsey County Sherriff's Department and requests a record of calls for service to these locations. Properties with an inordinate number of police actions are sent a warning letter, even if the violations do not rise to the level where a license would be denied.

Marshall says that it is important to build working relationships with the property owners. This inclines them to be more compliant without having to resort to the citation process, which can be taxing on the resources of the city. Accordingly, the inspectors try to compromise enforcement and education, and find that most property owners are happy to comply once they understand the requirements.

# Applicability to Roseville: Recommended Changes Based on Current Needs and Observed Best Practices

In the course of this study, a number of possible improvements have been identified that would increase the effectiveness of the Rental Registration program without creating an undue burden on property owners, tenants, or City staff. Additionally, the fee structure will be assessed and the cost to the City of providing the program will be compared to the revenue generated.

The revisions to the Rental Registration program recommended here are intended to improve the function of the program within the stated goals and principles established in the statute, namely to enforce minimum health and safety standards and efficiently provide information about the status of non-owner-occupied residential property in Roseville. To improve the level at which health and safety standards are promoted by the Program, it is recommended that the City continue to rely on education rather than enforcement and make more information available to both property owners and tenants regarding code requirements and tenant's rights. In order to increase the efficiency and completeness with which the City gathers data about these residential properties, some revisions are recommended as to which properties are required to register. As mentioned above, the current exemption for properties rented to relatives is problematic as it leads some people to believe that they have no obligation to register. It is the intention of the City to have a record of all residential properties not occupied by the owner.

Accordingly, it is recommended that the Program be rebranded as a registration of nonowner-occupied residential properties. All owners of such properties should be required to complete an application containing their contact information and indicating the status of the property in question: whether the property is vacant, operated as a state licensed group home, occupied by relatives, or rented. Further requirements would vary depending on the type of use. For vacant and relative-occupied properties at which no rent is being collected, it is recommended that the registration process consist simply of completing the registration application, with no fee assessed. State licensed group homes will be required to complete the application, which will include their license number from the state, and no fee will be assessed. If the property is being occupied by someone other than the owner in exchange for money or other consideration (i.e., being rented), the owner will be required to complete the application, submit the registration fee, and comply with the affidavit requirements outlined below. As indicated in Table 2, all of these properties will be registered, but only the properties being "rented" will be subject to the fee and other compliance elements of the registration process. This revision would fulfill and improve the intention of the statute to provide a way for the City to efficiently contact the owner or responsible party of any residential property at which the owner does not reside, while remaining reasonable in the demands placed on property owners who are and are not profiting from the rental of their property.

Properties covered	Initial Action Required	Property Status	<u>Further Action</u>
by the Program			
All non-owner- occupied residential properties, 1-4 units	Complete and submit application containing owner information and <b>status</b> of the property	Vacant and will not be rented or occupied by anyone other than the owner this year	None
		Let to a relative without any exchange of money as rent	None
		State Licensed Group Home	Submit Lic. # with application
		Rented	Submit registration fee and affidavit of compliance
Table 2 Proposed F	Registration Process, by Proper	rty Status	

In addition to improving the information gathering process by clarifying the exemption process and expanding the scope of the Program to all non-owner-occupied properties, the efficiency of the process could be improved by stating the registration period more explicitly and by requiring an increased fee for late registrations. As stated above, City staff are currently receiving the majority of registration and renewal applications after the registration period has ended, and therefore the registrations have already lapsed. City staff would be able to process applications more effectively if they were received in a timely and predictable manner.

Instead of using a late fee format, it is recommended that the statute and the application specify that applications received prior to the deadline must be accompanied by the standard fee, and that applications received after the deadline must be accompanied by a fee equal to double the standard fee. Any applications received with the standard fee after the deadline should be considered incomplete and the registration will not be completed.

Roseville does not rely on fines and administrative action in most cases to achieve property maintenance goals, and tries to maintain a good working relationship between the City and property owners. This system of education instead of enforcement also means that the City does not rely on citations for funding, and cannot expect to fund increased staffing by increasing regulation, as some cities do. In Roseville, increasing regulation will tend to increase demands on code enforcement staff but will not likely increase revenue. Of course, the most reliable way to enforce standards of compliance with health and safety codes would be to inspect the properties. However, it is estimated that inspecting all of the properties registered under the Rental Registration Program would require over 2,000 hours of work annually, considering the workload obligations of the inspections themselves in addition to administrative support needs

and other factors. Some cities would approach this issue with the view that these costs could be covered by revenue raised through citations issued as a result of the new inspections. As mentioned, this is not how Roseville chooses to relate to property owners and residents.

Furthermore, in the absence of complaints from tenants about bad conditions in rental properties, it does not seem reasonable to expand the program in such a significant way.

It is therefore recommended that the City pursue a way to increase compliance without increasing the demands on staff by expanding education instead of enforcement. As discussed above, the actual condition of the interior of residential property in Roseville is largely unknown. However, using the information available from Roseville's inspections of the Metropolitan Council HRA Section 8 properties, inspections of the MRDs as part of the Licensing Program, and from conversations with inspection staff in other cities, inferences can be made about the most common problems found in rental properties. A number of cities have developed pre-inspection checklists derived from code regulations and the most common violations intended to help property owners prepare their SFRs for inspection. The most common violations are generally simple and inexpensive to correct, and it seems likely that educating property owners about their responsibilities would increase compliance and increase the health and safety of tenants in Roseville.

The most prevalent violation observed in Roseville and the other cities concerned smoke and carbon monoxide detectors. State law requires these detectors be present in all residences (MN 299F.362, MN 299F.50), and Roseville City Code requires specific placement of detectors in all residential rental properties (906.09D). Since the requirement is different for rental properties and owner-occupied properties, and has been updated throughout the years, this is an

understandably common violation. Roseville staff have already developed an informational sheet outlining the requirements, complete with diagrams showing specific placement of detectors.

This should be provided to all applicants to the Rental Registration Program.

Other common problems noted in Roseville and other cities include maintaining access to the exits, the operability of all windows and doors, ensuring that all electrical outlet and switch plate covers are installed, and that the required guardrails and handrails are in place on stairs and balconies.

The current Registration Program does already require compliance with the entire maintenance and fire code. However, it seems likely that specifically listing some of the most important and most commonly violated codes and requiring the property owner or manager to affirm compliance would increase compliance. Many cities offer the pre-inspection checklist as a means to prepare for the city inspection, but it may be as effective to simply require a "self-inspection" and completion of an affidavit. An affidavit like this could be easily tailored to the Roseville City Code and processed along with the existing Registration application. This would be very similar to the current MRD Licensing application, which requires the applicant to "certify compliance" with some aspects, such as having a background check process in place.

Another way the City can increase compliance with health and safety codes is by educating the tenants of SFR properties about the conditions they have a right to expect. While it is true that tenants are not currently complaining to the City about conditions in their homes, it is possible that they are unaware of their rights and responsibilities. Since the City does not have direct access to the tenants themselves, it is reasonable to expect that the landlords would provide this information to their tenants. Many cities require that landlords post certain information, such

as their certificate of registration or license, in a conspicuous place or attach that information to the lease. Making the tenant aware of the basic standards that the property owner has affirmed compliance with should increase accountability and result in safer and healthier homes for tenants. It is therefore recommended that the City require property owners to provide their tenants with a document, based on the affidavit of compliance, highlighting the common code issues. This document can also be used to comply with MN Statute \$504B.181 subd.2(b) which requires landlords to notify residential tenants of the availability of the MN Attorney General's handbook *Landlords and Tenants: Rights and Responsibilities*. It is recommended that City Code 907.12 be replaced with something to this effect, as we are not currently enforcing the requirement that the owner actually provide the booklet, and state law only requires that they be made aware of the booklet.

For the 2014-2015 registration period, direct expenses of the registration program were approximately \$13,981, including labor, materials, and postage. This considers labor directly related to the development and administration of the program, but does not account for time spent by other staff in connection with the program. Overhead costs were not calculated. Registration fees gathered totaled \$17,075.48, accounting for credit card processing fees.

Nevertheless, as *Table 3* shows, Roseville has one of the least expensive registration fees of the cities

Table 3 Annual license/registration fee for 1 unit; not including inspection fees

Winona	\$ 15.00	
Northfield	\$ 23.00	
Little Canada	\$ 25.00	
Roseville	\$ 25.00	
Lauderdale	\$ 30.00	
Vadnais Heights	\$ 35.00	
Arden Hills	\$ 42.00	
Rochester	\$ 45.00	
Falcon Heights	\$ 50.00	
Morris	\$ 55.00	
Minneapolis	\$ 69.00	
Shoreview	\$ 75.00	
Moorhead	\$ 125.00	
St Cloud	\$ 135.00	
Columbia Heights	\$ 150.00	
St Paul	\$ 170.00	
New Brighton	N/A	
Maplewood	N/A	
Eagan	N/A	

studied for this report. Winona, Northfield, and Little Canada all have multiyear registration periods, so the annual cost shown in *Table 3* is a fraction of the actual fees which range from \$45 to \$100. Some cities also charge a fee for inspections in addition to the actual license or registration fee, and some charge a substantial conversion fee when the property is initially registered as a rental.

### **Implementation of Recommendations**

Implementation of the recommendations will be divided into two phases. The first phase will include measures that can be put into place within the allowances of the current statutes, and in time for the start of the new registration period on July 1<sup>st</sup>, 2015. The second phase includes measure that depend on council action to revise the Rental Registration statute and any other measures that may not be practically implemented in the coming month.

The first phase of implementation will include the creation and dissemination of the educational materials for landlords and tenants as specified above. A document highlighting important requirements and common violations will be sent to currently registered owners and managers in advance of the registration deadline. This advance mailer will inform registrants of the addition of the affidavit of compliance to the registration application, and give them time to ensure that their properties are in compliance before renewing their registration. The affidavit of compliance will be created and added to the application for registration, in both paper and electronic format. A one page placard will be created summarizing the rights and responsibilities of both landlords and tenants, based largely on the elements of the advance mailer and the affirmation made by the owner in the affidavit of compliance. This placard will be provided in addition as a certificate of registration, and will be required to be posted in each registered rental property. These documents will be developed based on similar documents used by other cities, current Roseville maintenance and nuisance statutes, and input from code enforcement and inspections staff. Proposed versions of these documents are attached in Appendix A.

The second implementation phase will involve seeking council action to change the statute in order to include all non-owner-occupied properties under the registration requirement, as indicated in *Table 2* above, as well as to implement the assessment of an increased fee for registrations taking place after the registration period has ended. It is proposed that renewal applications received more than 90 days after the previous registration has ended will require an increased fee. Proposed revisions to Roseville City Code Chapter 907 are attached in Appendix B.

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#### Appendix A



### Non-owner-occupied and Rental Property Registration

The 2014-2015 Rental Registration period ends June 30<sup>th</sup>.

To help you prepare for another successful year of renting your property, City staff have identified some of the most important safety and maintenance issues found in rental units. Many of the most common problems are simple and inexpensive to fix, but can create serious health and safety risks if not addressed! Please take time to review this flyer before renewing your registration for 2015-2016.

### Preparing Your Property for Renting

- Carbon Monoxide Detectors within 10 feet of bedrooms (according to manufacturer's instructions)
- Smoke Detectors in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but uninhabitable attics/crawl spaces

#### ALSO CHECK THE FOLLOWING

- Exterior Doors open and close easily, be weather tight, and lock and unlock from the inside without a key or special knowledge.
- The Water Heater has a TPR valve and relief valve discharge pipe
- ♦ Kitchens and bathrooms have working Grounded Outlets (GFCI)
- ♦ Address Numbers are clearly visible from the street
- All Toilets flush. No leaking pipes or dripping Faucets
- Each Bathroom must have a working exhaust fan or win dow
- All Outlets, Switches, and Panel Boxes have covers
- All Taps must have working hot and cold water
- Rooms used for sleeping have one window or two approved means of egress
- Interior walls, ceilings, and window sills are clean and free of peeling paint or wallpaper
- Floors are structurally sound and Flooring is in good condition with no trip hazards such as ripped carpet or missing tiles

#### **Maintaining a Rental Property**

#### ON THE INSIDE

renting your property, City staff have identified some of the most important safety and maintesome of the most i

All Exits must be kept free from obstruction, inside and outside.

Note: 3 or more City Code violations within a one year period may result in a \$250+ fine!

#### OUTSIDE

Grass/Weeds exceeding 8 inches are prohibited on any property, occupied or not.

Do not shovel or blow snow into the street or onto neighboring properties

Keeping more than two Dogs requires a kennel license from the Police Department.

Animal waste must be removed regularly

All vehicles parked outside must be on an approved hard surface (not grass), street operable and display current registration and proper license plates.

#### Storage/Waste

Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours.

Outdoor storage of trash, machinery, household items, or junk is prohibited.

#### Noise

Power lawn mowers or other power equipment\* may be operated outside only between 7:00 AM and 10:00 PM on weekdays or between the hours of 9:00 AM and 9:00 PM on weekends or legal holidays. \*Snow removal equipment is exempt from this provision.

Prohibited Music is anything audible at the property line, from the adjacent apartment, common hallway, or 50 feet away from the source between the hours of 10:00 PM and 7:00 AM.

Prohibited Parties or Gatherings are any events that disturb others.

Full text of Roseville City Code Chapter 906, Property Maintenance available here!



Appendix B: Draft of Proposed revisions to Roseville City Code Chapter 907

#### **CHAPTER 907**

## REGISTRATION OF NON-OWNER-OCCUPIED RESIDENTIAL PROPERTY OF 1 TO 4 UNITS

#### **907.01: PURPOSE:**

The City recognizes a need for an organized registration program of non-owner-occupied residential dwellings with 1 to 4 units within the City in order to identify and quantify these properties in the City and provide information and a method to enforce minimum standards to meet City and State safety, health, fire and zoning codes within the City and to provide a more efficient system to ensure that the stock of residential property within the City is properly maintained. The City recognizes that the most efficient system to provide information on the status of these properties is through the creation of a program requiring the registration of all of non-owner-occupied residential dwellings with 1 to 4 units within the City.

#### **907.02: DEFINITIONS:**

A. The term "unit" means all or a portion of a residential property that is arranged, designed, used, or intended to be used as separate living quarters and which is leased to an individual or group.

- B. The term "person" includes natural persons as well as business entities, whether one or more.
- C. The term "City" means the City of Roseville, or the person or entity designated by the City to administer and enforce this Chapter.
- D. "Non-owner-occupied residential property" means any building, structure, room, enclosure, or mobile home with 1 to 4 units including the real property upon which it is located and which surrounds it, which is intended to be used as habitable space and in which the owner of the dwelling or unit does not reside, including any unit of a duplex, triplex, or fourplex which is not occupied by the owner. This term includes any residential dwelling or unit that is rented or offered for rent, occupied by relatives of the owner, operated as a group home or vacated by the owner for a period of more than one hundred eighty (180) days. Non-owner-occupied residential dwelling does not mean on-campus college housing, hospital units, nursing home units, multiple rental property over 4 units or hotels or motels with daily rental units, all of which shall be specifically exempt from registration under this Chapter.

#### 907.03: REGISTRATION REQUIREMENTS:

Except as provided in Sections 907.05(1), it is unlawful for any person to hereafter allow to be occupied, let to another person for occupancy or to leave vacant for more than one hundred eighty (180) days any *non-owner-occupied residential property* of 1 to 4 units within the City for which an application for registration has not been properly made and filed with the City or after the time that a registration is suspended or revoked. Initial registration shall be made upon forms furnished for such purpose and shall specifically require the following minimum information:

A. Name, address and phone number of the property owner and, if owner is not a natural person, the name, address and phone number of a designated agent for the owner. In cases where the owner of the dwelling lives outside of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties, the owner must also provide the name, address and phone number of a local agent authorized by the owner to make or order made repairs or services for the property, if in violation of City or State Codes. The designated local agent must live or work in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties.

- B. The name, phone number, and address of any person authorized to make or order made repairs or services for the property, if in violation of City or State Codes, if the person is different than the owner.
- C. The street address of the rental property.
- D. The number and types of units within the rental property (single family, duplex, triplex or fourplex).
- F. Number of bedrooms and bathrooms in the dwelling unit.
- G. The maximum number of occupants permitted in the dwelling; not to exceed 4 unrelated adults or one family.

#### 907.xx: EXPIRATION OF REGISTRATION:

- A. All Registrations shall expire at midnight of XX/XX of each year unless otherwise suspended or revoked prior thereto.
- B. An owner or its Agent may continue to rent a dwelling unit after the expiration date of the rental registration provided that the Owner or its Agent has filed the appropriate renewal registration application and fee.

#### 907.04: FEES:

A. There shall be a registration fee as established by the City Fee Schedule in Section 314.05. All fees and fines shall be charged to and payable by the property owner.

B. The annual registration fee shall be doubled when an application is submitted more than ninety (90) calendar days after the expiration date. Late applicants shall not be entitled to prorated license fees.

#### 907.05: MANNER OF REGISTRATION:

- 1. An owner of an existing non-owner-occupied property as defined by this Chapter must apply for registration pursuant to this Chapter no later than 60 days following the effective date of this Chapter.
- 2. An owner of a property that becomes non-owner-occupied after the effective date of this Chapter, shall apply for and register the property
- 3. If there is a change in the type of occupancy from the type stated on the registration statement, a new registration statement shall be filed within 30 days of the change.
- 4. When property is sold, the new owner shall register within 30 days of the sale.

#### 907.xx: NOTICE TO TENANT, REQUIREMENT TO POST

The owner, or its agent, must post, in accordance with the instructions provided by the City, in each rental unit a current copy of the Registration Certificate provided by the City upon registration. This certificate shall specifically include the following minimum information:

- 1. the Address of the registered property,
- 2. the name, address, and telephone number of the owner or the designated agent, and
- 3. the expiration date of the registration.

#### 907.06 REGISTRATION FEE AND POSTING EXEMPTIONS:

A. The owner of a *non-owner-occupied residential property* is exempted from the registration fee requirement and the requirement to post the registration certificate as specified in this Chapter if all renters residing in the rental property are related to the owner as a parent, child, sibling, grandparent, grandchild, step-parent, step-child, step-grandparent, or step-grandchild and the owner affirms the exempt status in the application.

B. The owner of a *non-owner-occupied residential property* is exempted from the registration fee requirement and the requirement to post the registration certificate as specified in this Chapter if the property is licensed by the State of Minnesota as a Group Home and used as such and the owner provides the current license number on the registration application form.

C. The owner of a *non-owner-occupied residential property* is exempted from the registration fee requirement and the requirement to post the registration certificate as specified in this Chapter if the property is unoccupied and will not be occupied during the current registration term.

D. In all cases, an owner must notify the City in writing within 30 days if an exemption, as described in this Chapter, is no longer applicable. (Ord. 1426, 6-18-2012)

**907.07: REGISTRATION SUSPENSIONS AND REVOCATION:** [Only changed "rental" to "non-owner-occupied residential."]

**907.08: VIOLATION:** [Only changed "rental" to "non-owner-occupied residential."]

**907.09: MAINTENANCE OF RECORDS:** [Only changed "rental" to "non-owner-occupied residential."]

**907.10: AUTHORITY:** [Only changed "rental" to "non-owner-occupied residential."]

**907.11: APPLICABLE LAWS:** [Only changed "rental" to "non-owner-occupied residential."]

907.13. RULES, POLICIES AND PROCEDURES: [Unchanged.]
907.14. NO WARRANTY BY THE CITY: [Unchanged.]
907.15. SEVERABILITY: [Unchanged.]

## Property Owners Attachment B. Notice of Basid €ode Requirements Preparing Your Property for Renting Tips for Hassle-Free Renting

According to Minnesota law, a landlord is responsible to make sure a rental unit is . . .

- · Fit to live in
- Kept in reasonable repair and in compliance with state and local health and housing codes
- · Reasonably energy efficient

Landlords & Tenants: Rights & Responsibilities,
Office of the MN Attorney General



#### **BEFORE YOUR TENANTS MOVE IN**

- Install Carbon Monoxide Detectors within 10 feet of bedrooms
- Install Smoke Detectors in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces
- Communicate Effectively with your tenants about caring for the property both inside and outside!

#### **ENSUREYOUR PROPERTY IS CODE COMPLIANT**

- Exterior Doors should open and close easily, be weather tight, and lock and unlock from the inside without a key or special knowledge
- The Water Heater needs a TPR valve and relief valve discharge pipe
- Kitchens and bathrooms should have working Grounded Outlets (GFCI)
- Address Numbers must be clearly visible from the street
- All Toilets must flush. No leaking pipes or dripping Faucets.
   All Taps must have working hot and cold water
- Each Bathroom must have a working exhaust fan or window
- All Outlets, Switches, and Panel Boxes must have covers
- Rooms used for sleeping should have one window or two approved means of egress
- Interior Walls, Ceilings, and Window Sills are clean and free of peeling paint
- Floors are structurally sound and Flooring is in good condition with no trip hazards such as ripped carpet or missing tiles
- Working Light Fixtures in all halls, stairways, laundry rooms, and furnace rooms
- Handrails on all stairs with more than four steps.
   Handrails must be firmly attached with no missing or loose spindles

**Note:** 3 or more City Code violations within a one year period may result in a \$250+ fine!

Review the Roseville Property Maintenance Code at www.cityofroseville.com/propcode



#### **INSIDE**

- Extension Cords may be used for only portable appliances.
- Smoke and Carbon Monoxide Detectors must <u>not</u> be disabled.
- Hot Water Heater and Furnace must be clear (at least 3 feet) of boxes, other junk or flammable materials.
- All Exits must be kept free from obstruction, inside and outside.

#### YARD/DRIVEWAY

- Grass/Weeds exceeding 8 inches are prohibited on any property, occupied or not.
- Do not shovel or blow Snow into the street or onto neighboring properties.
- All Vehicles parked outside must be on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

#### STORAGE/WASTE

- Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours.
- Outdoor Storage of trash, machinery, household items, or junk is prohibited.

#### **NOISE**

- Power Lawn Mowers or other Power Equipment\* may be operated outside only between 7 AM and 10 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. \*Snow removal equipment is exempt from this provision.
- Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the source between 10 PM & 7 AM.
- Parties, gatherings, or any *Events* that disturb others are prohibited.

#### **PETS**

- Keeping more than two Dogs requires a kennel license from the Police Department.
- · Animal Waste must be removed regularly.

#### **GOT A PROBLEM?**

- If it's an emergency, call 9-1-1.
- · For maintenance issues, contact your landlord.
- For legal matters (such as leases), contact the MN Attorney General's Office: at 651-296-3353 or www.ag.state.mn.us
- If the landlord is not maintaining the property, call Roseville's Code Enforcement Officer at 651-792-7082



City of Roseville
Community Development Department
2660 Civic Center Drive
Roseville MN 55113

### Before You Renew Your Roseville Rental Property Registration

All residential rental registrations for properties with fewer than 5 units expire June 30<sup>th</sup>. Before you renew your registration, please look through your unit to make sure it is safe and code-compliant. Your renewal form this year will ask you to verify that your property is code-compliant.

- The information inside will help you get started. We've also provided tips for your renters about caring for your property.
- Many of the most common problems are simple and inexpensive to fix, but can create serious health and safety risks if not addressed.
- We'll be sending your renewal form in early June. Questions about renewing your rental registration? Call 651-792-7016 or Email jane.reilly@cityofroseville.com

The full text of Roseville's Property Maintenance Code is available at www.cityofroseville.com/PropCode



Let's work together to make sure all Roseville residents have a safe living environment.

#### Attachment C. Certificate of Rental Registration

### City of Roseville 2015 – 16 Certificate of Rental Registration This certificate must be posted in the rental unit.

This rental dwelling unit is hereby registered in accordance with Chapter 907 of Roseville's City Code.

- The Property Owner must comply with all requirements set forth in Roseville's City Code. This registration may be suspended or revoked for violations of that code.
- Property owners must notify the City of any changes in ownership or type of occupancy.
- Registrations are non-transferable; new owners must apply for a new registration.

The City, its designees, the City Council, or its officers, agents, or employees do not warrant or guarantee the safety, fitness, or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety, and welfare.

#### MINIMUM STANDARDS AND CODES FOR RENTAL UNITS\*

#### In the Unit

- Carbon Monoxide (CO) Detectors must be within 10 feet of bedrooms; Smoke Detectors must be in each sleeping room, each hallway outside sleeping rooms, and on each story, including the basement but not uninhabitable attics/crawl spaces. CO and Smoke Detectors must NOT be disabled.
- Exits must be free from obstruction inside and out and Exterior Doors should open and close easily, be weather tight, and lock/ unlock from the inside without a key or special knowledge.
- The Water Heater and Furnace must be clear (by at least 3 feet) of boxes, junk, or flammable materials; the Water Heater must have a TPR valve and relief valve discharge pipe.
- Toilets must flush and Bathrooms must have an exhaust fan or window.
- Taps must have working hot and cold water; no leaking pipes or dripping Faucets.
- Outlets, Switches, and Panel Boxes must have covers; kitchens and bathrooms should have grounded GFCI Outlets.
- Rooms used for sleeping should have 1 window or 2 approved means of egress.
- Interior Walls, Ceilings, and Window Sills must be clean and free of peeling paint.
- Floors must be structurally sound and Flooring in good condition with no trip hazards such as ripped carpet or missing tiles.
- · Working Light Fixtures must be in all halls, stairways, laundry rooms, and furnace rooms.
- Handrails must be on all stairs with more than 4 steps and be firmly attached with no missing or loose spindles.
- Extension Cords may be used only for portable appliances.
- Address Numbers must be clearly visible from the street.

#### **Occupancy**

• Rental Units may house 4 unrelated adults or 1 family.

#### Storage/Waste

• Rubbish must be stored in appropriate containers and removed regularly. Containers must be stored out of public view except on the day of collection and cannot remain at the curb for more than 24 hours. Outdoor Storage of junk is prohibited.

#### **Vehicles**

• All Vehicles parked outside must be parked on an approved hard surface (not grass), street operable, and display current registration and proper license plates.

#### Yard/Driveway/Parking

- · Grass/Weeds exceeding 8 inches are prohibited on any property.
- Please observe all No Parking signs. Parking is not allowed on City streets after a snowfall of more than 2 inches until the streets have been plowed.
- Do not put **Snow** into the street or onto neighboring properties.

- Power Lawn Mowers or other Power Equipment may be operated outside only between 7 AM and 10 PM on weekdays or between the hours of 9 AM and 9 PM on weekends or legal holidays. Snow removal equipment is exempt.
- Prohibited Music is any music audible at the property line or from the adjacent apartment, common hallway, or 50 ft away from the source between 10 PM and 7 AM. Additionally, any **Events** (like parties) that disturb others are prohibited.

#### Pets

Keeping more than 2 Dogs requires a kennel license from the Police Department. Animal Waste must be removed regularly.

\*This is a partial list of property maintenance standards and codes. For the full list go to www.cityofroseville.com/PropCode

#### WHEN ISSUES ARISE

- For an emergency, call 9-1-1.
- For maintenance issues, contact your landlord (see contact information in box above).
- For legal matters (such as leases), contact the Minnesota Attorney General's Office at 651-296-3353 or www.ag.state.mn.us
- If the landlord is not maintaining the property, call Roseville's Code Enforcement Officer at 651-792-7082.

Minnesota Statute 504B.181, subd.2(b) requires landlords to notify residential tenants that the handbook Landlords and Tenants: Rights and Responsibilities is available to them. Published by the Office of the Minnesota Attorney General, the handbook can be accessed at www.ag.state.mn.us



## AN ORDINANCE AMENDING TITLE 9 BY ADDING CHAPTER 907 TO THE CITY OF ROSEVILLE CITY CODE REGARDING REGISTRATION OF RESIDENTIAL RENTAL PROPERTY OF 1 TO 4 UNITS

#### THE CITY COUNCIL OF THE CITY OF ROSEVILLE ORDAINS:

#### Section 1

Chapter 907, hereby titled RESIDENTIAL RENTAL PROPERTY REGISTRATION is hereby created as follows:

#### 907.01. Purpose.

The City recognizes a need for an organized registration program of residential rental property with 1 to 4 units within the City in order to identify and quantify small rental units in the City and provide information and a method to enforce minimum standards to meet City and State safety, health, fire and zoning codes within the City and to provide a more efficient system to ensure that the stock of rental property within the City is properly maintained. The City recognizes that the most efficient system to provide information on the rental status of certain residential properties is through the creation of a program requiring the registration of all residential rental property with 1 to 4 units within the City.

- to gather accurate contact information for property owners of residential rental properties.
- to provide educational materials to property owners and occupants of residential rental properties.
- 3. to identify and quantify these units in the City.
- to provide information and a method to enforce minimum standards to meet City and State safety, health, fire and zoning codes within the City, and
- 5. to provide a more efficient system to ensure that the stock of residential rental property within the City is properly maintained.

The City recognizes that the most efficient system to provide information on the rental status of certain residential properties is through the creation of a program requiring the registration of residential rental property with 1 to 4 units within the City.

#### 907.02. Definitions.

- 1. The term "residential rental property" means any building, structure, room, enclosure, or mobile home with 1 to 4 units including the real property upon which it is located and which surrounds it, intended to be used as habitable space in which the owner of the dwelling or unit does not reside, such as any unit of a duplex, triplex, fourplex, or condo building, which is rented or offered for rent as living quarters. which is rented or offered for rent as living quarters. This term also includes any residential dwelling or unit occupied by relatives of the owner and residential rental dwellings operated as group homes. Residential rental property does not mean on-campus college housing, hospital units, nursing home units, multiple rental property over 4 units or hotels or motels with daily rental units, all of which shall be specifically exempt from registration under this Chapter.
- The term "unit" means all or a portion of a residential rental property that is arranged, designed, used, or intended to be used as separate living quarters and which is leased to an-for individuals or group a family.
- The term "person" includes natural persons as well as business entities, whether one or more.
- 4. The term "City" means the City of Roseville, or the person or entity designated by the City to administer and enforce this Chapter.
- 5. For the definition of the term "Family" see Roseville City Code Section 1001.10.

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4.6. The term "rent," includes money or services in exchange for occupation of the unit.

#### 907.03. Registration Requirements.

Except as provided in Sections 907.065(11) and 907.068, it is unlawful for any person to hereafter occupy, allow to be occupied, advertise for occupancy, solicit occupants of, or let to another person for occupancy any residential rental property of 1 to 4 units within the City for which an application for registration has not been properly made and filed with the City or after the time that a registration is suspended or revoked. Initial registration shall be made upon forms furnished for such purpose and shall specifically require the following minimum information:

- Name, <u>street</u> address and phone number of the property owner and, if <u>the</u> owner is not a
  natural person, the name, <u>street</u> address and phone number of a designated agent for the
  owner. In cases where the owner of the dwelling lives outside of Anoka, Carver, Dakota,
  Hennepin, Ramsey, Scott, or Washington counties, the owner must also provide the
  name, street address, and phone number of an agent authorized by the owner to make or
  order repairs or services for the property if in violation of City or State Codes. The
  designated local agent must live or work in Anoka, Carver, Dakota, Hennepin, Ramsey,
  Scott, or Washington counties.
- 2. The name, <u>street address</u>, <u>and</u> phone number, <u>and address</u> of any person authorized to make or order <u>made</u> repairs or services for the property, if in violation of City or State Codes, if the person is different than the owner.
- 3. The street address of the rental property.
- The number and types of units within the rental property (single family, twinhome, townhome, condo, duplex, triplex or fourplex).
- 5.— If the rental unit is occupied by the property owner and rooms are rented to boarders, the number of boarders and bedrooms.
- 5. The Nnumber of bedrooms and bathrooms in the rental dwelling unit.
- 6. The number of renters in the unit. (Per Roseville City Codes 906.06D and 1001.10), the maximum occupancy per unit is 4 unrelated adults or one family.

#### 907.04 Expiration of Registration.

- 7. 1. All registrations shall expire at midnight on June 30 each year. All renewal registration application materials for the next year shall be received before the expiration date.
- 8. 2. Any renewal registrations received between July 1 and September 30 will be considered late, but will not receive any fee penalties (fee grace period).
- 3. Any renewal registrations received after September 30 will be considered late and subject to fee penalties (fee penalty period).
- 6. *A.* Any registration not renewed by October 31 will be considered in violation of this ordinance (violation period). Renters will not be allowed to occupy a property if the renewal registration is not received by October 31.

#### 907.054. Fees.

- I. There shall be a registration fee-to recoup the costs of administering the program.

  All fees shall be established annually by the City Council. All fees and fines shall be charged to and payable by the property owner.
- 2. The fee for registrations renewed during the fee penalty period shall be twice the normal registration fee.
- The fee for registrations renewed during the violation period shall be twice the normal registration fee in addition to any other fees or penalties per Section 907.10.

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#### 907.056. Manner of Registration.

- An owner who hasef an existing rental property as defined by this Chapter that is not already registered must apply for registration pursuant to this Chapter no later than 60 days following the effective date of this Chapter.
- 2. An owner of a non-rental property that after the effective date of this Chapter wishes to convert the property into a rental property, shall apply for and register the property prior to its conversion.
- If there is a change in the type of occupancy from the type stated on the registration formstatement, a new registration form statement shall be filed within 30 days of the change.
- 4. When property is sold, the new owner shall register within 30 days of the sale.

#### 907.07. Notice to Tenant, Requirement to Post.

The owner or its agent must post, in accordance with the instructions provided by the City, in each rental unit a current copy of the Registration Certificate provided by the City upon registration. This certificate shall specifically include the following minimum information:

- 1. the street address of the registered property.
- the name, street address, and telephone number of either the owner or the designated agent,
- 3. the expiration date of the registration, and
- information about how to access the <u>Landlord and Tenants Rights and Responsibilities</u> <u>Handbook</u> provided by the Minnesota Attorney General.

#### 907.068. Registration Fee and Posting Exemptions.

All owners of residential rental properties are required to register their properties according to Section 907.06, however, the following property owners are exempt from the registration fee and the requirement to post a registration certificate.

- The oQwners of a rental dwelling unit is exempted from the registration requirement of
  this Chapter if residential rental properties where all renters residing in the rental
  property are related to the owner as a parent, child, sibling, grandparent, grandchild,
  step-parent, step-child, step-grandparent, or step-grandchild and the owner or agent
  affirms in the registration files a notarized affidavit with the City stating that each of the
  renters are is one of these relations.
- The oowners of a rental dwelling unit is exempted from the registration requirement of
  this Chapter if the residential rental property is licensed by the State of Minnesota as a
  Group Hhome and used as such, and the owner or agent must provides the current
  license number on the registration form.
- 3-In all cases, an owner must notify the City in writing within 30 days if an exemption, as described in this Chapter, is no longer applicable.

#### 907.079. Registration Suspensions and Revocation.

A rental Property registration may be revoked or suspended at any time <u>under this provision of this chapter by the Community Development Director during the life of said registration for grounds including, but not limited to, the following:</u>

- 1. False or misleading information given or provided in connection with a registration application.
- Failure to maintain the <u>residential</u> rental property in a manner that meets pertinent provisions of City Code including, but not limited to, Code Chapters 407 and 906.
- 3. Violations committed or permitted by the owner or the owner's agent, or committed or permitted by the tenant or the tenant's guests or agents, of any rules, codes, statutes and ordinances relating to, pertaining to, or governing the premises including, but not limited to, the following:

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- A. Minn. Stat. 609.75 through 609.76, which prohibit gambling;
- B. Minn. Stat. 609.321 through 609.324, which prohibit prostitution and acts relating thereto:
- C. Minn. Stat. 152.01 through 152.025 and 152.027, subds. 1 and 2, which prohibit the unlawful sale or possession of controlled substances;
- D. Minn. Stat. 340A.401, which regulates the unlawful sale of alcoholic beverages;
- E. Minn. Stat. 609.33, which prohibits owning, leasing, operating, managing, maintaining, or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;
- F. Minn. Stat. 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716 and Chapter 103 of the City Code, which prohibit the unlawful possession, transportation, sale or use of weapon;
- G. Minn. Stat. 609.72, which prohibits disorderly conduct;
- H. Roseville City Code Section 407, prohibiting public nuisances, Section 405, noise control, Section 906, property maintenance, Sections 1004 and 1005, land use and Section 1018, parking; and
- I. Minn. Stat. 609.221, 609.222, 609.223, 609.2231 and 609.224, regarding assaults in the first, second, third, fourth and fifth degree.

A suspended or revoked rental registration may be reinstated when the circumstances leading to the suspension or revocation have been remedied.

#### 907.<del>0810</del>. Violation.

Except as provided in Sections 907.056(1) and 907.068, any person whothat maintains a residential rental property dwelling unit without having the property registered, or after the registration for the property has been revoked or suspended, or who permits new occupancy in violation of Section 907 is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. In addition to, or in lieu of, charging a misdemeanor, the City may impose administrative fees in an amount set in the City Fee Schedule. Upon the failure to pay an administrative fee, the City may post the dwelling unit as illegal for habitation. Thereafter, the dwelling unit may not be occupied by anyone other than the primary homestead owner and that person's immediate family until (a) the administrative fee has been paid; (b) a rental registration is obtained or the City is satisfied that the dwelling unit will not be used as a rental dwelling unit, and (c) completion of any abatement, written compliance order, legal action from a citation or action per City Code Sections 407.06, 407.07 and 407.08. Each day of each violation constitutes a separate offense.

#### 907.11. Appeals.

An Appeal pertaining to any violation, suspension, or revocation decision addressed in this Chapter may be filed by a residential rental property owner.

- 1. The appeal shall be sumitted to the City Manager within ten (10) calendar days after the making of the order or decision beging appeals.
- 2. The appeal shall state the specific grounds upon which the appeal is made.
- 3. The appeal shall be accompanied by the fee set forth in Chapter 314.

When an appeal is filed, a public meeting regarding the matter shall be held before the City Council, acting as the Board of Adjustments and Appeals, at a regular meeting held within thirty (30) calendar days of the receipt of the appeal. The Board of Adjustments and Appeals may consider any of the evidence that had previously been considered as part of the formal action that is the subject of the appeal. New or additional information from the appealing applicant(s) may be considered by the Board of Adjustments and Appeals at its sole discretion if that

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information serves to clarify information previously considered by the Community Development Director.

#### 907.1209. Maintenance of Records.

All records, files and documents pertaining to the Rental Registration Program shall be maintained in the office of the City and made available to the public as allowed or required by applicable laws, rules, codes, statutes or ordinances.

#### 907.130. Authority.

Nothing in this Chapter shall prevent the City from taking action under any applicable rule, standard, statute or ordinance for violations thereof and to seek either injunctive relief or criminal prosecution for such violations as therein provided. Nothing contained in this Chapter shall prevent the City from seeking injunctive relief against a property owner or designated agent who fails to comply with the terms and conditions of this Chapter on registration including an order prohibiting the occupancy of such rental units until violations of this Chapter have been remedied by the property owner or designated agent.

#### 907.114. Applicable Laws.

Residential Rental Property shall be subject to all applicable rules, standards, statutes, and ordinances governing use, maintenance, and occupancy of the dwelling or dwelling unit; and this Chapter shall not be construed or interpreted to supersede any other such applicable rules, standards, statutes, or ordinances.

#### 907.12. Notice to Tenant.

The owner, or its agent, must provide each tenant with a Resident Maintenance Handbook provided by the City and Tenant Rights and Responsibilities Handbook provided by the Attorney General's office.

#### 907.135. Rules, Policies and Procedures.

The City Council may adopt from time to time, by resolution, rules, policies, and procedures for the implementation of this Chapter. Violation of any such rule, policy, or procedure by a property owner shall be considered a violation of this Ordinance.

#### 907.146. No Warranty by the City.

By enacting and undertaking to enforce this Ordinance, neither the City, its designees, the City Council, or its officers, agents or employees warrant or guarantee the safety, fitness or suitability of any dwelling in the City. Owners or occupants should take whatever steps they deem appropriate to protect their interests, health, safety and welfare. A warning in substantially the foregoing language shall be printed on the face of the rental registration.

#### 907.157. Severability.

If any provision of this Chapter or amendment thereto, or the application thereof to any person, entity or circumstance, is held invalid or unconstitutional by a court of competent jurisdiction, the remainder of this Chapter shall remain in full force and effect and the application thereof to other persons, entities, or circumstances shall not be affected thereby.

Ordinance #1361 passed March 17, 2008 Ordinance #1426 (to update 907.06) passed June 18, 2012 Formatted: Font: Georgia

# REQUEST FOR CITY COUNCIL ACTION

DATE: **02/08/2016** ITEM NO: 10.b

Department Approval

City Manager Approval

Paus / Trugen

Item Description:

Request by the City of Roseville for Approval of Rezoning of Property at

3253 and 3261 Old Highway 8

#### **APPLICATION INFORMATION**

Applicant: City of Roseville

Property Owners: John P. Henz, 3253 Old Highway 8 and Thomas Arthur Ranallo,

3261 Old Highway 8

Open House Meeting: July 23, 2015

Application Submission: N/A City Action Deadline: N/A

#### **Planning Commission Action:**

On September 7, 2015, the Planning Commission held the public hearing for the proposed Comprehensive Land Use Plan map and Zoning map changes and voted 6-1 to recommend approval of the changes. The action on the Zoning map change cannot be processed until after the

Comprehensive Plan change is approved by the Metropolitan Council.

#### 1 BACKGROUND

- The 1979 Comprehensive Plan guided the subject properties as High Density Residential (HDR),
- and the Official Zoning Map classified them as Single Family Residential District (R-1). During the
- 4 2008 update process of Roseville's Comprehensive Plan, the two properties remained HDR, as the
- 5 adjacent uses were generally high density residential and the subject properties lie adjacent to two
- busy intersections (Old Highway 8 and County Road C2). In 2010, as a component of the overall
- 7 rezoning of the City to create consistency between land use designations and zoning classifications
- 8 required under State Statutes, the City Council discussed changing the two subject properties to a
- 9 lower density. The Council ultimately decided at that time that the guiding and zoning were
- appropriate and no change was considered. Subsequently the two properties were rezoned from R-1
- to the newly created High Density Residential-1 District (HDR-1) in order to be consistent with the
- 12 Comprehensive Plan designation.
- Over the past few years, the Planning Division has had discussions with interested developers about
- possible multi-family residential projects on the 3253 property; however, none of these proposals
- have come forth to seek formal approval.
- In June 2015, the Roseville City Council discussed the subject sites and their current land use
- designations and instructed the Planning staff to begin the process to change the guiding and zoning
- to medium density.

- An applicant seeking approval of a Comprehensive Land Use Plan Map Change and/or Zoning
- 20 MAP CHANGE is required to hold an open house meeting to inform the surrounding property owners
- and other interested individuals of the proposal, to answer questions, and to solicit feedback. The
- open house for this application was held on July 23, 2015; comments were compiled and submitted
- as a component of the City Council as an attachment to the Comprehensive Plan amendment
- 24 discussion.
- On October 26, 2015, the City Council passed Resolution 11265, which changed the Comprehensive
- Plan's land use guidance from High Density Residential (HR) to Medium Density Residential (MR)
- for the properties addressed at 3253 and 3261 Old Highway 8. This action was taken as part of the
- process of rezoning these parcels as Medium Density Residential District (MDR). Before the City
- 29 Council could rezone these subject properties as intended, the Comprehensive Plan Amendment
- 30 (CPA) fundamental to the rezoning needed to be reviewed and approved by the Metropolitan
- Council. On January 19, 2016, the Metropolitan Council issued a letter confirming its approval of
- the CPA; a copy of the approval letter is included with this RCA as Exhibit A.

#### SUMMARY OF RECOMMENDED CHANGES TO THE ZONING MAP

- As noted above, the Planning Commission recommended approval of the proposed change in Zoning
- Map designation from High-Density Residential-1 (HDR-1) District to Medium Density Residential
- 36 (MDR) District for the parcels addressed as 3253 and 3261 Old Highway 8. State statute requires
- that a community's zoning map be consistent with its comprehensive plan land use map; because the
- City Council has already taken action to amend the Comprehensive Plan land use guidance for the
- subject parcels, rezoning the subject parcels to MDR District is a technical necessity to comply with
- 40 the pertinent statute. The draft ordinance to rezone the subject properties is included with this RCA
- as Exhibit B.

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#### PUBLIC COMMENT

- 43 As indicated above, the Planning Division held the required open house for the item on July 23,
- 44 2015, at which meeting 45+ citizens attended. The majority of comments discussed at the open
- 45 house with the City Planner indicated support for the change to medium density.
- Specifically, many area residents noted the existing traffic issues and the 5-way intersection. They
- also noted the area has many children and few sidewalks. Similarly, they noted support for
- developments similar to Woodsedge Townhomes and Roseville Commons Condos, which have a
- more acceptable density, in their view, than a multiple story, multi-family residential development
- with nearly twice the density.
- The general feeling from the citizens who attended was that the high density designation was too
- much density for the corner and the area. Medium density offers a more consistent density with the
- area and would have fewer negative impacts in the areas of traffic, height, and massing of structures.
- Mr. John Runquist, Trustee for the Henz Trust, 3253 Old Highway 8, submitted a letter of
- opposition to the changes at the July 23, 2015, open house. In his letter Mr. Runquist cites loss in
- value of a property guided since 1979 and a change that is counter to the existing and adjacent high
- density uses as his reasons to oppose the proposed change. The property owner of 3261 Old
- Highway 8 has also provided comments; those comments are contained on one of the comment
- forms from the July 23 open house.

#### RECOMMENDATION

- Pass an ordinance rezoning existing HR-zoned parcels addressed as 3253 and 3261 Old
- Highway 8 to to MDR, based on the findings and recommendation of the Planning Commission, the
- content of this RCA, public input, and City Council deliberation.

- 64 **ALTERNATIVE ACTIONS**
- Pass a motion to table one or more of the actions for future action. While there's no required
- timeline for approving City-initiated proposals such as this, deferring action into the future could
- 67 have adverse consequences for property owners or potential developers who may be following this
- process and anticipating its conclusion.
- By motion, deny the request. Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable City Code regulations, and the public record.

Prepared by: City Planner Thomas Paschke 651-792-7074 | thomas.paschke@cityofroseville.com

Attachments: A: CPA approval letter from C: Resolution 11265

Metropolitan Council

B: Draft rezoning ordinance

January 19, 2016

Thomas Paschke, City Planner City of Roseville 2660 Civic Center Drive Roseville, MN 55113

RE: City of Roseville Old Hwy 8 – High Density to Medium Density Comprehensive Plan Amendment – Administrative Review

Metropolitan Council Review File No. 20516-4 Metropolitan Council District 10

Dear Mr. Paschke:

The Metropolitan Council received the City's Old Hwy 8 – High Density to Medium Density Comprehensive Plan Amendment (amendment) on December 22, 2015. This amendment reguides approximately 2.66 acres, located at 3253 and 3261 Old Hwy 8, from High Density Residential (12-30 units per acre) to the Medium Density Residential (4-12 units per acre). The amendment request stems from soil and wetland constraints on the site which limit high density development potential.

Council staff finds the amendment meets the Comprehensive Plan Amendment Administrative Review Guidelines revised by the Council on July 28, 2010. The proposed amendment does not affect official forecasts. Though the amendment reduces opportunities to accommodate the City's share of the region's affordable and lifecycle housing need, the City still has sufficient land guided to address the housing requirements of the Metropolitan Land Planning Act. Therefore, the Council will waive further review and action; and the City may place this amendment into effect.

In addition, staff offers the following advisory comments for your consideration:

#### Environmental Review (Jim Larsen, 612-605-1159)

There is no specific development proposal being evaluated, but the application indicates that any future proposal will need to incorporate grading and drainage plans that will need to be reviewed and approved by the City and Rice Creek Watershed. The Council encourages the City to be especially cognizant of stormwater runoff issues, given the previous history of building code errors involving property boundaries and runoff from the property immediately to the south of the site.



Mr. Paschke, City of Roseville January 19, 2016 Page 2

The amendment, explanatory materials, and the information submission form will be appended to the City's Update in the Council's files. If you have any questions please contact Eric Wojchik, Principal Reviewer, at 651-602-1330.

Sincerely,

LisaBeth Barajas, Manager

Local Planning Assistance

CC: Steve O'Brien, Minnesota Housing

Tod Sherman, Development Reviews Coordinator, MnDOT Metro Division

Marie McCarthy, Metropolitan Council District 10

Eric Wojchik, Principal Reviewer Raya Esmaeili, Reviews Coordinator

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### ORDINANCE NO. \_\_\_\_

AN ORDNANCE AMENDING TITLE 10 OF THE CITY CODE, CHANGING CERTAIN REAL PROPERTY LOCATED AT 3261 AND 3253 OLD HIGHWAY 8 FROM HIGH DENSITY RESIDENTIAL-1 DISTRICT (HDR-1) TO MEDIUM DENSITY RESIDENTIAL DISTRICT (MDR)

The City Council of the City of Roseville does ordain:

**Section 1. Real Property Rezoned.** Pursuant to Section 1009.06 (Zoning Changes) of the City Zoning Code of the City of Roseville, and after the City Council consideration on PROJ0036, the following property, located at 3261 and 3253 Old Highway 8, are hereby rezoned from High Density Residential-1 District (HDR-1) to Medium Density Residential District (MDR).

## Said rezoning shall affect the following addressed properties also see attached map 3261 and 3253 Old Highway 8

**Section 2. Effective Date.** This ordinance amendment to the City Code and Zoning Map shall take effect upon:

- 1. Acceptance by the Metropolitan Council of a corresponding Comprehensive Plan land use map change; and
- 2. The passage and publication of this ordinance.

Passed this 8<sup>th</sup> day of February 2016.

### 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 26<sup>th</sup> day of October 2015, at 6:00 p.m.

The following members were present: McGehee, Willmus, Etten, Roe and the following were absent: Laliberte

Councilmember Willmus introduced the following resolution and moved its adoption:

#### **RESOLUTION NO. 11265**

A RESOLUTION APPROVING AN AMENDMENT TO THE COMPREHENSIVE LAND USE PLAN MAP DESIGNATION FROM HIGH DENSITY RESIDENTIAL (HR) TO MEDIUM DENSITY RESIDENTIAL (MR) FOR PROPERTY LOCATED AT 3261 AND 3253 OLD HIGHWAY 8 (PROJ0036)

WHEREAS, the Planning Commission, at a public hearing held on October 7, 2015, pertaining to the request they received from the Roseville Community Development Department for a Comprehensive Land Use Plan Amendment on property commonly known as 3261 and 3253 Old Highway 8; and

WHEREAS, the proposed Comprehensive Land Use Plan Amendment requires a map designation change from "HR" (High Density Residential) to "MR" (Medium Density Residential); and

WHEREAS, said Comprehensive Land Use Plan Amendment affects the following addressed properties (also see attached map):

#### 3261 and 3253 Old Highway 8

WHEREAS, after required public hearings, the Roseville Planning Commission recommended approval (6-1) of the request for a Comprehensive Plan Amendment, indicating support for the proposed change; and

WHEREAS, the Roseville City Council at their meeting of October 26, 2015, was presented with the project report from the Community Development staff regarding the subject request; and

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the amendment to the Comprehensive Plan from "HR" (High Density Residential) to "MR" (Medium Density Residential) for property located at 3261 and 3253 Old Highway 8 (legally described above), subject to the approval of the Comprehensive Plan Map Change by the Metropolitan Council.

The motion for the adoption of the foregoing resolution was seconded by Member McGehee and upon vote being taken thereon, the following voted in favor thereof: McGehee, Willmus, Etten, Roe and the following voted against the same: None.

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, 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 26<sup>h</sup> day of October 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26<sup>th</sup> day of October 2015.

Patrick Trudgeon, City Manager

# REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 10.c

Department Approval

City Manager Approval

V. Pal Batilo

Item Description: High Density Residential Interim Ordinance (Moratorium)

#### BACKGROUND

At the January 25, 2016 meeting, the City Council asked for a moratorium ordinance to be

- 3 brought forward in order to prevent the additional rezoning or guiding of land for high density
- 4 residential development for 90 days. During this time, the City Council will be studying the
- 5 current available supply of high density residential property as well as studying potential new
- 6 regulatory tools, including Planned Unit Development (PUD).
- 7 This ordinance will only affect the rezoning/guiding of new property for high density residential.
- 8 It will not affect any rezoning applications that have been received prior to the effective date of
- 9 the ordinance and it will not affect any building permit or other applications within existing high
- density residential zoned areas. Any high density residential projects in other districts, such as
- 11 Community Mixed Use (CMU) or Community Business (CB) would also not be affected by this
- 12 interim ordinance.
- State Statutes 462.355 (Attachment A) allow cities to enact moratoriums to provide additional
- time for the community to study relevant issues and/or enact relevant regulatory controls. The
- League of Minnesota Cities' discussion of Interim Ordinances is attached for guidance on the
- process (Attachment B).

#### 17 POLICY OBJECTIVE

- An interim ordinance (moratorium) is generally enacted when the City Council believes the
- current regulatory and development situation could result in an outcome that is in opposition to
- 20 City policies. The City Council has expressed a desire to study the supply of high density
- 21 residential property and this short moratorium period should give the City Council enough time
- to complete that task.

#### 23 **BUDGET IMPLICATIONS**

- A moratorium doesn't have significant budget implications on its own. Depending on the
- outcome, some projects may not occur which could have a building permit fee and property tax
- 26 impact.

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#### STAFF RECOMMENDATION

- 28 Staff recommends the approval of the attached interim ordinance which will establish a 90 day
- 29 moratorium on new rezoning or comprehensive plan amendments for high density residential
- 30 zoning and guiding.

#### REQUESTED COUNCIL ACTION 31

Offer a motion to approve the attached ordinance (Attachment C) as amended. 32

Paul Bilotta, Community Development Director Prepared by:

Attachments: A: State Statutes 462.355

B: League of MN Cities summary on interim ordinancesC: Draft Interim Ordinance

#### 462.355

#### 462.355 ADOPT, AMEND COMPREHENSIVE PLAN; INTERIM ORDINANCE.

Subdivision 1. **Preparation and review.** The planning agency shall prepare the comprehensive municipal plan. In discharging this duty the planning agency shall consult with and coordinate the planning activities of other departments and agencies of the municipality to insure conformity with and to assist in the development of the comprehensive municipal plan. In its planning activities the planning agency shall take due cognizance of the planning activities of adjacent units of government and other affected public agencies. The planning agency shall periodically review the plan and recommend amendments whenever necessary. When preparing or recommending amendments to the comprehensive plan, the planning agency of a municipality located within a county that is not a greater than 80 percent area, as defined in section 103G.005, subdivision 10b, must consider adopting goals and objectives that will protect open space and the environment.

- Subd. 1a. **Update by metropolitan municipalities.** Each municipality in the metropolitan area, as defined in section 473.121, subdivision 2, shall review and update its comprehensive plan and fiscal devices and official controls as provided in section 473.864, subdivision 2.
- Subd. 2. **Procedure to adopt, amend.** The planning agency may, unless otherwise provided by charter or ordinance consistent with the municipal charter, recommend to the governing body the adoption and amendment from time to time of a comprehensive municipal plan. The plan may be prepared and adopted in sections, each of which relates to a major subject of the plan or to a major geographical section of the municipality. The governing body may propose the comprehensive municipal plan and amendments to it by resolution submitted to the planning agency. Before adopting the comprehensive municipal plan or any section or amendment of the plan, the planning agency shall hold at least one public hearing thereon. A notice of the time, place and purpose of the hearing shall be published once in the official newspaper of the municipality at least ten days before the day of the hearing.
- Subd. 3. **Adoption by governing body.** A proposed comprehensive plan or an amendment to it may not be acted upon by the governing body until it has received the recommendation of the planning agency or until 60 days have elapsed from the date an amendment proposed by the governing body has been submitted to the planning agency for its recommendation. Unless otherwise provided by charter, the governing body may by resolution adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance. Except for amendments to permit affordable housing development, a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote of all of the members. Amendments to permit an affordable housing development are approved by a simple majority of all of the members. For purposes of this subdivision, "affordable housing development" means a development in which at least 20 percent of the residential units are restricted to occupancy for at least ten years by residents whose household income at the time of initial occupancy does not exceed 60 percent of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development, and with respect to rental units, the rents for affordable units do not exceed 30 percent of 60 percent of area median income, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development.
- Subd. 4. **Interim ordinance.** (a) If a municipality is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of a comprehensive plan or official controls as defined in section 462.352, subdivision 15, or if new territory for which plans or controls have not been adopted is annexed to a municipality, the governing body of the municipality may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety and welfare of its citizens. The interim ordinance may

regulate, restrict, or prohibit any use, development, or subdivision within the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective.

- (b) If a proposed interim ordinance purports to regulate, restrict, or prohibit activities relating to livestock production, a public hearing must be held following a ten-day notice given by publication in a newspaper of general circulation in the municipality before the interim ordinance takes effect.
- (c) The period of an interim ordinance applicable to an area that is affected by a city's master plan for a municipal airport may be extended for such additional periods as the municipality may deem appropriate, not exceeding a total additional period of 18 months. In all other cases, no interim ordinance may halt, delay, or impede a subdivision that has been given preliminary approval, nor may any interim ordinance extend the time deadline for agency action set forth in section 15.99 with respect to any application filed prior to the effective date of the interim ordinance. The governing body of the municipality may extend the interim ordinance after a public hearing and written findings have been adopted based upon one or more of the conditions in clause (1), (2), or (3). The public hearing must be held at least 15 days but not more than 30 days before the expiration of the interim ordinance, and notice of the hearing must be published at least ten days before the hearing. The interim ordinance may be extended for the following conditions and durations, but, except as provided in clause (3), an interim ordinance may not be extended more than an additional 18 months:
- (1) up to an additional 120 days following the receipt of the final approval or review by a federal, state, or metropolitan agency when the approval is required by law and the review or approval has not been completed and received by the municipality at least 30 days before the expiration of the interim ordinance;
- (2) up to an additional 120 days following the completion of any other process required by a state statute, federal law, or court order, when the process is not completed at least 30 days before the expiration of the interim ordinance; or
- (3) up to an additional one year if the municipality has not adopted a comprehensive plan under this section at the time the interim ordinance is enacted.

**History:** 1965 c 670 s 5; 1976 c 127 s 21; 1977 c 347 s 68; 1980 c 566 s 24; 1983 c 216 art 1 s 67; 1985 c 62 s 1,2; 1995 c 176 s 4; 2004 c 258 s 1; 2005 c 41 s 17; 1Sp2005 c 1 art 1 s 91; 2008 c 297 art 1 s 59; 2010 c 347 art 1 s 24

Minn. Stat. § 462.355, subd. 4.

Pawn America Minnesota,
LLC v. City of St Louis Park,
787 N.W.2d 565 (Minn.
2010).

Minn. Stat. § 462.355, subd. 4(a).

Minn. Stat. § 462.355, subd. 4(b).

Duncanson v. Board of Supervisors of Danville Tp., 551 N.W.2d 248 (Minn. Ct.

App. 1996).

Minn. Stat. § 462.355, subd. 4(c).

Minn. Stat. § 462.355, subd. 4(c)(3).

# 1. Interim Ordinances (Moratoria)

Adoption of an interim ordinance (more commonly known as a moratorium) may aid cities in the zoning ordinance amendment process, by allowing a city to study an issue without the pressure of time generated by pending applications. Cities may use a moratorium to protect the planning process, particularly when formal studies may be needed on a particular issue. Cities must follow the procedures established in state statute to initiate a moratorium.

## a. Procedure for interim ordinance adoption

Cities must initiate a moratorium by adopting an ordinance (interim ordinance). The interim ordinance may regulate, restrict, or prohibit any use, development, or subdivision within the city or a portion of the city for a period not to exceed one year from the effective date of the ordinance. An interim ordinance may only be adopted where the city:

- Is conducting studies on the issue.
- Has authorized a study to be conducted.
- Has held or scheduled a hearing for the purpose of considering adoption or amendment of a comprehensive plan or other official controls, including the zoning code, subdivision controls, site plan regulations, sanitary codes, building codes and official maps.
- Has annexed new territory into the city for which plans or controls have not been adopted.

The legal justification for the interim ordinance should be stated in the findings of fact when the ordinance is adopted.

No notice or hearing is generally necessary before an interim ordinance is enacted. However, a public hearing must be held if the proposed interim ordinance regulates, restricts or prohibits livestock production (feedlots). In such case, the notice of the hearing must be published at least ten days prior to the hearing in a newspaper of general circulation in the city.

#### b. Procedure for interim ordinance extension

An interim ordinance may be extended only in limited circumstances if the procedures of state statute are followed. An interim ordinance may be extended if the city holds a public hearing and adopts findings of fact stating that additional time is needed to:

• Complete and adopt a comprehensive plan in cities that did not have comprehensive plan in place when the interim ordinance was adopted. This allows an extension for an additional year.

Minn. Stat. § 462.355, subd. 4(c) (1).

Minn. Stat. § 462.355, subd. 4(c) (2).

Minn. Stat. § 462.355, subd. 4(c).

Minn. Stat. § 462.355, subd. 4(c). Semler Const., Inc. v. City of Hanover, 667 N.W.2d 457 (Minn. App. 2003).

Woodbury Place Partners v. Woodbury, 492 N.W.2d 258 (Minn. Ct. App. 1993). Tahoe-Sierra Pres. Council, Inc. v. Tahoe Reg'l Planning Agency, 535 U.S. 302, 122 S. Ct. 1465 (2002).

A.G. Op. 477b-34 (July 29, 1991).

- Obtain final approval or review by a federal, state, or metropolitan agency of the proposed amendment to the city's official controls, when such approval is required by law and the review or approval has not been completed and received by the municipality at least 30 days before the expiration of the interim ordinance. This allows an extension for an additional 120 days.
- Complete "any other process" required by a state statute, federal law, or court order and when the process has not been completed at least 30 days before the expiration of the interim ordinance. This allows an extension for an additional 120 days.
- Review an area that is affected by a city's master plan for a municipal airport. This allows for an additional period of 18 months.

The required public hearing must be held at least 15 days but not more than 30 days before the expiration of the interim ordinance, and notice of the hearing must be published at least ten days before the hearing.

## c. Applicability

An interim ordinance or moratorium may not delay or prohibit a subdivision that has been given preliminary approval, nor extend the time for action under the 60-day rule with respect to any application filed prior to the effective date of the interim ordinance.

According to the Minnesota Court of Appeals, the use of an interim ordinance prohibiting or limiting use of land is generally not compensable if there is a valid purpose for the interim regulation. In evaluating whether an interim ordinance is a temporary taking in the nature of a regulatory taking, courts will look to the parcel as whole. There is no bright-line rule for regulatory takings; rather, they must be evaluated on a case-by-case basis.

# VI. Zoning ordinance enforcement

The Municipal Planning Act authorizes cities to enforce their zoning ordinance through criminal penalties. In addition, civil remedies, such as an injunction, are available to cities to cure on-going violations. The Minnesota Attorney General has ruled that it is a general duty of a city to enforce its zoning ordinance and that a city cannot refuse to enforce zoning requirements by ignoring illegal land uses. In enforcing city ordinances, however, a city must be aware that certain landowners may have specific rights as existing non-conformities; if their non-conforming use pre-dated the city's zoning regulation.

# City of Roseville ORDINANCE NO.

## AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM TEMPORARILY PROHIBITING THE REZONING OF PROPERTY FOR HDR-1 AND HDR-2 IN THE CITY OF ROSEVILLE

#### THE CITY OF ROSEVILLE ORDAINS:

**SECTION 1: Purpose and Intent** 

The City of Roseville ("City") recognizes significant public interest and concern over ensuring the City has the appropriate amount of available land zoned and guided for high density housing to satisfy the needs of the community.

The City desires to regulate the use of property in a manner that is consistent with the purpose and intent of the Comprehensive Plan and Zoning Ordinance. The City recognizes it may not currently have the appropriate regulatory tools such as Planned Unit Developments to effectively regulate high density housing.

Minnesota Statutes Section 462.355 allows the City to adopt a temporary interim ordinance for a period of up to twelve (12) months from the date it is effective, to allow for such study and adoption of comprehensive plan, zoning and/or other official land use controls in order to protect the public health, safety and general welfare. The same statute allows for the limited extension of the period under particular circumstances.

The City has concluded that additional study is required related to analyzing the supply and demand for high density housing in the community, review of high density housing zoning regulations, and creation of a Planned Unit Development and/or site plan approval process.

There is a need for an interim ordinance to be adopted for the purpose of protecting the planning process and the health, safety, and welfare of the citizens of the City until such a study has been completed.

#### **SECTION 2: Prohibition**

Pursuant to State Statutes 462.355, the City hereby adopts and approves this interim ordinance temporarily prohibiting the rezoning of property to zoning classification HDR-1: High Density Residential-1 and HDR-2: High Density Residential-2 across the entire City. During the effective period of this interim ordinance, the City will not accept any application for rezoning of property to HDR-1 or HDR-2 nor any applications for comprehensive plan amendments to the High Density Residential classification.

All rezoning and comprehensive plan amendment applications received prior to the effective date of this ordinance will remain valid and continue forward in the review and approval process normally. This interim ordinance does not impact building permits or other land use applications besides rezoning and comprehensive plan amendments.

If any potential applicant has already scheduled or held a developer open house meeting in accordance with Section 1009.07 of the City Code but has not yet applied for a rezoning or comprehensive plan amendment, the timing requirement in this section is suspended during the period this interim ordinance is in effect.

#### SECTION 3: Effective Date and Duration

This ordinance shall take effect and be in full force from and after its passage and publication. It shall remain in effect for 90 days, after which occurrence this ordinance shall lapse, unless properly extended pursuant to state law.

Passed by the City Council of the City of Roseville this \_\_\_\_ day of \_\_\_\_\_ 2016.

# **Attachment C**

AN INTERIM ORDINANCE ESTABLISHING A MORATOR	RIUM TEMPORARILY PROHIBITING
(SEAL)	
	CITY OF ROSEVILLE
	BY: Daniel J. Roe, Mayor
ATTEST:	
Patrick Trudgeon, City Manager	

# REQUEST FOR COUNCIL ACTION

Date: 2/8/2016 Item No.: 11.a

Department Approval

City Manager Approval

ath

fam / Trugen

Item Description: Federal Bureau of Investigation (FBI), National Academy Presentation

#### BACKGROUND

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- In the fall of 2015, Lt. Erika Scheider attended the FBI's National Academy in Quantico, Virginia. The
- 4 National Academy is a once in a lifetime opportunity to take part in internationally acclaimed
- be leadership training along with several hundred participants from across the world.

#### 6 POLICY OBJECTIVE

7 Lt Scheider will give a brief presentation on her experiences to inform the Council and the public.

#### 8 FINANCIAL IMPACTS

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10 There is no cost to the city.

#### 11 STAFF RECOMMENDATION

No action is needed at this time. Item is only for informational purposes.

#### 13 REQUESTED COUNCIL ACTION

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No action is needed at this time. Item is only for informational purposes.

Prepared by: Chief Rick Mathwig

# REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 11.b

Department Approval City Manager Approval

Para / Truggen

Item Description: Review Scope, Duties, and Function of the Human Rights Commission,

Community Engagement Commission, and Ethics Commission

#### 1 BACKGROUND

- 2 On November 30 the City Council directed the Human Rights Commission and Community
- 3 Engagement Commission to review the scope and functions found in the commission chapters of City
- 4 Code. The minutes from the November meeting can be found as 'Attachment A.'
- 5 Human Rights Commission (HRC)
- 6 Per the direction of the City Council, the Human Rights Commission reviewed the Scope, Duties and
- 7 Functions in City Code and have made suggested changes. Suggested changes to the chapter can be
- 8 found as 'Attachment B' and are intended for clarity and better functionality.
- 9 The Human Rights Commission seeks guidance on whether efforts should be concentrated in an
- 'advisory' role or in a role providing a platform for advocacy and education on human rights issues.
- Wayne Groff, Chair of the Human Rights Commission, will be present to discuss and answer questions.
- 12 Community Engagement Commission (CEC)
- 13 The Community Engagement Commission discussed the Scope, Duties and Functions in City Code and
- agreed that no changes were necessary, that the Code as it relates to the Community Engagement
- 15 Commission is clear an in alignment with the actions of the Commission to this point. The Commission
- also submitted a list of 2016 work items and goals for discussion (Attachment C).
- 17 Ethics Commission
- The City Council directed staff to explore alternative compositions of the Ethics Commission.
- Suggested changes to the commission chapter (Attachment D) include utilizing existing commission
- chairs from each advisory commission to form the Ethics Commission on an 'as needed' basis. The
- Ethics Commission currently plans the Ethics Training each year, and an annual meeting may need to
- be established for this purpose.
- 23 Frequency of Human Rights Commission and Community Engagement Commission.
- The City Council also asked the HRC and CEC to look at the frequency of meetings. They both meet
- on a monthly basis. Both commissions discussed the matter and feel there is a need to continue to meet
- 26 monthly.
- 27 From the City Manager's perspective, the current level of support that the Administration Department

provides to both commissions may be unsustainable in the long term without additional resources.

Unlike other Departments, the Administration Department currently serves three commissions

30 (depending on the outcome of the Ethics Commission). Given the level of importance that staff and the

City Council attaches to each commission, there is a significant amount of time put in each month

working with commission members, preparing agendas, attending commission meetings, and

implementing the work initiated by the commissions. As the staff of the Administration Department is

tasked with many different duties (as are all City staff), it is often a fine balance of taking care of the

commission's priorities and needs while completing the other necessary and important daily tasks.

To be clear, the City Manager is not suggesting Administration staff stop supporting the HRC or the CEC. Nor is the City Manager suggesting that either commission isn't important or less of a priority than any other commission. However, assuming that no additional resources are forthcoming in the near future, one option to consider is lessening the frequency of the meetings of both commissions to better distribute work load. In regards to the CEC, the relatively recent beginning of the Commission, as well as the recent turnover of Commission members, will require a lot of work on behalf of the staff to help advance its work. The reduction in meetings may allow the City Manager to become more

directly involved with working with these commissions.

If the City Council is open to considering changing the frequency of these commission meetings, the

City Manager suggests the commissions meet every other month (6 times a year). There would also

still be the ability to hold special meetings of these Commissions as needed.

#### FINANCIAL IMPLICATIONS

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A financial impact would result in changes to meeting frequency. Current costs associated with

commission support include minute preparation and staff time.

#### REQUESTED COUNCIL ACTION

Review scope, duties, and function of the Human Rights Commission, Community Engagement

52 Commission, and Ethics Commission.

Prepared by: Patrick Trudgeon, City Manager

Attachment A: November 30 City Council Meeting Minutes

Attachment B: Human Rights Commission Suggested Code Changes

Attachment C: Community Engagement Commission 2016 Goals and Work Items

Attachment D: Suggested Code Changes to Ethics Chapter

Attachment E: Minutes from January 14 Community Engagement Commission Meeting

Attachment F: Minutes from January 20 Human Rights Commission Meeting

Attachment G: Community Engagement Commission Code Chapter

Councilmember Willmus asked staff to provide something about proposed compensation for a paid Intern position.

Councilmember McGehee cautioned that the Reception Desk served as the face of the City of Roseville; and didn't think it should be provided by an Intern or volunteer position.

#### Recess

Mayor Roe recessed the meeting at approximately 8:53 p.m., and reconvened at approximately 9:00 p.m.

#### 14. Business Items (Action Items)

- a. Approve/Deny Pawn America License Renewal
- b. Approve/Deny Farrington Estates Easement Vacation
- c. Approve/Deny Creation of Economic Development Authority (EDA)

#### d. Advisory Commission Review for 2016

Mayor Roe introduced this discussion subsequent to the City Council's joint meeting in October with its advisory Human Rights Commission (HRC) directing staff to schedule a more comprehensive review of all advisory commissions, currently before the City Council, and as a result of the Uniform Commission Code adopted earlier this year. While initially scheduled to address the three vacancies on the HRC not yet filled, Mayor Roe noted that this discussion could include roles and responsibilities of each standing council advisory commission and potential shifts. Mayor Roe noted this discussion was also in conjunction with the related topic of the newly-created advisory Community Engagement Commission (CEC) and broader commission discussions and thoughts.

#### **HRC**

Specific to the HRC, Councilmember Etten expressed his personal interest in returning that advisory commission to its full force. Councilmember Etten recognized the positive activities and robust work currently being undertaken by the HRC even with their limited membership available, and their return to a strong regular versus sporadic meeting schedule. Councilmember Etten stated he thought the HRC should return to full strength to allow them to operate more effectively.

Councilmember McGehee agreed with Councilmember Etten, opining she was impressed with their presentations and their well-attended and well-led efforts when appearing before the City Council at those joint meetings. Councilmember McGehee further opined that this was proving to be a successful advisory com-

mission and a good addition to Roseville, and a necessity for the community the size of Roseville.

Councilmember Willmus noted one thing touched upon during previous discussion was the charge within the function and duties of the HRC, including their programming aspect. Councilmember Willmus advised that he had spoken with the current Chair of the HRC, noting their real focus over the last few years had become presentations or gatherings versus the programming and advisory role, which is currently the role the HRC is charged with by the City Council. Councilmember Willmus questioned if the same understanding was in place with what is actually occurring and what was actually on the ledger; seeking to call attention to that disconnect in their charge and expectations of the City Council on their advisory role.

From a broader perspective, Councilmember Willmus expressed his interest in looking at all advisory commissions and staffing those commissions including questions such as: Do we have too many?; Are existing commissions being properly utilized?; Are tweaks needed to improve efficiencies of existing commissions?; Is it necessary for all commissions to meet monthly or would the city be better served by a quarterly or semi-annual meeting schedule for some commissions (e.g. Ethics and HRC)?.

Specific to the HRC, Mayor Roe opined they had a distinct role, and suggested perhaps the City Council needed to do more to clarify that distinction and define the focus of the HRC and CEC in their respective roles. Mayor Roe stated he continued to support the City Council's expectations as outlined in the CEC's enabling ordinance. Regarding the HRC enabling ordinance, Mayor Roe suggested an immediate review before the next round of appointments, to reconsider its scope, duties and functions. Mayor Roe opined that he found some listed in the ordinance to be unclear or some overlapping with those of the CEC (e.g. assisting the State Human Rights Commission in implementing the Human Rights Act) questioning whether that was even a viable expectation of the City Council. As an initial starting point, Mayor Roe suggested charging the HRC to provide feedback to the City Council on their suggestions to improve language of that ordinance when they return to full membership. As part of that, Mayor Roe stated he would be open to considering meeting frequency or simply establishing a base minimum number of meetings through ordinance language or other City Council Mayor Roe stated that he was more concerned in dictating a specific number of meetings as a City Council, especially in defining roles and responsibilities; and suggested that language may be added to other advisory commissions as well related to a minimum standard number of meetings, allowing them to meet more as they felt appropriate.

Councilmember McGehee stated she liked the idea of minimum meetings and specific policies to determine that frequency. Councilmember McGehee used the

Police Civil Service and Ethics Commissions as examples. Councilmember McGehee agreed with seeking input from the HRC. In terms of advisory versus performance, Councilmember McGehee noted there were differences depending on their general function in the community and whether or not it was applicable for them to advise the City Council or perform certain duties or functions as appropriate. Councilmember McGehee opined that some of that failure to clarify that was a failing on the part of the City Council in being more specific.

Councilmember Etten agreed with the comments of Councilmember McGehee.

Councilmember Laliberte expressed her concern in setting a minimum versus monthly or quarterly meeting schedule was in a lack of consistency for the benefit of the public on specific areas of importance or interest to them. Councilmember Laliberte questioned how the community could be expected to engage with advisory commissions if they were meeting randomly, and suggested some base or consistent time requirement.

Mayor Roe noted that another piece of the discussion was the Uniform Commission Code and requirements included requiring commissions to establish a meeting schedule for each year. Mayor Roe opined that this put some onus on those commissions to provide that consistent public information.

Mayor Roe suggested consideration by the City Council as to whether or not to fill the HRC vacancies as part of the January 2016 application process.

McGehee moved, Etten seconded, filling the three vacancies to the HRC.

City Manager Trudgeon clarified the motion, whether to fill those three vacancies now or in April 2016 with the next round of appointments.

By consensus, the City Council confirmed that the intent was to fill the positions on the HRC for appointment in April of 2016.

#### **Roll Call**

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

Nays: None.

Without objection, Mayor Roe directed staff to charge the HRC to begin a review of their current ordinance and role, and provide a recommendation to the City Council at their earliest convenience.

#### **Broader Discussion**

Councilmember Laliberte sought information on how many advisory commissions staff could sufficiently or realistically support.

Councilmember Willmus suggested starting with defining the charge and scope for the HRC and CEC and how to clarify their specific roles, as well as how they functioned related to a meeting schedule.

City Manager Trudgeon advised that staff could better help advisory commissions if not meeting monthly.

Councilmember Willmus asked staff to provide their recommendation, with concurrence by Mayor Roe, for meeting frequency of various commissions, and any other ideas or desires they wished to share with the City Council at this time.

#### **Ethics Commission**

Mayor Roe advised that since he'd been serving on the City Council in 2007, only one ethics complaint had been received and subsequently withdrawn, or at least with no formal action being taken. Therefore, Mayor Roe stated he had mixed emotions in appointing citizens to serve when not receiving complaints or no changes are indicated to the Ethics Code. Mayor Roe opined that staff could perform the training without a commission, but noted the process was in place in code that the Ethics Commission review complaints as they were received and help consider those complaints and their resolution. Mayor Roe stated he had given consideration to recommending demoting the Ethics Commission from a standing committee to an ad hoc committee, staffed by one member from each commission if and when a complaint or issue needed addressing based on the Ethics Code. Mayor Roe noted that direction could be provided to them at that time to seek their input and would serve as the reality of how the Ethics Commission could function and what serving residents actually received from their service on that Commission.

Councilmember Laliberte stated that her observations from the last two joint meetings with the Ethics Commission was a sense of frustration from them; and no charge to do anything other than enact monthly ethics tips and annual training put on by staff and the City Attorney. Councilmember Laliberte stated she shared Mayor Roe's concern in appointing people who in turn become disappointed or frustrated by a lack of meaningful work.

For the benefit of the public, Mayor Roe clarified that his comments in no way intended to suggest he was advocating getting rid of the Ethics Commission or not have a complaint process in place, but simply rethinking how it operated.

Councilmember Willmus noted that, using Mayor Roe's idea for members serving from standing commissions, they would still review complaints as currently done by the standing Ethics Commission.

Mayor Roe concurred, noting complaints would be received from the City Manager or City Attorney as applicable to pass on to the ultimate decision-maker, still the City Council.

Councilmember Etten asked if Mayor Roe still envisioned the Ethics Commission meeting annually to discuss their responsibilities as an educational piece as they understand their role in this situation or how they still functioned within the city.

Mayor Roe stated that wasn't a bad idea; and that would provide some orientation, unless that information was provided to commissions ahead of time to determine commissioner interest in volunteering for that role. Mayor Roe stated it would need defining what that role was if such a process was undertaken, such as a one-time meeting to get to the basics or mechanics of that role.

Councilmember Laliberte stated she envisioned it as something added to the Uniform Commission Code for annual appointment by each commission to appoint one person to serve in that capacity.

Mayor Roe suggested amending the Ethics Commission Code language to address establishment and membership and potential term, but deferred comment on that to staff or the City Attorney as to whether or not the Uniform Commission Code was the appropriate place.

Councilmember McGehee stated her agreement with the orientation idea and Councilmember Laliberte's idea whereby each commission packet would define a process with members coming from those various commissions to provide that function, along with a straightforward statement of how the City handled ethics complaints and the process for doing so. Councilmember McGehee opined that an additional benefit would be familiarizing one additional person on each commission with ethics issues and the process involved.

Mayor Roe agreed that was a good point.

Councilmember Willmus stated he was intrigued by the idea and could find no reservations at this time.

Mayor Roe suggested the next step would be to direct staff to return with proposed code language.

City Manager Trudgeon duly noted that directive, requesting additional thought on staff's part in how to translate that intent to code.

Without objection, Mayor Roe directed staff to review code language and recommend a process related to the concept of a standing Ethics Committee as outlined.

#### **Public Safety Commission**

Mayor Roe noted his long-time goal of getting more residents involved in public safety policy, which served as the biggest part of the City's public face and staffing. Mayor Roe noted previous discussions related to establishment of a Public Safety Commission, for which he remained an advocate, but without coming to fruition.

From his personal perspective, Mayor Roe suggested a good way for that to evolve would be from the existing Police Civil Service Commission and continuing their role with the Police Department staffing as a subcommittee. Mayor Roe clearly advised that he was in no way speaking to any role for them in public review of police officer complaints. In conjunction with the Fire Department's conversion from its current structure to paid on-call structure, Mayor Roe opined that having a public safety commission role may have proven helpful during that process, as well as in considering staffing levels of the Police Department and recent discussion for community service officers, and even back as far as the fire station study and other issues involving public safety. Mayor Roe stated that he continued to view that as a missing part of the process, even in dealing with traffic safety aspects and issues with city streets such as speed concerns.

Mayor Roe also suggested a role in the Public Works function and other departments, including nuisance code (junk and debris in yards) and general public safety and welfare issues for residents of and visitors to Roseville.

In light of that, Mayor Roe distributed his initial concept to initiate discussion via that he had prepared and entitled, "Chapter 203 Public Safety Commission (11/15 – Roe draft) replacing existing Chapter 203 Police Civil Service Commission, Based on her preliminary review, Councilmember McGehee stated she didn't agree with this serving as another Commission, since those functions listed were all task force jobs. Councilmember McGehee opined that the City Council had already gone overboard with commissions, and a task force could just as well advise them on traffic on residential streets, to look at full-time paid on-call fire-fighter staffing, or any number of things without having another standing commission. Councilmember McGehee stated there was a segment of Roseville's population having a considerable amount of interest and skills to share related to a specific interest or expertise that would be willing to share if not required to sign-up for three years of meetings, but only for short-term task forces for project-specific issues.

Councilmember Willmus expressed his willingness to look at the possibility, stating his support would hinge on the focus of such a commission's charge, or scope of their duties. Councilmember Willmus recognized that Mayor Roe had long had something like this in the back of his mind and frequently brought it forward for discussion. Councilmember Willmus stated he would not say "no" at this point, and would like to further explore it and define the scope, charge and duties.

Councilmember Laliberte agreed with Councilmember Willmus' comments, stating she was open to look at it and talk it through. Councilmember Laliberte further stated that she liked the idea of task forces, but if ideas within the scope and duties and function of such a commission could be clearly defined, she stated her preference to appoint a commission versus constantly putting out the call for another task force. Councilmember Laliberte noted one caution, stating that she thought the Police Civil Service Commission was subject to State Statute, and sought to make sure combining it with other duties would not be a conflict. If a commission could be structured in such a way to mandate statute and other advisory work, Councilmember Laliberte stated she would be interested in looking at it.

Councilmember Etten stated he was open to entertaining discussion for revising the Police Civil Service Commission, using the Variance Board to the Planning Commission as a model or example of how that might work. Councilmember Etten opined that sometimes a task force could work, but questioned if it took so long cycle their creation that it may slow down the actual discussion needed in a timely manner. Councilmember Etten agreed with Mayor Roe and expressed his lack of any interest in creating a civilian review board, and stated he would not consider entering that area at all, but expressed his interest in considering a standing Public Safety Commission.

Councilmember Laliberte suggested taking a broad look at staffing for such a commission and if put in place how it would change the Ethics function; and sought staff input on how that may play out and if they were supportive of the idea, with ideas for organization and other issues as part of their feedback.

Mayor Roe noted this touched on a minimum of two departments, and if the City Council was interested in a review, clarified that it was not his intent that it be up and running for April 1, 2016 appointments, but noted further discussion at City Council Work Sessions would be required if the City Council chose to pursue the possibility. As staff considers his initial proposal as presented in this bench handout, Mayor Roe asked staff to also review it for further discussion and dissemination later in 2016.

Without objection, the preliminary document drafted by Mayor Roe was provided to staff and City Councilmembers for their comment.

Councilmember McGehee opined that the City didn't have a good track record todate in managing its commissions already in place; and expressed concern with other areas this might stumble into, suggesting considerable caution in considering such a commission.

Mayor Roe stated he was supportive about using caution, but asked for feedback from individual Councilmembers and staff for further consideration in 2016.

#### Community Engagement Commission (CEC)

Councilmember McGehee questioned if the City Council was going to look at its charge to or possibly reigning in the CEC or refocusing them more in line with what was originally intended when that charge was laid out. Absent that review, Councilmember McGehee opined there seemed to be a problem.

Councilmember Willmus asked Councilmember McGehee for more specifics on the problems she perceived to have with the CEC.

Councilmember McGehee opined that the CEC problem was that many things historically done by the HRC as they finished getting their website up and running, had now spread out into other areas for the CEC beyond getting citizens involved in civic government and was engaging them in things other commissions were already doing.

Based on his observation of their recent meetings, Councilmember Willmus opined their focus of late was regarding neighborhood associations, and therefore, he didn't know if he could share the same concern as Councilmember McGehee that there was an issue with neighborhood associations and the HRC in that regard.

While that may be true, Councilmember McGehee questioned if the City Council's charge was to have the CEC aggressively form neighborhood associations.

Councilmember Willmus questioned if that was what the CEC was doing, opining that from his observation they were looking into that and crafting recommendations to bring to the City Council, as had been discussed at the last joint meeting with them.

Mayor Roe agreed that had been discussed the last few times the CEC had met with the City Council. Mayor Roe opined that from his perspective he saw the challenge for the CEC was not with their scope, duties or functions or that they were wrong but there was an expectation issue. Mayor Roe opined that the challenge appeared to be members wanting to be more involved in engaging residents versus advising the City Council on processes and policies, even though that message had been relayed repeatedly. Mayor Roe questioned if there was more the City Council needed to do or how that directive may look. However, Mayor Roe opined that the CEC's review of neighborhood associations was exactly what they reported they were working on and the City Council gave them the go ahead to do so. Mayor Roe advised that he was not aware of the CEC aggressively seeking to form neighborhood associations, but stated his expectation anticipated their return to the City Council with their recommendations.

Councilmember Laliberte stated, at this point, she thought the CEC was finding its way as a new CEC; and noted the City Council's original intent was clearly defined in the CEC's charge in their enabling ordinance. While considering that status, Councilmember Laliberte did not that the one thing the City Council had specifically asked the CEC to work on was the comprehensive plan update process and to bring specific recommendations back for that process, a very important piece for them to provide advice on. Councilmember Laliberte stated she was looking forward to the CEC completing some of their preliminary work and address that important issue. From her observation of the CEC meetings to-date, Councilmember Laliberte noted some conversations about planning or hosting some events to make recommendation to the City Council on how they should be done; and advised that was an area of concern that there may be some overlap occurring between the HRC and commission, with planning events or programs part of the same group or an off-shoot and not yet taking place. Councilmember Laliberte noted the importance to check-in and make sure those efforts were not being duplicated.

Mayor Roe agreed that made sense.

Councilmember McGehee agreed with Councilmember Laliberte and specific assignments, such as the process of engagement or the comprehensive plan update process as something the City Council could use help with, noting that was a big topic coming up in the very near future, with many options of how best to do handle the process. Councilmember McGehee stated the need to be clear that the City Council expected a periodic check-in for at least those two very specific charged when first enabling the CEC. While agreeing with Councilmember Laliberte that the CEC is still finding its way, Councilmember McGehee stated the City Council needed to mark the pathway more clearly to facilitate their efforts.

Mayor Roe agreed that was well-stated by Councilmember McGehee, and noted the CEC had also been charged with observing the SE Roseville process and how to engage people in that. Mayor Roe suggested perhaps an early 2016 joint meeting and presentation by the CEC of their respective work plan was needed to provide that check-in.

Councilmember McGehee noted part of the human rights is the diverse community piece, not just community engagement.

Mayor Roe opined that the difference was human rights not looking specifically to engage people in city activities, but viewing the broader community.

Mayor Roe reiterated the next step to schedule a joint meeting early in 2016.

Councilmember Etten suggested sitting down with the HRC and review their charge and that of the CEC as part of the anticipated recommendations from the HRC as previously noted, and before meeting with the CEC to allow the City Council to have that discussion among themselves to find clarity and ideas without crisscrossing that process and ramifications to each commission.

To be fair to the CEC, Mayor Roe suggested asking the CEC to also review their scope or function, as previously directed to the HRC, to allow the City Council to take that into consideration during their discussions as well.

Councilmember Laliberte agreed to have both the HRC and CEC review their respective enabling ordinances, sooner rather than later, and to plan on more frequent check-ins with the CEC rather than only once or twice annually.

Without objection, Mayor Roe asked staff to include the CEC along with the HRC directive in charging them to look at their scope and functions and to provide their feedback to the City Council.

City Manager Trudgeon duly noted that revised directive.

As part of this broader review, Councilmember Willmus asked that City Manager Trudgeon also consult with commission staff liaisons as assigned and provide feedback on whether those positions were good fits, and a sense from staff on their level of commitment. Councilmember Willmus opined that aspect could have great impact on the success of an advisory commission.

#### e. Consider Purchase of Transit Shelters

Written comment was provided as a bench handout, attached hereto and made a part hereof, via email dated November 25, 2015 from Roger Hess, Jr., 1911 Rice Street, generally in opposition to expend taxpayer dollars of any amount over \$1.00 each for purchase of the bus shelters.

Public Works Director Marc Culver initiated discussion of the current transit shelter franchise expiration at the end of 2015; and provided a presentation to detail those aspects, and substantially included in the RCA dated November 30, 2015.

As recommended by the Public Works, Environment and Transportation Commission (PWETC), by unanimous vote at their November 24, 2015 meeting, recommended to the City Council that the City not purchase the shelters; that they authorize staff to examine the potential removal and related costs of the concrete pads at a future date; that staff be authorized to consult with the firm(s) having the bus bench franchise for their interest in movement or replacement of those benches near or on those pads; and that staff be directed to make site-specific recommendations on those sites they feel should be maintained as concrete slabs or natural restoration.

### CHAPTER 205 HUMAN RIGHTS COMMISSION

#### SECTION:

205.01: Establishment and Membership 205.02: Scope, Duties and Functions

#### 205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a human rights commission of the city, which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 566, 2-19-1968)

#### 205.02: SCOPE, DUTIES AND FUNCTION:

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

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

- A. Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.
- B. Formulate a human relations program for the city to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights.
- C. Advise the mayor, the City Council and other agencies of the government of human relations and civil rights problems. Act in an advisory capacity with respect to planning or operation of any city department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
- D. Develop such programs of formal and informal education as will assist in the implementation of the Minnesota state act against discrimination, and provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)
- E. Monitor statistical and other data trends in our city and identify and recommend to the city council ways to encourage mutual understanding among our citizens about the community's

Comment [kc1]: The HRC was uncertain about the intent around a 'human relations program' and would like Council input into the functionality of this responsibility. diversity through, but not limited to:

- 1. connecting and partnering with neighborhood, community, educational, business and social services groups and organizations;
- 2. co-sponsoring citywide neighborhood or facilitating community events which would include opportunities for heritage and cultural events; and
- 3. programs for engaging citizens and community leaders in a holistic approach including dialogues, education and training about diversity issues.
- F. Partner with various commissions on new ways to bring the community together.

(Ord. 1381, 4-27-2009)

(Ord. 1481, 07-20-2015)

# Community Engagement Commission

- Status update on 2015 priority projects
  - Assist and encourage the formation of Roseville neighborhood associations
  - Create learning events on community engagement in Roseville
  - Joint task force with Planning Commission to study notification issues and formats
  - Online civic engagement module for new city website
  - Assist in the resumption of Roseville U
  - Involvement of renters in Roseville decision-making and civic affairs
- Overview of adopted 2016 priority projects
  - Complete remaining active 2015 priority projects
  - Assist in alignment with community vision
    - Start community visioning work prior to 2017 comprehensive plan
    - Align with community aspirations in 2025 visioning document
  - Expand city learning/engagement opportunities
    - Implement a City "Open House" (in part a replacement of the Living Smarter Fair), including opportunities for learning about commissions, volunteering, the budget process, and other civic/community engagement topics
    - Re-establish some form of a welcome "packet"
    - Evaluate format/content of Roseville U, especially with respect to what is adopted via the above
    - Drive additional engagement via the Rosefest Party in the Park
  - Form strategies for outreach to under-represented groups
    - Plug into ongoing SE Roseville work
  - Continue engagement "infrastructure" work

- Orive additional engagement via the Rosefest Party in the Park
- Form strategies for outreach to under-represented groups
  - Including, for example, renters, seniors, youth, and businesses
  - Plug into ongoing SE Roseville work
- Continue engagement "infrastructure" work
  - Catalog types of engagement processes and advise as to which to use in what circumstances
  - Define process for how to identify stakeholders
  - Identify engagement stages and define tools to use at each stage
- Accomplish select items from 2014 Community Engagement
   Commission Recommended Policies & Strategies
  - (Those that are not otherwise aligned with the above priorities)
  - 1.1: The City should work to enrich and strengthen civic engagement at city hall, and encourage employees and elected officials to appreciate civic engagement as an asset.
    - b) The City Council should hold one regularly scheduled townhall style meeting each year, with topics solicited from the eight City commissions.
  - 2.1: The City should foster public participation at both the council and commission level.
    - a) Encourage each commission to hold community meetings.
  - 4.1: The City should make available administrative support to foster more effective volunteerism and public participation.
    - a) Repurpose an existing or create a new City position to support effective community and civic engagement across all departments. This position would coordinate neighborhood and community relations; he/she could develop procedures and methods to improve, track, and provide clear and consistent two-way communication between City government and residents and businesses, and find opportunities for more effective civic engagement. We recommend that this position also work with the Community Engagement Commission.
  - 6.3: The City should make readily available City Council and Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.
    - a) Publish approved city council and commission meeting

also work with the community Engagement Commission.

Commission agenda items, minutes, and recorded meetings through its website and CTV cable television.

- a) Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one (1) week of approval.
  - i) If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.
- b) Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.
- c) Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda

# CHAPTER 207 ETHICS COMMISSION

#### **SECTION:**

207.01: Establishment and Membership 207.02: Scope, Duties and Functions

**207.01:** ESTABLISHMENT AND MEMBERSHIP:

There is established an ethics commission of the City which shall consist of <u>five Chair members</u> from all other City advisory commissions. appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The ethics commission shall meet on an as needed basis or when an ethics complaint is filed.

### **207.02:** SCOPE, DUTIES AND FUNCTIONS:

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

- A. Serve in an advisory capacity to the City Council on matters involving any ethics code adopted by the City Council.
- B. Administer any ethics code adopted by the City Council.
- C. Perform other duties and functions or conduct studies as specifically directed or delegated by the City Council. (Ord. 1338, 6-12-2006) (Ord. 1481, 07-20-2015)



# Minutes Excerpt Roseville Community Engagement Commission (CEC) Thursday, January 14, 2016 - 6:30 p.m.

#### 7. New Business

## a. Discuss Commission Ordinance Scope/Duties

 As part of reviewing the scope, duties and functions of commissions at that upcoming joint meeting with the City Council, Chair Becker provided a copy of Chapter 209 (Attachment 7a) to inform tonight's discussion, seeking any other adjustments identified by his colleagues.

Discussion included past City Council discussions and a comment from a Councilmember related to "reining in" the CEC; how much programming versus advising was involved in the CEC's scope; and how any misconceptions can be alleviated.

Commissioner Gardella noted it was hard to sometimes differentiate when to facilitate things and demonstrate process, how to model those processes, and where they should start and stop. Commissioner Gardella suggested that be part of the joint meeting discussion, and noted her past comments based on an understanding that the CEC had no intention of being a programmatic body from a time or interest basis, while also recognizing that could come into play with the partnership proposal for the listening/learning sessions.

Commissioner Sanders suggested more clarity was needed in determining what was the role of the CEC and what information from residents was produced, if the CEC was to remain advisory in nature.

Commissioner Grefenberg commented on Commissioner Gardella's statement, opining that listening sessions were not programs, and in that manner he agreed with the thinking of some council members. Commissioner Grefenberg stated that he saw the listening sessions as an opportunity for staff and the City Council to hear back on those issues, but not to program them. However, Commissioner Grefenberg clarified that he didn't fault Commissioner Gardella in pursing the grant, and noted the process should provide that desired public input.

Specific to Chapter 209, Section 209.02, Item F, Commissioner Grefenberg sought clarification on what the City Council intended by the "community visioning process." Similar to the distinctions provided by Commissioner Gardella on civic and community engagement, Commissioner Grefenberg suggested that the mayor means more than this states, and noted his personal interpretation of this is broader than the

# Roseville Community Engagement Commission (CEC) Meeting Minutes Page 2- December $10,\,2015$

45	Imagine Roseville 2025 community visioning document and extended to
46	the comprehensive plan updates. Commissioner Grefenberg asked that
47	this be clarified when meeting jointly with the City Council as to that
48	terminology issue, with that request duly noted by Chair Becker.

#### **Old Business**

# a. Review Human Rights Commission, "Scope, Duties, and Function" in City Code

Commissioner Carey stated "reaching out to all members of the community" implied the Commission was contacting all members of the Community and the Commission has not proactively contacted all members of the Community. She reviewed the changes she recommended in section 205.02

Commissioner Christiansen stated the first sentence in Section 205.02 made it sound like the Commission was partnering with the Minnesota State Human Rights Commission. This is something she has asked about in previous meetings.

Commissioner Carey stated the word "secure" implied it was the Commission's responsibility to make sure all residents had a job ad home. She stated the Commission's role was to advise the City Council and provide education and social opportunities to cultivate civic engagement and civil rights.

Commissioner Christiansen added the Commission provides a platform or avenue for people in Roseville who have issues, so they have a safe place to voice their concerns.

Commissioner Carey stated "assisting the Minnesota Human Rights" is stronger than "supporting the Minnesota Human Rights".

Ms. Collins stated the City does not have any enforcement agency so they cannot secure housing for any organization or entity but they can recommend policy changes to the City Council and provide informational sessions. She cautioned the Commission about using the words "civic engagement" because this is a focus for a different Commission.

Ms. Collins suggested editing the first sentence of the paragraph of 205.02 to read "The purpose of the commission is to encourage full participation in the affairs of this community by assisting the state department of human rights in implementing..." and the second sentence to read "...will work to increase the sense of community by providing education and social opportunities and support around the topics and issues of human rights."

Commissioner Carey recommended adding 205.02.F. to partner with the Community Engagement Commission.

Commissioner Christiansen suggested changing the wording to allow for partnering with all of the Roseville Commissions.

Ms. Collins suggested changing it to "other commissions" and striking "…as one". She stated the Commission would have to have a draft prepared for consideration by the City Council at

their February meeting.

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79 80 unanimously.

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48	Chair Groff suggested using the wording "various commissions" rather than "other
49	commissions".
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51	Commissioner Slade asked if the idea behind "formulate a human relations program" is to create
52	a curriculum and if so who would be the intended audience.
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54	Commissioner Slade stated her interpretation would be that the City Council would provide
55	direction on what they would like the Commission to focus on, such as the mental health
56	dialogues.
57	Commissioner Christiansen suggested changing "human relations" to "human rights" in Section
58 59	Commissioner Christiansen suggested changing "human relations" to "human rights" in Section 205.02.B.
50	203.02. <b>D</b> .
51	Chair Groff stated 205.02B. and 205.02.D. both involve formulating programming.
52	Chair Groif stated 203.02B. and 203.02B. Coar involve formatating programming.
63	Commissioner Christiansen asked if they should strike 205.02.B.
54	·
55	Ms. Collins stated 205.02.B. specifies programming for the City versus 205.02.D., which
56	specifies the community.
57	
58	Commissioner Carey stated her interpretation of 205.02.B. was the Commission would support
59	and direct individuals and organizations in the community in implementing human rights as
70	opposed to 205.02.D. which spells out providing education to the community. She
71	recommended the Commission ask for clarification on 205.02.B.
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73	Mr. Collins suggested adding a comment in the recommended changes for the City Council to
74 75	clarify these items for the Commission.
75 76	Commissioner Carey moved and Commissioner Christiansen seconded a motion to
<i>,</i> U	Commissioner Caret moter and Commissioner Circulation seconded a month to

approve the recommended changes to Section 205.02 Scope, Duties, and Function of the

City Code and present these changes to the City Council. The motion carried

# CHAPTER 209 COMMUNITY ENGAGEMENT COMMISSION

#### **SECTION:**

209.01: Establishment and Membership Scope, Duties and Functions

### **209.01:** ESTABLISHMENT AND MEMBERSHIP:

There is established a Community Engagement Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code..

### **209.02:** SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

The duties and functions of the Commission may include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.
- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective two-way communication between the City and its residents, businesses, community and neighborhood organizations including making information available in multiple languages.
- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process. (Ord. 1462, 2-10-2014) (Ord. 1481, 07-20-2015)

# CHAPTER 209 COMMUNITY ENGAGEMENT COMMISSION

#### **SECTION:**

209.01: Establishment and Membership 209.02: Scope, Duties and Functions

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- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process. (Ord. 1462, 2-10-2014) (Ord. 1481, 07-20-2015)

# REQUEST FOR COUNCIL ACTION

Date: February 8, 2016

Item No.: 12.a

Department Approval

City Manager Approval

Item Description:

Approve Request For a Noise Variance for the 2016 CIPP Project

#### BACKGROUND

The City of Roseville Engineering Department is seeking a variance from the City of Roseville's noise ordinance for the 2016 CIPP Lining Project. Staff is requesting this ahead of a contractors request as there are no other options other than night work and staff wants to allow the contractor to proceed as soon as possible ahead of the paving contract that will occur on these streets this summer.

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The two areas that staff foresee needing to do work at night are Sherren/Milton Street and Oakcrest Avenue (Attachment A). Sherren/Milton Street is a residential area. The sanitary sewer main that is scheduled to be lined is a 24" Reinforced concrete pipe. Because of the size of the pipe the installation and curing process is much longer than that of smaller and more commonly sized 8" sanitary sewer pipe. The variance will be needed simply because this installation and curing process will take longer than working hours are as defined in the ordinance. Staff will coordinate with the contractor so that the work can either start very early in the morning and end at night or start in the morning and end late at night. The exact timing will not be known until the project is awarded and a contractor is on board.

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The second area is on Oakcrest Ave which is in a large commercial area. The sanitary sewer main that is scheduled to be lined is a 10" clay tile pipe. While the installation and curing process for a 10" pipe can be done within a normal working day, staff has learned that contractors typically prefer to line sanitary sewer pipes overnight in large commercial areas. Lining overnight has a number of benefits. First, there is less traffic on the road and so the contractor has less disruptions and interference to deal with. This typically makes the lining goes faster. Second, at night the amount of flow in sanitary sewer mainlines decreases dramatically because the lack of use. This allows an easier bypass set up and puts less strain on the contractor's equipment.

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While lining operations are going on at night there will be a constant sound of the boilers running. While this won't be an issue on Oakcrest Ave in the commercial area, it will affect residents along Sherren/Milton Street.

#### DISCUSSION

- City Staff has looked at other alternatives to avoid a variance especially in residential areas but the alternatives have greater impact.
- The first alternative is to not complete the sewer lining on this pipe. This option is not feasible as

- the pipe is in poor condition and needs to be lined or replaced. Delaying the sewer lining will only risk pipe failure and lining would still need to be done at a later date.
- Another alternative is to conventionally dig the pipe. This could be done during normal working
- hours without a variance. Although no work would be done at night the construction impacts
- would be very high. The entire street would need to be dug up for likely 6-8 weeks to replace the
- sanitary sewer pipe and rebuild the road. Access to residents would be much more difficult.
- Noise and dust from the excavation would be over a much longer period. The cost to do this
- would likely be 4-5 times what lining the sanitary sewer pipe and mill and overlaying the road
- 43 would be.
- The attached CIPP Construction Information (Attachment B) explains the CIPP process and
- shows some of the equipment that would be generating some of the noise during these hours.
- Most of the noise generated after working hours would be from boilers needed to cure the
- sanitary liner.

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- Staff would suggest Council consider a noise variance with the following conditions;
  - The City and the Contractor notify residents, within 500 feet of the work, of the exact days of work one week prior to beginning the work.
  - The contractor limit the overnight work to a two week period for each neighborhood (Oakcrest and Sherren/Milton)
  - The contractor must complete any work that can be done without overnight work, such as pipe cleaning or pipe televising, during regular working hours.
  - Staff will work very closely with the contractor to keep residents updated and work to limit any noise that is made to minimal levels. This sort of work has been done in numerous other cities in similar neighborhoods so contractors are generally aware of these sorts of issues.
- As the sanitary sewer system ages and the City of Roseville continues to line sanitary sewer pipe
- these sorts of requests will continue when large diameter pipes (>18") are being line. A similar
- request will be coming later this summer for work to be done by Met Council Environmental
- Services when the line pipe very large diameter pipe (42"-48") near Valley Park and Upper Villa
- 62 Park.

#### 63 FINANCIAL IMPLICATIONS

64 None identified.

#### STAFF RECOMMENDATION

66 Consider a variance to extend the working hours for this project.

#### REQUESTED COUNCIL ACTION

Approve request to extend working hours 2016 CIPP Lining Project.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer

Attachment A: Public Hearing Notice Letter and Maps

Attachment B: CIPP Construction Information



January 15, 2016

**RE: 2016 CIPP Lining Project Variance Hearing** 

Dear Resident:

The City of Roseville is planning on doing a Sanitary Sewer Main Lining project this summer in your area (See map on back). This project will consist of relining the sanitary sewer mains using a trenchless technology to reline the existing pipe. This construction method allows the City to replace the sewer mains without having to dig them up. Because of the scope of the work some periods of overnight work may be required to complete the project. Any work or noise associated with the overnight work will be a steady hum from the boilers and an occasional truck backing up. By Ordinance, no work can be done between 10 PM and 7 AM without a variance.

This letter is to inform you that a variance is being requested by staff for this project. A hearing for this variance will be at the Roseville City Council meeting on Monday, February 8, at 6 PM at the Roseville City Hall and will be located on the main level in the Council Chambers.

City staff will be presenting the variance request to the City Council and also answering any questions the Council or residents may have. Additional information about the City's Sanitary Sewer Main Lining projects can be found at: <a href="http://www.cityofroseville.com/827/Sanitary-Sewer-Main-Lining">http://www.cityofroseville.com/827/Sanitary-Sewer-Main-Lining</a>.

All residents within 500 feet of the project area are receiving this meeting invitation. If you are not able to attend the meeting and would like to offer input and/or receive information about what was presented, please contact me via email or phone. I can be reached at:

Email: Jesse.Freihammer@cityofroseville.com

Phone: 651-792-7042

If you have any questions before the meeting please feel free to email or call me directly.

Sincerely,

Jesse Freihammer

Jun Fraker

City Engineer/Asst. Public Works Director



- City Sanitary Sewer Main where Overnight work may be required



January 15, 2016

**RE: 2016 CIPP Lining Project Variance Hearing** 

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Email: Jesse.Freihammer@cityofroseville.com

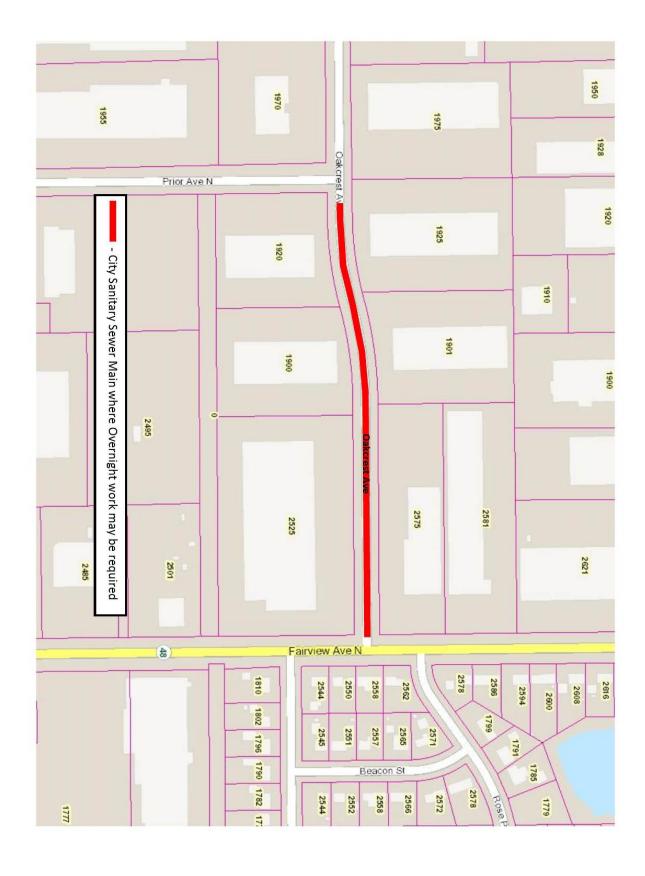
Phone: 651-792-7042

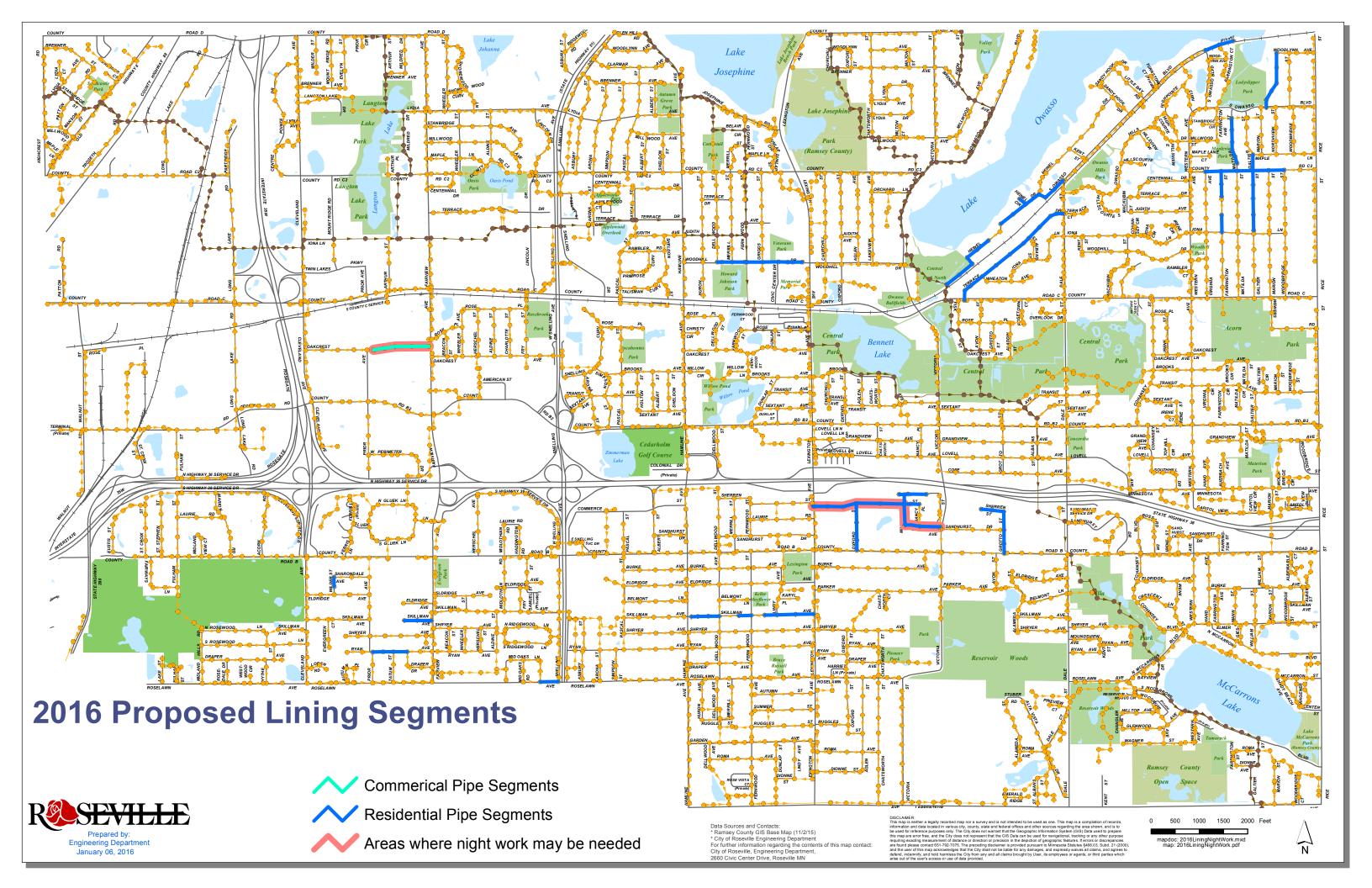
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Sincerely,

Jesse Freihammer

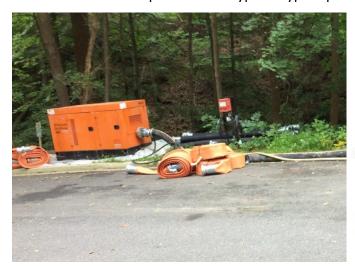
City Engineer/Asst. Public Works Director





#### **CIPP Construction Information**

CIPP lining consists of a number of steps throughout the lining process. First, the sewer main needs to clear so the crews can clean and install the liner. This is done by bypass pumping around the lines. Crews put plugs in the lines and hook up large pumps to pump the flows up and around the sewer main that is to be lined. Below are two examples of what typical bypass pumps look like:





These pumps pump the flow through large black pipes and then dump the flows in a downstream manhole.



These pipes are often laid along the center of the road or along the gutter line. Ideally they are placed along the center so that residents can still access their driveways without having to drive over the pipes. Oftentimes some sort of ramp can be used or made if vehicles need to get over the pipe. Sometimes also the road needs to be cut and the pipe needs to be buried.

Once the bypass is set up the crews will begin to clean the line. To do this they bring in a large jet/vac truck

(like the one below) to clean them.



When the lines have been cleaned the crews insert a camera into the sewer main. They televise the line in order to ensure that it is fully cleaned, to record where the service laterals are, and to verify that there are no obstructions that will interfere with the CIPP lining process.

Once they are ready to line they bring in trucks or trailers with the lining equipment on board. CIPP liners are basically felt bags filled with a resin added. Once the bags are filled with the resign they are ready to be installed. The liner is inverted down the manhole and through the line all the way to the end. Then the liner is filled with steam or boiling water. The steam or water is continuously heated over a determined period of time in order to get the resin to cure and get the final desired product. Below are a couple examples of what these trucks look like.





Most of the preparation work for CIPP lining can be done during a normal work day. Sometimes when the liner size is larger the resin requires more time to cure. During this cure time the machines that are running is the bypass pump and the boilers. Once the line is cured the pipe is cut and the services are reinstated.

For more information on the process there are a number of CIPP Lining videos online. Below are a few that explain the process:

https://www.youtube.com/watch?v=a8mIR\_CfLjk&feature=youtu.be

https://www.youtube.com/watch?v=Xie1Eb-16Lo



Date: February 8, 2016

Item No.: 14.a

Department Approval City Manager Approval

Para / Trugen

Item Description: Adopt Resolution Authorizing the City of Roseville to Enter Into A Purchase

Agreement with Marion Street/The Brittanys, L.L.P for the Property at 1716

Marion St.

#### BACKGROUND

On January 25 the City Council adopted a resolution authorizing City Staff to apply for Community Development Block Grant funding, as well as U.S. Bank grant funding for the acquisition and maintenance of 1716 Marion St. as public park and place space.

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The purchase of the property for park and play space will bring much needed recreation opportunities and gathering space for the Brittany/Marion apartment residents. Staff estimates that more than 200 youth live in the apartment buildings surrounding 1716 Marion St.

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The City Council plans on meeting in closed session on Monday, February 8 to discuss the purchase agreement in greater detail. Attachment A includes a Resolution that authorizes the City to enter into a Purchase Agreement with Marion Street/The Brittanys, L.L.P for the purchase of 1716 Marion St.

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#### **POLICY OBJECTIVE**

The recommendation for greater recreation space came out of the Karen Interagency Work Group and is in line with the 2016 Policy Priority Plan adopted by the City Council.

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#### **BUDGET IMPLICATIONS**

Community Development Block Grant funds will be used to acquire the property. A memo from Parks & Recreation Director, Lonnie Brokke is attached as 'Attachment B' that details projected costs to maintain the park and anticipated expenses that may surround park/area master planning.

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#### STAFF RECOMMENDATION

Adopt Resolution Authorizing the City of Roseville to enter into a purchase agreement with Marion Street/The Brittanys, L.L.P for the property at 1716 Marion St.

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#### REQUESTED COUNCIL ACTION

Motion to adopt a Resolution authorizing the City of Roseville to enter into a purchase agreement with Marion Street/The Brittanys, L.L.P for the property at 1716 Marion St.

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Prepared by: Kari Collins, Assistant to the City Manager/City Clerk

Attachment A: Resolution

Attachment B: Memo from Parks & Recreation Director, Lonnie Brokke

1	EXTRACT OF MINUTES OF MEETING
2	OF THE
3	CITY COUNCIL OF THE CITY OF ROSEVILLE
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5	* * * * * * * * * * * * * * * *
6 7 8 9 10	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 8th day of February, 2016, at 6:00 p.m.
11 12 13	The following members were present: , , , and Mayor . and the following were absent: .
14 15	Member introduced the following resolution and moved its adoption:
16 17	RESOLUTION No.
18 19 20	RESOLUTION APPROVING THE PURCHASE/SALE OF CERTAIN LAND BY THE CITY OF ROSEVILLE
21 22 23	WHEREAS, the Marion Street/The Brittanys, L.L.P. a Minnesota limited liability partnership ("Seller") owns certain land located at 1716 Marion Street ("Marion Site"); and
24 25 26 27	WHEREAS, the City of Roseville ("City") has determined that it should acquire the Marion Site pursuant to a Purchase Agreement between the City and the Seller in substantially the form presented; and
28 29 30	NOW, THEREFORE, BE IT RESOLVED, that the City Council ("Council") of the City of Roseville, Minnesota as follows:
31 32 33 34 35	<ol> <li>The Council approves the Purchase of the Marion Site. Approval of the agreement is subject to modifications that do not alter the substance of the transaction and that are approved by the City Attorney, provided that execution of the Purchase Agreement shall be conclusive evidence of approval.</li> <li>City staff and officials are authorized to take all actions necessary to perform the City's</li> </ol>
36 37 38 39	obligations under the Purchase Agreement as a whole, including without limitation making payments for the property purchase, consultants and closing costs outlined in the agreements and execution of any documents necessary to execute these agreements.
40 41 42	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 Mayor .
43 44	and the following voted against the same: .
45 46	WHEREUPON said resolution was declared duly passed and adopted.

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49	STATE OF MINNESOTA )
50	) SS
51	COUNTY OF RAMSEY )
52	
53	
54	I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
55	Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
56	foregoing extract of minutes of a regular meeting of said City Council held on the day of,
57	, 20 with the original thereof on file in my office.
58	
59	WITNESS MY HAND officially as such Manager this day of , 20
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63	SEAL
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66	Patrick Trudgeon, City Manager
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#### **MEMORANDUM**

## **Roseville Parks and Recreation Department**

To: Pat Trudgeon, City Manager

Kari Collins, Assistant to the City Manager

From: Lonnie Brokke, Director of Parks and Recreation

Date: January 14, 2016

Re: 1716 Marion St. Community Park Project Proposal

On January 5, 2016 the Parks and Recreation Commission heard a presentation on a concept park proposal at 1716 Marion Street and made the following recommendation:

Commissioner Doneen moved that the Parks and Recreation Commission recommend the City Council support the proposal that includes the acquisition of the Marion Street property and the development of a playground on the site using grant funding. The Commission also recommends using the Parks and Recreation model for community involvement and engagement to include input on both the Marion Street project and proposed renewal work at Tamarack Park. Second by Commissioner Gelbach. Passed Unanimously.

A full inspection of the property has not occurred.

If acquired, the following are estimated costs:

- Ongoing general maintenance costs are estimated to be \$1550 annually. This includes mowing, trimming, inspections, general repair and replacements.
- o Ongoing capital improvement costs are estimated to be \$5,200 annually. This includes playground and signage replacement and general site amenities.
- A comprehensive community planning process to create a master plan for each park and the area may cost up to \$15,000.
- o Programming costs are yet to be determined depending on the extent.

# REQUEST FOR COUNCIL ACTION

Date: 2/8/2016 Item No.: 14.b

Department City Manager Approval

1. Pal Bette

Item Description: Financing Agreement with Calyxt for Brownfield Cleanup

#### BACKGROUND

- 2 Calyxt, Inc., an agricultural biotech firm, has applied for access to the City's Hazardous
- 3 Substances Subdistrict (HSS) funds in order to clean up the contamination on the site of its new
- 4 headquarterns on Mount Ridge Road. The company has also received funds from the Minnesota
- 5 Department of Employment and Economic Development (DEED) for benefits from the Job
- 6 Creation Fund Program.
- 7 Calyxt currently has 24 full-time employees and projects creating an additional 69 jobs over the
- 8 next three years at an average annual salary of \$62,000. They plan to acquire the northern portion
- of the long-vacant Pik Terminal property and redevelop the site into an approximately 40,000
- square foot office building and outdoor research plots.
- The City approved a conditional use permit for Calyxt, Inc.'s outdoor research and development
- use on December 16, 2015 and a resolution of support for Calyxt's DEED application on January
- 13 5, 2016.

22

27

- The City's brownfields consultant has reviewed Calyxt's environmental documents and has
- indicated that the soils in this area appear to be low level contaminated soils. They are working
- with Calyxt's environmental consultant on finalizing technical details for the cleanup, but
- overall, the process appears to be proceeding normally and without any significant concerns.
- The attached development agreement (Attachment A) is not overly complex due to the nature of
- the negotiated agreement which has structured the funding as a reimbursement process to reduce
- 20 the City's risk. As the agreement is proposed, the City will not be paying anything to Calyxt
- until Calyxt can demonstrate the work was done and the contractor has been paid.

#### POLICY OBJECTIVE

- 23 Encouraging businesses with family-sustaining jobs, redeveloping industrial brownfield sites,
- 24 and supporting high quality businesses that enhance the tax base are all identified goals of
- Imagine Roseville 2025. The City created the HSS Districts in order to have funds available for
- cleanup in the Twin Lakes area.

#### BUDGET IMPLICATIONS

- 28 The approval of this agreement will not impact the general fund as the HSS funds are a separate
- subset of Tax Increment Financing (TIF) funds, not part of the general fund. Since the use of
- these funds is tightly restricted to cleanup related activities, the primary impact will just be to
- reduce the amount that will be available in the future for other projects. However, in the past,
- these funds have been accumulating more rapidly than they have been spent, so the City still has

- significant flexibility for the future. When the City performed the overall TIF district analysis
- last summer, there was more than \$2.3 million in HSS funds available for TIF 17A.

#### 35 STAFF RECOMMENDATION

- 36 Staff recommends the City Council approve the attached resolution approving the Development
- 37 Agreement between Calyxt Inc. and the City of Roseville.

## 38 REQUESTED COUNCIL ACTION

Motion to approve the attached resolution as submitted.

Prepared by: Paul Bilotta, Community Development Director

Attachments: A: Draft Development Agreement

B: Draft Resolution

# DEVELOPMENT AGREEMENT BY AND BETWEEN

CITY OF ROSEVILLE, MINNESOTA

AND

CALYXT, INC.

This document drafted by: BRIGGS AND MORGAN (MLI)

Professional Association 2200 IDS Center 80 South 8th Street Minneapolis, MN 55402

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#### **DEVELOPMENT AGREEMENT**

THIS AGREEMENT, made as of the 1<sup>st</sup> day of February, 2016, by and between the City of Roseville, Minnesota (the "City"), a municipal corporation existing under the laws of the State of Minnesota and Calyxt, Inc., a Delaware corporation (the "Developer").

#### WITNESSETH:

WHEREAS, pursuant to Minnesota Statutes, Section 469.124 to 469.133, the City has heretofore established Municipal Development District No. 1 (the "Development District") and has adopted a development program therefor (the "Development Program"); and

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 469.174 through 469.1794, as amended (hereinafter, the "Tax Increment Act"), the City has heretofore established, within the Development District, Tax Increment Financing District No. 17 (the "Tax Increment District") and Hazardous Substance Subdistrict No. 17A (the "Subdistrict") and has adopted a tax increment financing plan therefor (the "Tax Increment Plan") which provides for the use of tax increment financing in connection with removal and/or remedial actions within the Subdistrict (hereinafter defined as the "Remedial Actions"); and

WHEREAS, in order to achieve the objectives of the Development Program and Tax Increment Plan and particularly to make the land in the Tax Increment District available for development by private enterprise in conformance with the Development Program and Tax Increment Plan, the City has determined to assist the Developer with the financing of certain costs of the Remedial Actions to be undertaken within the Subdistrict as more particularly set forth in this Agreement; and

WHEREAS, the City believes that the undertakings of the Remedial Actions and the fulfillment of this Agreement are vital and are in the best interests of the City, the health, safety, morals and welfare of residents of the City, and in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Remedial Actions are being undertaken and are being assisted; and

WHEREAS, the development of a Project (as hereinafter defined) and the Minnesota Business Subsidy Law, Minnesota Statutes, Sections 116J.993 and 116J.994, does not apply to this Agreement by reason of Section 116J.993, Subdivision 3, Clause (8); and;

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

#### ARTICLE I

#### **DEFINITIONS**

Section 1.1. <u>Definitions</u>. All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

Agreement means this Agreement, as the same may be from time to time modified, amended or supplemented;

Business Day means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the City are authorized by law or executive order to close;

City means the City of Roseville, Minnesota, its successors and assigns;

County means Ramsey County, Minnesota;

<u>Developer</u> means Calyxt, Inc., its successors and assigns;

<u>Development Action Response Plan</u> means the Development Action Response Plan approved by the Minnesota Pollution Agency for the Development Property.

<u>Development District</u> means the real property included in the Municipal Development District No. 1 heretofore established;

<u>Development Program</u> means the Development Program approved in connection with the Development District;

<u>Development Property</u> means the real property described in Exhibit A attached to this Agreement;

Event of Default means any of the events described in Section 4.1 hereof;

<u>Legal and Administrative Expenses</u> means the fees and expenses incurred by the City in connection with negotiation and preparation of this Agreement;

<u>Project</u> means the construction of a 40,000 square foot corporate headquarters office building with an adjacent greenhouse on the Development Property in the City;

Remedial Actions means removal actions or remedial actions with respect to hazardous substances or pollutants or contaminants or petroleum releases affecting or which may affect the Development Property; pollution testing, demolition, and soil compaction correction necessitated by the Development Response Action Plan for the Development Property; and purchase of environmental insurance relating only to liability or response costs for the Development Property;

State means the State of Minnesota;

<u>Subdistrict</u> means Hazardous Substance Subdistrict No. 17A whose boundaries are coterminous with the Tax Increment District;

<u>Tax Increment Act</u> means Minnesota Statutes, Sections 469.174 through 469.1794, as amended:

<u>Tax Increment District</u> means Tax Increment Financing District No. 17 located within the Development District which was qualified as a redevelopment district under the Tax Increment Act;

<u>Tax Increment Financing Plan</u> means the tax increment financing plan approved for the Subdistrict by the City Council on June 20, 2005, and any future amendments thereto;

<u>Tax Increments</u> means the tax increments derived from the Subdistrict which have been received and retained by the City in accordance with the provisions of Minnesota Statutes, Section 469.177; and

<u>Termination Date</u> means the earlier of (i) the date the City has issued a certificate of occupancy for the Project or (ii) the date this Agreement is terminated or rescinded in accordance with its terms;

<u>Unavoidable Delays</u> means delays, outside the control of the party claiming its occurrence, which are the direct result of strikes, other labor troubles, unusually severe or prolonged bad weather, acts of God, fire or other casualty to the Project, litigation commenced by third parties which, by injunction or other similar judicial action or by the exercise of reasonable discretion, directly results in delays, or acts of any federal, state or local governmental unit (other than the City) which directly result in delays.

#### ARTICLE II

#### REPRESENTATIONS AND WARRANTIES

- Section 2.1. <u>Representations and Warranties of the City</u>. The City makes the following representations and warranties:
  - (1) The City is a municipal corporation and has the power to enter into this Agreement and carry out its obligations hereunder.
  - (2) The development contemplated by this Agreement is in conformance with the development objectives set forth in the Development Program and the Tax Increment Financing Plan.
  - (3) The City makes no representation or warranty, either express or implied, as to the Development Property or its condition or the soil conditions thereon, or that the Development Property shall be suitable for the Developer's purposes or needs.
- Section 2.2. <u>Representations and Warranties of the Developer</u>. The Developer makes the following representations and warranties:
  - (1) The Developer is a Delaware corporation and has the power and authority to enter into this Agreement and to perform its obligations hereunder and doing so will not violate its articles of incorporation or bylaws, or the laws of the State and by proper action has authorized the execution and delivery of this Agreement.
  - (2) The Developer shall undertake the Remedial Actions and shall cause the Project to be constructed in accordance with the terms of this Agreement, the Development Program, and all local, state and federal laws and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws and regulations).
  - (3) The construction of the Project would not be undertaken by the Developer and in the opinion of the Developer would not be economically feasible without the assistance and benefit to the Developer provided for in this Agreement.
  - (4) The Developer will use its best efforts to obtain, or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state, and federal laws and regulations which must be obtained or met before the Project may be lawfully constructed.
  - (5) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

- (6) The Developer shall cooperate fully with the City with respect to any litigation commenced with respect to the Project.
- (7) The Developer shall cooperate fully with the City in resolution of any traffic, parking, trash removal or public safety problems which may arise in connection with the Project.
- (8) The Developer shall commence the Remedial Actions by June 30, 2016 and subject to Unavoidable Delays shall complete the Remedial Actions by March 31, 2017;
- (9) The Developer shall commence construction of the Project by July 31, 2016 and subject to Unavoidable Delays the Developer shall substantially complete the construction of the Project by May 31, 2017;

#### ARTICLE III

#### UNDERTAKINGS BY CITY

Section 3.1. Reimbursement of Costs of Remedial Actions. The costs of the Remedial Actions shall be paid by the Developer. The City shall reimburse the Developer up to \$400,000 of the costs of the Remedial Actions actually incurred and paid by the Developer as further provided in Section 3.2.

#### Section 3.2. Limitation of Costs; Methods of Payment.

- (1) The sole source of funds from which the City is obligated to reimburse the Developer for the Remedial Actions is limited to Tax Increments and nothing herein shall be construed to obligate the City to use any of its general funds or other municipal funds to reimburse the Developer for such costs.
- (2) Provided that no Event of Default shall have occurred and be continuing hereunder and the Developer shall have submitted paid invoices for the costs of the Remedial Actions, the City shall reimburse the Developer the amount of the paid invoices for the Remedial Actions within 15 business days of the receipt of paid invoices, not to exceed three (3) requests and not to exceed \$400,000.
- Section 3.3. <u>Limitations on Undertaking of the City</u>. Notwithstanding the provisions of Sections 3.1, the City shall have no obligation to the Developer under this Agreement to reimburse the Developer for the costs of the Remedial Actions, if the City, at the time or times such payment is to be made, is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not been cured.
- Section 3.4. <u>Legal and Administrative Expenses</u>. The Developer shall reimburse the City for its actual out of pocket Legal and Administrative Expenses and has deposited \$15,000 with the City for such expenses.

#### ARTICLE IV

#### EVENTS OF DEFAULT

- Section 4.1. <u>Events of Default Defined</u>. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean whenever it is used in this Agreement any one or more of the following events:
  - (1) Failure of the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement.
  - (2) The holder of any mortgage on the Development Property or any improvements thereon, or any portion thereof, commences foreclosure proceedings as a result of any default under the applicable mortgage documents.
    - (3) If the Developer shall:
    - (a) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under the United States Bankruptcy Act of 1978, as amended or under any similar federal or state law; or
      - (b) make an assignment for the benefit of its creditors; or
    - (c) admit in writing its inability to pay its debts generally as they become due; or
    - (d) be adjudicated a bankrupt or insolvent; or if a petition or answer proposing the adjudication of the Developer as bankrupt or its reorganization under any present or future federal bankruptcy act or any similar federal or state law shall be filed in any court and such petition or answer shall not be discharged or denied within sixty (60) days after the filing thereof; or a receiver, liquidator or trustee of the Developer, or of the Project, or part thereof, shall be appointed in any proceeding brought against the Developer, and shall not be discharged within sixty (60) days after such appointment, or if the Developer, shall consent to or acquiesce in such appointment.
- Section 4.2. <u>Remedies on Default</u>. Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the City, as specified below, may take any one or more of the following actions after the giving of thirty (30) days' written notice to the Developer, but only if the Event of Default has not been cured within said thirty (30) days:
  - (1) The City may suspend its performance under this Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under this Agreement.
    - (2) The City may cancel and rescind this Agreement.

- (3) The City may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement.
- Section 4.3. <u>No Remedy Exclusive</u>. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.
- Section 4.4. <u>No Implied Waiver</u>. In the event any agreement contained in this Agreement should be breached by any party and thereafter waived by any other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.
- Section 4.5. Agreement to Pay Attorney's Fees and Expenses. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement or performance or observance of any obligation or agreement on the part of the Developer herein contained, the Developer agrees that it shall, on demand therefor, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

#### Section 4.6. Indemnification of City.

- (1) The Developer (a) releases the City and its governing body members, officers, agents, including the independent contractors, consultants and legal counsel, servants and employees (collectively, the "Indemnified Parties") from, (b) covenants and agrees that the Indemnified Parties shall not be liable for, and (c) agrees to indemnify and hold harmless the Indemnified Parties against, any claim, cause of action, suit or liability for loss or damage to property or any injury to or death of any person occurring at or about or resulting from any defect in the Project or on the Development Property.
- (2) Except for any willful misrepresentation or any willful or wanton misconduct of the Indemnified Parties, the Developer agrees to protect and defend the Indemnified Parties, now and forever, and further agrees to hold the aforesaid harmless from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from the actions or inactions of the Developer (or if other persons acting on its behalf or under its direction or control) under this Agreement, or the transactions contemplated hereby or the acquisition, construction, installation, ownership, and operation of the Project; provided, that this indemnification shall not apply to the warranties made or obligations undertaken by the City in this Agreement or to any actions undertaken by the City which are not contemplated by this Agreement.
- (3) All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements

and obligations of the City and not of any governing body member, officer, agent, servant or employee of the City.

#### ARTICLE V

#### ADDITIONAL PROVISIONS

- Section 5.1. Conflicts of Interest. No member of the governing body or other official of the City shall have any financial interest, direct or indirect, in this Agreement, the Development Property or the Project, or any contract, agreement or other transaction contemplated to occur or be undertaken thereunder or with respect thereto, nor shall any such member of the governing body or other official participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the City shall be personally liable to the City in the event of any default or breach by the Developer or successor or on any obligations under the terms of this Agreement.
- Section 5.2. <u>Titles of Articles and Sections</u>. Any titles of the several parts, articles and sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.
- Section 5.3. <u>Notices and Demands</u>. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and
  - (1) in the case of the Developer is addressed to or delivered personally to:

Calyxt, Inc. Attention: Luc Mathis 600 West County Road D, Suite 8 New Brighton, MN 55112

in the case of the City is addressed to or delivered personally to the City

at:

City of Roseville, Minnesota Attention: City Manager Roseville City Hall 2660 Civic Center Drive Roseville, MN 55113 with a copy to:

Briggs and Morgan, P.A. Attention: Mary Ippel 2200 IDS Center 80 South 8th Street Minneapolis, MN 55402 or at such other address with respect to any such party as that party may, from time to time, designate in writing and forward to the other, as provided in this Section.

- Section 5.4. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
- Section 5.5. <u>Law Governing</u>. This Agreement will be governed and construed in accordance with the laws of the State.
  - Section 5.6. <u>Expiration</u>. This Agreement shall terminate on the Termination Date.
- Section 5.7. <u>Provisions Surviving Rescission or Expiration</u>. Sections 4.5 and 4.6 shall survive any rescission, termination or expiration of this Agreement with respect to or arising out of any event, occurrence or circumstance existing prior to the date thereof.
- Section 5.8. <u>Assignability of Agreement</u>. This Agreement may be assigned only with the consent of the City.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and on its behalf and the Developer has caused this Agreement to be duly executed in its name and on its behalf, on or as of the date first above written.

CITY OF ROSEVILLE, MINNESOTA	
By	
Its Mayor	
By	
Its Manager	

This is a signature page to the Development Agreement by and between the City of Roseville, Minnesota and Calyxt, Inc.

## Attachment A. Development Agreement

CALYXT, INC.	
By	
Its Chief Executive Officer	

This is a signature page to the Development Agreement by and between the City of Roseville, Minnesota and Calyxt, Inc.

## Attachment A. Development Agreement

## EXHIBIT A

## **Description of Development Property**

Property located in the City of Roseville, Ramsey County, Minnesota with the following parcel identification numbers:

042923320015 042923320014

# 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 11th day of January, 2016, at 6:00 p.m.

The following Members were present: McGehee, Willmus, Laliberte, Roe and Etten was absent.

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

#### RESOLUTION No. 11291

## RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH CALYXT, INC.

WHEREAS, the City of Roseville, Minnesota (the "City"), desires to assist Calyxt, Inc., an agricultural biotechnical company which is proposing to construct a facility in the City; and

WHEREAS, the City understands that Calyxt, Inc., through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and

WHEREAS, the City held a City Council meeting on January 11, 2016, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED that, after due consideration, the Mayor and City Manager of the City of Roseville, Minnesota, hereby express their approval of the project proposed by Calyxt, Inc. and its application for an award and/or rebate from the Job Creation Fund Program.

The motion for the adoption of the foregoing resolution was duly seconded by Member Laliberte, and upon a vote being taken thereon, the following voted in favor thereof: McGehee, Willmus, Laliberte Roe, and the following voted against the same: None.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution - Support for Calyxt, Inc. Job	Creation Fund application to DEED
STATE OF MINNESOTA	)
COUNTY OF RAMSEY	) ss

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 11th day of January, 2016 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 11th day of January, 2016.

Patrick Trudgeon, City Manager

(Seal)

# REQUEST FOR COUNCIL ACTION

Agenda Date: 2/8/2016 Agenda Item: 14.c

artment Approval City Manager Approval

Item Description: Request for Approval of a Preliminary Plat at 2201 Acorn Road

#### APPLICATION INFORMATION

Applicant: Arthur Mueller
Property Owner: Arthur Mueller

Open House Meeting: none required for 3-lot plat

Application Submission: received and considered complete on November 6, 2015

City Action Deadline: N/A

City Council action on this item was scheduled for January 4, 2016, but Mr. Mueller requested an indefinite extension of the mandatory action timeline for personal reasons. Mr. Mueller has now indicated

that he is ready to have the application brought forward for

consideration on the February 8, 2016, City Council agenda. Given the unpredictable timing of this part of the process, property owners who received the public hearing notice also received a courtesy notice of

the pending Council action.

#### GENERAL SITE INFORMATION

Land Use Context

	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

Natural Characteristics: The site includes many trees and existing drainage issues on nearby

parcels.

Planning File History: **PF3766:** (2006) 4-lot PUD with 26-foot private street. Planning

Commission recommended approval (4-1); City Council denied (3-2), based on concerns over parking, emergency access, and other complications related to street width, loss of trees and open space,

drainage, and compatibility with neighborhood.

**PF3791:** (2007) 4-lot preliminary plat with 26-foot public street. Planning Commission recommended approval (6-0); City Council approved (3-2).

**PF07-039:** (2007) City Council approved (3-2) final plat with 28-foot public street; final plat was not filed since legal delays led to financing difficulties.

**PF07-039:** (2014) Application for re-approval of 4-lot preliminary plat with 26-foot wide private street. Planning Commission recommended approval (6-0); City Council denied (3-2),based on concerns over drainage, loss of trees, and inadequate parking available on the proposed street and Acorn Road due to substandard widths. City Council Resolution 11161 denying the preliminary plat is included with this RCA as Exhibit B.

**PF10-010:** (2015) 4-lot preliminary plat with 32-foot private street. Planning Commission recommended approval (3-2); City Council denied (4-1), based on concerns over drainage. City Council Resolution 11264 memorializing the denial of the preliminary plat is included with this RCA as Exhibit C.

#### **Planning Commission Action:**

On December 2, 2015, the Planning Commission voted (6-0) to recommend approval of the proposed preliminary plat, subject to certain conditions.

#### PROPOSAL

- Mr. Mueller proposes to demolish the existing home and plat the property into three lots for development of one-family, detached homes served by a private street. The proposed preliminary plat information, the staff analysis presented in the Request for Planning Commission Action, and other supporting documentation, as well as draft public hearing minutes, are included with this report as RCA Exhibit A. In summary, the present application meets or exceeds all of the City Code requirements and is materially different from its predecessors in the following ways:
  - It proposes three lots instead of four. A three-lot plat has suggested by City Councilmembers, Planning Commissioners, and members of the public during reviews of recent four-lot plat proposals that were denied.
  - Overland storm water discharge to the public storm drain west of the property during the 100-year event will be 1.34 cubic feet per second, which is an 82.0% reduction from existing flow and a 57.7% reduction from the most recent proposal that was denied based largely on concerns over the westward, overland flow of storm water. This reduction is achieved, in part, by reducing the number of new homes and the length of the street, thereby reducing impervious surfaces, and, in part, by directing some storm water from the northeastern portion of the site toward the storm sewer infrastructure in Acorn Road rather than the storm sewer infrastructure in Marion Road.
  - Tree removal will be limited to 23 significant- and heritage-quality trees compared to removal of 51 such trees in the previous proposal. This lower impact is largely realized by reducing the number of new homes and the length of the street.

- 22 City Council Resolution Nos.11161 and 11264 documenting the previous preliminary plat
- denials are included with this RCA as Exhibit B and Exhibit C, respectively. Please note that the
- underpinnings of the most recent denial (represented by Exhibit C), as reflected in that
- resolution's findings of fact, pertain only to the proposed storm water management systems.

#### PUBLIC COMMENT

- 27 The public hearing for this application was held by the Planning Commission on December 2,
- 28 2015. Two members of the public spoke in opposition the proposal, and the primary concerns
- 29 were related to storm water and the effect of the proposed private street on the character of the
- 30 neighborhood. After discussing the application and the public comment received during the
- hearing, the Planning Commission voted 6-0 to recommend approval of the proposed
- preliminary plat. At the time this report was prepared, Planning Division staff has received one
- brief comment from a nearby homeowner on Marion Road indicating his acceptance of the
- 34 proposal.

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- 35 After reviewing the proposal, staff's analysis, and the public comment received at the public
- 36 hearing, the Planning Commission voted unanimously to recommend approval of the preliminary
- plat with four conditions as follow:
  - a. The Public Works Department shall approve easements, grading and drainage, storm water management, and utility requirements as necessary to meet the applicable standards prior to the approval of the final plat or issuance of permits for site improvements;
  - b. Permits for site improvements shall not be issued without evidence of an approved permit from the watershed district;
  - c. Final plat approval shall not be issued without approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated, by the Community Development Department; and
  - d. The applicant shall create and maintain a homeowner's association for the permanent and on-going maintenance needs of the private infrastructure. The form of all documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department.
  - In addition to the Planning Commission's recommendation, review of a previous proposal by the Parks and Recreation Commission led to its recommendation to accept park dedication of cash in lieu of land, which is reflected among the conditions of preliminary plat approval.

#### RECOMMENDED ACTION

- Pass a motion approving the proposed preliminary plat of Oak Acres plat, dated November
- 55 5, 2015 and comprising the property at 2201 Acorn Road, based on the findings and
- recommendation of the Planning Commission, the content of this RCA, public input, and City
- 57 Council deliberation, subject to the following conditions:
  - **a.** The Public Works Department shall approve easements, grading and drainage, storm water management, and utility requirements as necessary to meet the applicable standards prior to the approval of the final plat or issuance of permits for site improvements;
  - **b.** Permits for site improvements shall not be issued without evidence of an approved permit from the watershed district;

- **c.** Final plat approval shall not be issued without approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated, by the Community Development Department;
- **d.** The applicant shall create and maintain a homeowner's association for the permanent and on-going maintenance needs of the private infrastructure. The form of all documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department; and
- e. Based on the June 4, 2013 recommendation of the Roseville Parks and Recreation Commission and pursuant to City Code §1103.07, the City Council will accept park dedication of cash in lieu of land. Because the proposed three-lot plat would add two, one-family residential building sites to the subject land area and the 2015 City of Roseville fee schedule establishes a park dedication fee of \$3,500 per residential unit, a payment of the \$7,000 park dedication shall be made by the applicant before the signed final plat is released for recording at Ramsey County

#### ALTERNATIVE ACTIONS

- **A)** Pass a motion to table the item for future action. Tabling the item beyond January 5, 2016, however, will require an agreement from the applicant to further extend the action deadline established in City Code §1102.01 to avoid statutory approval.
- **B)** By motion, deny the request. Denial should be supported by specific findings of fact based on the City Council's review of the application, applicable City Code regulations, and the public record.

Prepared by: Senior Planner Bryan Lloyd

651-792-7073 | bryan.lloyd@cityofroseville.com

RCA Exhibits: A: 12/2/2015 RPCA packet and draft

public hearing minutes



### REQUEST FOR PLANNING COMMISSION ACTION

Agenda Date: 12/2/2015

Agenda Item: 5a

Division Approval

Agenda Section

PUBLIC HEARINGS

Item Description: Request for approval of a preliminary plat at 2201 Acorn Road (PF15-023)

#### **APPLICATION INFORMATION**

Applicant: Arthur Mueller Property Owner: Arthur Mueller

Open House Meeting: none required for a 3-lot plat as proposed

Application Submission: received and considered complete on November 6, 2015

City Action Deadline: January 5, 2016, City Code §1102.01E

#### GENERAL SITE INFORMATION

GENERAL DITE IN ORMATION			
	Existing Land Use	Guiding	Zoning
Site	One-family residential, detached	LR	LDR-1
North	One-family residential, detached	LR	LDR-1
West	One-family residential, detached	LR	LDR-1
East	One-family residential, detached	LR	LDR-1
South	One-family residential, detached	LR	LDR-1

	South	One-family res	sidential, detached	LK	LDK-I
1 2	Natural Ch	naracteristics:	The site includes many trees and existing drai parcels.	nage issues o	n nearby
3 4 5 6 7	Planning F	File History:	<b>PF3766:</b> (2006) 4-lot PUD with 26-foot private st recommended approval $(4-1)$ ; City Council denic concerns over parking, emergency access, and othe street width, loss of trees and open space, drainage neighborhood.	ed $(3-2)$ , base er complication	ed on ns related to
8 9			<b>PF3791:</b> (2007) 4-lot preliminary plat with 26-foot public street. Planning Commission recommended approval $(6-0)$ ; City Council approved $(3-2)$ .		
10 11 12			<b>PF07-039:</b> (2007) City Council approved $(3-2)$ full public street—final plat was not filed since legal d difficulties.	_	
13 14 15 16 17			<b>PF07-039:</b> (2014) application for re-approval of 4 26-foot wide private street. Planning Commission – 0); City Council denied (3 – 2),based on concert trees, and inadequate parking available on the propriate Road due to substandard widths.	recommended ns over drainag	approval (6 e, loss of
18 19 20			<b>PF10-010:</b> (2015) 4-lot preliminary plat with 32-f Commission recommended approval $(3-2)$ ; City based on concerns over drainage.	•	•

#### **RCA Exhibit A**

#### 21 LEVEL OF CITY DISCRETION IN DECISION-MAKING

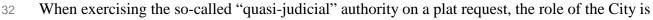
- 22 Action taken on a plat request is **quasi-judicial**; the
- 23 City's role is to determine the facts associated with the
- request, and weigh those facts against the legal standards
- contained in State Statute and City Code.

#### PROPOSAL

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- 27 Mr. Mueller proposes to demolish the existing home and
- plat the property into three lots for development of one-
- family, detached homes served by a private street. The
- 30 proposed preliminary plat documentation is included
- with this report as Attachment C.

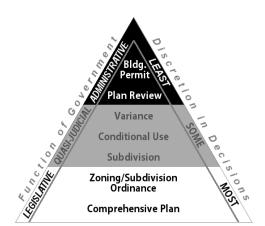


- to determine the facts associated with a particular request and apply those facts to the legal
- standards contained in the ordinance and relevant state law. In general, if the facts indicate the
- application meets the relevant legal standards and will not compromise the public health, safety
- and general welfare, then the applicant is likely entitled to the approval. The City is, however,
- able to add conditions to a plat approval to ensure that the likely impacts to parks, schools, roads,
- storm sewers, and other public infrastructure on and around the subject property are adequately
- addressed. Subdivisions may also be modified to promote the public health, safety, and general
- welfare, and to provide for the orderly, economic, and safe development of land, and to promote
- 41 housing affordability for all levels.

#### PRELIMINARY PLAT ANALYSIS

- 43 As a preliminary plat of a residential subdivision, the proposal is subject to the minimum lot
- sizes and roadway design standards of the subdivision code, established in Chapter 1103 (Design
- Standards) of the City Code. The applicable standards are reviewed below.
- 46 **City Code §1103.02 (Streets):** Since the proposed street is to be a private street, requirements
- for public rights-of-way do not apply. And while the Subdivision Code allows for private streets
- at the discretion of the City Council, design of the must conform to Minimum Roadway
- 49 Standards unless an alternative design is specifically approved. The Planning Commission could
- 50 provide a recommendation to the City Council on this issue.
- \$1103.021 (Minimum Roadway Standards): The proposed street is shown as 32 feet in width,
- 52 which conforms to the standard width requirement and allows for parking on both sides of the
- street. (Approximately 19 on-street parking stalls would be available, assuming each stall is
- allotted 23 feet of curb length as required for parallel stalls in a public parking area.) The
- proposed street is about 170 feet in length at its longest; since the street is less than 200 feet in
- length, it is not required to include a cul-de-sac, although not having a turn-around will make
- delivery services and trash/recycling service more difficult or require the homeowners to bring
- their carts to Acorn Road.
- City Code §1103.04 (Easements): Drainage and utility easements 12 feet in width, centered on
- side and rear property lines, are required where necessary. The proposed plat meets and exceeds
- this requirement.
- 62 City Code §1103.06 (Lot Standards): Subd. A of this section requires that all lots for one-
- family detached dwellings must be at least 85 feet wide, 110 feet deep, and comprise at least PF15-023 RPCA 120215





- 11,000 square feet in area; Subd. B further requires that corner lots must be a minimum of 100 feet in width and depth and have at least 12,500 square feet in area. All of the proposed lots exceed these requirements even if the easement surrounding the proposed street is excluded from the parcels as though the easement area was equivalent to dedicating right-of-way.
- Subd. F of this section specifies that "side lines of lots shall be at right angles or radial to the 68 street line." Although the western end of the proposed private street is square, Planning Division 69 staff believes that the proposed side boundary common to Lots 1 and 2, extending into the 70 southwestern corner of the existing parcel, meets this requirement because it intersects with the 71 middle of the western end of the proposed street in a radial fashion. If need be, the project 72 engineers have indicated that a semicircle of asphalt can be appended to the western end of the 73 private street so that this side lot line is more obviously radial to the street; it is the opinion of 74 Planning Division staff, however, that adding pavement is unnecessary and would only serve to 75 increase the impervious surface across the development. 76
- Roseville's Public Works Department staff has been working with the applicant to address the requirements related to grading and drainage, street design, and the private utilities that will be necessary to serve the new lots. Even if these plans are not discussed in detail at the public hearing, actions by the Planning Commission and the City Council typically include conditions that such plans must ultimately meet the approval of Public Works staff.
- City Code specifies that an approved tree preservation plan is a necessary prerequisite for 82 approval of a preliminary plat. Mark Rehder, the certified arborist consulting with the 83 Community Development Department, has reviewed the submitted tree preservation plan and 84 determined it to be an accurate inventory of existing trees as well as a reasonable assessment of 85 the trees likely to be lost as a result of the proposed development. The plan indicates the expected 86 removal of 23 significant- and heritage-size deciduous trees and eight significant coniferous 87 trees; based on the tree replacement calculations in the City Code, this would not require planting 88 replacement trees beyond what is called for in the landscaping of new one-family, detached 89 residences. Mr. Rehder will continue to review the plan for on-going accuracy as development 90 plans are finalized and will monitor tree removal and protection efforts during construction. 91
- At its meeting of June 4, 2013 Roseville's Parks and Recreation Commission reviewed the proposed preliminary plat against the park dedication requirements of §1103.07 of the City Code and recommended a dedication of cash in lieu of land. Since the existing, undeveloped parcel comprises one residential unit, the proposed three-lot plat would create two new building sites. The 2015 Fee Schedule establishes a park dedication amount of \$3,500 per residential unit; for the three, newly-created residential lots the total park dedication would be \$7,000, to be collected prior to recording an approved plat at Ramsey County.
- Roseville's Development Review Committee (DRC) met on November 12 and 19, 2015 to discuss this application. Beyond the above comments pertaining to the zoning and subdivision codes representatives of the Public Works Department had the following comments.
- a. There are several basins shown to address the required storm water treatment and retention requirements. The proposed drainage improvements meet or exceed City requirements.

  Existing flow off site is reduced to both the north and southwest. The outlet for the water to the southwest of the development is onto private property. This is similar to existing conditions, but the flow will be reduced. Additional flow is directed to Acorn Road, which is permissible because the additional runoff is minimal and the Acorn Road storm sewer system can handle the additional flow.

- b. The proposed basins and private road will require a Home Owners Association to be
   established for the purpose of funding the maintenance of these assets. It should be noted that
   while the proposed basins and site grading meet the requirements of the City and should meet
   the requirements of the watershed (watershed review and approval are pending), this is an
   aggressive proposal and will present some long term maintenance that the new homeowners
   should be aware of.
- c. At this time, the Engineering department was not presented with any information for the alignment or design of water and/or sanitary sewer infrastructure to serve the proposed homes. A private sanitary sewer main and water main will be required that will then serve the individual private services to each proposed home, and maintenance of these facilities will be the responsibility of the Home Owners Association. Review and approval of this infrastructure will occur through the building permit review process.
- d. The applicant shall create and maintain a home owner's association for the long term maintenance of the private infrastructure. All documents shall be reviewed and approved by the City Attorney, Public Works Department, and Community Development Department.

### 124 **PUBLIC COMMENT**

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- At the time this RPCA was prepared, Planning Division staff has not received any comments
- about the present proposal, although the Planning Commission will recall that a significant
- amount of public comment was offered in connection to the previous four-lot plat proposal.

### 128 RECOMMENDED ACTION

- By motion, recommend approval of the proposed preliminary plat of the property at 2201
- Acorn Road, based on the comments and findings of this report, and subject to the following conditions:
  - a. The Public Works Department shall approve easements, grading and drainage, storm water management, and utility requirements as necessary to meet the applicable standards prior to the approval of the final plat or issuance of permits for site improvements;
    - b. Permits for site improvements shall not be issued without evidence of an approved permit from the watershed district; and
    - c. Final plat approval shall not be issued without approval of a tree preservation plan, accounting for any changes to grading, utility, or storm water plans not yet anticipated, by the Community Development Department.

### ALTERNATIVE ACTIONS

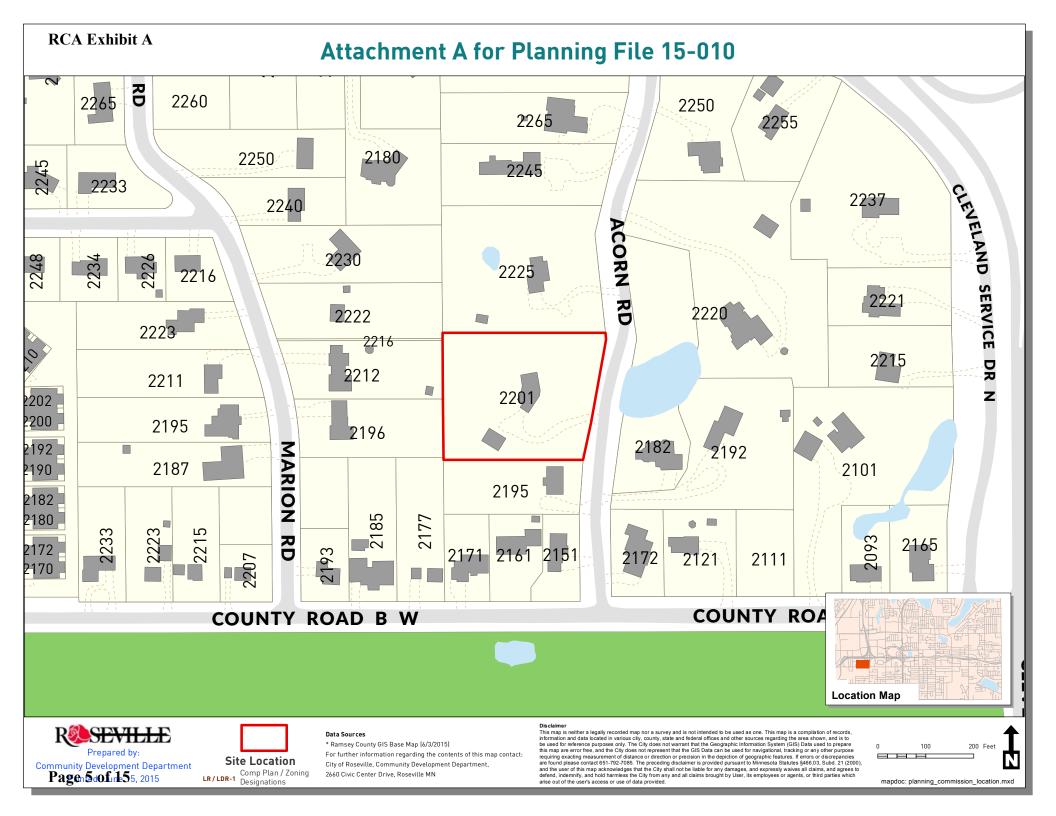
- Pass a motion to table the item for future action. Tabling beyond January 5, 2016 may require extension of the 60-day action deadline established in City Code §1102.01E
- By motion, recommend denial of the request. A recommendation to deny should be supported
- by specific findings of fact based on the Planning Commission's review of the application,
- applicable City Code regulations, and the public record.

Prepared by: Senior Planner Bryan Lloyd

651-792-7073 | bryan.lloyd@cityofroseville.com

Attachments: A: Area map C: Preliminary plat information

B: Aerial photo



### **Attachment B for Planning File 15-010**





Prepared by: Community Development Department Pagen 6 do fur 1-55, 2015

Site Location

- \* Ramsey County GIS Base Map (6/3/2015)
- \* Aerial Data: MnGeo (4/2012)

For further information regarding the contents of this map contact: City of Roseville, Community Development Department,

Disclaimer
This map is a 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 (IGS) 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 Minnesot Satutes §466.032 Ld (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 form 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.





### PRELIMINARY PLAT

~of~ OAK ACRES ~for~ ARTHUR G. MUELLER 2201 ACORN ROAD ROSEVILLE, MN (651) 295-1284

### **VICINITY MAP**

PART OF SEC. 8, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA (NO SCALE)

### **DEVELOPMENT DATA**

TOTAL SITE AREA = 1.90± ACRES 3 PROPOSED SINGLE FAMILY LOTS DENSITY = 1.58 LOTS / ACRE

### **ZONING AND SETBACKS**

CURRENT ZONING IS LDR 1 (LOW DENSITY RESIDENTIAL)
PROPOSED ZONING IS LDR 1 (LOW DENSITY RESIDENTIAL)

30 FEET FROM EDGE OF BITUMINOUS FOR PRIVATE STREET (PROPOSED)

FRONT SETBACK SIDE YARD HOUSE SIDE STREET REAR SETBACK 6 FEET 10 FEET 30 FEET 30 FEET

DEVELOPMENT REQUIREMENTS FOR ZONE LDR 1 (LOW DENSITY RESIDENTIAL)

MINIMUM LOT AREA INTERIOR MINIMUM LOT AREA CORNER MINIMUM LOT WIDTH INTERIOR MINIMUM LOT WIDTH CORNER 11,000 S.F. 12,500 S.F. 85 FT. 100 FT.

### PROPERTY DESCRIPTION

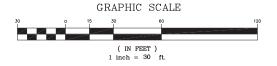
(PER WARRANTY DEED; RAMSEY COUNTY DOC. NO. 1188525)

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29 North, Range 23 West, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter as an East and West line):

Commencing at a point 33 feet North of the South line and 1221.63 feet west of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.







### LEGEND

DENOTES IRON MONUMENT FOUND AS LABELED

☐ DENOTES CATCH BASIN

DENOTES STORM SEWER MANHOLE

S DENOTES SANITARY SEWER MANHOLE C DENOTES HYDRANT

DENOTES POWER POLE

x 952.36 DENOTES EXISTING SPOT ELEVATION

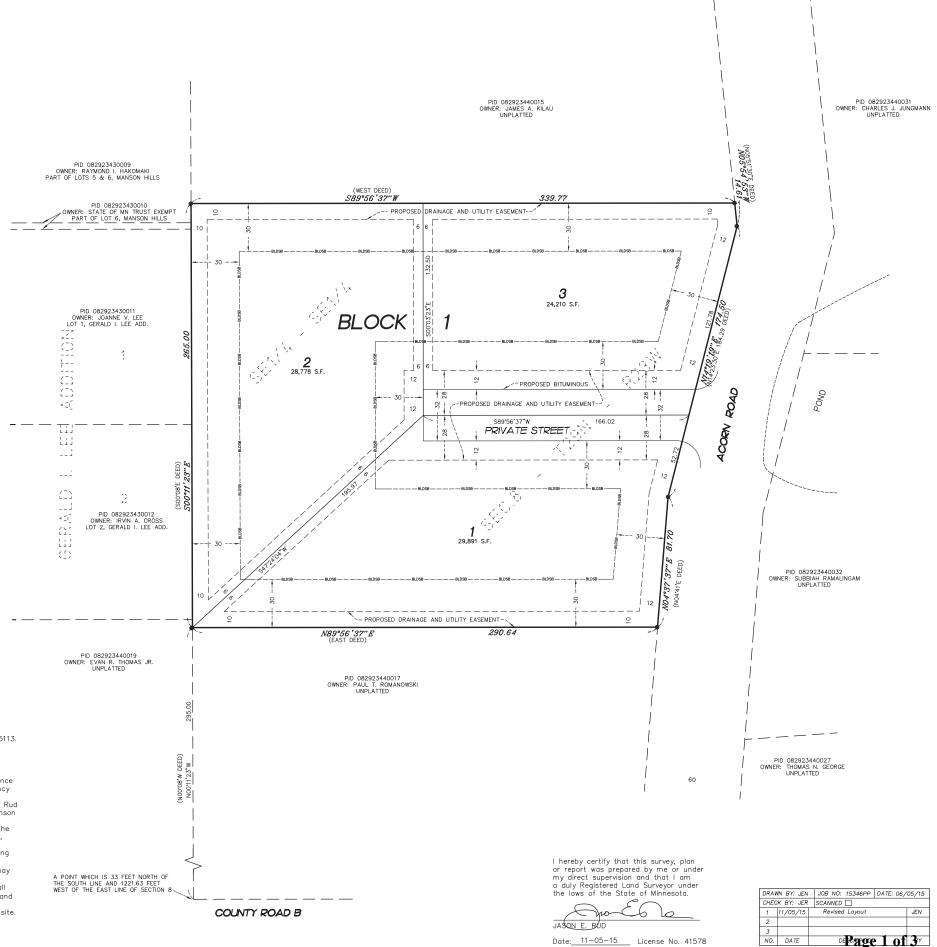
DENOTES EXISTING CONTOURS DENOTES EXISTING SANITARY SEWER

DENOTES EXISTING STORM SEWER DENOTES EXISTING WATER MAIN

DENOTES BITUMINOUS SURFACE

### **NOTES**

- Fee ownership is vested in Arthur G. Mueller.
  Parcel ID Number: 8.29.23.44.0016
  Address of the surveyed premises: 2201 Acorn Road, Roseville, MN 55113.
  Boundary area of the surveyed premises: 82,879 sq. ft. (1.90 acres).
  Field survey was completed by E.G. Rud and Sons, Inc. on 6/02/15.
  Bearings shown are on Ramsey County Coordinate System.
  Curb shots are taken at the top and back of curb.
  Surveyed premises shown on this survey map falls within Flood Insurance
  Rate Map Community Panel No. 27123C0015G by the Federal Emergency
  Management Agency. Said panel is not printed.
  Topography and utilities are a combination of field work done by E.G. Rud
  & Sons, Inc. on 6-02-15 and the Preliminary Plat prepared by Hakanson
  Anderson Civil Engineers and Land Surveyors dated 5-7-14. Said
  Preliminary Plat references that the existing improvements were per the
  Preliminary Plat prepared by Comstock & Davis, Inc. dated August 10,
- Utilities shown hereon are observed. Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary fromlocations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Adjacent property owner information taken off of Ramsey County Website.



**RPCA Attachment C** 

### RCA Exhibit A GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATER MAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLATES.

THE CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RICHT—OF—WAY.

NOTICY CITY A MINIMUM OF AS HOURS DRIOD TO THE COMMENCEMENT OF

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXTENSIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.

#### **CURB & BITUMINOUS NOTES**

REMOVAL AND DISPOSAL OF EXISTING STREET MATERIALS AS REQUIRED FOR CONSTRUCTION IS CONSIDERED INCIDENTAL.

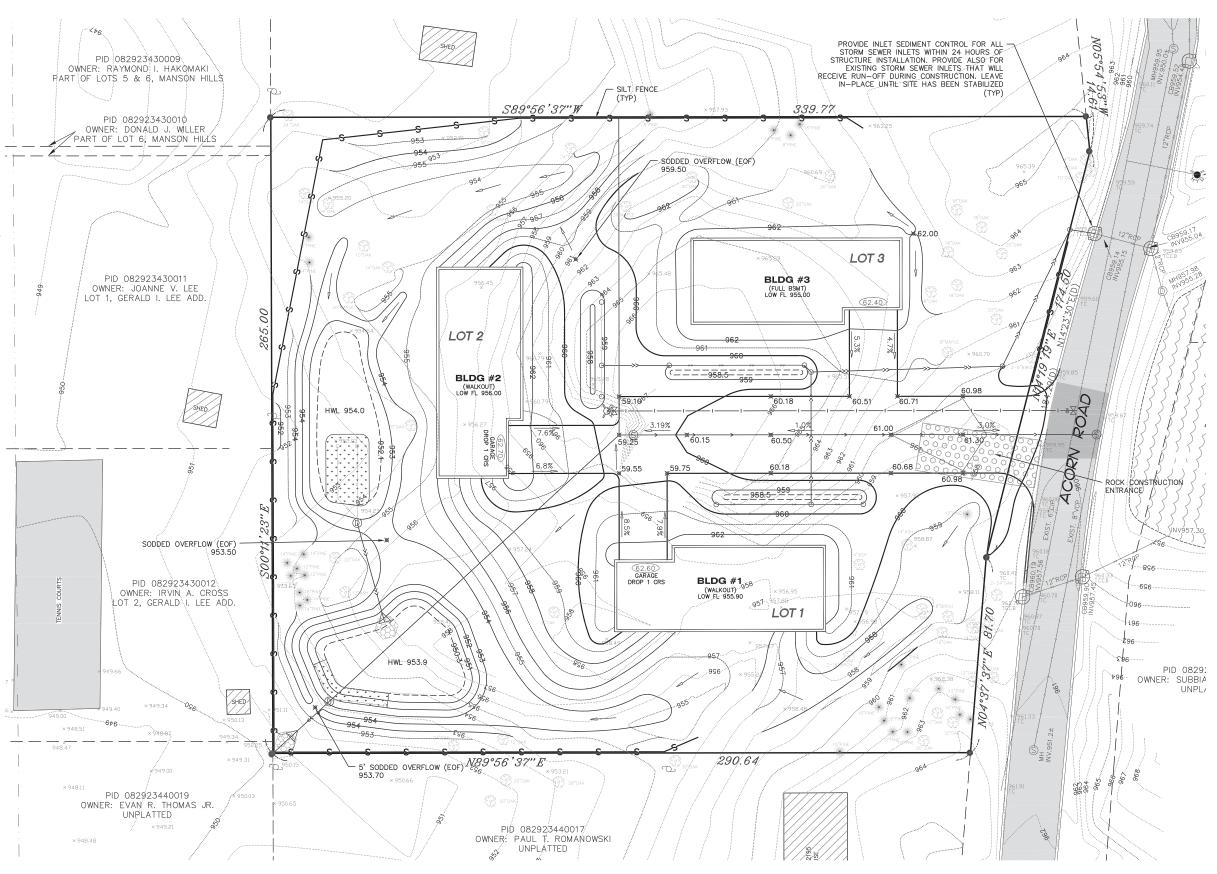
SAW-CUT EXISTING BITUMINOUS AND CONCRETE CURB TO PROVIDE BUTT-JOINT.

RESTORE DISTURBED STREET TO EXISTING OR BETTER SECTION.

BACKFILLING OF CURB IS INCIDENTAL TO CURB INSTALLATION.

FOUR INCHES OF CLASS 5 UNDER CURB IS INCIDENTAL TO CURB INSTALLATION.

CURB ENDS SHALL TERMINATE IN A THREE-FOOT BEAVER TAIL.





GRADING, DRAINAGE & EROSION CONTROL PLAN OAK ACRES



ENGINEERING, INC. 6776 LAKE DRIVE SUITE 110 LINO LAKES, MN 55014

PHONE: (651) 361-8210 FAX: (651) 361-8701

NORTH

ROSEVILLE, MINNESOTA

**OAK ACRES** 

PREPARED FOR:

ART MUELLER

DING, DRAINAGE & E. CONTROL PLAN

SEE SHEET C1 FOR LEGEND TRACEMENT OF SEE

C.W.P. 15-1548

NOVEMBER 6 2015

Page 8 of 15

TREE INVENTORY AND TREE REMOVAL PLAN ~of~ OAK ACRES ~for~ ARTHUR G. MUELLER 2201 ACORN ROAD ROSEVILLE, MN

### (651) 295-1284 **VICINITY MAP**

PART OF SEC. 8, TWP. 29, RNG. 23



RAMSEY COUNTY, MINNESOTA (NO SCALE)



### **NORTH**

### LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES CATCH BASIN
- DENOTES STORM SEWER MANHOLE S DENOTES SANITARY SEWER MANHOLE
- C DENOTES HYDRANT
- DENOTES POWER POLE

x 952.36 DENOTES EXISTING SPOT ELEVATION

DENOTES EXISTING CONTOURS DENOTES EXISTING SANITARY SEWER DENOTES EXISTING STORM SEWER

DENOTES EXISTING WATER MAIN DENOTES BITUMINOUS SURFACE

### PROPERTY DESCRIPTION

(PER WARRANTY DEED: RAMSEY COUNTY DOC. NO. 1188525)

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29 North, Range 23 West, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter

Commencing at a point 33 feet North of the South line and 1221.63 feet west of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning. Ramsey County Minnesota. point of beginning, Ramsey County, Minnesota.



# E.G. RUD & SONS, INC. EST, 1977 Professional Land Surveyors

6776 Lake Drive NE, Suite 110 Page 9 at 1,051) 361-8200 Fax (651) 361-8701

### TREE CHART

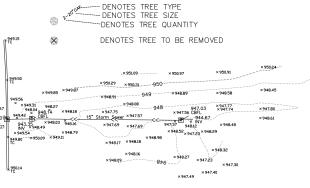
**EXISTING CONDITIONS SURVEY AND PRELIMINARY** 

	DECIDUOUS	CONIFEROUS
TREE COUNT	72	34
TREES TO BE REMOVED	23	8
TREES TO REMAIN	49	26

### TREE INVENTORY LIST

NUMBER	DESCRIPTION	TO BE REMOVED	NUMBER	DESCRIPTION	TO BE REMOVED	NUMBER	DESCRIPTION	TO BE REMOVED
1	24"0AK	- 12	45	12"PINE	- 4	85	10"PINE	- 4
2	14"0AK		46	18"PINE		86	2-16"BIRCH	
3	24"OAK		47	14"PINE		89	12"OAK	
4	10"PINE		48	14"PINE		90	8"BIRCH	
5	14"PINE		49	20"0AK	Ιx	91	2-24"0AK	
6	10"OAK		50	24"OAK(DEAD)	l x	92	12"OAK	
7	14"OAK		52	14"OAK		93	12"0AK	
8	30"MAPLE		53	8"OAK		94	14"OAK	
9	24"MAPLE	х	54	10"OAK		95	12"0AK	
10	24"OAK	Х	56	18"OAK		96	8"PINE	
11	16"OAK	Х	57	18"0AK		97	12"OAK	
12	20"TREE(DEAD)	Х	58	20"0AK		98	12"OAK	
13	20"0AK		59	18"0AK		99	12"PINE	
14	22"OAK	Х	60	18"OAK		100	12"PINE	
15	10"PINE	Х	61	18"0AK		101	10"PINE	
16	20"MAPLE	Х	63	20"0AK		102	8"PINE	
17	2-16"OAKS	X	64	8"MAPLE		103	12"PINE	
18	14"PINE	Х	65	18"ASH	X	104	12"PINE	
19	20"PINE	Х	67	2-6"BIRCH		105	20"0AK	
23	36"0AK	Х	68	2-12"BIRCH	X	106	12"OAK	
26	30"0AK		69	12"OAK	X	107	12"PINE	
27	8"PINE		70	8"BIRCH	X	108	10"PINE	
28	30"MAPLE		71	8"PINE	X	109	10"PINE	
29	24"MAPLE	Х	72	8"PINE	X	110	12"OAK	
30	30"MAPLE		73	8"PINE	X	111	18"0AK	X
32	16"0AK		74	8"PINE	X	112	8"OAK	
33	24"0AK		75	10"PINE	Х	113	12"OAK	
34	14"PINE		76	12"PINE		114	24"0AK	
35	8"PINE		77	14"ASH		115	24"OAK (DEAD)	X
36	18"PINE 30"OAK		78	14"ASH	١.,	116	18"0AK	X
37 38	20"OAK		79 80	24"0AK 24"0AK	X	117	24"MAPLE	l × l
41	14"PINE	l	80	14"MAPLE	X	118	18"OAK	×
41	14 PINE 14"PINE		81	8"WALNUT	X X	119	12"ASH	١., ١
42	12"PINE		83	18"ASH	l x	120 121	16"OAK 22"OAK	x
43	12 PINE 12"PINE	l	84	20"OAK (DEAD)	l î	121	ZZ UAK	
44	12 FINE		04	ZU UMN (DEAD)	∟^_			

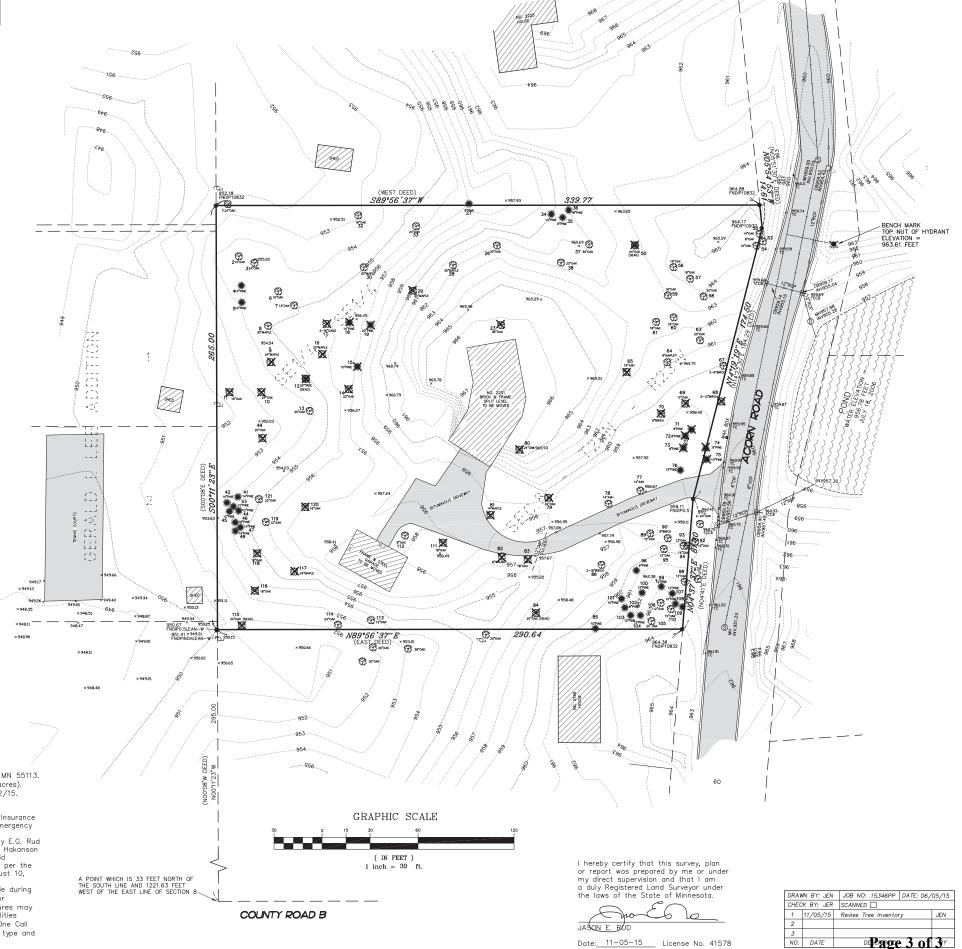
### TREE DETAIL



### **NOTES**

- Fee ownership is vested in Arthur G. Mueller.
  Parcel ID Number: 8.29.23.44.0016
  Address of the surveyed premises: 2201 Acorn Road, Roseville, MN 55113.

- Address of the surveyed premises: 2201 Acorn Road, Roseville, MN 55113. Boundary area of the surveyed premises: 82,879 sq. ft. (1.90 acres). Field survey was completed by E.G. Rud and Sons, Inc. on 6/02/15. Bearings shown are on Ramsey County Coordinate System. Curb shots are taken at the top and back of curb. Surveyed premises shown on this survey map falls within Flood Insurance Rate Map Community Panel No. 27123C0015G by the Federal Emergency Management Agency. Said panel is not printed. Topography and utilities are a combination of field work done by E.G. Rud & Sons, Inc. on 6–02–15 and the Preliminary Plat prepared by Hakanson Anderson Civil Engineers and Land Surveyors dated 5–7–14. Said Preliminary Plat references that the existing improvements were per the Preliminary Plat prepared by Comstock & Davis, Inc. dated August 10, 2006.
- Utilities shown hereon are observed. Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary fromlocations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation



**RPCA Attachment C** 

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### PLANNING FILE 15-023

Request by Art Mueller for approval of a PRELIMINARY PLAT of the residential property at 2201

### 3 Acorn Road

- Chair Boguszewski opened the public hearing for PLANNING FILE 15-023 at 6:33 p.m.
- 5 Senior Planner Bryan Lloyd provided a brief history of this property, its planning file history and this new
- request for a 3-lot Preliminary Plat at 2201 Acorn Road, as detailed in the staff report dated December 2,
- 7 2015. Mr. Lloyd noted that this request from Mr. Mueller proposed demolition of the existing home and
- 8 replatting of the property into three lots for development of three single-family, detached homes served by
- 9 a private street.
- Mr. Lloyd provided staff's analysis of this latest Preliminary Plat request from Mr. Mueller as it related to
- 11 city code. While the subdivision code language provides lots be perpendicular to streets, Mr. Lloyd noted
- (lines 68 76 of the staff report) that the boundary of Lot 1 is perpendicular and even though it could be
- 13 revised to be radial, staff supported the proposed layout rather than adding additional pavement.
- Specific to the City's Public Works and Engineering review, Mr. Lloyd reported that this latest iteration
- addressed concerns raised in previous proposals related to drainage, specifically stormwater
- management on the northwest area of the project site. Mr. Lloyd noted stormwater would be routed to
- existing infrastructure under Acorn Road, reducing pressure and volume in the southwest basin. Mr. Lloyd
- advised that plans submitted to-date appear to meet requirements for rate and volume runoff and address
- other grading considerations; with the City's Engineers continuing to work with the applicant and review
- 20 requirements or changes to ensure the project continued to conform to city code and watershed
- 21 requirements throughout the process.
- 22 Mr. Lloyd briefly reviewed the tree preservation reviewed by the City's tree consultant Mark Rehder, S & S
- 23 Tree Service, with monitoring continuing as the project proceeded.
- Specific to Park Dedication, Mr. Lloyd reported that with two additional lots, the Parks & Recreation
- 25 Commission had determined cash in lieu of land.
- As noted in the staff report (line 99), Mr. Lloyd advised that the Development review Committee (DRC)
- 27 provided several comments for recommendation, and highlighted the need for including Item D (lines 121
- 28 123) to ensure a homeowners association be a condition of approval to ensure long-term private street
- and stormwater infrastructure maintenance remains intact.
- 30 Discussion
- 31 Chair Boguszewski asked for clarification if the additional flow capacity for Acorn Road was new or had
- 32 been there before; and whether the City Engineer had an estimate of the total flow pulled toward Acorn
- 33 Road and away from that southwest corner.
- 34 Mr. Lloyd responded that the routing is new for this iteration of the Oak Acres Development proposal, as
- in the past runoff was routed to rain gardens at the southwest corner of the proposed development. Mr.
- 36 Lloyd reported that the City Engineer had not specifically isolated the total flow from the southwest corner
- 37 now proposed to be directed to Acorn Road stormwater infrastructure, but the difference in volume of
- 38 stormwater leaving the southwest corner of this proposal versus previous iterations reduced that runoff by
- 39 approximately 58% for a 100 year rain event calculation. At the request of Chair Boguszewski, Mr. Lloyd
- 40 clarified that (as noted in line 106 of the staff report) overall flow was actually reduced by approximately
- 82% with this latest development proposal, and reduced 58% from the previous iteration. As noted by
- 42 Chair Boguszewski, this provided the neighborhood with an approximate 82% improvement in stormwater
- flow compared to current runoff flowing from the property.
- 44 On line 113, Chair Boguszewski questioned the subjective term "aggressive proposal" and asked Mr.
- 45 Lloyd to describe what was intended for a homeowners association and their financial burden.
- Mr. Lloyd advised that that term originated with review by the City's Public Works Department, and opined
- 47 the proposal was certainly aggressive in the sense it provided many places for water infiltration for rate
- 48 control, and significantly reduces current rates and volumes. However, Mr. Lloyd noted there was also a
- 49 cost component and need to make sure funding remained available long-term to address those many
- 50 maintenance components and their complexities.

- 51 Member Murphy noted that water runoff from the subject site to neighboring properties had continued to
- 52 be of great concern in past iterations, and asked staff if this iteration was implemented as designed
- indicated only 18 gallons of stormwater runoff. Member Murphy asked if there would be any cost to the
- city for connecting and diverting stormwater flow to the Acorn Road system or if it would borne entirely by
- the developer.
- Mr. Lloyd clarified that runoff was measured by cubic feet per second, not gallon, and confirmed that 100
- 57 year rain event model numbers indicated that would be the case and as compared with typical rain events
- 58 where stormwater runoff should easily be addressed through infiltration of one mode or another. Mr. Lloyd
- 59 confirmed that the cost to divert stormwater flow to the Acorn Road infrastructure would be at the cost of
- 60 the developer to implement.
- 61 Member Murphy asked staff for a comparison with this latest tree removal plan with that of the most
- 62 recent past iteration.
- 63 Mr. Lloyd advised that staff didn't perform a comparison between previous and this latest proposal.
- 64 However, Mr. Lloyd advised that the arborist's review indicated there would probably be no replacement
- 65 required with the trees proposed for removal and fewer structures with this development proposal and
- 66 based on updated tree inventory information (e.g. dead trees listed in the previous inventory versus their
- size and condition, and review by diameter breast height, of DBH, in this review).
- 68 Regarding staff comments and review by the DRC related to stormwater flow toward Acorn Road,
- 69 Member Bull sought clarification of the actual flow as displayed on the grading plan. Member Bull
- expressed concern that the proposed infiltration basins may not be empty before the next rain event
- 71 occurs, causing overland flow issues. Member Bull questioned long-term maintenance of the basins or
- how the city would address that maintenance.
- 73 Mr. Lloyd reviewed the underground connections, overland flow, and reduced flow percentages, noting
- that not all runoff would be overland, and as modeled, with City Engineers and Mr. Mueller's Engineer still
- refining the plan, maintenance of the basins would be a requirement of the homeowner's association.
- However, if the homeowner's association was found at fault in providing that maintenance, the City would
- 77 step in to address maintenance itself or by hiring a third party to do so, and then assess those property
- owners accordingly for that cost.
- 79 If and when city code or watershed district standards change in the future, Member Bull asked if these
- 80 stormwater runoff options would be grandfathered in at the old standards or if they would require updating
- 81 as well.
- 82 Mr. Lloyd clarified that "grandfathering" was a term related to land use, but other parts of code provided
- 83 protections and address that ongoing maintenance and stormwater monitoring via a public infrastructure
- 84 contract
- 85 Given the fact that this proposal includes a private road, Member Gitzen questioned if that required a
- 86 homeowner's association to ensure its maintenance, even without the addition of stormwater ponds and
- their maintenance. Member Gitzen noted reference in the staff report (lines 121-123) of documents for
- 88 review and approval by the City Attorney, and whether or not that meant they would have input into the
- 89 contract language.
- 90 Mr. Lloyd verified that an association would be required for maintenance of the road. Mr. Lloyd confirmed
- 91 that the purpose of the City Attorney's review was to protect the City and its residents and advised they
- 92 would revise language accordingly to provide those protections.

### 93 Applicant Representative Engineer Charles W. Plowe, Plowe Engineering

- 94 Specific to drainage questions raised tonight by commissioners, Mr. Plowe advised that the rate control
- 95 would be addressed through catch basins, with the upstream pond built to allow water to drain slowly with
- 96 minimal if any pooling. Mr. Plowe clarified that this would address the same volume of water flowing into
- 97 the catch basins as experienced today, but at a slower rate to avoid street flooding.
- 98 Specific to volume control, a concern brought up by neighboring residents in the past, Mr. Plowe clarified
- 99 that the rate had been slowed as well as the volume reduced, but not by 82%, but more in the range of
- 100 16% volume of water reduced. The reduction by 82% of the rate was huge and critical. Mr. Plowe

- provided rationale in routing the water to Acorn Road to help the volume of water flowing in to the
- southwest portion of the property; and with this iteration, water would leave the site very slowly and
- infiltrate into the drainage tile system, connecting to an 8" pipe and downstream into that underground
- system to Acorn Road. Mr. Plowe advised that the City Engineer had indicated there would be no
- problem with this additional flow with existing stormwater management in the area.
- Member Cunningham noted that one reason for previous proposals being ultimately denied by the City
- 107 Council was due to concerns with emergency vehicle access; and asked for comment on this latest
- iteration without a cul-de-sac to facilitate that, as well as addressing whether or not widening the street to
- 109 32' would alleviate emergency vehicle access issues.
- Mr. Plowe noted that, with this iteration, the road had been shortened 25' from the previously Planning
- 111 Commission-approved development proposal, making the actual length of the street quite short.
- 112 City Planner Thomas Paschke clarified that concerns were raised by an individual Councilmember or from
- area residents, he couldn't readily remember. However, Mr. Paschke noted that the Fire Department was
- part of the DRC in reviewing any proposal, and had indicated no areas of concern. Mr. Paschke advised
- that this private street would be similar to local streets having parking on both sides, traffic, and delivery
- vehicles all having access, in addition to being able to accommodate emergency vehicle access.
- At the request of Member Bull, Mr. Plowe advised that, while he didn't have actual impervious surface
- calculations available for this iteration compared to previous proposals, impervious surfaces had been
- reduced by eliminating one proposed building site and driveway, estimating that alone would reduce it by
- approximately 1,000 feet.

### Developer and Property Owner Art Mueller

- Mr. Mueller stated that the road would now be so short it was shorter than his existing driveway. Mr.
- Mueller opined that there should be no problems for delivery or emergency vehicles; and noted that due
- to the short private road, residents would actually haul their garbage out to Acorn Road.

### **Public Comment**

### Mr. S. Ramalingam, 2182 Acorn Road

- Mr. Ramalingam reviewed various elevations, gradients, and his calculations with the proposed grading
- plan and stormwater basins; and potential impacts to Mr. Irv Cross's property on the east side. Mr.
- 129 Ramalingam further addressed the flow moving from this site to the 8" drain into Acorn Road
- infrastructure, and questioned if it would be able to accommodate that additional flow, seeking further
- evaluation by the City Engineer as to how many inches per hour it could accommodate. Mr. Ramalingam
- asked staff to further evaluate the high water level on the western basin and surrounding area and height
- 133 differences.

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- Mr. Ramalingam noted that, once all the trees were removed as proposed, there would be no longer any
- transpiration from the property, opining that 30-40% of the property's drainage today was handled by
- those mature trees, and questioned how that would impact neighboring properties.
- Member Murphy suggested the questions raised by Mr. Ramalingam would be most likely addressed by
- the city's engineering staff.
- Member Bull noted that engineered soils in the ponds should address that based on their understanding.
- Mr. Ramalingam opined that engineers were addressing low, not high water levels; and groundwater was
- an unknown in the equation. However, Mr. Ramalingam further opined that the grading plan indicated the
- basins would be higher than Mr. Cross's property and the water had to go somewhere and based on his
- calculations, it was currently going to the Cross property.
- Mr. Ramalingam further addressed the 32' width of Acorn Road with no parking, while this private street,
- while short will have parking on both sides; and sought a guarantee that emergency vehicles would be
- able to access properties or turn around.

### 147 Janet Romanowski, 2195 Acorn Road

- In listening to tonight's conversation, Ms. Romanowski noted there still appeared to be problems with
- drainage, then homeowner's association and tree removal, as well as the private road and parking and

- emergency vehicle access. Ms. Romanowski suggested that Mr. Mueller keep his existing beautiful home and build one additional home on the extra lot, similar to that done by others in that neighborhood.
- 152 Engineer Chuck Plowe
- 153 Regarding concerns raised during public comment about the level of groundwater in basins, Mr. Plowe
- reported that soil boring information indicated to engineers designing them, that their design should be 3'
- or more below water basins for infiltration and for the drain tiles to function properly. Mr. Plowe noted that
- all of these designs would require review and approval by the City Engineer as well as engineers with the
- 157 Watershed District. Regarding those levels, Mr. Plowe advised that they were typical for down water
- streams, with water infiltrating and percolating onto adjacent properties with tight soils, thus the reason for
- drain tiles without the advantage of sandy soils, negating the need for the drain tile system. Mr. Plowe
- clarified that engineered soil materials would be installed above those drain tiles with the intent to make
- the water drain down into that system.
- 162 In response to Mr. Ramalingam's questions related to the ponds, and whether they would be dry before
- the next rainfall event begins, Mr. Plowe responded that typically they would be as the soil media and
- drain tile draws that water level down over a 48-72 hour period; but again noted the City Engineer and
- Watershed District engineers would also review and ultimately approve the stormwater management
- 166 plan.
- Specific to groundwater levels, Member Murphy sought clarification that in order for this design as
- proposed to pass muster, it needed to be at least 3' less than the number needed; with Engineer Plowe
- responding affirmatively.
- 170 Specific to the removal of trees and impacts to the soil evaporation rate, Member Murphy asked Mr.
- 171 Plowe if that was a common consideration in site drainage plans.
- Mr. Plowe advised that it was, and in developing the whole design, both existing condition calculations
- and redesigned or proposed calculations were taken into consideration, including taking into account
- added impervious surfaces and how much additional runoff would occur and not be infiltrated; providing
- the overall system design.
- At the request of Member Murphy, Mr. Plowe stated that removal of trees for grading and other
- 177 redevelopment needs could not be specifically calculated at this time, but evaporation and runoff is taken
- into account.
- 179 Chair Boguszewski asked if Mr. Plowe was confident that the 8" drain on Acorn Road would suffice.
- Mr. Plowe responded that he was confident; and when reviewing the basins and infrastructure, there
- would continue to be some overflow as there is today, but the intent was not to have a lot of flow go
- through the 8" infrastructure system, but available to handle a 2-year rain event. Mr. Plowe opined that
- the system would prove adequate for short-term ponding and with smaller storm events that would not be
- much water for any length of time, but that it was taken into consideration in designing the stormwater
- 185 management system.
- As noted in the staff report, and confirmed by Mr. Plowe, Member Murphy stated that the City Engineer's
- review of the plan and his input indicated the new pipe would still be accommodated by the existing
- downstream system on Acorn Road; with a minimal amount of additional water added to that storm sewer
- system and not creating any additional problem.
- 190 Chair Boguszewski closed the public hearing at 7:15 p.m.; no one else spoke.
- Member Cunningham noted that she had supported the last four proposals, and opined that this latest
- proposal from the applicant provided even more significant improvements and commended Mr. Mueller
- for listening to his neighbors and addressing their concerns. Member Cunningham stated her main
- concern in the past was with the road width and tree issues, as well as significant drainage issues; but
- again noted Mr. Mueller appeared to have addressed those concerns and improved upon them.
- Therefore, Member Cunningham stated she would be hard pressed not to support this request.
- 197 MOTION
- 198 Member Murphy moved, seconded by Member Cunningham to recommend to the City Council
- approval of the proposed PRELIMINARY PLAT of the property at 2201 Road; as detailed and

- 200 based on the information and analysis, and as conditioned and outlined in the project report dated
- 201 December 2, 2015; amended to emphasize Condition D as follows:
- 202 "The applicant shall create and maintain a homeowner's association for the long-term
- 203 maintenance of the private infrastructure. All documents shall be reviewed and approved by the
- 204 City Attorney, Public Works Department, and Community Development Department.
- 205 Member Stellmach stated he found this latest proposal much improved from the last iteration; and
- personally found three parcels and single-family homes a better fit for the neighborhood. Member
- Stellmach expressed appreciation to Mr. Mueller for the additional drainage improvements and trees
- 208 remaining along Acorn Road.
- Based on previous discussion earlier tonight, Member Bull clarified that based on his understanding the
- emergency vehicle access concern had been brought up by the City Council as to stacking of vehicles on
- the private road as with the situation on any cul-de-sac. However, Member Bull noted that the Police and
- 212 Fire Departments, in their review, had expressed no concern with that emergency vehicle access.
- Specific to tree preservation, Member Bull noted that the previous plan required 87 replacement trees,
- while this plan required zero replacements. Member Bull further noted that this plan provided 4,000
- square feet less of impervious surface area allowing for better drainage. Therefore, Member Bull opined
- there were a lot of positives with this proposal compared to those in the past. Member Bull stated that his
- one remaining concern was with the potential responsibility the city may incur to maintain the basin in the
- southwest corner, noting that it also bisected two different property lines. Member Bull asked how those
- costs would be allocated when two different property owners were involved or how the city would access
- the properties if required to provide that maintenance.
- 221 City Planner Paschke advised that all property owners would be assessed equally as they shared similar
- burdens; and if the site had any drainage issues, all three sites would share equally in the resolution and
- 223 associated costs.
- Regarding previous City Council comments, Member Bull stated that he shared their concerns about the
- 225 homeowner's association, and as noted in lines 113 and 121 of the staff report, he was unclear on the
- term "long-term" maintenance, suggesting it needed to be "permanent" and "ongoing" by the association.
- Therefore, Member Bull suggested changing that terminology in the Commission's motion and conditions.
- 228 With that amendment, Member Bull stated his support for that amended motion of approval.
- Member Gitzen echoed the comments made by his colleagues, stating he found this iteration a vast
- improvement from the last one in lessening existing runoff as well as any new drainage. Member Gitzen
- spoke in support of the motion.
- 232 Chair Boguszewski also agreed with his colleagues, and suggested revised terminology for Condition D
- 233 to the makers of the motion, which they agreed with.
- 234 MOTION RESTATED AS REVISED
- 235 Member Murphy moved, seconded by Member Cunningham to recommend to the City Council
- approval of the proposed PRELIMINARY PLAT of the property at 2201 Road; as detailed and
- based on the information and analysis, and as conditioned and outlined in the project report dated
- 238 December 2, 2015; amended to emphasize Condition D as follows:
- 239 "The applicant shall create and maintain a homeowner's association for the [long-term]
- 240 [permanent and ongoing] maintenance of the private infrastructure. All documents shall be
- 241 reviewed and approved by the City Attorney, Public Works Department, and Community
- 242 Development Department."
- 243 Ayes: 6
- 244 Nays: 0
- 245 Motion carried.
- For the benefit of the public, Member Murphy asked how questions were addressed and answers
- conveyed if unable to be answered tonight.
- 248 Chair Boguszewski suggested it would be incumbent for staff or the City Council to address those issues
- before their subsequent approval.

250 251 252 253	Mr. Paschke advised that, upon review of tonight's draft meeting minutes, if additional information was needed before the request moved forward to the City Council, staff would do so and include them in their updated report to the City Council. Mr. Paschke clarified that the City's Planning and Engineering staff would continue their ongoing review and monitoring of the development process.
254 255	At the request of Chair Boguszewski and for the benefit of the public, Mr. Paschke advised that this request was tentatively scheduled for a City Council meeting agenda in January of 2016.

### 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 23<sup>rd</sup> day of June 2014 at 6:00 p.m.

The following Members were present: Laliberte, McGehee, Willmus, Etten, Roe and no members were absent.

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

### **RESOLUTION NO. 11161**

### A RESOLUTION DENYING THE PROPOSED PRELIMINARY PLAT OF OAK ACRES (PF07-039)

WHEREAS, Arthur Mueller, applicant for approval of the proposed plat, owns the residential property at 2201 Acorn Road, which is legally described as;

PIN: 08-29-23-44-0016

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29, Range 23, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter as an East and West line):

Commencing at a point 33 feet North of the South line and 1221.63 feet West of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence North 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.

WHEREAS, the applicant has sought approval of the Oak Acres preliminary plat, herein referred to as the "project"; and

WHEREAS, the Roseville City Council, at its regular meeting on June 23, 2014 reviewed the project, the pertinent zoning and subdivision regulations, and the public record, received additional comments from the applicant and members of the public in attendance, and made the following findings of fact:

1) The project's proposed storm water retention/infiltration areas, known as best management practices ("BMPs"), do not provide sufficient assurance that they will adequately prevent standing-water ("ponding") conditions.

- 2) The project's plans do not provide sufficient protection against standing-water conditions in the event the BMPs fail.
- 3) The project's proposed infiltration basins on roughly the southern half of the subject property do not provide for overflow drainage into a body of water or the City's storm water sewer system. This is problematic given the existing surrounding, low-infiltration soil conditions where these basins overflow because there is insufficient off-site storm sewer or other conveyance system to provide adequate flow away from neighboring parcels.
- 4) The project's proposed grading design does not provide adequate assurance that trees intended to remain on the property, in accordance with the City's tree preservation policy, will survive in the long-term due to their close proximity to said grading.
- 5) The project's proposed number of new building sites and proposed quantity of removed trees is inconsistent with the goals contained within the City's comprehensive plan relative to maintaining neighborhood identities and character.
- The project's plans do not provide for adequate parking considerations, given the quadrupling of home sites on the property with less-than-standard street width and cul-de-sac radius, which would preclude on-street parking, and given the inability for convenient overflow parking on Acorn Road, where parking is also prohibited due to its less-than-standard width.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the proposed preliminary plat is hereby denied.

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

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Oak Acres (PF0/-03	9)
STATE OF MINNESOTA	),
COUNTY OF RAMSEY	) ss )

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 23<sup>rd</sup> day of June 2014 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this  $23^{rd}$  day of June 2014.

Patrick Trudgeon, City Manager

(SEAL)

### 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 26<sup>th</sup> day of October 2015 at 6:00 p.m.

The following Members were present: McGehee, Willmus, Etten, Roe and Laliberte was absent.

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

### **RESOLUTION NO. 11264**

# A RESOLUTION MEMORIALIZING THE DENIAL OF THE PROPOSED PRELIMINARY PLAT OF OAK ACRES (PF15-010)

WHEREAS, Arthur Mueller, applicant for approval of the proposed plat, owns the residential property at 2201 Acorn Road, which is legally described as;

PIN: 08-29-23-44-0016

That part of the Southeast Quarter of the Southeast Quarter of Section 8, Township 29, Range 23, according to government survey, described as follows (all bearings in this description being based on the South line of said Southeast Quarter as an East and West line):

Commencing at a point 33 feet North of the South line and 1221.63 feet West of the East line of said Section 8; thence North 0 degrees 08 minutes West 295 feet to the point of beginning of the tract being described; thence East 290.64 feet; thence North 4 degrees 41 minutes East 81.70 feet; thence North 14 degrees 23 minutes 30 seconds East 184.29 feet; thence North 5 degrees 51 minutes 30 seconds West 14.61 feet; thence West 339.77 feet; thence South 0 degrees 08 minutes East 265 feet to point of beginning, Ramsey County, Minnesota.

AND WHEREAS, the applicant has sought approval of the Oak Acres preliminary plat, herein referred to as the "project"; and

WHEREAS, the Roseville City Council, at its regular meeting on September 28, 2015 reviewed the project, the pertinent zoning and subdivision regulations, and the public record, received additional comments from the applicant and members of the public in attendance, and made the following findings of fact as grounds for disapproving the project and denying the application by motion:

- 1. The City is not equipped to adequately handle the complexity of the proposed drainage system, including the fact that the City does not possess adequate easements situated on surrounding properties.
- 2. The potential increase in water volume draining from the subject property stands to be large.
- 3. There is a basis to believe that the ground on the subject property cannot adequately handle such water.
- 4. The surrounding properties are not adequately equipped to handle the potential water impact and therefore are more vulnerable to negative impact by this proposed project than if the project was located in another part of the City.
- 5. Past similar experiences, such as in the Fairview High School (Community Center)/Eldridge area and the Roseville Library/Dellwood area, compels the City to be invoke heightened caution in approving this uncertain proposed project.

AND WHEREAS, said findings of fact underpinning the disapproval of the project were reported to the applicant in a letter dated October 2, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, that the project has been denied as of September 28, 2015.

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

WHEREUPON said resolution was declared duly passed and adopted.

Resolution – Oak Acres (PF15-010)

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 26<sup>th</sup> day of October 2015 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this  $26^{th}$  day of October 2015.

Patrick Trudgeon, City Manager

(SEAL)

## REQUEST FOR COUNCIL ACTION

Date: 02/08/2016

Item No.: 15.a

Department Approval City Manager Approval

Item Description: High Density Housing Discussion and Housing/Economic Development

Update

#### BACKGROUND

2 The City Council has requested that staff bring forward information on the City's planning for

3 high density housing for discussion. The high density housing discussion was originally

scheduled for the January 25<sup>th</sup> meeting, but was unable to be presented due to the late hour of the

5 City Council meeting. In addition, the City Council has asked for an overview of the City's

Housing and Economic Development programs which has been scheduled for the February 8th

7 meeting for some time. Although these issues are somewhat separate, they have significant areas

of overlap, so we have combined them for the purposes of discussion in order to provide a more

9 comprehensive overview of the City's current programs and issues in the areas of Housing and

10 Economic Development.

There is a large amount of information provided in this RCA and the attachments. It is

understood that it may not be possible to go through it all in a single meeting. The purpose is to

provide the City Council with a broad overview of the current status in these areas and it is

anticipated that the City Council may want to discuss certain aspects in greater detail in the

future. Staff would like to note that Attachment G is a large table providing an overview of the

16 City's current Housing and Economic Development programs, budget information, partnerships

and fund balances which could be a good item to use as a reference while digesting the

information contained in the RCA.

- Since it is continued from January 25<sup>th</sup>, we have started with the high density housing discussion.
- 20 The additional information regarding the City's current programs and services in the areas of
- 21 housing and economic development begins on page 4 of this RCA.

### **High Density Housing Discussion**

23 Zoning

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- The City has two zoning districts that are exclusively designed for high density residential
- 25 development.
- As identified on the attached zoning map (Attachment A), High Density Residential (HDR)-1 is
- 27 the most commonly used zoning designation for high density residential. HDR-1 allows
- residential development between 12 and 24 units per net acre. The maximum building height is
- 29 65 feet.
- 30 HDR-2, which has not been used extensively, allows residential development higher than 24
- units per net acre and does not have a maximum density. However, HDR-2 does have a

maximum building height of 95 feet that effectively limits the maximum density that can actually be constructed on a site.

Staff examined the HDR zoned properties in greater detail (Attachment B) and identified several items that could be of interest:

- Although there are not many properties currently zoned HDR-2, several of the HDR-1 properties have been developed at HDR-2 densities. In the future, the City may want to consider rezoning these existing properties to HDR-2 to better recognize the existing development pattern.
- There are currently four proposed developments that include almost 300 units of multifamily in various stages of seeking City approvals for 2016 construction. All of these projects are oriented towards the senior market.
- There is approximately 57.8 acres of HDR guided land that has not yet been developed. If developed at HDR-1 densities, that would provide enough room for 693 1387 additional units. If developed at HDR-2 densities, the number would be higher. Note: This figure does not include the land zoned HDR-1 north of Terrace Drive or on Old Highway 8 that are in the process of being rezoned.
- Some of the HDR guided sites are already intensively developed with another use (such as the south side of County Road C between Snelling Avenue and Hamline Avenue); therefore, the economics of redevelopment of these types of sites could be challenging or cost-prohibitive.

Community Mixed Use (CMU) 2, 3 and 4 can also be used for development of high density residential. These districts have no density maximum but a height limitation of 65 feet, so development in this area would be expected to be similar to densities found in HDR-1 (Attachment C). CMU-1 has height limitations that prevent its use for high density housing development.

Although it is not commonly known, the Community Business District also allows multi-family (on the upper floors only). This district allows up to 24 units per acre, but has a 40 foot height limitation. This type of multi-family development would be more of the small, mixed use variety where the density is higher because of a small lot area, not because there are a lot of units or a tall building.

### **Housing Mandates**

 The discussion of high density housing often raises the issue of how much discretion a city has with regards to planning for it. There are a lot of public misconceptions about the roles of various agencies and processes, particularly surrounding the Metropolitan Council, which is the regional housing authority but also the regional planning agency, transit agency, wastewater agency, etc.

The primary mandate occurs in the comprehensive planning process. Every comprehensive plan update cycle, the Metropolitan Council projects the housing needs for the community. Roseville's projections are as follows:

	2010 (actual)	2014 (est.)	2020	2030	2040
Population	33,660	34,719	33,800	34,000	34,500
Households	14,623	15,006	15,300	15,700	16,100

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Note that the number of households is projected to rise, even as the population declines. This is

due to the projected continued decline in the average household size in Roseville. From 2010 –

2040, the population is projected to increase by 840 people, but the number of residential units is

projected to increase by 1,477.

77 The Metropolitan Council also projects a community's share of the region's need for low and

moderate income housing. It has determined that the number of units needed between 2021-

2030 is 142, broken down as follows (AMI: Area Median Income – Ramsey County is \$55,460):

 At or below 30% AMI
 72

 31-50% AMI
 50

 51-80% AMI
 20

 Total Units
 142

An explanation of how this allocation is determined can be found in Attachment D.

The primary mandate from the Metropolitan Council is that a community has to guide sufficient

land at minimum residential densities to support the community's total allocation of affordable

84 housing units in one of two ways (Attachment E):

### Option 1:

Guide sufficient land at 8 units per acre (Roseville's medium density) to accommodate all of the total allocation or 17.75 acres (142 units/8 units per acre).

### 88 *Option 2:*

Guide sufficient land at 12 units per acre to address the allocation of up to 50% of AMI or 10.17 acres (122 units/12 units per acre).

### 91 *AND*

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Guide sufficient land at 6 units per acre to address the allocation of 51%-80% of AMI or 3.33 acres (20 units/6 units per acre).

It is important to note that there is not a requirement that this guided property be developed as low to moderate income housing. The community just has to make it available.

In addition to the land guiding mandate, the Metropolitan Council also requires communities to identify the programs, fiscal tools, and other actions that <u>could</u> be used to meet the existing and projected housing needs identified. The Metropolitan Council does not force communities to use these programs or tools as part of any proposed projects. That is fully up to the local unit of government to decide.

### **Housing Incentives**

The Metropolitan Council does encourage communities to provide low to moderate income housing as part of its Livable Communities Act grant programs, such as the LCDA (Livable Communities Demonstration Account), TBRA (Tax Base Revitalization Account) and LHIA (Local Housing Incentives Account). A community's chance of receiving one of these grants is impacted by how much affordable housing is being provided in the proposed development and/or how the community performed in the past in providing affordable housing. Whether a community chooses to participate in any of these programs is entirely voluntary.

In the past, Roseville has successfully applied for 17 Livable Communities Act grants totaling almost \$5 million, although approximately \$1.4 million of that figure was for the recent Sherman project and was returned to the Metropolitan Council.

The Metropolitan Council does maintain a detailed scoring system to identify how it views a community is performing in regards to providing low to moderate income housing. The most recent housing score for Roseville is 100% (Attachment F) indicating that the Metropolitan Council views Roseville to be one of the top performers in this area.

### **Housing and Economic Development Division Activities**

The Community Development (CD) Department has a Housing and Economic Development (HED) Division that leads the City's housing and economic development functions and coordinates with other local, regional and state partners. The HED activities are funded by a combination of EDA reserve funds, occasional grants and community development funds. For 2016, the EDA does not have a levy and therefore all activities traditionally funded by the EDA/HRA are being funded from existing EDA reserves.

HED has several areas of focus including:

- Blight prevention and elimination
- Business networking
- Education

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- Housing affordability
- Job creation/retention
- Property tax growth
- Sustainability, particularly regarding energy

HED's small staff size and broad areas of responsibility has created a structure that places a high value on partnerships that can leverage staff resources. HED staff includes one full staff member and partial FTEs of the department head, senior office assistant and GIS technician. A summary of HED's current activities and partnerships can be found in Attachment G.

In addition to HED's community services, it also serves an important role within the CD Department because it is the division that is not fully obligated to permit processing activities and can therefore undertake special projects. Roseville differs from many cities in that it does not have any long range planning or neighborhood planning staff that can manage special studies, projects and outreach. This "internal consulting" role that HED provides to the department has become increasingly valuable as permit levels have now reached 5,000 per year in 2015 which is a significant increase from the historic trend of 4,000 permits. With Rosedale's expansion and more than 200 units of housing already in the pipeline, 2016 looks to be another busy year for permits staff, leaving little time for special projects, code amendments or studies.

Some of the special projects HED staff have managed or had a primary role include:

- Creation of the Rental Licensing Program
- Creation of the 2030 Comprehensive Plan (position later eliminated)
- Creation of the Rental Registration Program
- Part of the leadership team of the SE Roseville Study

- 2015 Twin Lakes planning process 149
  - Home and Garden Fair (eliminated for 2016)
- Grant writing, such as the recent funding of the new Larpenteur Avenue trail and interns 151
- Dale Street fire station redevelopment 152
  - Owasso ballfields purchase (ongoing)
  - Armory site (ongoing)
- Looking forward, it is anticipated there will be more special projects that will need to be staffed 155 in 2016 and beyond, including the SE Roseville Plan and the former armory site. 156
- The upcoming comprehensive plan update in 2017-18 is anticipated to be created by a 157
- consulting firm, but the amount of staff time necessary to properly manage a consultant led 158
- comprehensive planning effort is extensive. In the last cycle, the project was managed by HED 159
- staff, but that position no longer exists. We will not be able to project the staffing needs for the 160
- comprehensive plan update until the level of community engagement is known. The City 161
- Planner and Community Development Director will be meeting with the Community 162
- Engagement Commission on February 11<sup>th</sup> to begin discussing this issue. At this time and 163
- assuming a moderate level of community engagement, we are unable to identify any current 164
- staff with the projected workload availability to manage a project of that size for that long of a 165
- period. 166

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- Although HED staff covers a lot of service areas with its many partnerships, the tasks that do not 167
- receive the same level of attention are those activities which can't be leveraged with 168
- partnerships, such as those that involve a lot of face to face interaction with residents and 169
- businesses. These include: 170
  - Business retention and expansion visits
  - Identifying and understanding new redevelopment sites
  - Targeting and working to attract particular types of developers or companies
- Working with landowners/developers to better take advantage of state and regional 174 brownfield cleanup funds 175
  - Working with entrepreneurs
    - Working with disadvantaged populations (employers, employees and housing residents)
- Analyzing and monitoring key data over time for early identification of housing or economic development problems and opportunities 179
  - Proactive promotion of the community beyond the City borders
    - Business concierge services
- In 2016, the City Council approved the PPP document that has set strategic direction for several 182 HED activities (Attachment H). 183
- In the summer of 2015, the Roseville HRA went through a strategic planning process to identify 184
- some of the activities and services that were not being provided and made recommendations of 185
- areas it would like to see the city move towards. Although this strategic plan (Attachment I) 186
- was never implemented, it still contains information that may be useful to the City Council as it 187
- charts out the future direction of the City's Housing and Economic Development efforts. 188

### 189 **POLICY OBJECTIVE**

- This information is intended to assist the City Council by providing additional background
- related to high density housing issues and HED activities in order to inform future policy
- 192 decisions.

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### BUDGET IMPLICATIONS

- This item is for informational purposes only and therefore will not directly result in any budget
- implications. Future policy changes, if any, could have budgetary impacts.

### STAFF RECOMMENDATION

- This item is for informational purposes only and therefore there is not a staff recommendation. It
- is anticipated that this will be the beginning of ongoing policy discussions with the City Council
- in the housing and economic development areas.

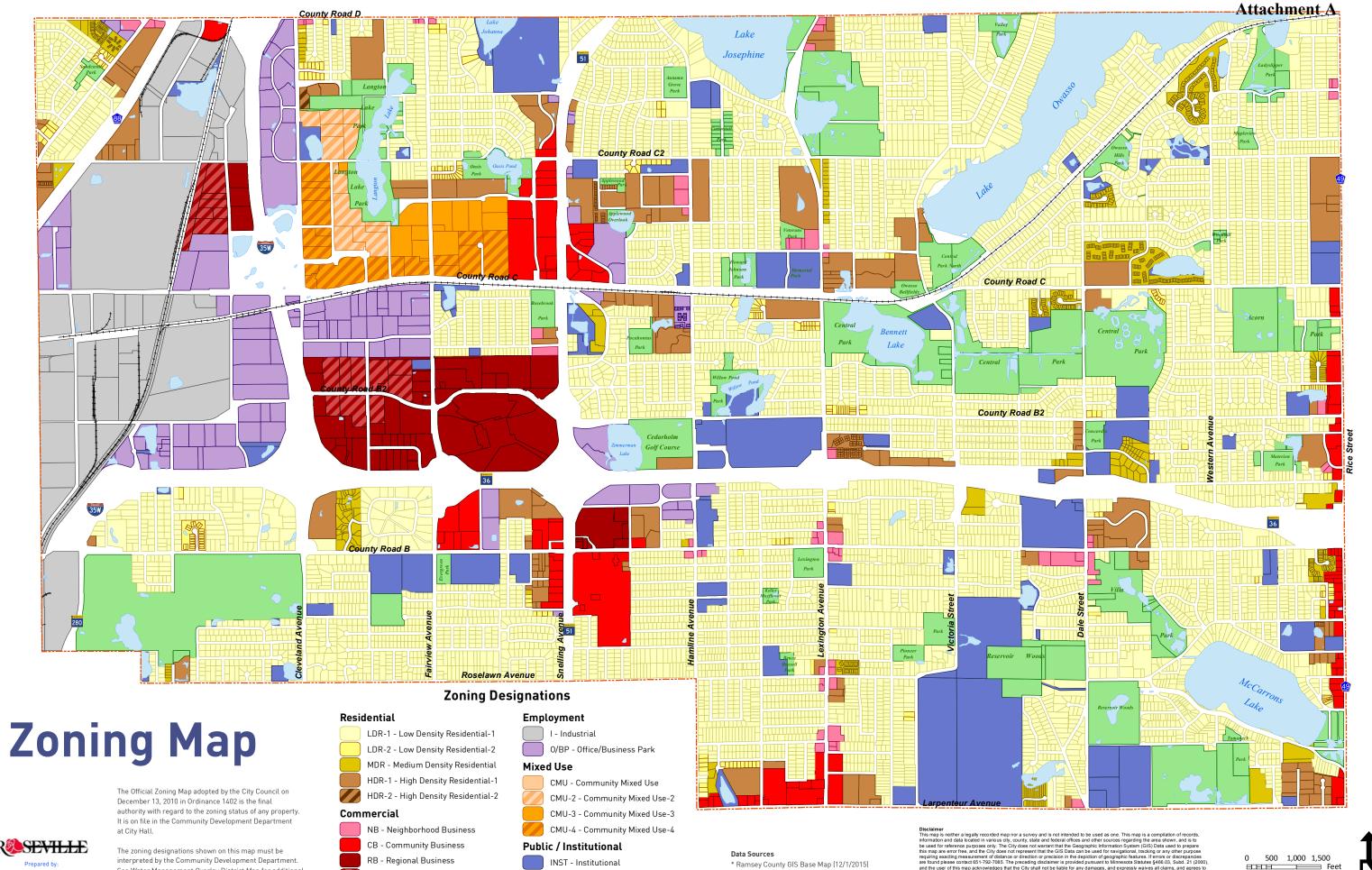
### 200 REQUESTED COUNCIL ACTION

Receive and discuss this information. Provide any policy direction to staff as appropriate.

Prepared by: Paul Bilotta, Community Development Director

Attachments:

- A: Zoning Map
- B: Existing High Density Residential
- C: Other High Density Potential Districts
- D: Allocation of Affordable Housing
- E: Housing Requirements
- F: Roseville Housing Performance Score
- G: HED services and partnerships
- H: 2016 Policy Priority Planning document
- I: RHRA 2015 Strategic Plan



RESEVILLE

Printed: January 2016

interpreted by the Community Development Department. See Water Management Overlay District Map for additional boundaries.

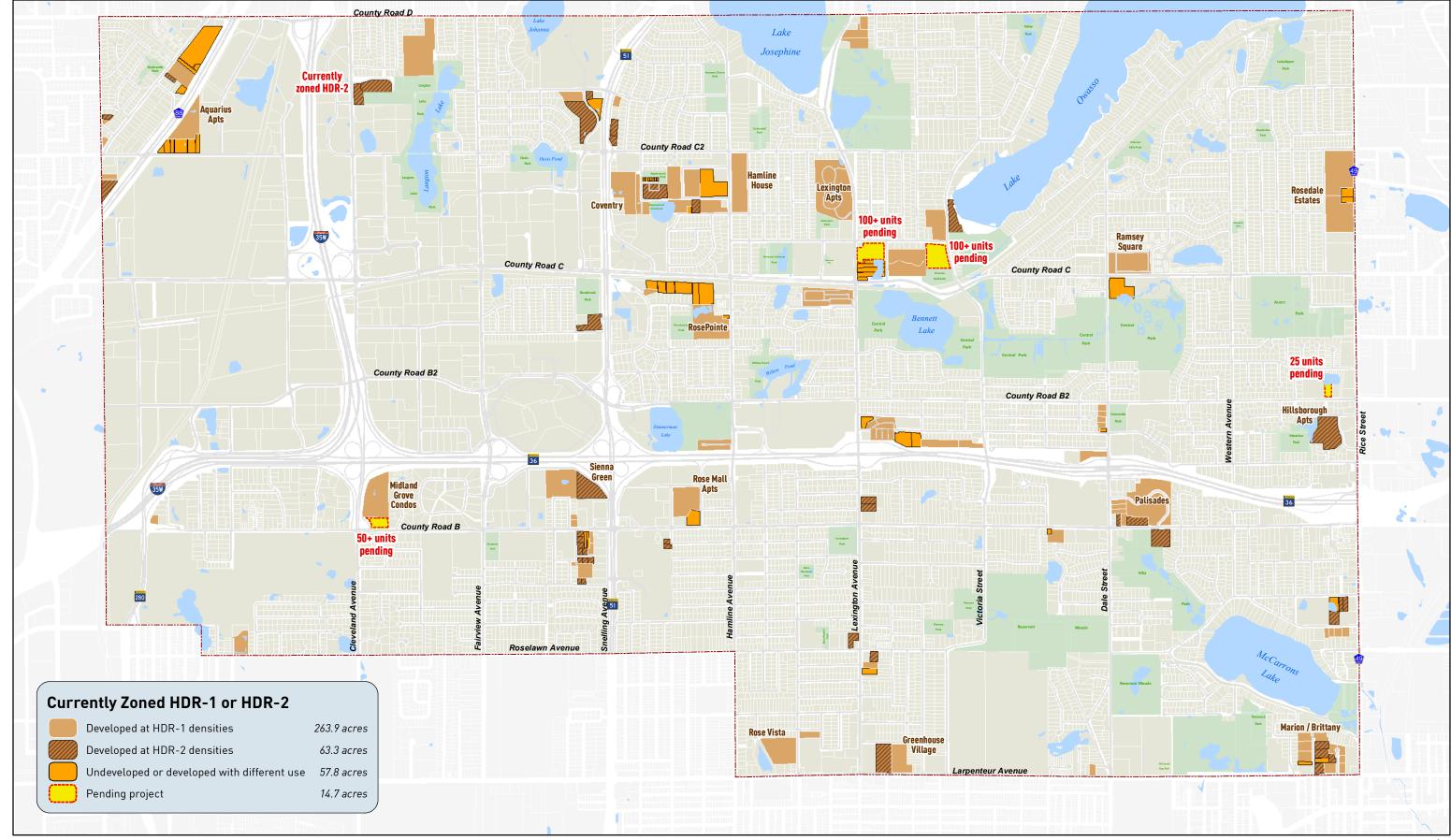
RB-2 - Regional Business-2

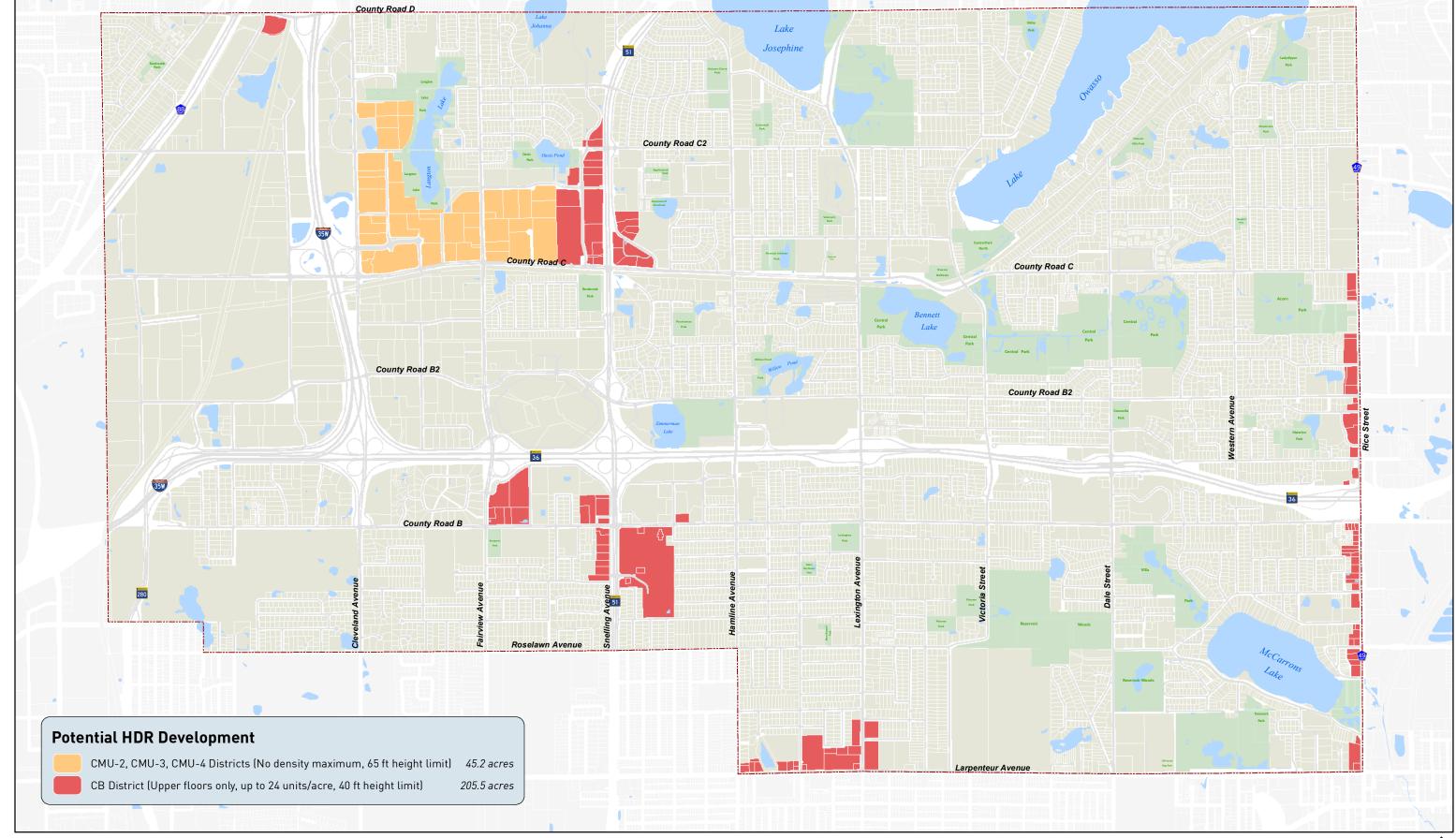
PR - Park and Recreation

\* Ramsey County GIS Base Map (12/1/2015)

\* City of Roseville Community Development









### ALLOCATION OF AFFORDABLE HOUSING HANDBO

To fulfill the requirements of the Metropolitan Land Planning Act, the Metropolitan Council allocates the number of affordable housing units each community needs to plan for in order to address their share of the regional Need for affordable housing units.

We did this in three steps:

- In Part I, we forecasted the amount of net household growth in the region between 2021-2030 that will need additional affordable housing -- or 37,900 new affordable housing units.<sup>1</sup>
- In Part II, we allocated a portion of that regional Need to each community expecting growth in their sewer-serviced households, making adjustments that allocate relatively more additional affordable housing where it would expand housing choices the most.
- In Part III, we distributed each community's adjusted allocation into three "bands of affordability."

The full methodology—developed with the input of local government staff, housing advocates, and other stakeholders— is available in Appendix B of the 2040 Housing Policy Plan (as amended by the Council on July 22, 2015).

# Part I Forecast the number of new affordable units needed in the region Part II Develop the total allocation for each community Part III Break down communities' total allocations into "bands of affordability"

### Part I: How many new affordable units will the region need?

First, we determined the regional Need for affordable housing units. We did this by forecasting the net growth in households between 2020 and 2030. (This reflects people moving to the region as well as natural household growth, such as young adults moving out of the family home and divorcing couples.) We then used historical income distribution patterns to estimate the proportion of these households that will be low-income (at or below 80% of AMI). Finally, we subtracted out low-income seniors who will already own their homes and therefore not need additional housing. This resulted in a regional Need of 37,900 additional affordable housing units.

### Part II: How many new affordable units will each community need?

Next, we distributed that Need across communities with growth in sewer-serviced households. We initially allocated housing units proportionate to each community's forecasted growth in sewer-serviced households: communities with more forecasted growth received higher initial allocations. To expand housing choice for low-income households and align low-income housing more closely with low-wage jobs, we then adjusted that initial allocation for two characteristics of communities:

Adjustment factors	Allocation is increased for communities that have:	Allocation is reduced for communities that have:
Existing affordable housing	Lesser share of existing affordable housing than the average sewered community	Greater share of existing affordable housing than the average sewered community
Ratio of low-wage jobs to low-wage workers	Relatively more low-wage jobs than low-wage workers living in the community	Relatively more low-wage workers living in the community than low-wage jobs

In this process, the existing affordable housing adjustment had twice as much influence on the allocation as the ratio of low-wage jobs to low-wage workers.

### Part III: How many new affordable units will each community need in each band of affordability?

Finally, we distributed the resulting overall allocations for each community into three "bands of affordability." We started by making the initial allocation in each band a certain percentage of the community's overall allocation, according to each band's share of the regional Need:

### Attachment D

9,550 units at units at 51 to 80%

9,450 units at units at 31 to 50%

18,900 units at or below 30% of AMI: 49.9%

**Total Regional Need= 37,900** 

We then adjusted each community's allocations based on the community's existing amount of affordable housing in each band. For example, if a community had a lower-than-average share of its affordable housing in the 31-50% band, its allocation in that band was increased. Conversely, if a community had a higher-than-average share of its affordable housing in the 31-50% band, its allocation in that band was lowered. This further expands choice for low-income households in each band.

To see how this process worked for your community, see Appendix B (Exhibits 5 and 6) of the 2040 Housing Policy Plan (as amended July 22, 2015).



September 2015



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<sup>1.</sup> The regional Need attempts to provide the most objective, accurate prediction possible of the number of additional low- and moderate-income households that will need affordable housing without considering the cost of, resources available for, or barriers to building that housing. The Need measures future affordability demand and does not incorporate existing unmet demand for affordable housing (i.e., low- and moderate-income households who experience housing cost burden today).

### HOUSING REQUIREMENTS

LOCAL PLANNING HANDBOOK

### **HOUSING ELEMENTS: NOW AND THEN**

Housing requirements for your Comprehensive Plan update are largely the same as in the last round of updates. New guidance does require additional specificity and clarity to help your Housing Element meet the intent of the Metropolitan Land Planning Act (Minn. Stat. 473.859 Subd. 2(c) and (4)).

### STATUTORY REQUIREMENT

### **CURRENT HANDBOOK**

Assess current housing stock

Highlighted text indicates information that was not required previously; please note that the Council will provide these data/maps if needed.

Translating existing conditions into clearly identified needs and priorities (narrative analysis) is necessary to adequately inform the implementation plan.

"Complete an existing housing assessment, including:

- 1. A table of existing local conditions, including at a minimum the following information:
  - Total number of housing units
  - Number of housing units affordable at households with incomes at or below 30% Area Median Income (AMI), between 31 and 50% AMI, and between 51 and 80% AMI.
  - Number of housing units that are owner occupied
  - Number of housing units that are rental
  - Number of single family homes
  - Number of multi-family homes
  - Number of publicly subsidized housing units by the following types: senior housing, housing for people with disabilities, and all other publicly subsidized units. Include expiration dates of affordability contracts when applicable.
  - Number of existing households that are experiencing housing cost burden and have incomes at or below 80% AMI.
- 2. A map of owner-occupied housing units identifying their assessed values, differentiating at a minimum the values above and below \$213,000.
- 3. A narrative analysis of existing housing needs, addressing at a minimum the components of the existing housing assessment within the local context of your community. Plans consistent with Council policy will clearly identify existing housing needs and priorities for the community."

### Previous Handbook:

"Assessment of the current housing stock should include the number, types, tenure, value, monthly rent, age and condition of residential structures. Where appropriate, sub-regional or broader comparisons with other municipalities should be included to better explain the existing housing conditions."

### **STATUTORY REQUIREMENT**

### **CURRENT HANDBOOK**

Projected housing needs

For this update we will address the need for low- and moderateincome housing within three bands of affordability.

For this update we have increased the minimum densities to support affordable housing development but also provided additional flexibility in meeting this requirement.

- 1. "Acknowledge your community's share of the region's need for affordable housing at three bands of affordability: <30% AMI, 31-50% AMI, and 51-80% AMI.
- 2. Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options:
- Option 1: Guide sufficient land at minimum residential densities
  of 8 units/acre to support your community's total allocation of
  affordable housing need for 2021 2030. This option may be
  best for communities that find it difficult to support densities of
  12 units/acre (per Option 2), or prefer simplicity over flexibility in
  their density minimums.
- Option 2: Guide sufficient land at minimum residential densities of:
  - 12 units/acre to address your communities allocation of affordable housing need at <50% AMI. This combines your community's allocation at <30% AMI and 31-50% AMI.</li>
  - 6 units/acre to address your community's allocation of affordable housing need at 51-80% AMI.

Option 2 may be best for communities that feel they can achieve affordable housing needs at 51-80% AMI with less than 8 units/ acre. It also allows the affordable housing need to be addressed with less actual land, as is the case if communities choose to use even higher densities than are required. Furthermore, communities using Option 2 may guide land to meet their allocation of affordable housing need at 51-80% AMI using a minimum density range of 3-6 units/acre if they have demonstrated in the last 10 years the application of programs, ordinances, and/or local fiscal devices that led to the development of housing affordable at 51-80% AMI in their community. Examples include: density bonuses for affordable housing unit inclusion, local funding programs such as TIF, etc."

#### Previous Handbook:

"Goals and policies should address the need to add low- and moderate-income affordable housing..."





### **STATUTORY REQUIREMENT**

### **CURRENT HANDBOOK**

### Implementation Plan

A key difference from the last update is the need to specifically tie official controls to stated needs, including when and how they will be used.

- "A description of public programs, fiscal devices, and other specific actions that could be used to meet the existing and projected housing needs identified in the housing element. Include in what circumstances and in what sequence they would be used.
- Plans consistent with Council policy will clearly and directly link identified needs to available tools. Needs are identified within the three bands of affordability, and tools should therefore be addressed within the band of affordability as well.
- 3. Plans consistent with Council policy will consider all widely accepted tools to address their housing needs. A list of widely accepted tools is provided, however, this list is not exhaustive. Communities are strongly encouraged to include any additional tools at their disposal when identifying how they will address their housing needs."

#### Previous Handbook:

"The comprehensive plan must include a housing implementation program that identifies official controls, programs and fiscal tools the municipality will use to implement its housing goals and policies. Local controls may include zoning and subdivision ordinances, building codes, design requirements and the approval process itself. These impact both the type and cost of new housing.

In its housing implementation program, the municipality identifies the range of efforts intended to facilitate construction of affordable housing and thus to expand local housing options. Included in the sections are such programs as:

- Affordable housing assistance through development and preservation programs
- Home improvement and housing assistance programs through the local housing and redevelopment authority
- Fiscal tools, such as tax abatement, bonding or tax increment financing
- Official controls and land use regulation aimed at facilitating construction of affordable and lifecycle housing
- Guide land for development at densities that may facilitate greater housing affordability"







		New Affordable and Mixed-Income HousingLast 10 Years (up to 15 points)	Points
N1.	1.5 Points for:	Each new unit in a recent project at or below 30% AMI	6.00
N2.	.75 Points for:	Each new unit between 31% and 50% AMI	34.50
N3.	.5 Points for:	Each new unit between 51% of AMI and 80% of AMI	0.00
N4.	.25 Points for:	Each Owner-Occupied new single family unit between 81 and 115% of AMI	0.00
N5.	.15 Points:	Each local control adjusted or waived for a specific project	5.75
N6.	10 Points for:	Each new mixed-income project (at least 20% but not more than 80% market rate)	0.00
N7.	10 Points where:	New units put community on track to meet decade's Livable Communities Act (LCA) goal for new affordable housing (e.g. 40% met by year 4 or 70% after 7)	0.00
N8.	10 Points where:	New units in previous year are 10% or more of the decade's negotiated LCA affordable housing goal	0.00
N9.	At least 2%: 3 Points At least 4%: 6 Points At Least 6%: 9 Points:	Direct local financial contribution to affordable or mixed-income development, including estimated value of waived or adjusted local controls	9.00
N10.	5 Points for:	Issuance of housing revenue bonds for construction, or refinancing of affordable or mixed-income development (e.g. tax-exempt bonds to be paired with 4% tax credits or bonds for age- and income-restricted senior developments)	0.00
		Total for Category	15

		Preservation & Substantial Rehabilitation ProjectsLast 7 Years for Preservation & 3 Years for Rehab (up to 35 points)	Points
P1.	1 Point for:	Each preserved unit in a recent project at or below 30% AMI	127.00
P2.	.5 Points	Each preserved unit between 31% and 50% AMI	0.00
P3.	.25 Points for:	Each preserved unit between 51% of AMI and 80% of AMI	0.00
P5.	7.5 Points	Preservation of state or federal project-based subsidy for at least 15 years	30.00
P6.	7.5 POIIILS	Demonstrated local efforts to preserve a manufactured housing park from threats of conversion and loss of affordable units	0.00
R1.	.5 Points for:	Each substantially rehabilitated unit in a recent project at or below 30% AMI	15.00
R2.	.25 Points for:	Each substantially rehabilitated unit between 31% and 50% AMI	22.50
R3.	.15 Points for:	Each substantially rehabilitated unit between 51% of AMI and 80% of AMI	0.00
R4.	.15 Points:	Each substantially rehabilitated owner-occupied unit serving a household between 81 and 115% of AMI	0.00
R5.	1 Point for:	Each acquisition/rehab/resale of an owner-occupied unit affordable to a households at or below 80% AMI, rehabbed & sold under a Community Land Trust	0.00
R6.	.15 Points for:	Each local official control adjusted, waivered, or used to preserve or rehabilitate affordable housing	0.15
R7.	5 Points each for:	Each preservation or substantial rehabilitation project with at least a 4% local direct financial contribution, including estimated value of waived or adjusted local controls	0.00
R8.	or Folitis Each 101.	Rehab activity that involves conversion of units from a non-restricted status to a rent and income-restricted status (new units counted in N1-3 above)	10.00
		Total for Category	35

		Housing Programs & Policies in Place/Use in Last 5 Years (up to 25 points)	Points
H1.		Each locally funded and administered housing program or service	4.00
H2.	2 Points each for:	Each housing program operated by a non-profit organization receiving a local financial contribution (e.g. single family rehab loans, rental assistance, housing counseling, etc.)	2.00
Н3.	2 Politis Eduli Ioi.	Covering all or a portion of administrative expenses incurred in administering a federal, state, or county housing program (i.e. difference between costs and reimbursements)	3.00
H4.		Local expenditure in the prior year to affordable or life-cycle housing representing at least 85% of the municipality's Affordable and Life-Cycle Housing Opportunities Amount (ALHOA)	2.00
H5.		Demonstrated efforts to improve/preserve unsubsidized affordable housing (if not claimed under item R8)	3.00
Н6.	3 Points each for:	Participation (as a lender or administrator) in the Minnesota Housing Single Family Rehabilitation Loan, Emergency Loan, and/or Community Fix-Up Programs	0.00
H7.		Successful/funded application to the Minnesota Housing Single Family Impact Fund for activities other than new construction or rehabilitation	0.00
H8.	.15 Points for:	Each household served under local programs	6.90
Н9.	4 Points each for:	Adopting or administering a rental licensing program	4.00
H10.	4 Politis Eduli Ioi.	Administering an active code enforcement program (for rental or owner-occupied housing)	4.00
H11.		Adopting or administering an Accessory Dwelling Unit (ADU) ordinance	8.00
H12.	8 Points each for:	Adopting or administering a mixed-income (inclusionary) housing ordinance	0.00
H13.		Adopting and enforcing a local Fair Housing policy	8.00
		Total for Category	25

			Characteristics and Affordability of the Existing Housing Stock (up to 25 points)	Points
	C1.		Existing stock of housing affordable to households earning 30% of AMI or less	6.00
		Least 8%: 9 Points:  At least 10%: 3 Points  At least 20%: 6 Points  At Least 30%: 9 Points:	Existing stock of housing affordable to households earning 50% of AMI or less	3.00
		At least 20%: 3 Points At least 40%: 6 Points At Least 60%: 9 Points:	Existing stock of housing affordable to households earning 80% of AMI or less	9.00
	C4.		Each facility serving vulnerable or special populations (max of 10 points) including: o Transitional placement of adult offenders or adjudicated delinquents o Licensed group homes for people with physical disabilities, mental illness, developmental disabilities, or chemical dependency o Shelters for people experiencing homelessness, battered women or those otherwise not able to secure private housing o Transitional housing for people experiencing homelessness o Permanent housing for victims of sex trafficking or domestic abuse o Age- and income-restricted senior housing	10.00
1			Total for Category	25

Narrative Adjustments (if any)	
Additional housing programs, projects, initiatives, or activities described	0.00
(efforts described in the narrative will be integrated as appropriate into preceding tabs by Council staff)	

Total Housing Performance Score 100.00
Hold-harmless minimum (80% of average 2010-2014 scores) 64.64
Final 2015 Housing Performance Score 100.00

<sup>\*</sup>See the Guidelines for Priority Funding for Housing Performance for the working definitions of Substantial Rehabilitation and Preservation. When complete, please use "Save As" in Excel and save the file to a convenient location, using the name of the city and complete in the file name (example: "Oak Falls Complete"), then attach the file to an email and return it to Joel Nyhus at joel nyhus@metc.state.mn.us.

Housing and Economic Development Services and Partnerships				
Program	Purpose	Eligibility/Target Audience	Budget/Resources/Activity	Outcomes
Current Programs Admin by the Housing and Ecor	nomic Development Staff			
Green Award Program	Promote and support Green building/remodeling techniques for residential property owners	Roseville homeowners	<b>Budget:</b> \$850 for 3 awards per year. <b>Activity:</b> Review applications, develops homeowner's project webpage, and maintain application materials.	More Roseville residential property owners incorporate Green techniques when building or remodeling their property.
Green Remodeling Plan Book	Created in 2011 in partnership with Minnesota Family Housing Fund to provide a one-stop shop for green remodeling resources	Roseville Community	Budget: \$2500 (research); \$5000 (design) Activity: Update in progress is transferring website contents to a book-length PDF. Staff oversees contracted intern who specializes in sustainability and design professional. Ongoing Budget Need: Update info every 3 years	Award-winning resource is used throughout Minnesota and the US as a resource for green remodeling.
House Replacement Program	Refresh housing stock by replacing homes that have substandard construction with new construction	Homes and/or property must meet code deficiency or poor quality construction from building code review.	Existing Balance: \$606,000*  Activity: Send letters and work with building code staff to identify qualifying homes. Manage land transfer, review/select new builder and ensure projects is completed on time.  *RHRA set aside funds for 3 yrs to acquire property	Increase and stabilize housing stock and property values in Roseville. Most recent home completed was in 2015 and is located at 1840 Hamline.
Roseville Business, Retention and Expansion				
- City Newsletter (bimonthly)	Educate residents and businesses about h business are in Roseville; provide resources to businesses	Roseville businesses and residents	Budget: \$6000 (printing/mailing) Activity: Work w/Communication staff on articles	Businesses have contacted City staff seeking financial assistance; Increased participating in educational outreach events.
- Business Council Meetings (monthly)	Provide educational and networking opportunities for Roseville businesses, City staff, and residents	Roseville residents, businesses, and members of the two area chambers (SPACC & TCNCC)	Budget: Staff time Activity: Collaborate with both area chambers to develop roster of speakers; promote on City website and in the newsletter	Relationships established between businesses and City staff.
- Small Business Series Program (quarterly)	Provide quarterly educational and networking opportunities to Roseville businesses	Open to all businesses in Metro area but held at the Roseville Radisson	Budget: \$3,200 (40 businesses attend 4x/year) \$2,800 (mailing/marketing) Activity: promote events to businesses	Staff have met with some businesses people who have attended the event to discuss their needs.
- Business Exchange	Strengthen connection between local businesses and City staff as identified in the BR&E survey	Open to local businesses and partner sponsors members	Budget: Staff time Activity: Seek sponsorship from the RVA and 2 local chambers; promote and set up event	Stronger relationships between City staff and Roseville business people.
- BRE Database and Visitation Program	Establish a database of all businesses in Roseville; Establish a business visitation program and track contacts/information gained	Roseville businesses	Budget: \$10,400* + Staff time Activity: Conducts business visits; oversee intern who is establishing a database and gathering information. *Includes software, intern wages, and miscellaneous expenses	Develop a sustainable database to hold accurate information about Roseville businesses; Ensure stable relationships with business owners when changes occur with staff and elected officials.
- School Districts internship opportunities	Connect school districts with our businesses	Roseville businesses and area high school students and advisors	Budget: Staff time Activity: Meet with school districts annually to discuss education opportunities and internships	Connected local businesses to high school for internships.
Seasonal Workshop Series for Residents	Provide resources to residents for sustainability, home improvement, and personal finances	The workshops are held at Ramsey County Library in the Spring and Fall and open to anyone	Budget: Staff time Activity: Coordinate topics, experts, and speakers with Library Staff; promote workshops and provide logistical support	In 2015 we held 6 workshops and developed partnerships with the Library, St. Paul Famers Market, and MN Renewable Energy Society.

	Housing and Economic Development Services and Partnerships				
Program	Purpose	Eligibility/Target Audience	Budget/Resources/Activity	Outcomes	
Construction Consultation Services	Provide advice to Roseville Residents about remodeling/updating their property	Roseville residents	Budget: \$12,000* + City Staff time Activity: Refer homeowners with questions construction/remodeling questions *Paid to HRC consultant	Roseville residents served in 2015: 71 – Phone Consultations 68 - Site Visits 1 - Discuss Scope of Work	
ECHO Project	Provide rental rights and responsibilities educational videos in 5 languages and ELL program.	Minnesota residents	Budget: \$10,000 + City Staff time Activity: Establish partnerships to both promote the work and to get financing; provide guidance and feedback throughout the project development; assist with promotion/rollout of final product	The HRA's \$10,000 contribution led partner organizations to contribute \$81,500. Project established partnerships between municipalities, nonprofit agencies, and other governmental organizations. Critical information was made available to underserved populations.	
Energy Efficiency Program	Encourage Roseville residents to learn about and incorporate energy efficient products into their homes	Roseville residents	Budget: \$12,000 (\$60 for 200 audits) Activity: Work with NEC to promote the program and city staff processes monthly reimbursements	Of the 182 energy audits performed in 2015, the properties that had one were followed by these energy-related permits: 26 New roofs 11 New furnaces 7 New water heaters 7 Window installations 3 New front doors 3 Savers switches 1 Rooftop solar installation	
HRA Property Abatement	Ensure Code Enforcement division is able to execute abatement orders approved by Council	Properties not in compliance Code requirements that have not initiated corrective action	Existing Balance: \$120,983* + Staff time Activity: Staff monitors funds to assure resources are maintained at appropriate limits; CE staff process abatement actions *Current revolving account balance	During 2015, Code Enforcement staff executed 19 property abatements, which maintains the public health, safety, and general welfare of Roseville residents and protects property values.	
Multifamily Housing Loan Program	Assist rental property owners in maintaining their properties and to be used for high-density housing site assemblage.	Rental properties that have 4 or more units.	Budget: \$100,000 for 2016 Existing Balance: \$1,564,000 Notes Receivable: \$55,995 (Sienna Green) Activity: Provide information to owners of multifamily housing about the program	Acquired Dale Street Redevelopment properties; provided funds to remedy code violations and assisted Sienna Green I.	
Neighborhood Enhancement Program/Business Enhancement Program (NEP/BEP)	Provide residents and business owners information about City Code requirements and seek compliance with Codes through annual exterior property maintenance inspections	Roseville residential and business properties	Budget: \$53,975 + Staff Time Activity: Prepare and mail notifications to residents and business owners; conduct inspections and work with owners to gain Code compliance when necessary	In the first year of the NEP (2008), CE staff recorded a 7.6% violation rate, dropping to 3.7% by 2010; in 2015 the rate was 8%. The increase may be due to the postponement of NEP in 2013 for the business enhancement program and again in 2014 for the implementation of the Rental License program. In 2013, the first year of the business program, CE staff recorded a 66% violation rate; in 2015 the rate was 32%."	
Roseville Home Improvement Loan Program	Assist homeowners with improvements to maintain the housing stock. Maximum loan amount is \$40,000 at 3% interest rate. Must do energy audit prior to doing anything with funds	Property owners whose homes have a market value of \$216,500 or less (based on 2016 Estimated Market Value)	Existing Balance: \$649,000 Activity: Establish necessary contract with HRC who manages the loan process; promote the program; monitor the account balance (Revolving loan fund balance) – Origination of loans by NEC	Prior to 2015, there were income restrictions, which the HRA removed and replaced with median-value home criteria. In 2015, 7 applications were submitted, 3 closed and 4 were withdrawn.	

Housing and Economic Development Services and Partnerships				
Program	Purpose	Eligibility/Target Audience	Budget/Resources/Activity	Outcomes
Southeast Roseville Redevelopment PPP Plan	Study redevelopment opportunities/programs for SE Roseville	Southeast Roseville property owners	Budget: \$10,000 Activity: Establish partnerships and work with residents, property owners, community groups, social service agencies, and governmental orgs to learn what's needed and what's available.	Continue work with Karen Organization of Minnesota (KOM), City of St. Paul, Maplewood, and other partners to complete the initiatives in process.
- County Funds for Infrastructure improvements	Enrich area infrastructure to strengthen community	Southeast Roseville, which meets the low-to- moderate income requirement based on census tract data	Budget: Grant Funds + Staff time Activity: Work with County to identify eligible resources	Gained \$280,000 commitment from Ramsey County for sidewalk improvements on Larpenteur; pending application to acquire 1716 Marion St. to serve as neighborhood park
- New market tax credits	Investors put equity into developments for tax credit.	Southeast Roseville commercial only since it meets the requirement of low to moderate income census tract.	Budget: Staff time Activity: Seek resources for redevelopment opportunities of SE Roseville	Leverages investment and redevelopment options for SE Roseville.
- Interagency Engagement	Provide support to Roseville's newest immigrant community	Residents in southeast Roseville	Budget: Staff time Activity: Work with other agencies to identify and make available resources to address identified needs	A Community Garden that will serve many Roseville residents will open in Spring 2016; Established partnerships with several organizations (International Institute of MN, Galilee Church, neighborhood associations); a number of residents accessed legal services to resolve rental issues
Notes receivable for previous loans				
- CDBG	Provides gap loans to buyers of affordable homes and affordable rental housing developments; also supports new construction or remodeling	Residents whose income is 80% or less of area median income (AMI)	Existing Balance: \$334,000 Notes Receivable: \$471,500 Activity: City Staff manages the process, promotes the program, monitors the account balance.	Most recent activity was the Sienna Green project in 2010; CDBG funds were also used for Applewood Point single family homes and the Senior Housing Re-gentrification Program (SHRP)
- Previous Family Home Ownership Loans	Provide loan programs to assist with remodeling existing homes	Had requirements of at least 1 child under the age of 16. 4% interest rate. Loan maximum \$35,000. Income limit 120% or less AMI.	Receivable notes that transfer balance 2 times a year to the Roseville Home Improvement	Loan was changed to the Roseville Home Improvement Loan Program with no child requirement.
- Previous Revolving Loans	Loan programs that used Levy funds to assist with remodeling existing homes.	4% interest rate. Loan maximum \$20,000. No income limits.	Receivable notes that transfer balance 2 times a year to the Roseville Home Improvement	Loan was changed to the Roseville Home Improvement Loan Program.
Staff Services, overhead and contract services	Manage, oversee and/or support all programming and projects of the City; be liaison to neighboring municipalities and organizations	Roseville residents, property owners, business people, and developers.	Budget: \$190,680 (2016) Activity: "Staff time" references in table	
Community Engagement/Grant writing	Promote Roseville projects and initiatives to broader area to enhance Roseville's profile and build partnerships	Roseville Community	Budget: Staff time Activity: Provide presentations about benefits of Roseville, economic development, and assist with identified financial needs for projects	Presented to Realtor Groups, Economic Development Agencies, and secured financial funding or participation from several agencies
SPACC/TCNCC/RVA	Cooperative working to leverage outreach and	Roseville Business Community	Budget: Staff Time Activity: Coordinating speakers/topics for monthly Business Council meetings	Roseville Business Resource to engage with these organizations.
Loans and Partnerships offered by others				
Ramsey County Home Loan Program	To make basic repairs. Up to \$15,000 deferred or forgiven 0% interest loans for 10 years.	Income limits up to 80% AMI.	Ramsey County CDBG funds. Usually funds run out by midyear and people are on waiting list.	Staff reviews programs and refers residents. 2 loans to RV homes in 2015.

Housing and Economic Development Services and Partnerships				
Program	Purpose	Eligibility/Target Audience	Budget/Resources/Activity	Outcomes
Ramsey County Down Payment Assistance for First Time Home Buyers	Down payment, closing costs, and some home improvement for first time home buyers. Up to \$10,000 at 0% interest rate.	Income limits up to 80% AMI. Maximum value of home \$200,000	Ramsey County CDBG funds.	Staff reviews programs and refers homebuyers, realtors, and lenders. 0 in 2015.
Ramsey County Energy Loan Program	Improve health and safety conditions. Up to \$6,500 at 0% interest and forgiven over 10 years for energy improvements.	Income limits up to 80% AMI.	Ramsey County CDBG funds.	Staff reviews programs and refers residents. 13 loans to RV homes in 2015
Ramsey County Business Loan Program	Financing assistance for business improvements	Loans are negotiated based upon business needs but must add lower wage jobs	Ramsey County Loan Program that leverage close to \$700,000	Staff worked with 3 businesses to receive County loan funds to expand business needs in RV.
MHFA – Fix Up Program	Loans for sustaining and fixing up homes	\$15,000 - \$50,000 loans at 4% - 6.99% for people 120% AMI	State of Minnesota Bonds Loan Funds	Staff refers programs to NEC for one-stop shop.
Economic Gardening	Technical services offered to Ramsey County Businesses	\$10,000 of County Resources to assist 2 <sup>nd</sup> stage businesses grow.	Ramsey County Funds	Staff refers Roseville business that have between 10-99 employees for free technical services.
SCORE/SBA/JJHill	Technical services for startup and small businesses	Local businesses that request help.	Affordable technical assistance for startup and small businesses	Staff refers businesses that request help.
Property Assessed Clean Energy (PACE)	Financing assessment for energy improvements to properties	Local businesses and institutions	Assessment to property over 20 years to assist with installation of energy improvements	St. Christopher's Church
MN Dept. of Employment and Economic Development	nent			
DEED: Managing a Business, Financing a Business (DEED Business Financing Programs, Tax Credits, Workforce, and etc.)	To assist with business development, environmental remediation and expansion.	Requires jobs added and high paying.	State of MN funds awarded \$477,000.	Staff works with businesses to identify gap funds. Application for JCF for new development of Calyxt headquarters. Engage Workforce resources for local businesses.
Greater MSP	Work with 16 county non-profit organization for BR&E	Contract for sales force data base for keeping reference of businesses visited by DEED/Workforce.	Budget of \$400 a year.	Staff is able to access data base and to track some visits done by DEED and Workforce as well work staff of Greater MSP for visits to RV businesses.
Met Council				
- Section 8 vouchers (Met Council)	Subsidize program for income qualified renters.	Rental assistance for 30% to 50% of AMI	Met Council	Staff refers renters to program and properties that have vouchers.
- Affordable Housing Survey (Met Council)	To determine eligibility or affordable housing initiatives	Voluntarily participation to be eligible to receive grants.	Staff works with Met Council to review survey.	Provide information to Met Council regarding housing production and projects. 2015 score = 100%
- Grants of LCDA, LIHA and TBRA Grants	Funds to assist with housing development, and environmental investigation.	Workforce housing required to be added or to be part of the development	Staff works with developers to bring applications forward to Council and to the Met Council	Twin Lakes Apartments received \$48,000 of TBRA which helped with infrastructure of parkway. Grant of LCDA/LIHA of \$1.4 Million
- Bus Rapid Transit (BRT)	Work to extend the BRT line further into Roseville	Roseville	Staff being proactive for extension	CD Staff taking lead to extend the line further into Roseville
Minnesota Housing Finance	Funds to assist with housing development	Workforce housing	Staff works with developers to bring applications forward to Council for approval.	Work with developers to bring applications to Council. In 2014, Twin Lakes Apartments received \$1.2 Million
Northeast Youth and Family Services home help	Assist with minor repairs, home and yard maintenance	Income qualified with suggested donations for services	Northeast Youth and Family Services	Assists with home owners that City staff refers

Housing and Economic Development Services and Partnerships				
Program	Purpose	Eligibility/Target Audience	Budget/Resources/Activity	Outcomes
Brush with Kindness	Assists painting, repairs and critical health and safety issues	Income qualified with suggested donations for services	Twin Cities Habitat for Humanity	Assists with home owners that City staff refers
Paint – A- Thon	Assists with exterior painting of home and garage.	Free assistance for income qualified seniors and disabled individuals.	Paintathon.gmcc.org	Assists with homeowners that City staff refers
Opportunity Programs	•			
Façade improvement program	Assist with building exterior improvements.	Roseville Businesses	Loan Program to assist businesses to finance exterior improvements	Market place sometimes won't lend on exterior improvements as it does not generate increase in revenue.
Entrepreneur Program	Assist startup businesses	Roseville startup businesses	Services and loan program to assist startup businesses.	Would help new and early stage businesses access the resources they need to grow and prosper.
Live/Work Loan Program	Encourage movement to live in Roseville when you work in the Community	Employees of Roseville Businesses	Down payment or forgivable loan.	Encourage employees of Roseville Businesses to live where they work.
Gap financing for businesses	Gap financing when Businesses don't meet Private, County or State Loan programs.	Potential or existing Roseville businesses	Gap Financing	Fill gap market needs for businesses to expand, retain, or move to Roseville.
Active marketing of community and sites	Engage broker community and site selectors	Potential development	Design/Printing of material	Proactively engage brokers.



# City Priority Plan 2016

**Approved December 7, 2015** 

<u>Strategic Priorities</u> – The city Council has determined that there will be two strategic priorities that the City will focus on in 2016:

#### **Housing and Economic Development**

Infrastructure Sustainability.

In order to implement these priorities, the City Council has identified strategic initiatives under each Strategic Priority.

### **Housing and Economic Development Strategic Initiatives**

- Focus on Southeast Roseville
- Foster Twin Lakes Redevelopment
- Create Move-Up Housing Opportunities
- Increase Residential Housings Values
- Facilitate City-wide Economic Development

### **Infrastructure Sustainability Strategic Initiatives**

- Categorize Infrastructure Condition
- Ensure Capital Improvement Funding

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

<u>Desired Outcomes:</u> Increase in commercial market value

Increase in residential market value

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Create Southeast Roseville	Staff Lead: Community Development	1st Quarter, 2016	
Redevelopment Plan	Department	<ul> <li>Identify Stakeholders</li> </ul>	
	Supporting Staff: Fire Department, Parks and Recreation Department, Police Department, Public Works Department, City Manager.  Commissions: Community Engagement, Human Rights Commission, Parks and Recreation, Public Works, Environment, and Transportation.	<ul> <li>Identify Issues</li> <li>Review Roseville HRA initiatives in area</li> <li>Review Smart Growth America report</li> <li>Develop Plan Scope based on above input</li> <li>2<sup>nd</sup> Quarter, 2016</li> <li>Issue RFP</li> <li>Hire Consultant</li> <li>3<sup>rd</sup> Quarter, 2016</li> <li>Begin Planning Process</li> <li>4<sup>th</sup> Quarter, 2016</li> </ul>	
	Others: Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, East Metro Strong, St. Paul Area Chamber of Commerce, Smart Growth America and adjacent municipalities.	<ul> <li>Complete Planning Process by end of the year.</li> <li>2017 and Beyond</li> <li>Implement Southeast Roseville Redevelopment Plan</li> </ul>	

Measure of Success (e.g. In 2016, 96 building permits were issued in SE Roseville with estimated valuation increase of \$1.2M

Strategic Priority: Housing and Economic Development

Strategic Initiative: Focus on Southeast Roseville

<u>Desired Outcomes:</u> Increase in commercial market value

Increase in residential market value

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Formalize Karen Southeast Roseville Working Group	Staff Lead: City Manager/Administration Department  Supporting Staff: Community Development Dept., Fire Dept., Parks and Recreation Dept., Police Dept., Public Works Dept.  Commissions: Community Engagement, Human Rights, Parks and Recreation, Public Works, Environment, and Transportation Commissions.  Others: Karen Organization of Minnesota, Existing Neighborhood Organizations, Non-profit agencies serving the area, Roseville School District, Ramsey County, and adjacent municipalities	<ul> <li>1st Quarter, 2016         <ul> <li>Continue Karen Working Group</li> <li>Continue working sub-committees (Educational, Community Garden, Recreational Opportunities)</li> </ul> </li> <li>2nd Quarter, 2016         <ul> <li>Continue Karen Working Group</li> <li>Continue working sub-committees</li> </ul> </li> <li>3rd Quarter, 2016         <ul> <li>Continue Karen Working Group</li> <li>Continue working sub-committees</li> <li>Participate in SE Roseville Planning Process</li> </ul> </li> <li>4th Quarter, 2016         <ul> <li>Participate in SE Roseville Planning Process</li> <li>Report to City Council on work completed and new initiatives needed.</li> </ul> </li> <li>2017 and Beyond         <ul> <li>Continue to meet to address issues as needed.</li> </ul> </li> </ul>	

<u>Strategic Priority:</u> Housing and Economic Development

Strategic Initiative: Foster Twin Lake Redevelopment

<u>Desired Outcomes:</u> Create 50 living wage jobs

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Twin Lakes Economic	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
Development Program		<ul> <li>Complete Twin Lakes Brownfield</li> </ul>	
	Supporting Staff: Finance Department,	Action Plan	
	City Manager	<ul> <li>Review best practices and options</li> </ul>	
		for incentivizing economic	
	<b>Commissions:</b> EDA, Planning	development in Twin Lakes	
	Commission, Finance Commission.	2 <sup>nd</sup> Quarter, 2016	
		<ul> <li>Adopt Twin Lakes Incentive</li> </ul>	
	Others: Consultants, Twin Lakes	Program	
	property owners	3 <sup>rd</sup> Quarter, 2016	
		4 <sup>th</sup> Quarter, 2016	
		2017 and Beyond	

Strategic Priority: Housing and Economic Development

Strategic Initiative: Create Move-Up Housing Opportunities

<u>Desired Outcomes:</u> Increase of 20+ new homes values at \$350,000 or higher

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Move-Up Housing	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
Program		<ul> <li>Review housing demand in</li> </ul>	
	Supporting Staff: City Manager	Roseville	
		2 <sup>nd</sup> Quarter, 2016	
	Commissions: EDA	Create draft guidelines for Move-Up	
		Housing program	
	Others: Consultants	<ul> <li>Identify potential priority infill</li> </ul>	
		target sites.	
		3 <sup>rd</sup> Quarter, 2016	
		<ul> <li>Adopt guidelines for Move-Up</li> </ul>	
		Housing Program	
		4 <sup>th</sup> Quarter, 2016	
		2017 and Beyond	

Strategic Priority: Housing and Economic Development

<u>Strategic Initiative:</u> Increase Residential Housing Values

<u>Desired Outcomes:</u> 10% increase in owner occupied housing values – 2015-2020

10% increase in rental housing value – 2015-2020

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
Establish Housing Value Support	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
Program		2 <sup>nd</sup> Quarter, 2016	
	Supporting Staff: City Manager	Review factors in determining	
		housing values	
	Commissions: EDA	3 <sup>rd</sup> Quarter, 2016	
		<ul> <li>Review existing programs (NEP,</li> </ul>	
	Others: Consultants	Rental Licensing, and Rental	
		Registration) for effectiveness and	
		impact to property values.	
		Explore other methods and programs	
		to increase housing values.	
		4 <sup>th</sup> Quarter, 2016	
		<ul> <li>Implement changes to existing</li> </ul>	
		programs and adopt new programs	
		as determined.	
		2017 and Beyond	
		Track effectiveness of City	
		programs to housing values.	

2016

Strategic Priority: Housing and Economic Development	
Strategic Initiative: Facilitate City-wide Economic Development	
Desired Outcomes:	_

Goals/Focus Area	Responsible Staff/Commission	Timeline	Status
	Staff Lead: Community Development	1 <sup>st</sup> Quarter, 2016	
	Supporting Staff: City Manager, Finance Department	Develop goals, objectives, and outcomes for economic development in Roseville	
	Commissions: EDA	2 <sup>nd</sup> Quarter, 2016	
	Others: Consultants	3 <sup>rd</sup> Quarter, 2016	
	Others. Consultants	4 <sup>th</sup> Quarter, 2016	
		2017 and Beyond	

### Roseville RHRA Strategic Plan September 2015 through August 2019

#### Mission

The mission of Roseville's Housing and Redevelopment Authority (RHRA) is to contribute to a strong city economy and vibrant community through environmental stewardship, investment of resources, and intentional leadership. Roseville's HRA works to:

- Create a Sense of Community by embracing the diversity of its residents and being responsive to residents' ever-changing housing and business needs
- Foster Innovation and Flexibility in housing design and business development
- **Communicate the Unique Benefits of Roseville** as a destination and place where people want to live and work.

#### Values

- We serve our community's needs through the spirit of professionalism and integrity of the members of the board and staff.
- We focus on providing three things:
  - Capital for concrete building projects (bricks and mortar)
  - Specific housing related programs and studies for Roseville homeowners
  - General information and networking regarding the benefits of the City of Roseville for new and potential residents and businesses

#### Planning Assumptions

The HRA's role is unique in the City because the RHRA has the authority and flexibility to focus on projects and issues that neither the Council nor other Commissions has the time to consider at the same depth. The RHRA has the expertise needed to maximize its positive impact on behalf of residents and business to make the City of Roseville an even more attractive place to live, raise a family, and grow a business.

The RHRA's strengths are related to the great community of Roseville and its business and residential allies. The RHRA has a good reputation and is trusted to follow through with its commitments. Its members have the skills to carry out the work, the ability to speak their minds, and the willingness to work as a collaborative body with a shared purpose and mission.

Over the next few years, the RHRA needs to grow and provide leadership for both large and small projects in order to reach more of its potential as a partner and contributor to the City. It must also ensure that is has the staffing, communication, and process infrastructure needed to support this growing leadership role. More

collaboration, better alignment with City Council initiatives, and greater communication and engagement with business and residents will require time for reflection and strategic conversations as well as efficiency in day-to-day operations. The RHRA also has an advocacy role that will grow in the next few years to ensure quality affordable housing is available throughout the City.

Over the next few years, we are committed to use our resources strategically and generally divide our focus into the following three areas: a) Bricks and mortar (40%), b) Programs services and studies (40%), and c) General information and support (20%)

### <u>Strategic Goals (Bolded items are priority initiatives for the planning period)</u>

- 1. Prevent and eliminate physical and social blight on individual properties, neighborhoods and the entire community
  - a) 3-5infill projects (1 per year) to provide quality business and neighborhood enriching options
  - b) Continue with the Hotel/Motel Study (commercial enhancement) and begin to implement its recommendations
  - c) Strategic acquisition and investment in redevelopment (large-scale) through site assembly
  - d) Identify areas for turn around and renovation of commercially unsustainable sites

### Ongoing items that require resources or staff time

- e. Continue providing assistance to City's code enforcement efforts through funding of abatements
- f. Continue funding the NEP program for Residential and Commercial code enforcement
- 2. Join in partnership with other City and County entities on major initiatives that have city-wide or regional impact
  - a. Develop/support and help coordinate strategic partners to ensure a holistic approach to SE Roseville initiative
  - b. Engage in regular conversations with the County and other HRAs that are obvious partners and might also have opportunities that impact Roseville where the HRAs contribution will make a difference
  - c. Explore stronger relationships with universities to address neighborhood issues related to student rental housing in residential areas
- 3. Continue to provide programming to support businesses and homeowners
  - a. Continue business recruitment enhancement and retention programs
  - b. Continue helping residents sustain high quality residences through enhancements/upgrades

- c. Develop and implement HRA marketing plan, which includes welcome packets to new businesses and residents that highlight the HRA and its resources
- d. Continue to improve and enforce rental licensing program
- e. Continue the Roseville Home Improvement program and seek improvements from other models (i.e., loan forgiveness options)
- f. Continue providing targeted information through the City newsletter
- g. Provide education for rental housing options (owners/mangers and residents)
- h. Continuing education for realtors regarding benefits of living in Roseville Ongoing items that require resources or staff time
  - i. Continue Housing Resource Center services for residents, property owners, and others
  - j. Continue to position the RHRA as a leader in providing education and information about resources that support sustainable life styles(i.e. free energy audit)
  - k. Create programs and resources that assist residents and businesses to incorporate healthy building techniques
  - l. Continue to implement the recommendations of the BR&E study
- 4. Retain and attract desirable housing and businesses that leads to employment, investment, and commitment to the community.
  - a. Seek a site and develop affordable, active senior housing
  - b. Build relationships with developers that will add to the quality of development in Roseville
  - c. Explore the development and use of community land trust and land banking to ensure affordability over time
  - d. Ensure that affordable rental housing continues to grow and meet the needs of residents through partnership development, advocacy, and direct involvement when appropriate
  - e. Consider the need and development of workforce housing
  - f. Explore additional/new uses of the loan program to become more effective
- g. Understand need and options to sustain manufactured homes Ongoing items that require resources or staff time
  - h. Explore use of any federal, state or county funding resources for Housing and Economic Development in Roseville
  - i. Provide financial resources to preserve and develop new housing in partnership with non-profit community groups, private sector development partners, and federal, state, and regional agencies
- 5. Strengthen organizational effectiveness, innovation, and processes
  - a. Establish protocols, metrics, and timelines to ensure effective communication about projects when projects are underway

- b. Explore the best practices of other effective HRAs
- c. Continue to strengthen the relationship with City Council and engage them in the work of the RHRA
- d. Assess the Living Smarter Home and Garden Fair to see if there are alternative models for delivery or other opportunities to provide the included services
- e. Continue to use engagement processes to ensure input in and support of development projects and other work of RHRA (Ex. CDI)
- f. Develop a way to measure and report our impact and value to the City of Roseville and its residents
- g. Continue to be responsive to residents and by providing cutting-edge programs and services
- h. Improve communications, especially internally with legal counsel, City Council and between staff and RHRA Board members
- i. Consider the implications of co-ownership of property and other collaborative efforts such as need for more time, communication, and how conflicts will be handled
- j. Develop a philosophy of approach, particularly regarding innovation and risk to guide our future work

### Ongoing items that require resources or staff time

- k. Continue support and encourage the housing priorities that were recommended in the Comprehensive Market Study
- l. Provide research and studies of identified problems of housing and commercial areas