

**Mayor:**  
Dan Roe



**Address:**  
2660 Civic Center Dr.  
Roseville, MN 55113

**Councilmembers:**  
Jason Etten  
Lisa Laliberte  
Tammy McGehee  
Robert Willmus

**Work Session Agenda  
Monday, September 18, 2017  
City Council Chambers**

**Phone:**  
651-792-7000

**Website:**  
[www.cityofroseville.com](http://www.cityofroseville.com)

1. 6:00 P.M. Roll Call  
Voting & Seating Order: McGehee, Willmus, Laliberte, Etten, and Roe
2. 6:01 P.M. Pledge of Allegiance
3. 6:02 P.M. Approve Agenda
4. 6:05 P.M. Public Comment
5. 6:10 P.M. Recognition, Donations and Communications
6. 6:15 P.M. Items Removed from Consent Agenda
7. Business Items
  - 7.A. 6:20 P.M. Human Rights, Inclusion and Engagement Interviews  
Documents:  
[JAMES REYERSON.PDF](#)  
[JOHN LUTHER.PDF](#)
  - 7.B. 6:34 P.M. Joint Meeting with the Finance Commission  
Documents:  
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
  - 7.C. 7:20 P.M. Discuss Consideration of an Ordinance Prohibiting the Trapping of Animals in the City of Roseville  
Documents:  
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
  - 7.D. 7:35 P.M. Discussion regarding the regulation of non-domestic animals in the City of Roseville  
Documents:  
[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
  - 7.E. 7:55 P.M. Maintenance Facility Space Needs Analysis  
Documents:

REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF

8. Approve Minutes
9. Approve Consent Agenda
10. 8:15 P.M. Council and City Manager Communications, Reports and Announcements
11. 8:20 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
12. 8:25 P.M. Adjourn

**Full Name:** James Reyerson  
**Company:** HRIE  
**Home Address:** [REDACTED]  
Roseville, MN 55113  
**Home:** [REDACTED]

First Name	James
Last Name	Reyerson
Address 1	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
How many years have you been a Roseville resident?	1
Commissions	Human Rights, Inclusion and Engagement, Planning, Police Civic Service, Public Works, Environment & Transportation
Commission preference	Human Rights, Inclusion and Engagement
Commission preference	Police Civil Service
This application is for	New Term
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Commission?	Human Rights, Inclusion, and Engagement: I would like to bring my unique experience to assist the city of Roseville in making it the best city

in the state of Minnesota. I have been strongly involved in numerous communities across the nation and feel that I could bring fresh ideas and a unique perspective to the Human Rights, Inclusion, and Engagement Commission. I grew up in Roseville and understand the complexity of the city on various levels. As a minority, I have an invested interest in the success the city of Roseville and ensuring that all people within the city work together to make the city a great place to live. Police Civil Service: I have served in various sworn law enforcement positions throughout the United States. I have serviced in the largest Police Department in the Country (NYPD) and with the Federal Government. I currently am sworn law enforcement officer with the State of Minnesota. I believe that I could bring a unique perspective and experience to the Police Civil Service Commission. I strongly believe in the importance of hiring the right people and in the correct manner to take the immense responsibility of being a Police Officer. It is extremely important to me that the hiring process is monitored so that the right Police Officers serve and protect myself and my family.

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What is your view of the role of this Commission?

The role of the Human Rights, Inclusion, and Engagement Commission is to ensure full participation in the civic engagement, community relations, and ensure that there are no instances of human rights violations. Additionally, advising the city council city involvement of activities that support community relations. Finally, coordinate and propose events, programs, and presentations that support engagement of the city of Roseville. I researched the Human Rights, Inclusion, and Engagement Commission and feel as though I have a strong understanding of its missions and obligations. The role of the Police Civil Service Commission is to review the employment practices of the Police Department to ensure fairness and that it aligns with state statute. Furthermore, monitors and corrects concerning hiring practices. I have researched the Police Civil Service Commission and feel as though I have a strong understanding of its mission and obligations. Being that I applied and went through the application process with the Roseville Police Department I believe I have a unique perspective on this process.

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Civic and Volunteer Activities

I currently volunteer with Twin Cities Big Brother Little Brother program. I have had a little brother for four years.

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Work Experience

I started my career as a Police Officer with the NYPD. I was then hired as a Special Agent with the Drug Enforcement Administration (DEA). I then worked at UCare in Minneapolis Minnesota as an Investigator with the Special Investigations Unit. Finally, I currently work with Minnesota Department of Commerce Fraud Bureau as a Special Agent (Criminal Investigator). The majority of my career to include my current position has

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been as a sworn peace officer.

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Education	Bachelor's Degree in Criminology with a minor in Sociology from the University of Tampa. Masters of Business Administration (MBA) from Southern New Hampshire University.
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Is there additional information you would like the City Council to consider regarding your application?	I am extremely motivated and excited about working with Roseville's city counsel to make the City of Roseville a even better place. Thank you.
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Preferred method to be contacted  
*City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.*

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Preferred method to be contacted	Telephone
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Please provide alternative phone number or email if different from above

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Additional Information if you become Board or Commission Member  
*Additional information may be emailed to [info@cityofroseville.com](mailto:info@cityofroseville.com) or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.*

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Minnesota Government Data Practices Act	Yes
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Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone
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Background Authorization	Yes
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Acknowledgement	Yes
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**Full Name:** John Lutter  
**Company:** HRIE  
**Home Address:** [REDACTED]  
Roseville, MN 55113  
**Mobile:** [REDACTED]  
**E-mail:** [REDACTED]

First Name	John
Last Name	lutter
Address 1	[REDACTED]
Address 2	<i>Field not completed.</i>
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Number	[REDACTED]
Email Address	[REDACTED]
How many years have you been a Roseville resident?	17
Commissions	Human Rights, Inclusion and Engagement
Commission preference	Human Rights, Inclusion and Engagement
Commission preference	Parks & Recreation
This application is for	New Term
If this is a student application please list grade in school	<i>Field not completed.</i>
Note	<i>There is no character limit for the fields below.</i>
Why do you want to serve on this Commission?	Inclusion is fundamental to good government. It also results in better delivery of city services.

What is your view of the role of this Commission? To engage more Roseville residents, especially those who are underrepresented in city government, to participate in government. To identify new ways to engage residents and to evaluate strategies for engagement already in place.

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Civic and Volunteer Activities Youth assistant soccer coach for teams in U8 to U18. University of Minnesota SJMC Alumni Society Board member 2008-2014 (President 2009-11).

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Work Experience I have worked as a copywriter at a number of Twin Cities advertising agencies since 1983. In 2015 I started a freelance copywriting business, Churn LLC, in Roseville. View my profile at <https://www.linkedin.com> Visit the churnLLC website: churnLLC.com

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Education University of Minnesota SJMC BA in Journalism 1980

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Is there additional information you would like the City Council to consider regarding your application? *Field not completed.*

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Preferred method to be contacted  
*City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.*

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Preferred method to be contacted Email

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Please provide alternative phone number or email if different from above *Field not completed.*

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Additional Information if you become Board or Commission Member  
*Additional information may be emailed to [info@cityofroseville.com](mailto:info@cityofroseville.com) or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.*

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Minnesota Government Data Practices Act Yes

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Minnesota Statute §13.601. subd. 3(b) Email Address

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Background Authorization	Yes
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Acknowledgement	Yes
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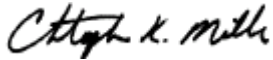
  
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 09/18/17

Item No.: 7.b

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Department Approval



City Manager Approval



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Item Description:      Joint Meeting with the Finance Commission

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1    **BACKGROUND**

2    Earlier this year, the City established a joint meeting between the City Council and Finance Commission  
3    to review the Commission’s activities during the past year, to receive any Commission guidance or  
4    recommendations, and to identify potential topics for future discussion.

5  
6    During the past year, the Finance Commission conducted the following discussions or activities:

- 7  
8         Continued the discussion on the use of a financial dashboard  
9         Reviewed citizen Budget Comment Card content and layout  
10        Reviewed property tax and utility rate comparisons of peer cities  
11        Reviewed the Capital Improvement Plan (CIP) document format  
12        Reviewed the 2018-2037 CIP  
13        Establish priority rankings for the items contained in the CIP  
14        Discussed the creation of a Cash Reserve Fund  
15        Toured the Fire Station, Maintenance Facility, and Skating Center  
16        Reviewed the City’s 2016 Investment Portfolio performance  
17        Reviewed the use of Police Forfeiture Funds  
18        Received a historical financial and tax levy review + 5-year projection  
19        Discussed the 2016 cash reserve balances  
20        Reviewed the 2016 Audit & Annual Report  
21        Reviewed the City’s trial balance summary reports & analysis

22  
23    During the last few months, the Finance Commission identified a few topics that they desired to share  
24    and discuss at the joint meeting. They include:

- 25  
26       1) A review of the items contained on the Commission’s ‘Tracking Report’ (*see Attachment A*) which  
27       identifies prior Commission recommendations to the City Council as well as their status.  
28       2) A recommendation to modify the Commission’s Roles & Responsibilities as defined in City Code  
29       208.02 (*See Attachment B*); to move a portion of Section F to Section G and include two separate  
30       sections that were inadvertently omitted earlier this year:  
31                 *Item G: Review City’s financial affairs and bring to the City Council any items of*  
32                *concern or improvements*  
33                 *Item H: Perform other duties the City Council assigns’.*  
34

- 35 3) A review of the Commission’s Cash Carryover Fund & Cash Reserve Summary Sheet (*See*  
36 *Attachment C*).
- 37 4) A recommendation to formally assign a numerical CIP priority ranking for individual categories  
38 or items (*See Attachment D*).
- 39 5) An updated CIP funding recommendation (*see Attachment E*).
- 40 6) A general discussion on whether the Commission’s recommendations are valuable, and if there  
41 are other areas to stay focused on.

42 **POLICY OBJECTIVE**

43 Not applicable.

44 **FINANCIAL IMPACTS**

45 Not applicable.

46 **STAFF RECOMMENDATION**

47 Not applicable.

48 **REQUESTED COUNCIL ACTION**

49 For information purposes only. No formal Council action is required, however the Finance Commission  
50 is appreciative of any guidance the City Council provides.

51  
52

- Prepared by: Chris Miller, Finance Director
- Attachments: A: Finance Commission Tracking Report  
B: Draft RCA to Modify City Code Chapter 208.02  
C: 2016 Cash Reserve Summary Sheet  
D: July 11, 2017 Memo to the Finance Commission on Assignment of CIP Rankings  
E: CIP Funding Recommendations

**Roseville Finance Commission  
Recommendation Tracking Tool**

No.	Recommendation	Date Recommended	Date Presented to Council	Date of Recent Action	Status
2015-2	CIP Funding Strategies	7/14/2015	8/17/2015		Received
2015-3	Park Dedication Funds	8/11/2015	8/17/2015		Received
2015-5	CIP: Golf Course Funding Strategy	9/8/2015	8/15/2016		Received
2015-6	CIP: PIP Funding Strategy	10/13/2015	8/15/2016		Received
2016-1	CIP: PMP Funding Strategy	8/10/2016	8/15/2016		Received
2016-2	CIP: Facilities Funding Strategy	8/10/2016	8/15/2016		Received
2017-2	Preliminary Cash Carry Over Fund	4/11/2017			Pending
2017-3	Priority Ranking Implementation	6/13/2017			Pending
2017-4	Roles and Responsibilities	7/11/2017			Pending

## Roseville Finance Commission Recommendation Tracking Tool

No.	Recommendation	Description
2015-2	CIP Funding Strategies	Commit to funding existing asset replacements while maximizing non-tax revenue sources
2015-3	Park Dedication Funds	Revise allocation to provide funding for existing capital replacements
2015-5	CIP: Golf Course Funding Strategy	Move Golf Course into larger PIP/CIP program and re-prioritize to fit within 2015 funding strategies
2015-6	CIP: PIP Funding Strategy	Affirmed 2015 CIP Strategies
2016-1	CIP: PMP Funding Strategy	Affirmed 2015 CIP Strategies
2016-2	CIP: Facilities Funding Strategy	Affirmed 2015 CIP Strategies + seek State funding for Skating Center
2017-2	Preliminary Cash Carry Over Fund	Preliminary approval of the concept of the creation of the Cash Carry Over Fund and request additional direction from the City Council on the development of a policy.
2017-3	Priority Ranking Implementation	A recommendation to the City Manager that the best way to implement the City's Capital Improvement Policy is to have staff categorize their requests in line with the policy's priority rankings and submit them in a manner that allows the Finance Director to filter the categories.
2017-4	Roles and Responsibilities	Add language to City Code 208.02 as: "Item G: Review City's financial affairs and bring to the City Council any items of concern or improvements" and" Item H: Perform other duties the City Council assigns."



## Roseville Finance Commission Recommendation Tracking Tool

Status	Definition
Pending	Recommendation has not yet been presented to the City Council
Received	Recommendation has been received by the City Council but has not received a formal reply or action
Accepted	Recommendation has been accepted by the City Council but action has not yet been taken
Rejected	Recommendation has been rejected by the City Council and will not move further
Implemented	Recommendation has been accepted by the City Council and action has been implemented
Rescinded	Recommendation has been rescinded by the Finance Commission

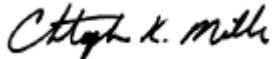
**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 10/9/2017

Item No.:

Department Approval

City Manager Approval




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Item Description: Consider Amending City Code Chapter 208: Finance Commission

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**BACKGROUND**

At the April 10, 2017 City Council meeting, the Council amended City Code Chapter 208: Finance Commission, in accordance with recommendations set forth earlier by the Finance Commission. Unfortunately two recommendations associated with Chapter 208.02 were inadvertently left out of the amendments adopted by the Council at the time. In addition, the Commission further recommends that the portion of Section F pertaining to the investment policy and portfolio be moved to Section G.

The revised Chapter 208.02 should have read as follows:

**208.02: SCOPE, DUTIES AND FUNCTIONS:**

The City Council has created the Finance Commission to serve in an advisory capacity regarding the City's financial matters to make recommendations that will provide clarity, transparency and accessibility of financial information, to review policies and offer strategies for improved budgeting and funding for present-day operations and future needs, and to review the city's financial affairs.

The duties and functions of the Commission may include:

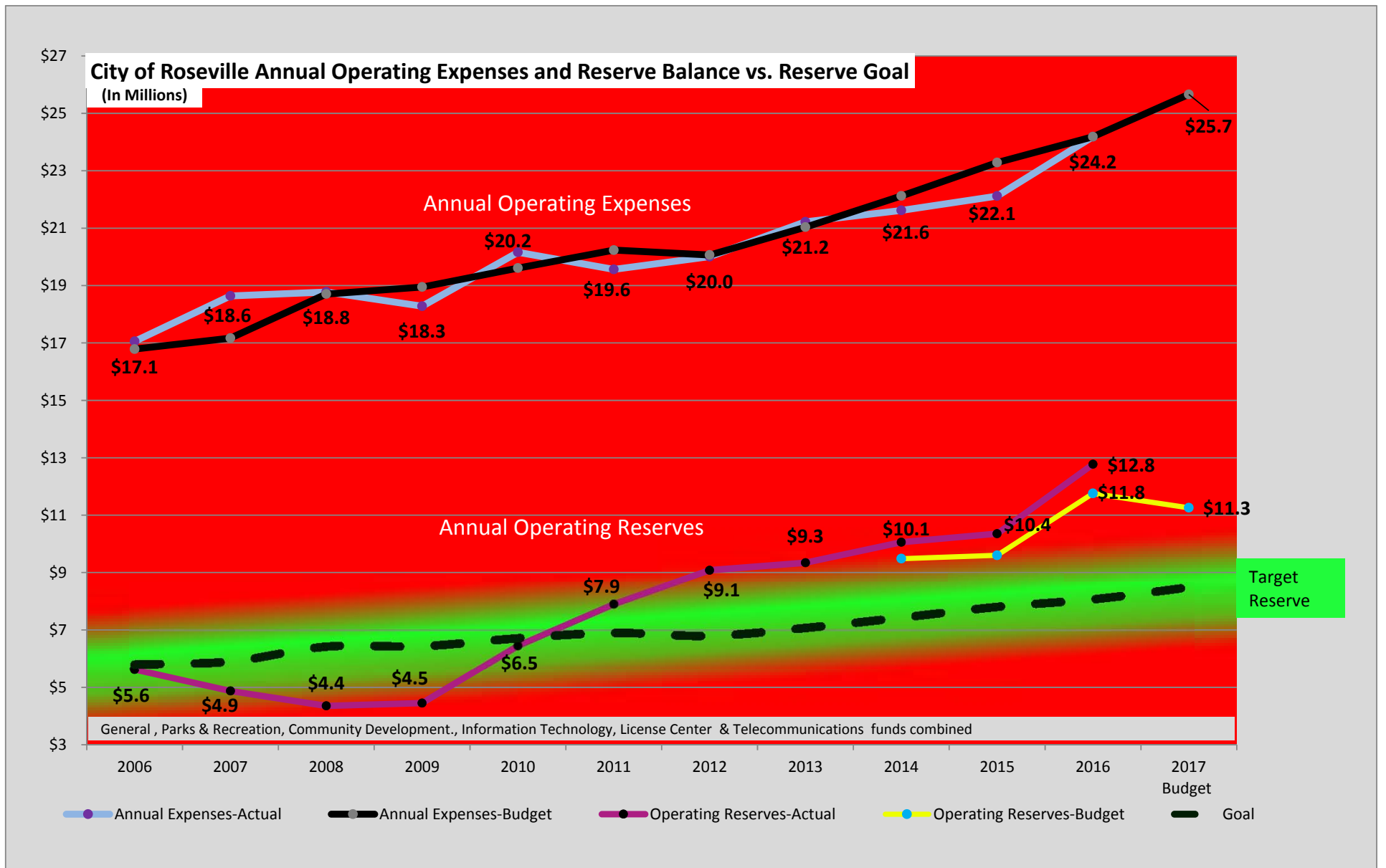
- A. Advise on short and long-term financial policy matters, including but not limited to cash reserve funds, budgets, financing, and capital replacement policies.
- B. Review and recommend funding strategies for the Capital Improvement Plan.
- C. Recommend budget goals, including but not limited to local tax rate and tax levy targets, management of enterprise funds, and spending levels.
- D. Review and recommend standardized budget and financial reporting methods and tools to make financial communications and budget information more transparent, comprehensible, and accessible to the public.
- E. Review and recommend the annual timeline and process for creating City budgets.
- F. Review the annual financial information, the annual audit report and management letter. ~~the adequacy and effectiveness of financial controls, and the city's investment policy and portfolio.~~ (Ord. 1481, 07-20-2015).
- G. Review City's financial affairs and investment policy and portfolio, and bring to the City Council any items of concern or improvements.
- H. Perform other duties the City Council assigns.

**Roseville 2016 Operating Reserve Surplus by Fund**

The following table summarizes the Operating reserve information

<b>Operating Fund</b>	<b>Budgeted 2016 Reserve Balance</b>	<b>Actual 2016 Reserve Balance</b>	<b>Reserve Goal (Midpoint)</b>	<b>Reserve surplus over midpoint fund goal</b>	<b>Reserve Goal Maximum</b>	<b>Reserve surplus over maximum fund goal</b>
General Fund (1)	\$ 6,593,000	\$ 6,727,000	\$ 5,655,600	\$ 1,071,400	\$ 6,362,550	\$ 364,450
Parks & Recreation	1,385,000	1,638,000	1,138,000	500,000	1,138,000	500,000
Community Development	1,022,000	1,759,000	600,375	1,158,625	800,500	958,500
Information Technology	944,000	1,041,000	345,625	695,375	493,755	547,245
License Center	1,344,000	1,173,000	250,972	922,028	358,531	814,469
Communications	469,000	437,000	83,873	353,127	119,819	317,181
<b>Total</b>	<b>\$ 11,757,000</b>	<b>\$ 12,775,000</b>	<b>\$ 8,074,445</b>	<b>\$ 4,700,555</b>	<b>\$ 9,273,155</b>	<b>\$ 3,501,845</b>

(1) Excludes Restricted Law Enforcement Fund



\*\*Note – This draft policy was submitted to the City Council for review in conjunction with the City Manager-Recommended Budget. It has not been evaluated by the Finance Commission, but is included here as a reference to the discussion on establishing a Cash Carry-Forward Fund.

August 28, 2017

## **City of Roseville Future Initiatives Funding Program**

### Purpose

The purpose of the Future Initiatives Funding Program is to establish a mechanism for capturing annual operating budget surpluses to be used for future initiatives, in accordance with target cash reserve levels outlined in the City's Operating Fund Reserve Policy; while also preserving the mission and essence of previously established and separately managed city functions.

Monies set aside for the Future Initiatives may be used for any public purpose in accordance with State Statutes.

### Background

In previous discussions, the City Council has expressed support for creating the means to capture surplus monies from designated operating budgets. It is proposed that only the General Fund be considered as a funding source for this new Program given that the General Fund is specifically and statutorily designated for general-purpose type functions that typically do not carry any outside restrictions.

In contrast, other city functions including revenue-generating functions such as the Parks & Recreation, License Center, and Information Technology Funds, should be excluded from consideration in order to preserve the original intent behind the establishment of a separately managed function which oftentimes is accompanied by an objective of generating revenues for current and future operations in lieu of greater reliance on the property tax levy.

### Process & Procedures

At the close of each fiscal year, any unassigned surplus monies held in the General Fund in excess of minimum targeted cash reserve levels may be considered for the Future Initiatives Program.

Upon formal Council action, a separate Future Initiatives designation shall be made within the General Fund's balance sheet which shall be updated annually to reflect associated financial activity during the past fiscal year.

It should be noted that any monies assigned for future initiatives is still nonetheless monies held by the City. As such, it must be disclosed on the City's financial statements. A depiction of the General Fund balance sheet incorporating the new Future Initiatives category is shown below.

City of Roseville, Minnesota	
GOVERNMENTAL FUNDS BALANCE SHEET	
December 31, 2016	General Fund
<b>ASSETS</b>	
Cash and investments	\$7,925,320
Investment interest receivable	16,137
Accounts receivable	73,191
Taxes receivable	338,649
Special assessments receivable	8,232
Due from other governments	16,321
Prepaid items	80,717
<b>TOTAL ASSETS</b>	<b>8,458,567</b>
Deferred Outflows of Resources	-
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>8,458,567</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	
Liabilities	
Accounts payable	325,985
Accrued payroll	231,544
Due to other governmental units	201,193
Deposits payable	378,557
<b>Total Liabilities</b>	<b>1,137,279</b>
Deferred Inflows of Resources	
Unavailable Revenue - property taxes	148,058
<b>Total Deferred Inflows of Resources</b>	<b>148,058</b>
<b>FUND BALANCE</b>	
Nonspendable	80,717
Restricted	
Law Enforcement	446,436
Assigned	
Engineering Services	772,697
Accounting Service	17,319
Future Initiatives	-
Unassigned	5,856,061
<b>Total Fund Balances</b>	<b>7,173,230</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$8,458,567</b>

# Memo

**To:** Roseville Finance Commission  
**From:** Chris Miller, Finance Director  
**Date:** July 11, 2017  
**Re:** Item #5: Update on the Assignment of Priority Rankings for the 2018-2037 Capital Improvement Plan

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## Background

At the June 13, 2017 Finance Commission meeting, the Commission issued a request for City Staff to assign priority rankings to the items contained in the 2018-2037 Capital Improvement Plan as a means of assisting the Council in their capital spending decisions.

The rankings were previously incorporated into the Council-adopted Capital Investment Policy earlier this year, and included the following guidance:

□ Capital Replacements should be considered using the following priority rankings (in order):

1. Projects necessary for public health and safety, or to meet legal mandates.
2. Projects that responsibly maintain existing assets to either extend remaining service life or to create efficiency.
3. Projects that expand existing assets or services in order to benefit the Public Good.
4. Projects that purchase new assets or services in order to benefit the Public Good.

Because the Commission's request required the dedication of staffing resources across the organization, it was passed along to the City Manager for consideration. After some reflection and consideration, the City Manager determined that staff should not, at this time, expend taxpayer resources to provide priority rankings to individual items or categories. But rather the exercise should only be carried out as a precursor to the Council's own priority-ranking exercise.

With this guidance from the City Manager and in conjunction with the capital spending recommendations already submitted to the Council on May 15, Staff intends to reiterate the City's capital replacement needs within the broader City Manager Recommended Budget due out in late August.

## Staff Recommendation

Not applicable.

## Requested Commission Action

For review purposes only. No formal Commission action is necessary.

Prepared by: Chris Miller, Finance Director  
Attachments: A: Not applicable.

# Memo

**To:** Roseville Finance Commission  
**From:** Chris Miller, Finance Director  
**Date:** August 8, 2017  
**Re:** Item #7: Revisit the Finance Commission's CIP Funding Recommendations

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## Background

At the July Finance Commission meeting, the Commission expressed an interest in reviewing their previous CIP Funding Recommendations.

In both 2015 and 2016, the Finance Commission developed CIP funding recommendations which were subsequently presented to the Council at the annual joint City Council/Finance Commission meeting. The most recent joint meeting took place on August 15, 2016, where the Commission made the following recommendations to the City Council:

- CIP: Pavement Management Program (Attachment A)
  - a) Increase the tax levy by \$160,000 in 2017 followed by additional tax levy increases in 2018 and 2019
  
- CIP: General Facilities (Attachment B)
  - a) For 2017, dedicate \$500,000 of expected surplus TIF monies for General Facilities.
  - b) Beginning in 2019, re-purpose \$335,000 in tax levy previously used for debt service, for general facilities
  - c) Assume that OVAL capital replacements will be financed by State funding
  - d) Look for opportunities to reduce the overall 20-year General Facilities CIP by 5% through a prioritization process to partially offset financial impacts from other infrastructure asset replacements
  
- CIP: Park Improvement Program (Attachment C)
  - a) Transfer \$400,000 of *existing* Park Dedication Funds to the PIP
  - b) Dedicate two-thirds of *future* Park Dedication Funds to the PIP
  - c) Beginning in 2020, re-purpose \$650,000 that was previously used for debt service towards the PIP
  - d) Defer some planned PIP expenditures to future years to ensure a stronger likelihood of having a positive cash flow in the next five years.



□ CIP: Golf Course Capital Improvements

- a) Accompanied by the PIP recommendations, and in consideration that the golf course as part of the larger Parks & Recreation System and no longer operating as a traditional Enterprise Fund; combine the golf course clubhouse and other capital needs into the PIP and re-prioritize spending of all assets in this category with no additional tax levy funding other than what is prescribed above.

The financial schedules supporting the Finance Commission's recommendations are included in *Attachments A, B, and C*.

**Staff Recommendation**

Not applicable.

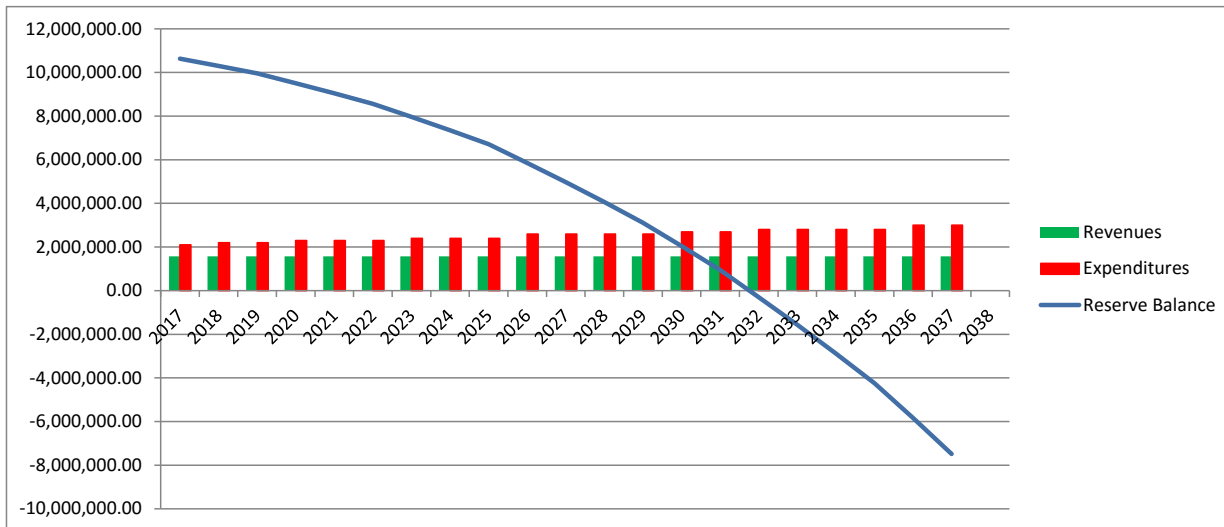
**Requested Commission Action**

For discussion purposes only. No formal Commission action is necessary.

Prepared by: Chris Miller, Finance Director

Attachments: A: CIP Recommendation: Pavement Management Program, General Facilities, Park Improvement Program

Year	Add'l Levy	Total Levy	Revenues	Expenditures	Reserve Use	Reserve Earnings	Reserve Balance	Levy Expenditure Coverage %
2017	160,000.00	470,000.00	1,570,000.00	2,100,000.00	530,000.00	222,000.00	10,632,000.00	
2018		470,000.00	1,570,000.00	2,200,000.00	630,000.00	300,060.00	10,302,060.00	21.4%
2019		470,000.00	1,570,000.00	2,200,000.00	630,000.00	290,161.80	9,962,221.80	21.4%
2020		470,000.00	1,570,000.00	2,300,000.00	730,000.00	276,966.65	9,509,188.45	20.4%
2021		470,000.00	1,570,000.00	2,300,000.00	730,000.00	263,375.65	9,042,564.11	20.4%
2022		470,000.00	1,570,000.00	2,300,000.00	730,000.00	249,376.92	8,561,941.03	20.4%
2023		470,000.00	1,570,000.00	2,400,000.00	830,000.00	231,958.23	7,963,899.26	19.6%
2024		470,000.00	1,570,000.00	2,400,000.00	830,000.00	214,016.98	7,347,916.24	19.6%
2025		470,000.00	1,570,000.00	2,400,000.00	830,000.00	195,537.49	6,713,453.73	19.6%
2026		470,000.00	1,570,000.00	2,600,000.00	1,030,000.00	170,503.61	5,853,957.34	18.1%
2027		470,000.00	1,570,000.00	2,600,000.00	1,030,000.00	144,718.72	4,968,676.06	18.1%
2028		470,000.00	1,570,000.00	2,600,000.00	1,030,000.00	118,160.28	4,056,836.34	18.1%
2029		470,000.00	1,570,000.00	2,600,000.00	1,030,000.00	90,805.09	3,117,641.43	18.1%
2030		470,000.00	1,570,000.00	2,700,000.00	1,130,000.00	59,629.24	2,047,270.67	17.4%
2031		470,000.00	1,570,000.00	2,700,000.00	1,130,000.00	27,518.12	944,788.79	17.4%
2032		470,000.00	1,570,000.00	2,800,000.00	1,230,000.00	(8,556.34)	(293,767.54)	16.8%
2033		470,000.00	1,570,000.00	2,800,000.00	1,230,000.00	(45,713.03)	(1,569,480.57)	16.8%
2034		470,000.00	1,570,000.00	2,800,000.00	1,230,000.00	(83,984.42)	(2,883,464.99)	16.8%
2035		470,000.00	1,570,000.00	2,800,000.00	1,230,000.00	(123,403.95)	(4,236,868.94)	16.8%
2036		470,000.00	1,570,000.00	3,000,000.00	1,430,000.00	(170,006.07)	(5,836,875.00)	15.7%
2037		470,000.00	1,570,000.00	3,000,000.00	1,430,000.00	(218,006.25)	(7,484,881.25)	15.7%
2038								



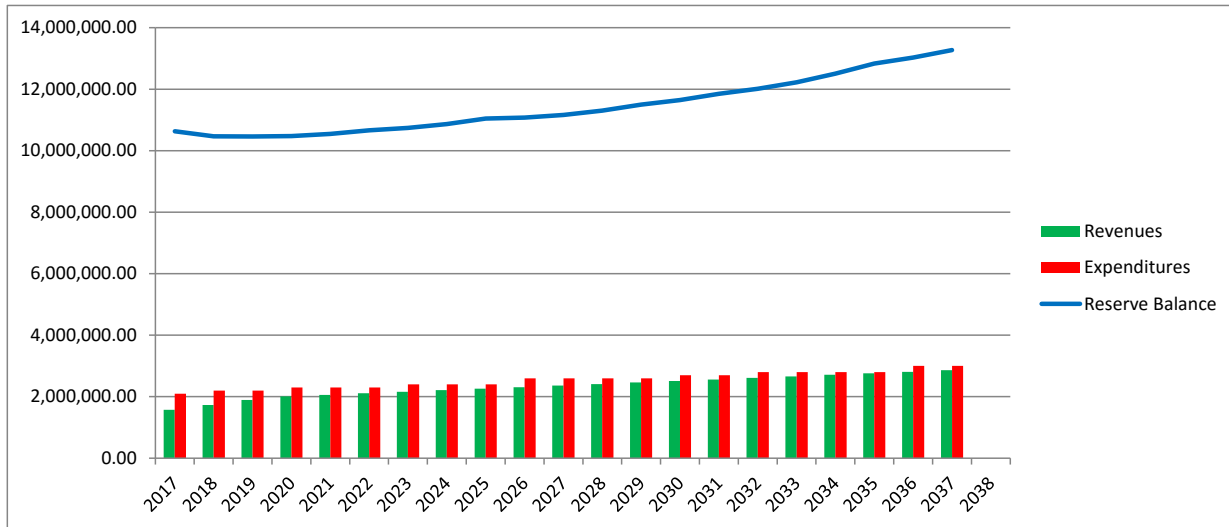
Assumptions: MSA funds of \$1.1M received every year  
 Expenditures per Capital Improvement Plan Spreadsheet for 2017-2036  
 Reserve Earnings of 3%  
 No additional tax levy

Results: Will need a 1,430,000.00 levy increase plus inflation starting in 2036 to continue Pavement Mgmt Program  
 20 year interest earnings of: 2,205,118.75

**Pavement Management Program**

Scenario 5 - Long-term levy increases with 3% interest earnings

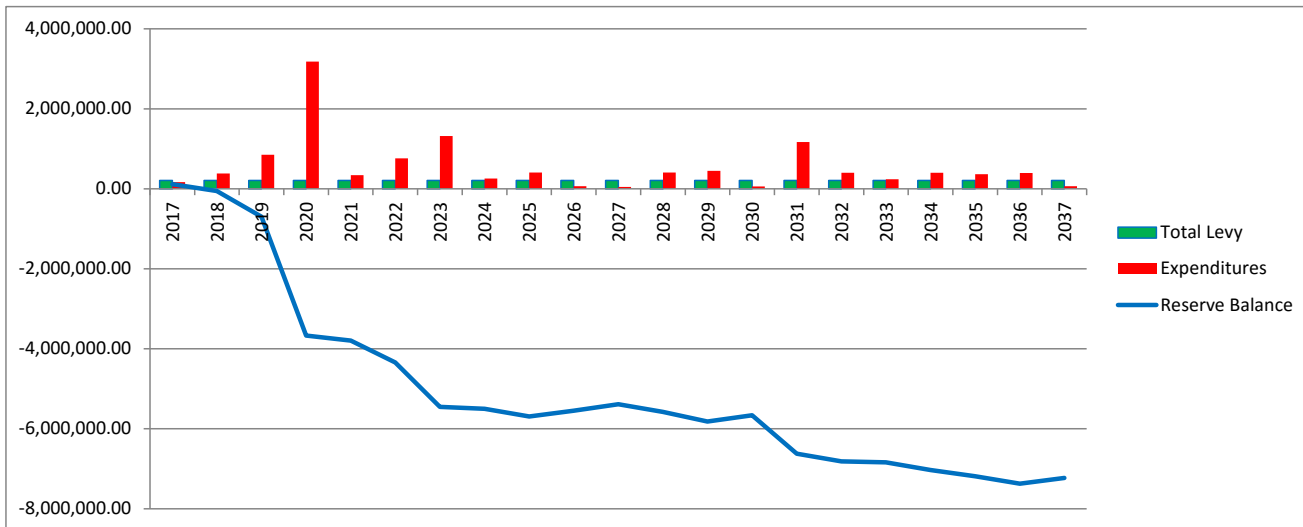
Year	Add'l Levy	Total Levy	Revenues	Expenditures	Reserve Use	Reserve Earnings	Reserve Balance	Levy Expenditure Coverage %
2017	160,000.00	470,000.00	1,570,000.00	2,100,000.00	530,000.00	222,000.00	10,632,000.00	
2018	160,000.00	630,000.00	1,730,000.00	2,200,000.00	470,000.00	304,860.00	10,466,860.00	28.6%
2019	160,000.00	790,000.00	1,890,000.00	2,200,000.00	310,000.00	304,705.80	10,461,565.80	35.9%
2020	120,000.00	910,000.00	2,010,000.00	2,300,000.00	290,000.00	305,146.97	10,476,712.77	39.6%
2021	50,000.00	960,000.00	2,060,000.00	2,300,000.00	240,000.00	307,101.38	10,543,814.16	41.7%
2022	50,000.00	1,010,000.00	2,110,000.00	2,300,000.00	190,000.00	310,614.42	10,664,428.58	43.9%
2023	50,000.00	1,060,000.00	2,160,000.00	2,400,000.00	240,000.00	312,732.86	10,737,161.44	44.2%
2024	50,000.00	1,110,000.00	2,210,000.00	2,400,000.00	190,000.00	316,414.84	10,863,576.28	46.3%
2025	50,000.00	1,160,000.00	2,260,000.00	2,400,000.00	140,000.00	321,707.29	11,045,283.57	48.3%
2026	50,000.00	1,210,000.00	2,310,000.00	2,600,000.00	290,000.00	322,658.51	11,077,942.08	46.5%
2027	50,000.00	1,260,000.00	2,360,000.00	2,600,000.00	240,000.00	325,138.26	11,163,080.34	48.5%
2028	50,000.00	1,310,000.00	2,410,000.00	2,600,000.00	190,000.00	329,192.41	11,302,272.75	50.4%
2029	50,000.00	1,360,000.00	2,460,000.00	2,600,000.00	140,000.00	334,868.18	11,497,140.93	52.3%
2030	50,000.00	1,410,000.00	2,510,000.00	2,700,000.00	190,000.00	339,214.23	11,646,355.16	52.2%
2031	50,000.00	1,460,000.00	2,560,000.00	2,700,000.00	140,000.00	345,190.65	11,851,545.82	54.1%
2032	50,000.00	1,510,000.00	2,610,000.00	2,800,000.00	190,000.00	349,846.37	12,011,392.19	53.9%
2033	50,000.00	1,560,000.00	2,660,000.00	2,800,000.00	140,000.00	356,141.77	12,227,533.96	55.7%
2034	50,000.00	1,610,000.00	2,710,000.00	2,800,000.00	90,000.00	364,126.02	12,501,659.97	57.5%
2035	50,000.00	1,660,000.00	2,760,000.00	2,800,000.00	40,000.00	373,849.80	12,835,509.77	59.3%
2036	50,000.00	1,710,000.00	2,810,000.00	3,000,000.00	190,000.00	379,365.29	13,024,875.07	57.0%
2037	50,000.00	1,760,000.00	2,860,000.00	3,000,000.00	140,000.00	386,546.25	13,271,421.32	58.7%
2038								



Assumptions: MSA funds of \$1.1M received every year  
 Expenditures per Capital Improvement Plan Spreadsheet for 2017-2036  
 Reserve Earnings of 3%  
 Levy increases are additional tax levy

Results: \$8.9M endowment remaining, providing \$260K per year in interest earnings  
 22 year interest earnings of: 6,689,421.32

Year	Add'l Levy	Total Levy	Expenditures	Reserve Use	Reserve Earning:	Reserve Balance	Levy Expenditure Coverage %
2017	27,000.00	212,000.00	169,200.00	-	44,240.00	116,240.00	
2018	-	212,000.00	384,000.00	172,000.00	-	(55,760.00)	55.2%
2019	-	212,000.00	853,400.00	641,400.00	-	(697,160.00)	24.8%
2020	-	212,000.00	3,183,000.00	2,971,000.00	-	(3,668,160.00)	6.7%
2021	-	212,000.00	340,000.00	128,000.00	-	(3,796,160.00)	62.4%
2022	-	212,000.00	760,000.00	548,000.00	-	(4,344,160.00)	27.9%
2023	-	212,000.00	1,320,300.00	1,108,300.00	-	(5,452,460.00)	16.1%
2024	-	212,000.00	259,000.00	47,000.00	-	(5,499,460.00)	81.9%
2025	-	212,000.00	406,500.00	194,500.00	-	(5,693,960.00)	52.2%
2026	-	212,000.00	67,000.00	-	-	(5,548,960.00)	316.4%
2027	-	212,000.00	49,400.00	-	-	(5,386,360.00)	429.1%
2028	-	212,000.00	405,500.00	193,500.00	-	(5,579,860.00)	52.3%
2029	-	212,000.00	448,500.00	236,500.00	-	(5,816,360.00)	47.3%
2030	-	212,000.00	60,500.00	-	-	(5,664,860.00)	350.4%
2031	-	212,000.00	1,171,900.00	959,900.00	-	(6,624,760.00)	18.1%
2032	-	212,000.00	401,000.00	189,000.00	-	(6,813,760.00)	52.9%
2033	-	212,000.00	237,800.00	25,800.00	-	(6,839,560.00)	89.2%
2034	-	212,000.00	404,000.00	192,000.00	-	(7,031,560.00)	52.5%
2035	-	212,000.00	366,500.00	154,500.00	-	(7,186,060.00)	57.8%
2036	-	212,000.00	398,000.00	186,000.00	-	(7,372,060.00)	53.3%
2037	-	212,000.00	68,000.00	-	-	(7,228,060.00)	311.8%

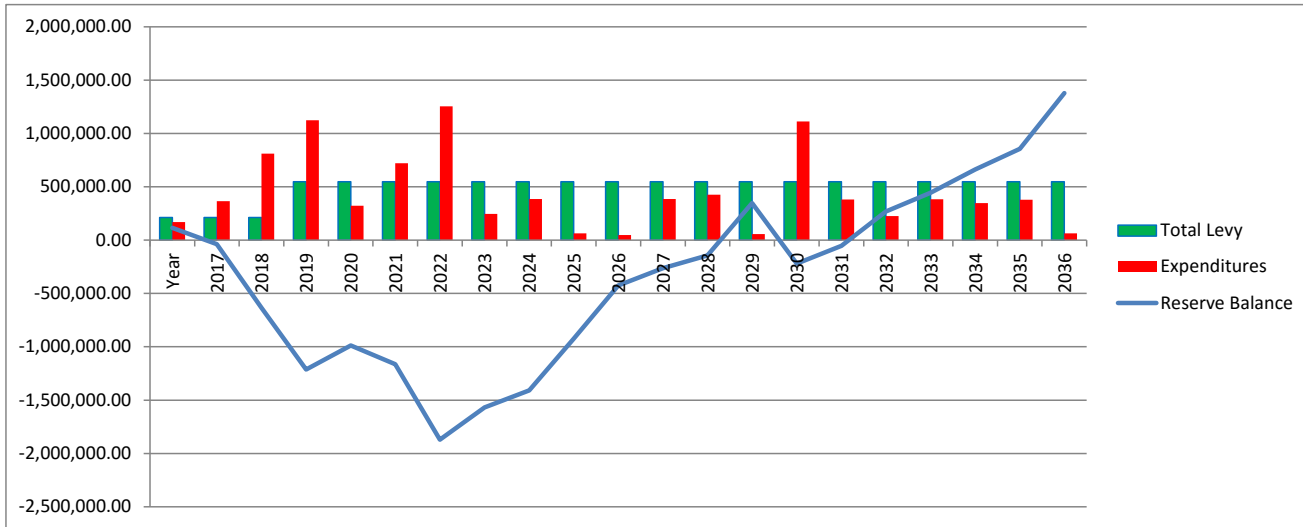


Assumptions: Reserve Earnings of 3%  
No Levy increase

General Facilities CIP

Scenario 6 - Expenditures at 95%, no Oval Expenditure

Year	Add'l Levy	Total Levy	Expenditures	Reserve Use	Reserve Earning:	Reserve Balance	Levy Expenditure Coverage %
2017	27,000.00	212,000.00	169,200.00	-	44,240.00	116,240.00	
2018	-	212,000.00	364,800.00	152,800.00	-	(36,560.00)	58.1%
2019	-	212,000.00	810,730.00	598,730.00	-	(635,290.00)	26.1%
2020	335,000.00	547,000.00	3,023,850.00	2,476,850.00	-	(3,112,140.00)	18.1%
2021	-	547,000.00	323,000.00	-	-	(2,888,140.00)	169.3%
2022	-	547,000.00	722,000.00	175,000.00	-	(3,063,140.00)	75.8%
2023	-	547,000.00	1,254,285.00	707,285.00	-	(3,770,425.00)	43.6%
2024	-	547,000.00	246,050.00	-	-	(3,469,475.00)	222.3%
2025	-	547,000.00	386,175.00	-	-	(3,308,650.00)	141.6%
2026	-	547,000.00	63,650.00	-	-	(2,825,300.00)	859.4%
2027	-	547,000.00	46,930.00	-	-	(2,325,230.00)	1165.6%
2028	-	547,000.00	385,225.00	-	-	(2,163,455.00)	142.0%
2029	-	547,000.00	426,075.00	-	-	(2,042,530.00)	128.4%
2030	-	547,000.00	57,475.00	-	-	(1,553,005.00)	951.7%
2031	-	547,000.00	1,113,305.00	566,305.00	-	(2,119,310.00)	49.1%
2032	-	547,000.00	380,950.00	-	-	(1,953,260.00)	143.6%
2033	-	547,000.00	225,910.00	-	-	(1,632,170.00)	242.1%
2034	-	547,000.00	383,800.00	-	-	(1,468,970.00)	142.5%
2035	-	547,000.00	348,175.00	-	-	(1,270,145.00)	157.1%
2036	-	547,000.00	378,100.00	-	-	(1,101,245.00)	144.7%
2037	-	547,000.00	64,600.00	-	-	(618,845.00)	846.7%

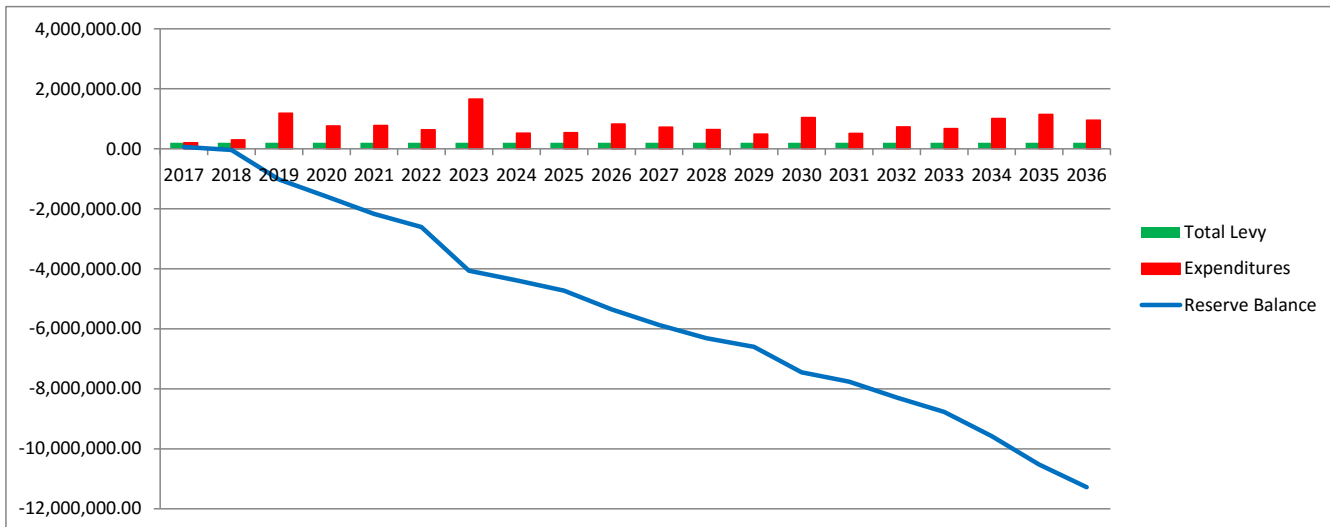


Assumptions: Reserve Earnings of 3%

2019 Levy increase is repurpose of bond issuance

All expenditures are at 95% of existing CIP. No Oval Expenditure.

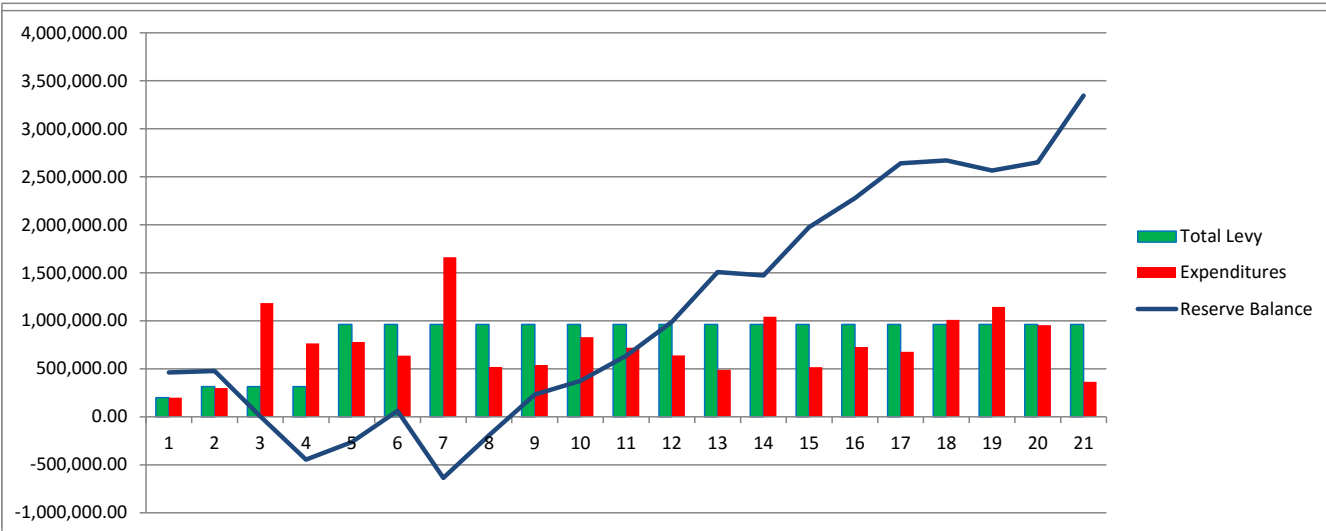
Year	Add'l Levy	Total Levy	Expenditures	Reserve Use	Reserve Earning:	Reserve Balance	Levy Expenditure Coverage %
2017		200,000.00	200,000.00	-	880.00	62,880.00	
2018		200,000.00	300,000.00	100,000.00	-	(37,120.00)	66.7%
2019		200,000.00	1,185,880.00	985,880.00	-	(1,023,000.00)	16.9%
2020		200,000.00	765,000.00	565,000.00	-	(1,588,000.00)	26.1%
2021		200,000.00	780,000.00	580,000.00	-	(2,168,000.00)	25.6%
2022		200,000.00	638,000.00	438,000.00	-	(2,606,000.00)	31.3%
2023		200,000.00	1,661,500.00	1,461,500.00	-	(4,067,500.00)	12.0%
2024		200,000.00	520,000.00	320,000.00	-	(4,387,500.00)	38.5%
2025		200,000.00	539,070.00	339,070.00	-	(4,726,570.00)	37.1%
2026		200,000.00	830,000.00	630,000.00	-	(5,356,570.00)	24.1%
2027		200,000.00	720,000.00	520,000.00	-	(5,876,570.00)	27.8%
2028		200,000.00	640,000.00	440,000.00	-	(6,316,570.00)	31.3%
2029		200,000.00	488,500.00	288,500.00	-	(6,605,070.00)	40.9%
2030		200,000.00	1,042,500.00	842,500.00	-	(7,447,570.00)	19.2%
2031		200,000.00	516,670.00	316,670.00	-	(7,764,240.00)	38.7%
2032		200,000.00	728,000.00	528,000.00	-	(8,292,240.00)	27.5%
2033		200,000.00	677,500.00	477,500.00	-	(8,769,740.00)	29.5%
2034		200,000.00	1,010,000.00	810,000.00	-	(9,579,740.00)	19.8%
2035		200,000.00	1,145,000.00	945,000.00	-	(10,524,740.00)	17.5%
2036		200,000.00	955,000.00	755,000.00	-	(11,279,740.00)	20.9%
2037		200,000.00	365,000.00	165,000.00	-	(11,444,740.00)	54.8%



Assumptions:

**FINANCE COMMISSION RECOMMENDED**

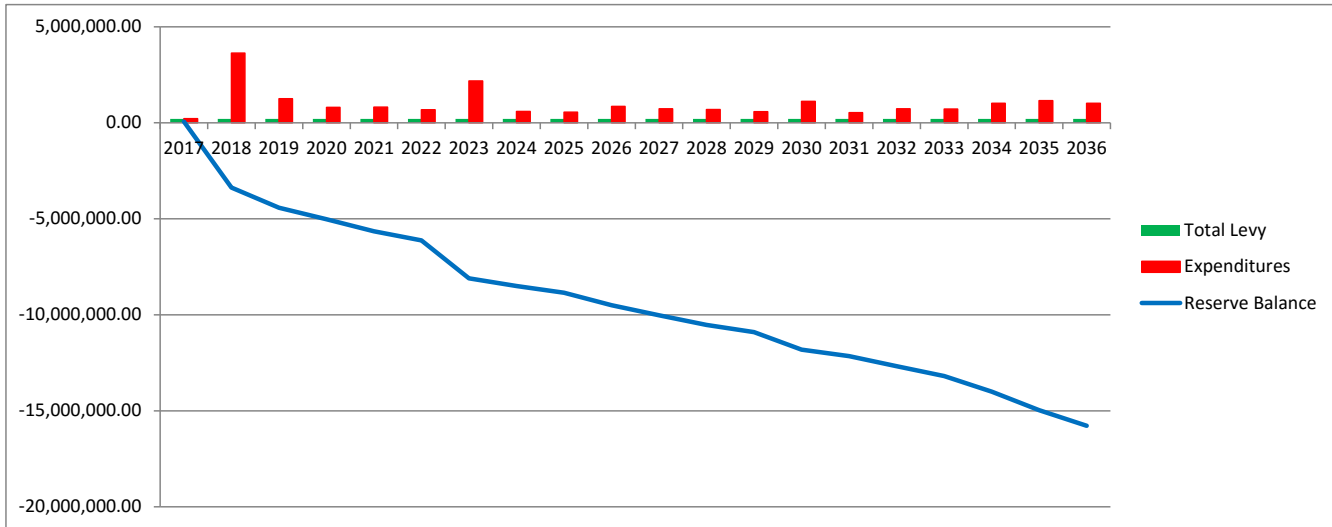
Year	Add'l Levy	Total Levy	Expenditures	Reserve Use	Reserve Earning:	Reserve Balance	Levy Expenditure	
							Coverage %	
2017		200,000.00	200,000.00	-	880.00	462,880.00		
2018	113,333.33	313,333.33	300,000.00	-	14,286.40	477,166.40	104.4%	
2019		313,333.33	1,185,880.00	872,546.67	-	4,619.73	26.4%	
2020		313,333.33	765,000.00	451,666.67	-	(447,046.93)	41.0%	
2021	650,000.00	963,333.33	780,000.00	-	-	(263,713.60)	123.5%	
2022		963,333.33	638,000.00	-	-	61,619.73	151.0%	
2023		963,333.33	1,661,500.00	698,166.67	-	(636,546.93)	58.0%	
2024		963,333.33	520,000.00	-	-	(193,213.60)	185.3%	
2025		963,333.33	539,070.00	-	-	231,049.73	178.7%	
2026		963,333.33	830,000.00	-	10,931.49	375,314.56	116.1%	
2027		963,333.33	720,000.00	-	18,559.44	637,207.33	133.8%	
2028		963,333.33	640,000.00	-	28,816.22	989,356.88	150.5%	
2029		963,333.33	488,500.00	-	43,925.71	1,508,115.92	197.2%	
2030		963,333.33	1,042,500.00	79,166.67	42,868.48	1,471,817.73	92.4%	
2031		963,333.33	516,670.00	-	57,554.43	1,976,035.50	186.5%	
2032		963,333.33	728,000.00	-	66,341.06	2,277,709.90	132.3%	
2033		963,333.33	677,500.00	-	76,906.30	2,640,449.53	142.2%	
2034		963,333.33	1,010,000.00	46,666.67	77,813.49	2,671,596.35	95.4%	
2035		963,333.33	1,145,000.00	181,666.67	74,697.89	2,564,627.57	84.1%	
2036		963,333.33	955,000.00	-	77,188.83	2,650,149.73	100.9%	
2037		963,333.33	365,000.00	-	97,454.49	3,345,937.56	263.9%	



Assumptions:

- 2020 levy increase is a repurpose of bond issuance #27
- Added \$400K to Reserve Balance in 2016
- Added 2/3 of 10 yr average of \$170K to Levy, which is just revenue

Year	Add'l Levy	Total Levy	Expenditures	Reserve Use	Reserve Earning:	Reserve Balance	Levy Expenditure Coverage %
2017		200,000.00	222,000.00	-	880.00	62,880.00	
2018		200,000.00	3,630,000.00	3,430,000.00	-	(3,367,120.00)	5.5%
2019		200,000.00	1,252,880.00	1,052,880.00	-	(4,420,000.00)	16.0%
2020		200,000.00	805,000.00	605,000.00	-	(5,025,000.00)	24.8%
2021		200,000.00	823,000.00	623,000.00	-	(5,648,000.00)	24.3%
2022		200,000.00	676,000.00	476,000.00	-	(6,124,000.00)	29.6%
2023		200,000.00	2,179,500.00	1,979,500.00	-	(8,103,500.00)	9.2%
2024		200,000.00	593,000.00	393,000.00	-	(8,496,500.00)	33.7%
2025		200,000.00	551,570.00	351,570.00	-	(8,848,070.00)	36.3%
2026		200,000.00	850,000.00	650,000.00	-	(9,498,070.00)	23.5%
2027		200,000.00	727,000.00	527,000.00	-	(10,025,070.00)	27.5%
2028		200,000.00	697,000.00	497,000.00	-	(10,522,070.00)	28.7%
2029		200,000.00	575,500.00	375,500.00	-	(10,897,570.00)	34.8%
2030		200,000.00	1,114,500.00	914,500.00	-	(11,812,070.00)	17.9%
2031		200,000.00	534,170.00	334,170.00	-	(12,146,240.00)	37.4%
2032		200,000.00	728,000.00	528,000.00	-	(12,674,240.00)	27.5%
2033		200,000.00	717,500.00	517,500.00	-	(13,191,740.00)	27.9%
2034		200,000.00	1,015,000.00	815,000.00	-	(14,006,740.00)	19.7%
2035		200,000.00	1,160,000.00	960,000.00	-	(14,966,740.00)	17.2%
2036		200,000.00	1,013,000.00	813,000.00	-	(15,779,740.00)	19.7%
2037		200,000.00	397,000.00	197,000.00	-	(15,976,740.00)	50.4%



Assumptions:

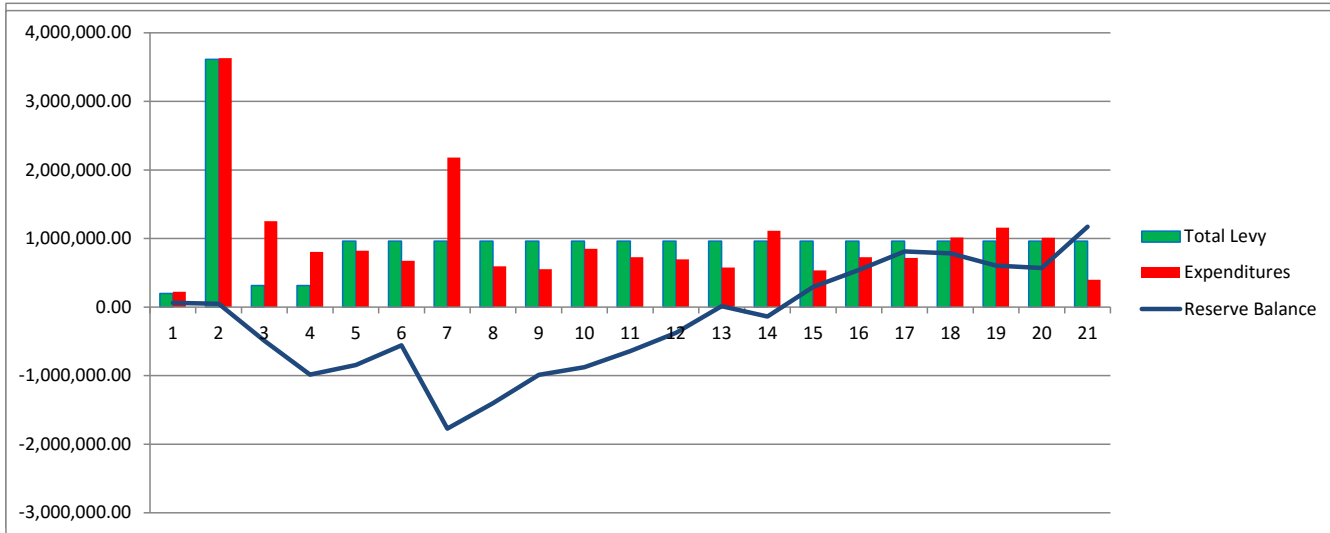


**Combined Parks Improvement Program and Golf Fund**

Scenario 2 - Current "Revised" Plan, plus one-time clubhouse funding & 2/3 of Park Dedication future revenues

**FINANCE COMMISSION RECOMMENDED**

Year	Add'l Levy	Total Levy	Expenditures	Reserve Use	Reserve Earning	Reserve Balance	Levy Expenditure Coverage %
2017		200,000.00	222,000.00	-	880.00	62,880.00	
2018	3,413,333.33	3,613,333.33	3,630,000.00	16,666.67	1,386.40	47,599.73	99.5%
2019	(3,300,000.00)	313,333.33	1,252,880.00	939,546.67	-	(491,946.93)	25.0%
2020		313,333.33	805,000.00	491,666.67	-	(983,613.60)	38.9%
2021	650,000.00	963,333.33	823,000.00	-	-	(843,280.27)	117.1%
2022		963,333.33	676,000.00	-	-	(555,946.93)	142.5%
2023		963,333.33	2,179,500.00	1,216,166.67	-	(1,772,113.60)	44.2%
2024		963,333.33	593,000.00	-	-	(1,401,780.27)	162.5%
2025		963,333.33	551,570.00	-	-	(990,016.93)	174.7%
2026		963,333.33	850,000.00	-	-	(876,683.60)	113.3%
2027		963,333.33	727,000.00	-	-	(640,350.27)	132.5%
2028		963,333.33	697,000.00	-	-	(374,016.93)	138.2%
2029		963,333.33	575,500.00	-	-	13,816.40	167.4%
2030		963,333.33	1,114,500.00	151,166.67	-	(137,350.27)	86.4%
2031		963,333.33	534,170.00	-	-	291,813.07	180.3%
2032		963,333.33	728,000.00	-	15,814.39	542,960.79	132.3%
2033		963,333.33	717,500.00	-	23,663.82	812,457.95	134.3%
2034		963,333.33	1,015,000.00	51,666.67	22,823.74	783,615.02	94.9%
2035		963,333.33	1,160,000.00	196,666.67	17,608.45	604,556.80	83.0%
2036		963,333.33	1,013,000.00	49,666.67	16,646.70	571,536.84	95.1%
2037		963,333.33	397,000.00	-	34,136.11	1,172,006.28	242.7%



Assumptions:

- 2020 levy increase is a repurpose of bond issuance #27
- Added 2/3 of 10 yr average of \$170K to Levy, which is just revenue
- \$3.3M in new clubhouse funding in 2018

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 9/18/2017  
Item No.: 7.c

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Department Approval

City Manager Approval



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Item Description: Discuss Consideration of an Ordinance Prohibiting the Trapping of Animals in Roseville

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1 **BACKGROUND**

2 City Council member Tammy McGehee has requested that the City consider adopting an ordinance  
3 that would prohibit the trapping and/or snaring of animals within the City. Staff has included an  
4 ordinance passed by the City of Richfield earlier this year as a potential model for the City Council  
5 to consider. (Attachment A)

6 **POLICY OBJECTIVE**

7 The stated purpose of local governments that ban the trapping and/snaring of animals is to protect  
8 citizens from injury by hazardous devices and to protect domesticated animals, pets, and non-  
9 nuisance wildlife from injury that may result in unregulated trapping and snaring.

10 **BUDGET IMPLICATIONS**

11 Enforcement of the ordinance would be through complaints brought to staff. It is not expected that  
12 there would be a large amount of complaints or enforcement action, so the budget impact would  
13 minimal and would be absorbed into existing staff duties.

14 **STAFF RECOMMENDATION**

15 The City Council should discuss the merits of having an ordinance that prohibits the trapping and/or  
16 snaring of animals and direct staff accordingly.

17 **REQUESTED COUNCIL ACTION**

18 Will be based on discussion

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021 [pat.trudgeon@cityofroseville.com](mailto:pat.trudgeon@cityofroseville.com)

Attachments: A: City of Richfield Staff Report and Animal Trapping Ordinance

AGENDA SECTION:	<u>CONSENT CALENDAR</u>
AGENDA ITEM #	<u>5.1.</u>



**STAFF REPORT NO. 35**  
**CITY COUNCIL MEETING**  
**2/28/2017**

REPORT PREPARED BY: Betsy Osborn, Support Services Manager

DEPARTMENT DIRECTOR REVIEW: Jay Henthorne, Director of Public Safety/Chief of Police  
2/23/2017

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich, City Manager  
2/23/2017

**ITEM FOR COUNCIL CONSIDERATION:**

**Consideration of the approval of the first reading of an ordinance regulating trapping, snaring, hawking and falconry in the City of Richfield and schedule a second reading of the ordinance for March 14, 2017.**

**EXECUTIVE SUMMARY:**

Recent discussions with DNR Conservation Officers in relation to inquiries from citizens have highlighted the need for the City to have a local ordinance relating to the trapping of animals on public and private property with the City. The proposed Ordinance would prohibit the trapping of animals with leg hold traps and snares and would prohibit the use of birds of prey to hunt or kill other animals. The ordinance provides certain exceptions for live traps, the trapping of harmful rodents or pests, trapping done by government agencies, and trapping done by scientists in their work studying wildlife.

**RECOMMENDED ACTION:**

**By Motion: Approve the first reading of an ordinance regulating trapping, snaring, hawking and falconry in the City of Richfield and schedule a second reading of the ordinance for March 14, 2017.**

**BASIS OF RECOMMENDATION:**

**A. HISTORICAL CONTEXT**

- Information contained in the Executive Summary.

**B. POLICIES (resolutions, ordinances, regulations, statutes, etc):**

- State Statute and DNR Rules regulate trapping and hunting activities, but the DNR has recently advised that local regulation is necessary to prohibit/regulate these activities beyond the seasons, licenses, and trapping regulations they enforce.

**C. CRITICAL TIMING ISSUES:**

- Timely approval of this ordinance would prevent traps and snares being set on public or private property.

**D. FINANCIAL IMPACT:**

- None

**E. LEGAL CONSIDERATION:**

- The Code Enforcement Staff and the City Attorney has collaborated on the creation of this draft ordinance.
- Because this draft ordinance also affects city park land, the draft was presented to the Community Services Commission on January 17, 2017. The Community Services Commission approved a resolution to support the draft ordinance.
- Woodlake Nature Center advises citizens on wildlife conflict issues and offers a program where live traps are rented to citizens at a fee to assist with animals causing damage to properties and the draft ordinance would allow that program to continue.
- State Statute allows property owners to trap and remove wildlife causing damage to their property.

**ALTERNATIVE RECOMMENDATION(S):**

- The Council may decide not to approve of this ordinance, which could lead to possible injury to pets or humans by traps and snares set on public or private property.

**PRINCIPAL PARTIES EXPECTED AT MEETING:**

None

**ATTACHMENTS:**

	Description	Type
□	Richfield Trapping Ordinance	Ordinance
□	Trapping Ordinance - Community Services Commission Minutes	Cover Memo

**BILL NO.****AN ORDINANCE ADDING A NEW SUBSECTION 905.42 TO THE  
CITY CODE PROHIBITING TRAPPING, SNARING, HAWKING AND  
FALCONING IN THE CITY OF RICHFIELD**

THE CITY OF RICHFIELD DOES ORDAIN:

Section 1: The Richfield Code of Ordinances is amended by adding a new Subsection 905.42 as follows:

§ 905.42 Trapping.

Subdivision 1. Purpose. This ordinance is intended to protect the citizens from injury from hazardous devices and to protect domesticated animals, pets and non-nuisance wildlife from damage and destruction that may result from unregulated trapping, snaring, hawking or falconry.

Subd. 2. Definitions. The words and phrases used in this ordinance shall have the meanings ascribed to them as follows:

- (a) Leg Hold. A device made of steel, metal, or other rigid material, consisting of two (2) jaws that lie horizontally to form a circle or circular shape when the trap is set, or trap that is similar to the above in design and that is intended to catch and secure an animal by the leg.
- (b) Live Trap. A trap designed to capture animals alive without causing injury to the animal.
- (c) Trap. A device, including but not limited to a leg-hold device, used for the purpose of catching, capturing, snaring, holding, or killing animals or birds.
- (d) Trapping. The placing or setting of traps with the intent to catch, capture, snare, hold or kill animals or birds. Trapping includes the acts of snaring and falconry and hawking.
- (e) Snaring. The act of using a trap or trapping device, often consisting of a noose, used for capturing animals or birds.
- (f) Falconry/Hawking. The use of birds of prey to hunt, kill or capture other animals.

Subd. 3. Trapping Prohibited. Trapping is prohibited anywhere within the City, including in City parks and on any City-owned property, except as provided in Subdivision 4.

Subd. 4. Exceptions. Trapping is allowed in the City as follows:

- (a) Live trapping for the purpose of releasing an animal into the wild. Live traps must be tended at least once every twenty-four (24) hours.
- (b) The trapping of harmful rodents or pests such as rats, mice, gophers, moles and squirrels on private property or within one's own private building. Any effective trap except leg-hold traps may be used so long as the traps are set and tended in a way that does not constitute a danger to persons or to domestic or wild animals that are not pests or nuisances.
- (c) Employees or agents of governmental units or agencies who, using live-traps in the course of their duties, are required to trap animals or birds for humane or other authorized purposes.
- (d) Scientists in their work of identifying and studying wildlife, animals and birds so long as said animals and birds are returned to their natural environment without harm.
- (e) Trapping by any means or methods done by the City, or done under its direction, or done by any other governmental agency or department with the written permission of the City Manager, or done by any person with a valid trapping license issued by the state and with the written permission of the City Manager.

Subd. 5. Compliance with Law. Any trapping allowed under this subsection shall be done in accordance with all applicable laws.

Subd. 6. Penalty. Any person who violates any provision of this subsection may be charged with a misdemeanor and subject to a fine not to exceed the maximum penalty under state law for a misdemeanor violation.

Section 2: This Ordinance will be effective in accordance with Section 3.09 of the City Charter.

Passed by the City Council of the City of Richfield, Minnesota this 14th day of March, 2017.

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Michael Howard, Mayor Pro Tempore

ATTEST:

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Elizabeth VanHoose, City Clerk

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: 9-18-2017  
Item No.: 7.d

Department Approval



Kari Collins, Community Development Director

City Manager Approval



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Item Description: Discussion regarding the possible removal of restrictions on certain non-domestic animals within the City of Roseville.

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1 **BACKGROUND**

2 During the March 27, 2017 Council discussion of proposed nuisance code amendments, Council  
3 directed staff to research the possible allowance of certain non-domestic animals. Current City  
4 Code Chapter 407 does not allow the keeping of non-domestic animals other than those  
5 commonly called poultry or bees.

6  
7 Staff performed research and found four cities which currently allow for the keeping of non-  
8 domestic animals (specifically, pigs, goats and horses). Those cities are Shoreview, Fridley (on  
9 one acre and larger parcels), Duluth and St. Paul. Please note the following research findings:

- 10
- 11 • The City of Shoreview Code Enforcement Officer indicated that Shoreview allows these  
12 animals by ordinance, however, no such animals to his knowledge are being kept  
13 currently or have for a number of years.
  - 14 • The City of St. Paul Animal Control suggested that caution and preparation should occur  
15 prior to the ordinance change, and specific licensing, enclosure and enforcement  
16 requirements be implemented. Also, it was suggested that the City of Roseville consider  
17 how animal control would deal with these animals. It was stated that current staff may  
18 need additional training in how to deal with these animals and how to transport any  
19 strays. St. Paul also suggested that the current contract with a veterinary hospital be  
20 researched to identify if these animals can be brought to their location for impound.
  - 21 • Staff also contacted the Animal Humane Society, as well as, the Animal Board of Health  
22 for comments regarding the allowing of pigs and goats in an urban area. The Animal  
23 Humane Society raised concerns about these animals being kept in an urban environment.  
24 It was the Society's opinion that these animals do not thrive in the urban environment and  
25 they were concerned if this would lead to circumstances that would require these animals  
26 being brought to their shelters or similar animal rescue shelters.
  - 27 • Dr. Thompson, State Veterinarian Animal Board of Health, raised similar concerns. Dr.  
28 Thompson suggested that Roseville should research the specific vaccination requirements  
29 and enclosure requirements these animals need for their safety and the safety of the  
30 public. She stated these two groups of animals are very difficult to regulate regarding  
31 specific species or weight (as Duluth and Shoreview do). She further stated that the so-  
32 called "tea-cup" and potbellied pigs can grow well in excess of two hundred pounds.  
33 Also, she stated that goats, of any size, can be extremely destructive to structures,  
34 plantings and landscapes.
- 35

36 It is the opinion of staff that removing the restriction on the keeping of pigs, horses and goats  
37 may be problematic to enforce due to the following:

- 38 • An extraordinary amount of staff time will be required to craft any licensing ordinances  
39 specific to these animals.
- 40 • Research related to the required vaccinations and enclosure requirements will need to be  
41 compiled well in advance of amending this section of current code.
- 42 • Discussions will need to occur amongst various City Departments regarding oversight  
43 and enforcement if these animals are allowed to be kept within the City.
- 44 • Further staff time will need to be allocated to the training of designated staff in the  
45 securing and transportation of any stray animals that are located.

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48 Prepared by: Dave Englund, Building Official

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50 Attachment: A. Suggested City Code Language provided by Mayor Roe



1 5/15/17 - Farm Animal regulations (Roe suggestions to start the conversation):

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3  
4 **CURRENT:**

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6 407.02: NUISANCES AFFECTING PUBLIC COMFORT OR REPOSE:

7 The following are hereby declared to be public nuisances affecting public comfort or  
8 repose:

9 E. Keeping of Non-Domestic Animals: The keeping of animals, other than those  
10 commonly called poultry or bees.

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13 501.21: RIDING HORSES:

14 A. Definition: As used in this Section, "riding horse" means any horse which is used  
15 primarily for riding. (Ord. 349, 12-1-1961)

16 B. License Required: No person shall keep any riding horse within the City for over 30  
17 days unless a license for such animal has been first secured.

18 C. Condition of License: A license shall be granted to any applicant for a riding horse on  
19 the following conditions:

20 1. Said riding horse shall be used in such a manner so as not to annoy or disturb residents  
21 of the City.

22 2. Said riding horse will be kept in an inconspicuous place and not allowed to run at  
23 large.

24 D. Application for License: The application for a license shall be made to the City  
25 Manager and granted by the City Council for the license of each particular horse. The  
26 license shall be suspended or revoked by the City Council upon any breach of the  
27 conditions of license set forth in this Section. (Ord. 349, 12-1-1961)

28 E. Minimum Area and Fencing: No license shall be issued for any riding horse unless the  
29 horse shall be kept in an adequately fenced pasture of a minimum size of three acres, but  
30 no more than three horses can be kept in such three acre pasture at any one time. For each  
31 horse in excess of three, an additional one acre of fenced pasture shall be provided. (Ord.  
32 734, 9-9-1974)

33 F. License Fee: The license fee for each riding horse is as established by the City Fee  
34 Schedule in Section 314.05. (Ord. 1379A, 11-17-2008)

35 G. Term of License: The license granted by the City Council under this Section shall be  
36 for the life of each horse and need not be renewed annually.

37 H. Issuing and Affixing Tags: Upon the granting of a license by the City Council, the  
38 City Manager shall issue to the licensee a tag indicating that a license has been issued and  
39 said tag shall be affixed to the riding horse so licensed. (Ord. 349, 12-1-1961)

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47 **SUGGESTED POSSIBLE CHANGES:**

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53 ~~commonly called poultry or bees.~~54 1. Exceptions: This prohibition shall not apply to:

- 55 a. The keeping of up to X chicken hens and Y roosters on Low Density  
56 Residential properties to provide eggs for non-commercial purposes,  
57 provided that any coops or other related structures meet Accessory  
58 Building requirements in Title 10 of this Code;
- 59 b. The keeping of no more than 2 of what are known as “pygmy” goats or  
60 “pot-bellied” pigs, weighing less than 100 pounds each, as pets on  
61 Low Density or Medium Density Residential properties;
- 62 c. The keeping of bees on Low Density Residential properties, provided  
63 that any hives or other related structures meet Accessory Building  
64 requirements in Title 10 of this Code;
- 65 d. The use of sheep or goats for turf, plant, or weed control during  
66 daylight hours, so long as such animals are not otherwise kept on a  
67 premises in violation of this Code;
- 68 e. Riding Horses licensed under Chapter 501 of this Code.

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## 73 501.21: RIDING HORSES:

74 A. Definition: As used in this Section, "riding horse" means any horse which is used  
75 exclusively primarily for riding. (Ord. 349, 12-1-1961) Keeping of horses for any other  
76 purpose is not permitted.77 B. License Required: No person shall keep any riding horse within the City for over 30  
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100 City Manager shall issue to the licensee a tag indicating that a license has been issued and  
101 said tag shall be affixed to the riding horse so licensed. (Ord. 349, 12-1-1961)

102

103 **(or repeal this entire section?)**

# CHAPTER 1004 RESIDENTIAL DISTRICTS

**SECTION:**

- 1004.01: Statement of Purpose
- 1004.02: Accessory Buildings
- 1004.03: Residence Relocations
- 1004.04: Existing Setbacks
- 1004.05: One- and Two-Family Design Standards
- 1004.06: Multi-Family Design Standards
- 1004.07: Table of Allowed Uses
- 1004.08: Low Density Residential (One-Family) - 1 (LDR-1) District
- 1004.09: Low Density Residential - 2 (LDR-2) District
- 1004.10: Medium Density Residential (MDR) District
- 1004.11: High Density Residential Districts (HDR-1 and HDR-2)

**1004.01: STATEMENT OF PURPOSE**

The residential districts are designed to protect and enhance the residential character and livability of existing neighborhoods, and to achieve a broad and flexible range of housing choices within the community. Each residential district is designed to be consistent with the equivalent land-use category in the Comprehensive Plan: Low-Density Residential, Medium-Density Residential, and High-Density Residential. The districts are also intended to meet the relevant goals of the Comprehensive Plan regarding residential land use, housing, and neighborhoods.

**1004.02: ACCESSORY BUILDINGS**

- A. One- and Two-Family Dwellings: The following standards apply to accessory buildings that serve one- and two-family dwellings.
  - 1. Number Allowed: Each principal dwelling unit is allowed up to two detached accessory buildings for storage meeting the standards in Table 1004-1.
  - 2. Accessory Building Performance Standards: Accessory buildings for storage totaling 1,008 square feet may be permitted if the Community Development Department determines that three of the following performance standards have been met:
    - a. Matching the roof pitch to be similar to that of the principal structure;
    - b. Adding windows or architectural details to improve the appearance of rear and side walls;
    - c. Using raised panels and other architectural detailing on garage doors;
    - d. Increasing side and/or rear yard setback(s); or
    - e. Installing landscaping to mask or soften the larger building.

Table 1004-1	Accessory building
Maximum combined storage size/area	864 square feet; up to 1,008 square feet by meeting performance standards in Section 1004.02A.2. In any case, combined area of accessory buildings shall not exceed 85% of the

<b>Table 1004-1</b>	<b>Accessory building</b>
	footprint of the principal structure.
Maximum height	15 feet; 9 feet wall height <sup>a</sup>
Minimum front yard building setback	30 feet <sup>b</sup>
Minimum rear yard building setback	5 feet
Minimum side yard building setback	
Interior	5 feet
Corner	10 feet <sup>d</sup>
Reverse corner	Behind established building line of principal structure
Minimum setback from any other building or structure on the lot	5 feet
<p>a. Notwithstanding the allowed maximum height, the height of an accessory building shall not exceed the height of the principal structure.</p> <p>b. Where the natural grade of a lot at the building line of a house is 8 feet or more above the established street centerline, the Community Development Department may permit a detached garage to be erected within any required yard to enable a reduction of the slope of the driveway to as little as 10%, provided that at least one-half of the wall height is below grade level.</p> <p>c. Accessory buildings containing an Accessory Dwelling Unit shall have the same rear yard setback as required in Table 1004-3 for principal buildings.</p> <p>d. The corner side yard setback requirement applies where a parcel is adjacent to a side street or right-of-way. The required setback from an unimproved right-of-way may be reduced to the required interior side yard setback by the Community Development Department upon the determination by the public Works Director that the right-of-way is likely to remain undeveloped. (Ord. 1418, 10-10-2011) (Ord. 1450, 08-12-2013) (1487, 11/20/2015) (Ord. 1530, 7-10-2017)</p>	

- B. **Attached and Multi-family Buildings:** Attached and multi-family buildings are allowed one storage or maintenance structure and one garden shed per complex, plus detached garage structures as needed. Accessory buildings and sheds shall be located in rear or side yards behind the front building line of the principal structure. Accessory buildings and sheds shall be set back a minimum of 10 feet from rear or side lot lines and from principal buildings.
- C. **Color, Design, and Materials:** The exterior design and materials of an accessory storage building greater than 120 square feet in area and/or greater than 12 feet in height shall be similar to or compatible with those of the principal structure.
- D. **Driveway Required:** Any accessory building used for storing one or more motorized vehicles and/or trailers shall be served by a hard-surfaced driveway to an adjacent public street, if any of these items are removed from the accessory building more than 2 times in a 10-day period.
- E. **Construction Timing:** Accessory buildings shall not be constructed prior to the construction of the principal structure on the same site.
- F. **Permit Required:** Permits are required for all detached accessory buildings prior to construction.

### **1004.03: RESIDENCE RELOCATIONS**

In order to protect the character of residential neighborhoods, relocated dwellings shall meet all standards of the zoning district where they will be located. Relocations of dwellings require a relocation permit.

### **1004.04: EXISTING SETBACKS**

1 5/15/17 - Farm Animal regulations (Roe suggestions to start the conversation):

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3  
4 **CURRENT:**

5  
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102

103 **(or repeal this entire section?)**



# CHAPTER 1004 RESIDENTIAL DISTRICTS

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The residential districts are designed to protect and enhance the residential character and livability of existing neighborhoods, and to achieve a broad and flexible range of housing choices within the community. Each residential district is designed to be consistent with the equivalent land-use category in the Comprehensive Plan: Low-Density Residential, Medium-Density Residential, and High-Density Residential. The districts are also intended to meet the relevant goals of the Comprehensive Plan regarding residential land use, housing, and neighborhoods.

**1004.02: ACCESSORY BUILDINGS**

- A. One- and Two-Family Dwellings: The following standards apply to accessory buildings that serve one- and two-family dwellings.
  - 1. Number Allowed: Each principal dwelling unit is allowed up to two detached accessory buildings for storage meeting the standards in Table 1004-1.
  - 2. Accessory Building Performance Standards: Accessory buildings for storage totaling 1,008 square feet may be permitted if the Community Development Department determines that three of the following performance standards have been met:
    - a. Matching the roof pitch to be similar to that of the principal structure;
    - b. Adding windows or architectural details to improve the appearance of rear and side walls;
    - c. Using raised panels and other architectural detailing on garage doors;
    - d. Increasing side and/or rear yard setback(s); or
    - e. Installing landscaping to mask or soften the larger building.

Table 1004-1	Accessory building
Maximum combined storage size/area	864 square feet; up to 1,008 square feet by meeting performance standards in Section 1004.02A.2. In any case, combined area of accessory buildings shall not exceed 85% of the

**BENCH HANDOUT  
ITEM 7.D  
9/18/2017**

Good afternoon,

Thank you for taking the time to discuss the potential code changes for chicken and bee keeping in Roseville. As we discussed, I am concerned about any potential changes to the code. As I understand, there have been very few instances of problems in Roseville regarding chickens and bees and our existing nuisance ordinance has operated to address these issues as they have arisen. I fail to understand how our city would benefit from changes to the code. Our city is comprised of vastly different property types, sizes and neighborhoods. By maintaining the oversight of bees and chickens under our nuisance code, we allow for the differences in our community (i.e. smaller densely populated lots may have different issues with the keeping of these animals than those areas where lots are larger and homes more spread out). Unfortunately, there seems to be a significant amount of misinformation and misconceptions about chickens and bees in our community. It would be a mistake to allow misconceptions and bad information to dictate changes to our code and thus Roseville resident's right to keep these animals.

I would be happy to discuss my position if you or any of the council members have any questions or would like further clarification.

[REDACTED]

Roseville, MN 55113

[REDACTED]

**BENCH HANDOUT**  
**ITEM 7.D**  
**9/18/2017**

Hello Mayor Roe and Mr. Englund,

My name is [REDACTED] and I live at [REDACTED] County Road B West.

I noticed that next week's city council meeting agenda includes a discussion of changes to section 407.02. I hope to attend the meeting to provide these comments in person, but in case that is not possible, I hope that you will consider these remarks during your decision making process.

I support the changes to relax restrictions regarding the keeping of some goats and pigs (and the use of sheep or goats for vegetation control). I am however worried about the proposed restrictions regarding the keeping of bees and poultry on low density residential properties.

As a hobby beekeeper, I believe that it is not appropriate to expect that beehives meet the Accessory Building requirements in Title 10. Beehives are not buildings, and most beekeepers in Minnesota use modular Langstroth hives, which have a less than 2 sq. ft. footprint. Here is a link to a UMN poster that gives a good sense of the scale of a single hive: [https://www.beelab.umn.edu/sites/beelab.umn.edu/files/poster\\_157b\\_package\\_24x33.pdf](https://www.beelab.umn.edu/sites/beelab.umn.edu/files/poster_157b_package_24x33.pdf)

Title 10 limits single-family dwelling to two accessory buildings. It is my understanding then that it would be a code violation to have a detached garage, a shed, and a beehive. Or two beehives and a shed. This is an unreasonable and unnecessary restriction.

While I would prefer that the code with respect to bees not change at all, I would suggest that a better starting point for regulation would be the Minnesota Hobby Beekeepers Association Model Ordinance, which is available here. <http://mnbeekeepers.com/wordpress/wp-content/uploads/2014/03/MHBA-model-ordinance.pdf>

In addition, Roseville City Hall is less than 5 miles from the University of Minnesota Bee Lab, which is one of the premier honeybee keeping resources in the country. It seems like it would be a shame to add new regulations without taking advantage of such an astounding resource nearby (if you are free, I encourage you to attend their open house this Saturday to learn more about beekeeping in Minnesota. [https://www.facebook.com/events/708046792738427/?active\\_tab=about.](https://www.facebook.com/events/708046792738427/?active_tab=about))

## MODEL BEEKEEPING ORDINANCE

prepared by the  
Minnesota Hobby Beekeepers Association

This model ordinance is not intended to be adopted without legal review by counsel representing the jurisdiction considering it. Like any proposed ordinance, it must be reconciled with existing ordinances and may be revised to fit community standards and needs. Our purpose in advancing the model ordinance is to offer a document with the apicultural framework we believe will enable hobbyist and sideliner beekeepers to safely and successfully pursue this pleasurable and economically, culturally and agriculturally critical activity in urban and suburban areas.

WHEREAS, honey bees (*apis mellifera*) are of benefit to mankind, and to Minnesota in particular, by providing agriculture, fruit and garden pollination services and by furnishing honey, and other useful products; and

WHEREAS, Minnesota is among the leading states in honey production and agricultural by products associated with beekeeping throughout the United States; and

WHEREAS, domestic strains of honey bees have been selectively bred for desirable traits, including gentleness, honey production, tendency not to swarm and non-aggressive behavior, characteristics which are desirable to foster and maintain; and

WHEREAS, gentle strains of honey bees can be maintained within populated areas in reasonable densities without causing a nuisance if the bees are properly located and carefully managed;

NOW THEREFORE, be it ordained and enacted by \_\_\_\_\_:

### Section 1. Preamble Adopted.

That the findings contained in the preamble of this ordinance are hereby adopted as a part of this ordinance.

### Section 2. Definitions.

As used in this article, the following words and terms shall have the meanings ascribed in this section unless the context of their usage indicates another usage.

- 2.1 "Apiary" means the assembly of one or more colonies of bees at a single location.
- 2.2 "Beekeeper" means a person who owns or has charge of one or more colonies of bees.
- 2.3 "Beekeeping equipment" means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

hive structure not to exceed one standard 9-5/8 inch depth 10-frame hive body with no supers.

- 4.5 Each beekeeper shall maintain his beekeeping equipment in good condition, including keeping the hives painted if they have been painted but are peeling or flaking, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall not be a defense to this ordinance that a beekeeper's unused equipment attracted a swarm and that the beekeeper is not intentionally keeping bees.

Section 5 Colony Density.

- 5.1 Except as otherwise provided in this ordinance, in each instance where a colony is kept less than 25 feet from a property line of the lot upon which the apiary is located, as measured from the nearest point on the hive to the property line, the beekeeper shall establish and maintain a flyway barrier at least 6 feet in height. The flyway barrier may consist of a wall, fence, dense vegetation or a combination there of, such that bees will fly over rather than through the material to reach the colony. If a flyway barrier of dense vegetation is used, the initial planting may be 4 feet in height, so long as the vegetation normally reaches 6 feet in height or higher. The flyway barrier must continue parallel to the apiary lot line for 10 feet in either direction from the hive, or contain the hive or hives in an enclosure at least 6 feet in height. A flyway barrier is not required if the property adjoining the apiary lot line (1) is undeveloped, or (2) is zoned agricultural, industrial or is outside of the City limits, or (3) is a wildlife management area or naturalistic park land with no horse or foot trails located within 25 feet of the apiary lot line.

- 5.2 No person is permitted to keep more than the following numbers of colonies on any lot within the City, based upon the size or configuration of the apiary lot:

a. One half acre or smaller lot	2 colonies
b. Larger than 1/2 acre but smaller than 3/4 acre lot	4 colonies
c. Larger than 3/4 acre lot but smaller than 1 acre lot	6 colonies
d. One acre but smaller than 5 acres	8 colonies
e. Larger than 5 acres	no restriction

- 5.3 Regardless of lot size, so long as all lots within a radius of at least 200 feet from any hive, measured from any point on the front of the hive, remain undeveloped, there shall be no limit to the number of colonies. No grandfathering rights shall accrue under this subsection.

- 5.4 If the beekeeper serves the community by removing a swarm or swarms of honey bees from locations where they are not desired, the beekeeper shall not be considered in violation the portion of this ordinance limiting the number of colonies if he temporarily houses the swarm on the apiary lot in compliance with the standards of practice set out in this ordinance for no more than 30 days from the date acquired.

transportation to be paid by the beekeeper. The City's destruction of the bees shall be by a method that will not damage or contaminate the equipment, include wax foundation.

8.3 The decision of the hearing officer may be appealed by the beekeeper as provided in the City's rules and procedures. If no provision for appeal exists, then the beekeeper may file a notice of appeal with the City secretary within 15 days of the date the order is placed in US Mail to the beekeeper, or 10 days if the decision is announced at the hearing by [the designated City official]. An appeal shall not stay [the designated City official]'s decision, and the beekeeper shall be required to comply with such order pending the outcome of the appeal.

8.4 No hearing and no order shall be required for the destruction of honey bees not residing in a hive structure that is intended for beekeeping.

Section 9. Savings Clause.

In the event any part of this ordinance or its application to any person or property is held to be unenforceable for any reason, the unenforceability thereof will not affect the enforceability and application of the remainder of this ordinance, which will remain in full force and effect.

Section 10. Effective Date.

This ordinance shall become effective on \_\_\_\_\_, 20\_\_\_\_\_.

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: September 18, 2017

Item No.: 7.e

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Department Approval



City Manager Approval



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Item Description: Maintenance Facility Space Needs Analysis

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1 **BACKGROUND**

2 In February the City Council awarded a Professional Services Contract to Kodet Architectural  
3 Group to perform a facility study for both the License Center and the Maintenance Facility. The  
4 license center component of this study has been addressed and work is underway to expand the  
5 license center.

6 Kodet has finished the study of the Maintenance Facility which houses the maintenance operations  
7 of both the Public Works and Parks and Recreation departments. The study was to address the  
8 current and future needs of the two departments, look at possible modifications to the existing  
9 facility to maximize storage capabilities and efficiencies and also recommend additional large  
10 scale expansions/new construction to address the long term needs of the City.

11 Attached is the full Roseville Maintenance Facility Report. Highlights of the report are as follows:

- 12 • The current Maintenance Facility has approximately 61,800 square feet of total space. This  
13 includes office/administrative space, vehicle maintenance areas, and storage for vehicles  
14 and equipment. The Maintenance Facility was originally constructed in 1957 as a 5,400  
15 square foot facility and was expanded over several phases (1960, 1968, 1972, 1990, and  
16 2004) to reach its current size and configuration.
- 17 • The facility sits on a 3.98 acre site, of which about 1.35 acres is available for yard storage,  
18 fueling operations and general vehicle maneuvering and operations.
- 19 • The City is currently leasing space at the State Fair grounds and in a warehouse area in  
20 Roseville to store vehicles and equipment seasonally. The City is also using about 1,000  
21 square feet in the decommissioned Fairview Fire Station for additional Parks and  
22 Recreation seasonal storage.
- 23 • The Police department also uses off site space for the temporary storage of impounded  
24 vehicles. The total needed space can vary considerably from month to month but over the  
25 past two years they have shared space with the Public Works and Parks and Recreation  
26 leased facility, and have used about 1,500-3,000 square feet of space during that time.
- 27 • In analyzing our existing inventory of equipment and vehicles, Kodet estimates that we  
28 need about 22,000 square feet of additional storage space if we want to remove our reliance  
29 on leased space.

- The report compares Roseville’s Maintenance Facility to existing facilities around the metro area:

Census Data			Parks and Recreation		Facilities		
City	Area	Population (2016)	Parks	Acres of Parkland	Maint. Main Building (SF)	Site (acres)	Repair Bays
West St. Paul	5 sq mi	20,886	18	345	51,071	4.3	3
Crystal	5.88 sq mi	22,855	27	256	70,300	5.33	3
Roseville	13.84 sq mi	35,836	30	849	61,800	3.98	3
Edina	15.97 sq mi	51,804	40	1,550	138,000	7.77	6*
Lakeville	37.83 sq mi	60,965	62	2,017	114,400	39.89	8
Eden Prairie	35.1 sq mi	63,163	37	4,667	77,200	7.55	9
Bloomington	39 sq mi	88,300	95	35,000	71,100	16.81	4

\*Number of bays is estimated

Kodet has provided several options for expansion/reconfiguration of our existing facility as well as the construction of an off-site “Generic Building” to meet the remaining storage needs. Finally, they have developed an option that constructs a complete new maintenance facility on an off-site location.

- Scheme A: Extend the existing mezzanine in the North Building and potentially construct additional mezzanines in the main vehicle storage area. These mezzanines could add as much as 4,600 square feet of storage for items not frequently accessed (ideal for seasonal items). However, the proposed 5 foot mezzanines in the main vehicle storage area might be difficult to access and could limit what vehicles we store underneath the mezzanines. Total estimated cost of the mezzanines: **\$365,000 – \$451,000**. To eliminate the need for leased space, the alternative would also recommend constructing a generic off-Site building of about 18,000 square feet at a construction cost of **\$3.5 – \$4.8 million (not including land acquisition costs)**.
- Scheme B: Expand the existing facility in the southwest corner to add 8,400 square feet of vehicle storage and repair/shop area. This alternative would also include the additional mezzanines proposed in Scheme A. Total estimated cost of on-site expansion: **\$2.3 million - \$3.1 million**. To eliminate the need for leased space, the alternative would also recommend constructing a generic off-site building of about 9,200 square feet at a construction cost of **\$3 – \$4 million (not including land acquisition costs)**.
- Scheme C: Expand the existing facility across the entire west face of the building adding about 16,000 square feet of vehicle storage and repair/shop areas. Due to the existing slope along that western side of the building, Civic Center Drive would need to be realigned in order to provide more distance between the roadway edge and the new vehicle doors into the building. This would impact the existing Skating Center parking lot and result in a loss of about 44 parking spots. This alternative would also include the additional mezzanines proposed in Scheme A. Total estimated cost of on-site expansion: **\$6.7million - \$9 million**. To eliminate the need for leased space, the alternative would also recommend constructing a Generic off-



62 site building of about 5,800 square feet at a construction cost of about **\$1 million**  
63 **(not including land acquisition costs).**

- 64 • Scheme D: This alternative combines Schemes B and C (and parts of A) for about  
65 22,500 square feet of additional storage and shop space at total cost of about **\$8.9**  
66 **– \$12 million.** This alternative would not require additional off-site storage to meet  
67 the City’s current needs. However, there would be little to no room for any  
68 additional storage needs in the future. It also does not address any expansion of the  
69 existing yard space.
- 70 • Scheme E: This alternative involves the construction of a complete new facility off-  
71 site. The suggestion from the architect is to find a site from 6-12 acres in size and  
72 build a new facility of about 100,000 square feet. This would consolidate all  
73 operations and storage into one location and provide space for future expansion as  
74 well as, potentially, other uses such as police impound storage. Total estimated  
75 costs are **\$15-18 million, not including land acquisition costs.**

76 The referenced schemes above are depicted in figures within the report including a more detailed  
77 breakdown of the estimated costs per scheme.

78 Staff will present the report and details of the proposed alternatives to the City Council and the  
79 Architect will be on hand to answer questions about the report. Staff asks the Council to discuss  
80 the recommendations and provide guidance for staff for the near term regarding what actions  
81 should be taken to follow up on the report.

82 Staff would recommend, for the immediate short term, pursuing a more detailed design of at least  
83 the extension of the existing mezzanine in the north building in order to move items currently  
84 stored in the fire station to the Maintenance Facility.

85 The existing lease of the seasonal storage space used by the City expires in February of 2019. Staff  
86 requests that the Council provide direction on either pursuing an extension of that lease (which  
87 may not be available) or to begin looking for alternate lease space within the City. Alternatively,  
88 if there is a desire to construct a generic off-site storage building, staff could begin to pursue  
89 options as well.

90 In either case, if the Council provides further direction, staff would report back before the end of  
91 the year with possible funding scenarios for any of the above shorter term options.

## 92 **FINANCIAL IMPACTS**

93 If the Council directs staff to pursue any of the above options, staff would return at a later date to  
94 discuss funding options. The most likely scenario would be to use funds from the three utility funds  
95 (water, sanitary sewer and storm sewer) as well as some general fund dollars to account for the  
96 Parks and Recreation and Street Maintenance proportional costs. Currently, the utility funds cover  
97 the cost of the existing warehouse space lease (\$25,000 per year) and Parks and Recreation  
98 operational fund covers the cost of the lease space at the State Fair grounds (about \$1800 per year).

## 99 **STAFF RECOMMENDATION**

100 Staff recommends the Council receive the Maintenance Facility Space Needs Study and Concept  
101 Plan Development report and provide feedback to staff.

102 **REQUESTED COUNCIL ACTION**

103 Receive the Maintenance Facility Space Needs Study and Concept Plan Development report and  
104 provide feedback to staff.

Prepared by: Marc Culver, Public Works Director

Attachments: A: Maintenance Facility Space Needs Study and Concept Plan Development Report

# Roseville Maintenance Facility

Roseville, Minnesota

## Space Needs Study and Concept Plan Development

September 11, 2017

Architect's Project Number: 102612.B

# Roseville Maintenance Facility

Roseville, Minnesota

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19	<b>New Facility</b> Recommendations for a New Building Scheme E: New Building on New Site Site Studies and Size Recommendations Summary
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# Executive Summary

Executive Summary  
Goals

Roseville Maintenance Facility

Space Needs Study and Concept Plan Development

## Executive Summary

The purpose of this study is to outline the existing and future facility needs of Roseville Public Works and Parks & Recreation Departments. The document begins with an outline the site conditions and history of the vehicle storage, offices, and yard located at 2660 Civic Center Drive. The report then outlines the projected needs for the City of Roseville. This analysis is based on the rate of past expansion, equipment list, and a comparison to similar suburb's maintenance facility statistics. The analysis resulted in two responses: expand the current facility or build a new facility on a new site.

Expanding the current facility is limited by several site constraints and deficiencies. This report presents four Schemes for expanding in place. The benefits and deficits of each scheme are outlined to compare which best aligns with the resources available to the City of Roseville as well as the anticipated needs of the Roseville Maintenance Facility. Each scheme is outlined with basic plans, pros, cons, and preliminary cost estimates.

The final Scheme depicts a generic new facility on a generic new site. The new site size is explored through a series of site plan studies. The larger sites create an opportunity for future expansion in the 50-year projection of facility needs. The report concludes with a summary of discoveries concerning the maintenance facility needs and recommendations for safe, efficient, and modern operations.

## Report Organization

The report is structured by the following categories:

- Facility Needs

- Current Facility

- New Facility

## Goals

The Roseville Maintenance Facility Report addresses these goals:

- Analyze Facility Needs for efficient, safe, and modern operations
- Narrative on long term indoor and outdoor space needed to meet operational, administrative and storage needs of the Public Works and Parks and Recreation Departments
- If deficiencies are discovered, describe how the current facility is deficient based on the long-term needs
- A discussion should be included to address what options the City has to use and/or reconfigure the existing space more efficiently to maximum and add storage
- If the study determines that an off-site facility is required to meet storage needs a narrative should be included to address the recommended size of the off-site facility, how large of a parcel the facility should be located on, and what the probable cost of the new facility would be
- Cost estimates of the options presented within this report

# Facility Needs

History of Existing Site  
Needs Analysis  
Projected Needs

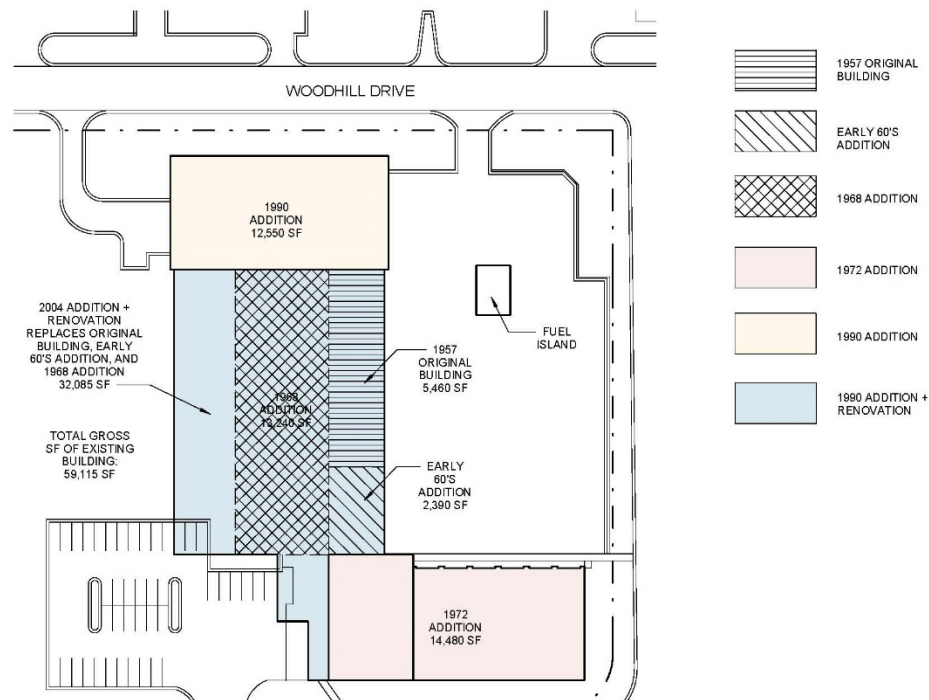
Roseville Maintenance Facility

Space Needs Study and Concept Plan Development



## History of Existing Site

Over the last 60 years, the existing Maintenance Building has undergone five additions and renovations.



*Diagram of Additions (on pre-2004 site plan)*

### History

**1957 Original Building (5,400 SF)**

**1960's First Addition (+2,390 SF)** added a maintenance shop to the south of the original building.

**1968 Second Addition (+13,240 SF)** built to accommodate utility vehicle storage, street maintenance, wood and maintenance shops.

**1972 Third Addition (+14,080 SF)** included offices, lunch room, locker rooms, sign shops, meter shop, parts storage, carpenter shop, parks garage, police garage, and shooting range.

**1990 Fourth Addition (+12,000 SF)** added approximately 10,000 SF of vehicle storage, an 800 SF wash bay, and fertilizer storage.

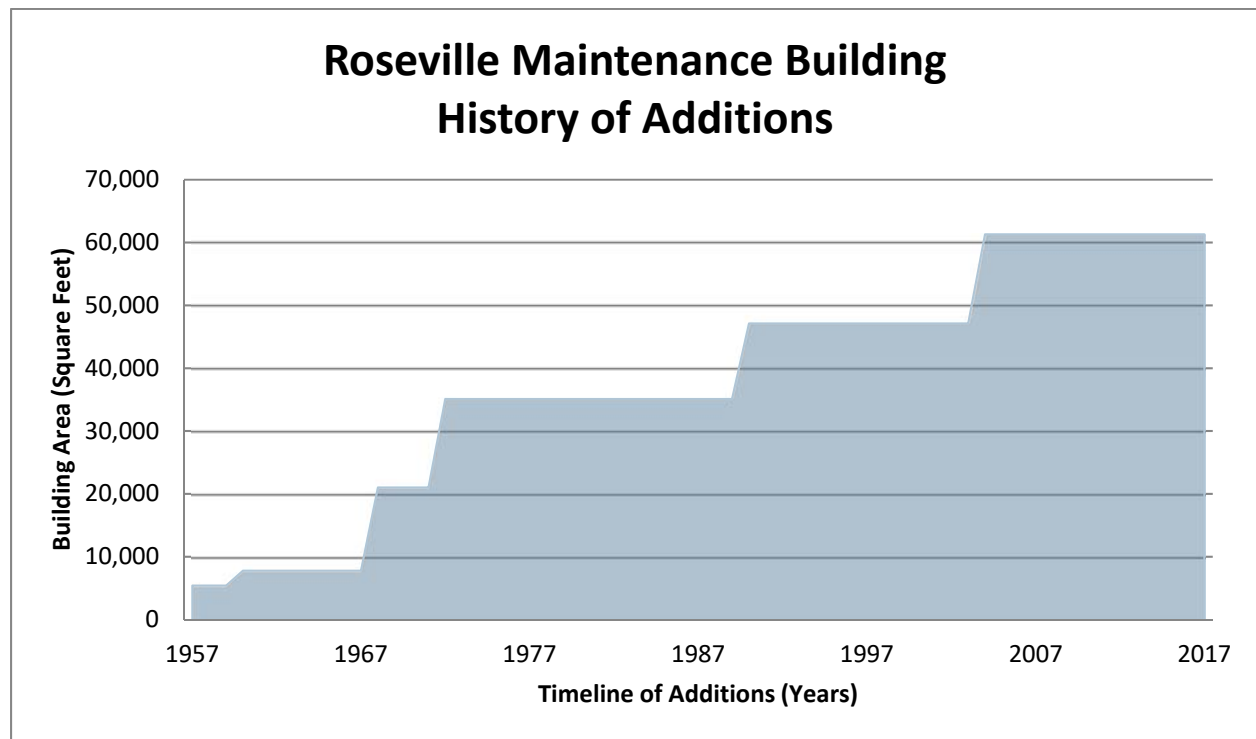
**2004 Fifth Addition and Renovation (+14,690 SF)** included renovating and replacing earlier additions with larger vehicle storage. The work included adding conference and training space to the Public Works Offices. The work required onsite water mitigation that was handled with 2 filtration ponds located at the southwest corner of the main vehicle storage.

**2016 Renovate filtration ponds** Due to improper drainage, the 2004 filtration ponds were dug out, refilled, and replanted.

**-2017**

**Existing Building**

The Roseville Public Works has a long history at 2660 Civic Center Drive in Roseville. Over the last 60 years the facility has expanded from a 5,400 SF building to 61,800 SF. The graph below shows the history of additions to the existing Maintenance Facility. The building has continued to grow even as the population of Roseville leveled out in the 1970’s. Currently, the building cannot contain the full equipment list and seasonal storage of the Public Works and Parks & Recreation Departments.



**Existing Offsite Storage**

The City has long used areas off site to store items due to lack of space within and around the maintenance facility. The Parks and Recreation Department has leased space at the State Fair grounds for about 20 years in order to store skate park equipment that is setup at the Oval in the summer months. Currently (2017) the City pays about \$1800 annually for this storage.

More recently, the City has used various out of service buildings for additional storage as well. In late 2009, the City purchased some land for the future construction of Twin Lakes Parkway. As part of that land purchase, an old maintenance building was now available for the City to use for storage until such time that the roadway construction occurred. Both Public Works and Parks and Maintenance began storing seasonal equipment, vehicles, and other items (such as soccer and hockey nets) in this building. In 2015, plans were underway to demolish this building so that Twin Lakes Parkway could be completed. The building was demolished in December of 2015. The City then began to look for options to lease storage space.

In February of 2016 the City entered into a lease agreement for a warehouse space of about 5000 square feet, at an annual cost of \$25,000. This space is also used for the Police impound storage. The resulting available area for seasonal storage is about 3000 square feet. This lease expires in February of 2019. Currently the City stores soccer and hockey goals, sweepers, pavement patching vehicles, mowers, and other seasonal equipment and vehicles.

For stockpiling materials, the City has an arrangement with Ramsey County which allows the City to use land owned by the County along Kent Street north of Larpenteur Ave. The City mostly uses this area for depositing spoils from water break repairs.

Finally, the Parks and Recreation department is using about 1000 square feet of space in the decommissioned Fairview Fire Station, consisting of mostly the Oval skate pads and other winter season items. This old fire station currently also houses the Roseville Historical Society, some storage for the Roseville Community Band, and miscellaneous storage for the Recreation division.



## Existing Site

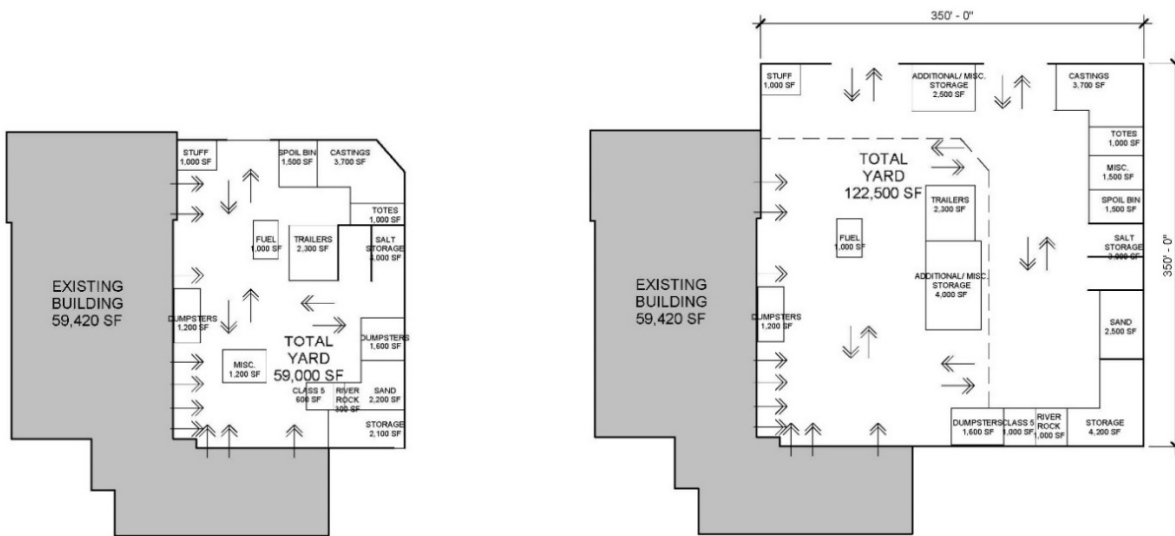
The Maintenance Facility, offices and yard only occupy approximately 3.98 acres of a 19.59-acre City-owned property. Several additions to this site since 1957 have fully developed this Civic Center. The site is occupied by the Roseville Fire Department to the East, the Roseville Skating Center and Guidant John Rose Minnesota Oval to the West, across from Civic Center Drive, and shares 138-space parking lot with the Roseville Police Department and City Hall to the South. The surrounding civic programs limit any significant expansion of the Maintenance Facility.

### Existing Vehicles

The current vehicle inventory list includes the following Departments:

- Parks & Recreation
- Police
- Public Works
- Sanitary Sewer
- Storm Sewer
- Street
- Streetscape
- Water Utility

Many of the specific vehicles for the Police and Skating Center are stored in their respective buildings. The remaining vehicles are stored in the Maintenance Facility. As new vehicles are purchased for the departments, they require more storage space. For example, modern equipment, vehicles, and attachment upgrades get larger even as technology improves. Plows must also increase in size and width to maintain the same efficient service as roads widen to accommodate increasing traffic loads.



EXISTING BUILDING TO YARD RATIO 1:1

IDEAL BUILDING TO YARD RATIO 1:2

- CROWDED AND UNSAFE CIRCULATION LEADING TO PROPERTY OR EQUIPMENT DAMAGE.
- LIMITED MATERIAL STORAGE CAPACITY

- EFFICIENT AND SAFE CIRCULATION
- EASY ACCESS TO MATERIAL STORAGE
- POTENTIAL FOR ADDITIONAL / EXPANDED MATERIAL STORAGE

### Yard Circulation

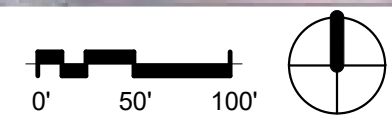
While the Maintenance Building has expanded aggressively, the Maintenance Yard has not followed the same pattern of growth. As a rule, when more vehicles are added to a department, more yard space is necessary. Additional vehicles improve efficiency of city services. Adequate yard space provides safe circulation, adequate material storage, and overflow storage. A larger, well organized yard is designed with drive through lanes to minimize un-safe conditions of backing up.

The diagram above depicts the standard yard size for the existing building. The 1:2 ratio is a general guideline for modern maintenance facilities designed by Kodet Architectural Group. The existing yard has several tight corners and most materials are accessed by backing up. In the Ideal yard layout, the circulation path is simplified by an additional entrance/exit. All material is located at the perimeter or in the center island. This allows drive-by access and minimizes the needs for vehicles to back up.

9/12/2017 8:27:22 AM



1 SITE AERIAL  
 0.0 1" = 100'-0"



**SITE AERIAL**

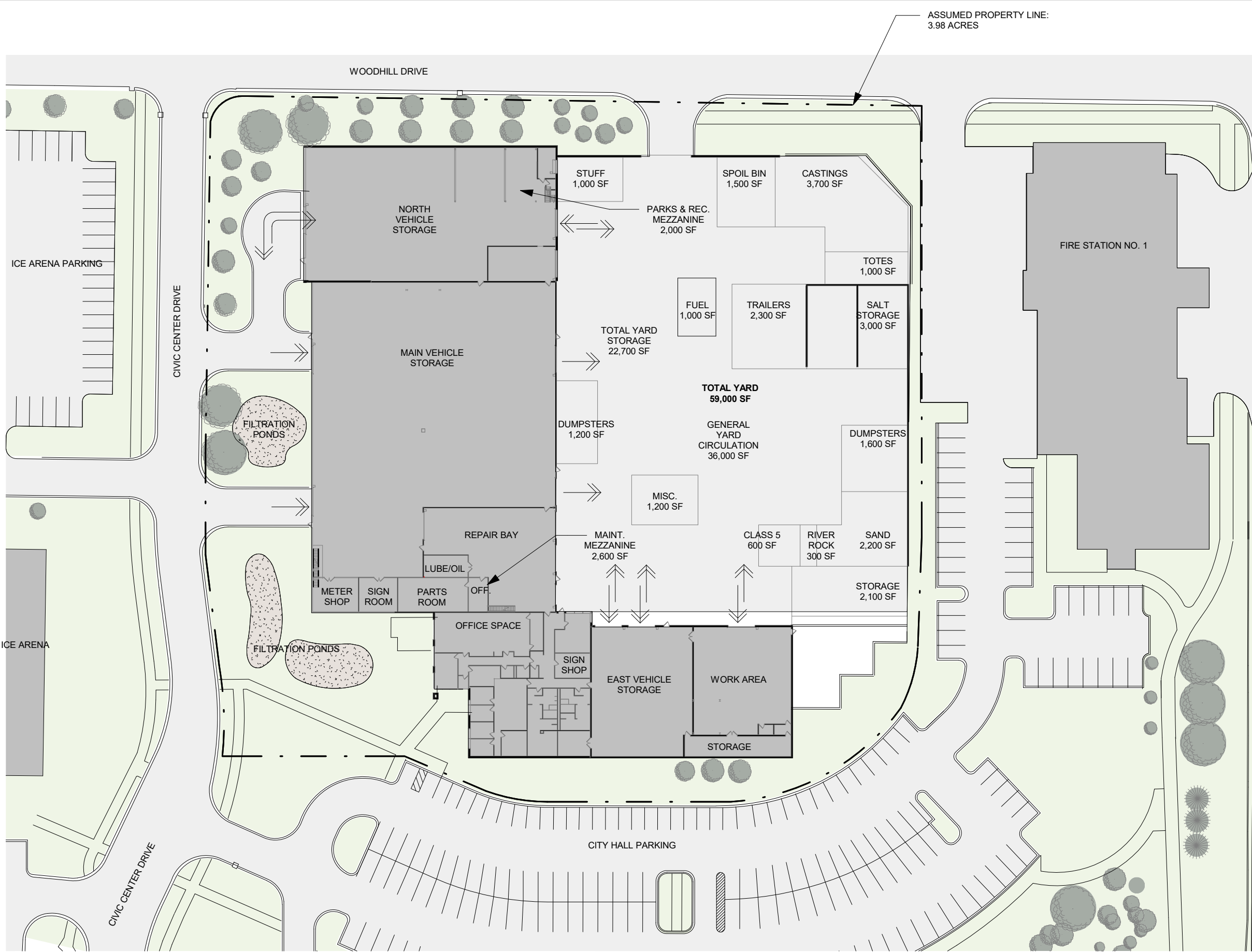


**ROSEVILLE MAINTENANCE FACILITY**  
 2660 Civic Center Drive, Roseville, MN 55113

Drawn by: Author Architect: Edward J. Kodet, Jr., FAIA Date: 102617.B  
 License No.: 10266 Date: 9/1/2017  
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**EXISTING AREA SUMMARY**

<b>SITE</b>	
3.98 ACRE EXISTING SITE	
TOTAL YARD AREA	59,000 SF
<b>BUILDING</b>	
FOOTPRINT	59,200 SF
FIRST FLOOR AREA	57,300 SF
MEZZANINE AREA	4,500 SF
TOTAL USABLE BUILDING AREA	61,800 SF
<b>MAINT. BUILDPROGRAM</b>	
VEHICLE STORAGE	41,800 SF
WASH BAY	900 SF
REPAIR BAY	3,800 SF
METER/SIGN SHOPS	900 SF
MEZZANINE	4,500 SF
STORAGE	2,600 SF
OFFICE	7,300 SF
<b>TOTAL USABLE BUILDING AREA</b>	<b>61,800 SF</b>
TOTAL VEHICLE STALLS	58
<b>OFFSITE</b>	
NEEDED OFFSITE STORAGE	18,600 SF
30% OF EQUIPMENT STORED OFFSITE	

**SITE PLAN LEGEND**

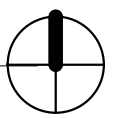
- PROPERTY LINE
- STREET
- CURB
- SHRUB
- CONIFEROUS TREE
- DECIDUOUS TREE
- BUSH

0.1

**EXISTING SITE PLAN**

Kodet Architectural Group Ltd.

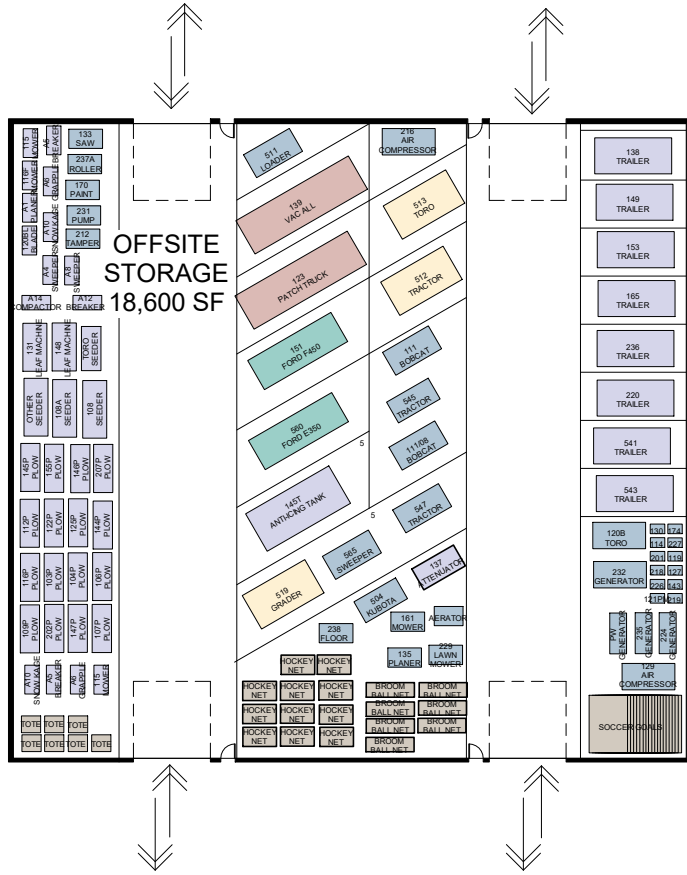
1 EXISTING SITE PLAN  
 0.1 1" = 60'-0"



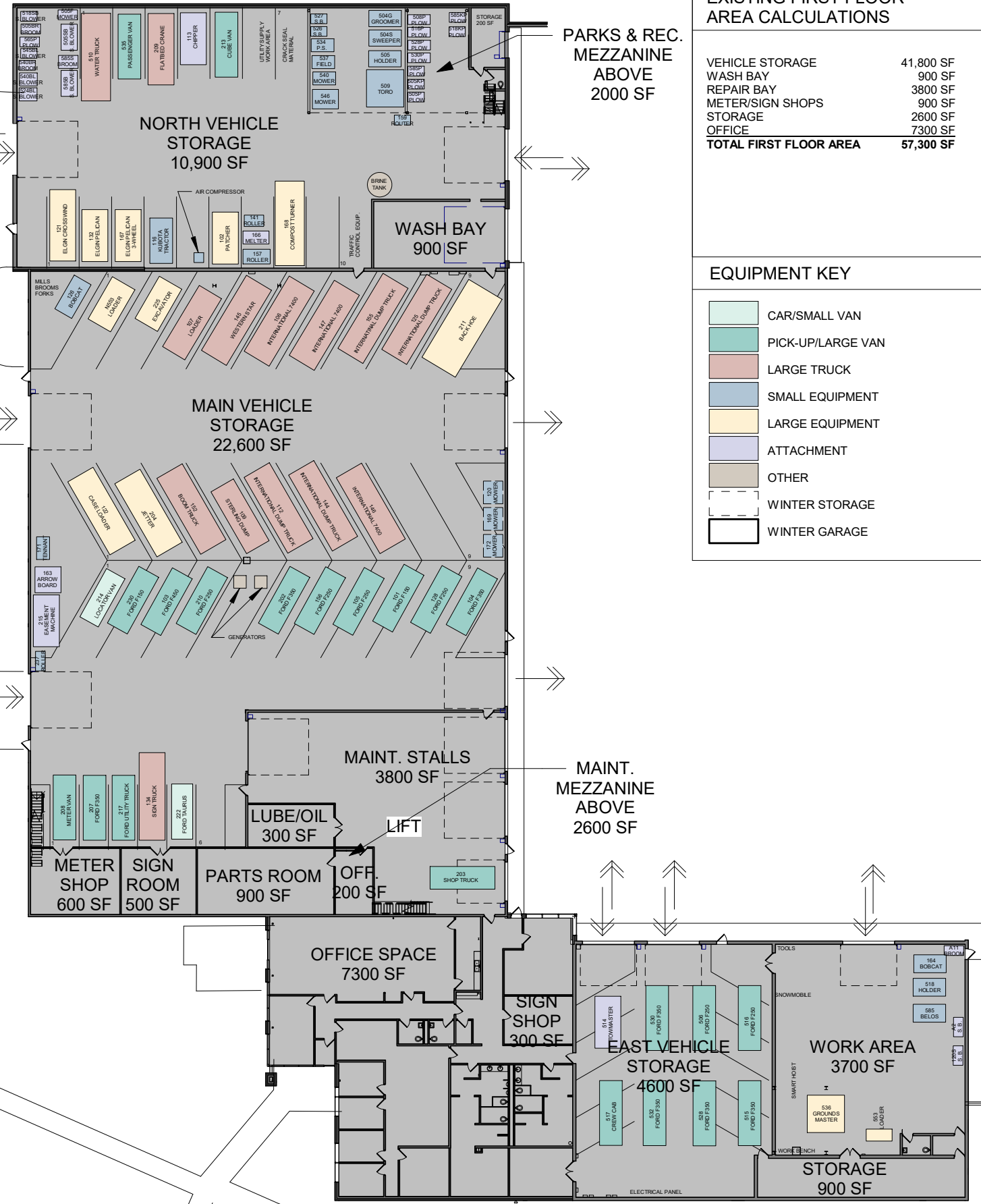
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NOTE: PROJECTED SIZE OF OFF-SITE BUILDING FOR SEASONAL STORAGE



(DOES NOT REPRESENT EXISTING OFF-SITE STORAGE BUILDING)



PARKS & REC. MEZZANINE ABOVE 2000 SF

MAINT. MEZZANINE ABOVE 2600 SF

EXISTING FIRST FLOOR AREA CALCULATIONS

VEHICLE STORAGE	41,800 SF
WASH BAY	900 SF
REPAIR BAY	3800 SF
METER/SIGN SHOPS	900 SF
STORAGE	2600 SF
OFFICE	7300 SF
<b>TOTAL FIRST FLOOR AREA</b>	<b>57,300 SF</b>

EQUIPMENT KEY

- CAR/SMALL VAN
- PICK-UP/LARGE VAN
- LARGE TRUCK
- SMALL EQUIPMENT
- LARGE EQUIPMENT
- ATTACHMENT
- OTHER
- WINTER STORAGE
- WINTER GARAGE

1.1

EXISTING FIRST FLOOR PLAN

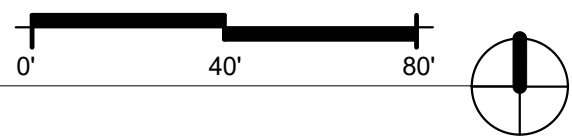
Kodet Architectural Group Ltd.

ROSEVILLE MAINTENANCE FACILITY  
2660 Civic Center Drive, Roseville, MN 55113

Drawn by: KLIK Architect: Edward J. Kodet, Jr., FAIA Date: License No.: 10286 Project No.: 102617.B Date: 9/11/2017

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1 EXISTING FIRST FLOOR PLAN WITH EXISTING EQUIPMENT LAYOUT  
1.1 1" = 40'-0"



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1 EXISTING MEZZANINE PLAN  
 1.2 1" = 40'-0"

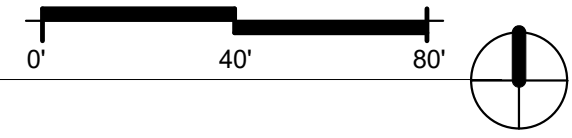


**EXISTING BUILDING AREA CALCULATIONS**

5'-0" MEZZANINES	0 SF
MEZZANINE	4500 SF
<b>TOTAL MEZZANINE AREA</b>	<b>4500 SF</b>

**EQUIPMENT KEY**

	CAR/SMALL VAN
	PICK-UP/LARGE VAN
	LARGE TRUCK
	SMALL EQUIPMENT
	LARGE EQUIPMENT
	ATTACHMENT
	OTHER
	WINTER STORAGE
	WINTER GARAGE





## Needs Analysis

The typical size of Maintenance Facilities varies by the size of the city and the services offered by the Public Works and Parks & Recreation Departments. It is unique among city buildings because of the large vehicles it must accommodate, special use workshop areas, and seasonal storage. The size of a maintenance facility can be determined by:

- How much equipment is stored
- What operations and services are provided
- How many people are employed by the department, including office and field staff

## Program

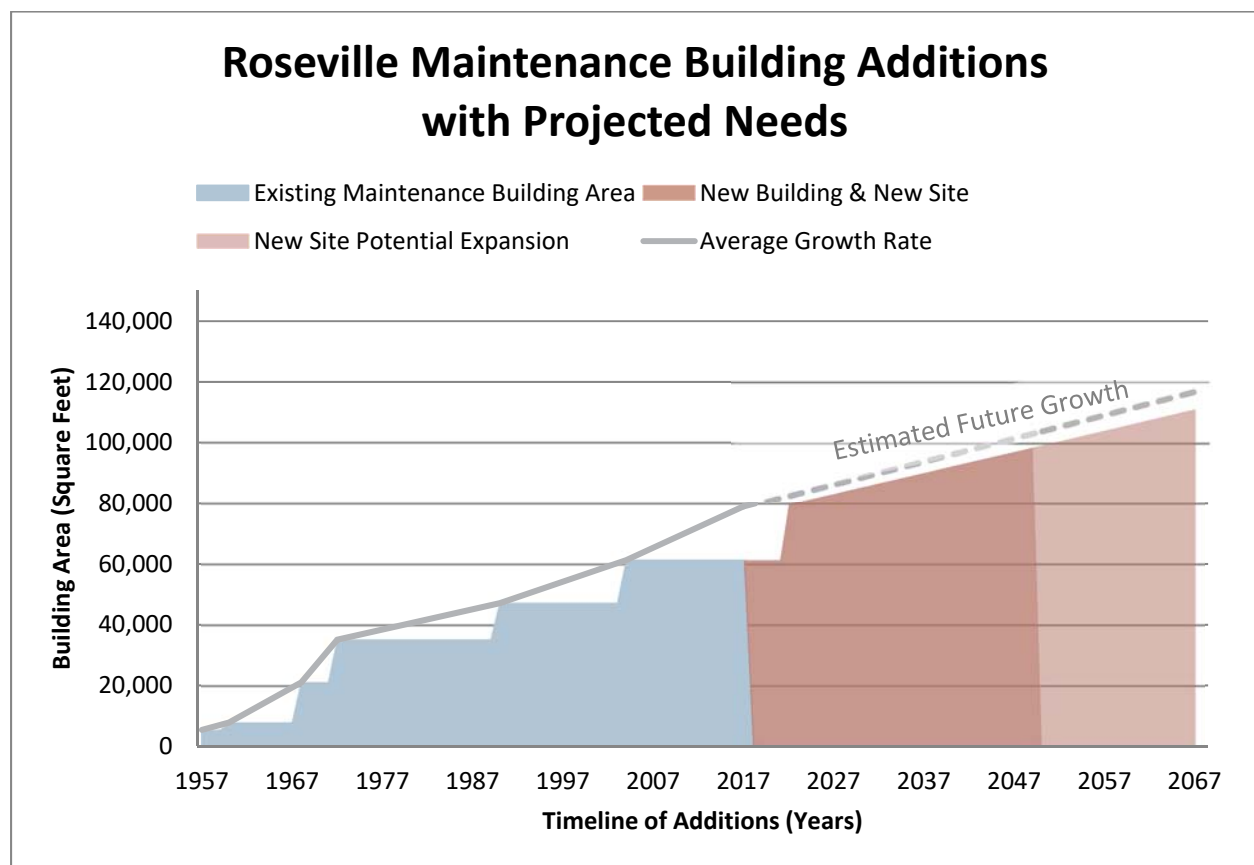
The following are descriptions of primary program spaces:

- **Yard:** The largest programmatic space of a Maintenance Facility is the Yard, an outdoor flat storage area for stowing equipment, sand, salt, rock, trailers, dumpsters, totes, and spoils. These materials remain on site for efficient access. Typically, the materials are stored in covered storage bins to prevent water from washing them away or freezing making them inaccessible.
- **Vehicle Storage:** The largest indoor space is devoted to Vehicle Storage. It stores large equipment and vehicles. The covered and conditioned space protects and lengthens the life of expensive maintenance vehicles.
- **Wash Bay:** A small bay for hand washing vehicles, an essential task during winter months for removing salt from plows. Modern wash bays are sometimes automated drive thru bays for speed and convenience.
- **Repair Bay:** A work area with equipment to lift vehicles for repairs, tire and oil changes. It includes a small workshop on the side for welding or other necessary repairs.
- **Meter Shop:** A workshop for testing and repairing meters.
- **Sign Shop:** A workshop for producing street and park signs for the City. It includes several computer workspaces for design.
- **Storage:** Every corner and edge of the Vehicle Storage is packed with additional storage for small equipment and truck attachments. Several departments require rooms for storing parts and materials: spare parts, sign materials, lube/oil, replacement tires, brine, and other assorted items.
- **Mezzanines:** Mezzanines provide additional storage space above workshops and along the upper walls of vehicle storage. The existing deep mezzanines are open to the garage below and accessed by stairways, built in cranes, or fork lift. They are currently used for tire, wheelbarrow, and other small equipment storage. A shallow 5'-0" mezzanine acts as a shelf and can only be accessed by fork lift. It adds storage to unused space above vehicles.
- **Office:** The office building includes: public reception, administration, conference room, private/open offices, workstations, break room, kitchen, restrooms, and lockers.

## Projected Needs

On average, the maintenance facility building has added 11,400 SF every 9.4 years. This does not include demolition or renovation of existing spaces. At this rate, the building additions have not kept up with equipment acquisitions. The current vehicle and equipment inventory, included in Appendix A of this report, exceeds the existing facility by 18,400 SF. If consolidated in a new building layout, the Roseville Public Works and Parks & Recreation departments require 59,700 SF of vehicle storage.

The chart below depicts the trend of growth for the Public Works and Parks & Recreation Departments. The grey line in the graph below represents the average rate of expansion. The steep incline between 2007 and 2017 reflects the fact that the existing building is undersized for the current facility needs.



Based on this 50-year projected growth chart, the Roseville Public Works and Parks & Recreation departments will have expanded to 120,000 SF in fifty years. The projected building size may seem large, but the department currently requires 100,000 SF for their existing equipment and offices. The department needs are not all contained in the existing 61,800 SF building. Off-site storage is required for equipment, seasonal storage, and yard materials.

# Current Facility

Deficiencies of Existing Site

Efficiencies on Existing Site

Scheme A: New Mezzanines + Off-Site Storage

Scheme B: Southwest Addition + Mezzanines

Scheme C: West Addition + Mezzanines

Scheme D: Combined Addition + Mezzanines

Summary of all Schemes

Roseville Maintenance Facility

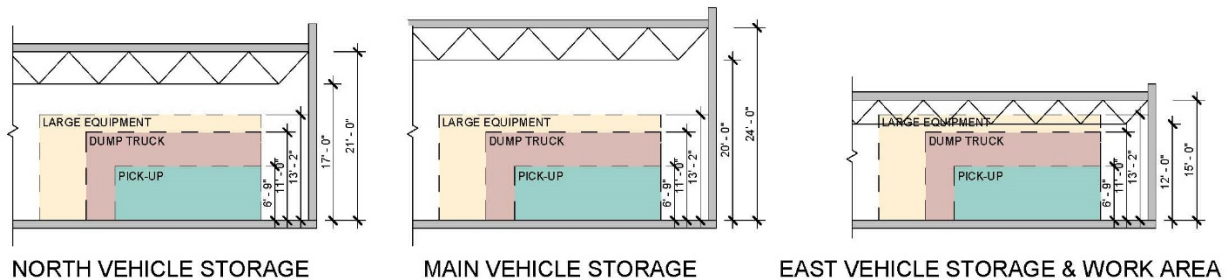
Space Needs Study and Concept Plan Development

## Deficiencies of Existing Site

The current site is bound by City services and roads, limiting the possibility for growth in place. The schemes presented in this report explore additions to the existing building. Several factors limit additions to the existing site. The Civic Center has continued to develop and grow around the maintenance facility since it was originally constructed in 1957. The Fire Department was recently replaced and the Police Department was added to the west end of City Hall. The enlarged parking lot and cell towers are positive improvements for residents, but each addition further develops the site and limits future growth.

### Building Constraints

Physical constraints of the existing building add to the challenge of expanding in place. The heights of the three different vehicle storage buildings limit which vehicles can be stored where. Ceiling height also determines if mezzanine additions are feasible or not. The following graphics depict sections of each vehicle storage and the general heights of vehicles. Mezzanines can be added in the Main Vehicle Storage without limiting vehicle storage. Mezzanines in the North Vehicle Storage only allow pick-ups to park beneath.



*Diagram of Existing Building Heights*

### Site Constraints

The existing Public Works and Parks & Recreation Departments have a long history on the existing site. The department has growth for several years on the current site. Other city departments have also expanded their facilities on this site, including: Fire Department, City Hall, Police Department, Ice Arena, and Parking. As such, the Civic Center site cannot accommodate the projected needs of the Public Works and Parks & Recreation departments.

### City Comparison

Every city requires maintenance, and most house this department in one or more sites within the city limits. The equipment, materials, and parts necessary for maintaining city utilities requires a large facility, no matter the city size. The maintenance facility tends to grow as a city develops roads, parks, and utilities.

In the chart below, Roseville is placed within a small sampling of suburbs surrounding Minneapolis and St. Paul. Although not a comprehensive list, the chart provides general data on the typical relationship between city area (sq mi), maintenance facility size (sf), and maintenance site area (acres). The cities are listed by area from smallest to largest, with Roseville in the bottom half.

Census Data			Parks and Recreation		Facilities		
City	Area	Population (2016)	Parks	Acres of Parkland	Maint. Main Building (SF)	Site (acres)	Repair Bays
West St. Paul	5 sq mi	20,886	18	345	51,071	4.3	3
Crystal	5.88 sq mi	22,855	27	256	70,300	5.33	3
Roseville	13.84 sq mi	35,836	30	849	61,800	3.98	3
Edina	15.97 sq mi	51,804	40	1,550	138,000	7.77	6*
Lakeville	37.83 sq mi	60,965	62	2,017	114,400	39.89	8
Eden Prairie	35.1 sq mi	63,163	37	4,667	77,200	7.55	9
Bloomington	39 sq mi	88,300	95	35,000	71,100	16.81	4

\*Number of bays is estimated

### Maintenance Building Area

The smallest city, West St. Paul, still requires at least 50,000 SF for basic Public Works and Parks & Recreation services. The largest cities, Eden Prairie and Bloomington, have multiple maintenance facilities to house all the equipment necessary for their cities. Roseville has the second smallest building. With only 3.98 acres, the Roseville maintenance facility has the smallest site of all the cities listed. Its site is only half of Edina’s acreage even though the cities are nearly the same area.

### Site Area

The larger maintenance sites accommodate necessary yard storage and safe navigation of large equipment. Larger sites allow for future growth when the facilities need to expand. The existing site limits future expansion. Options for adding in place are described in Scheme A, B, C, & D of this report.

### Repair Bays

Even the smallest maintenance facilities require several repair bays to efficiently service vehicles. Most maintenance facilities have 3 or more repair bays. Typical repair bays have drive-thru capabilities and built-in lifts for easy access. When the Public Works department has more equipment, they typically require more repair bays. This allows for timely replacement of oil and tires for all vehicles. It also allows maintenance staff to repair multiple vehicles efficiently.

## Comparison Study

This section takes a closer look at Roseville in comparison to the next smallest city, Crystal. Between 2014 - 2015, Kodet Architectural Group worked with the City of Crystal to build a maintenance facility that met their needs. After exploring all available options, Crystal decided to replace their existing building with a new facility on the same site. The services and facility sizes of the two cities are similar. However, Crystal serves an area less than half the size of Roseville.

## Program Deficiencies

The chart below shows that the existing Roseville Maintenance Facility has less space than the smaller city maintenance building and yard in every aspect except Mezzanine Storage. The greatest deficits in Roseville's program are the vehicle storage, shops, on-grade storage, and offices. Roseville does have more mezzanine storage, however this is only effective for seasonal storage and small equipment.

Roseville's existing vehicle storage does not contain the full existing inventory list. The Roseville workshops for meter repair, sign production, and Park & Recreation workshop are one-third the size of the smaller city. Larger workshops provide adequate space for staff, tool and material storage. The extra area also creates a designated welding area adjacent to repair bays.

	Existing Roseville Maint. Facility	Crystal (2015) Maint. Facility	Difference
<b>Building</b>			
Vehicle Storage	41,800	44,600	-2,800
Wash Bay	900	1,600	-700
Repair Bay	3,800	4,200	-400
Meter/Sign/Work Shops	900	2,800	-1,900
Mezzanine	4,500	2,500	2,000
Storage	2,600	4,700	-2,100
Office	7,300	9,900	-2,600
<b>Building Subtotal</b>	<b>61,800</b>	<b>70,300</b>	<b>-8500</b>
<b>Site</b>			
Covered Storage	3,000	4,030	-1,030
Yard Storage (acres)	1.35 acres	1.67 acres	-.32 acres
Exist. Fueling Station	1,000	1,280	-280
<b>Total Site</b>	<b>3.98 acres</b>	<b>5.33 acres</b>	<b>-1.35 acres</b>

## Site Deficiencies

Crystal's 5.88-acre lot did not accommodate all yard storage, the city was willing to continue storing the largest portion of yard materials (sand and salt) off-site. Roseville, although a larger city, has less onsite yard storage than the smaller city with no additional yard storage off-site.

### Off-Site Storage

Currently the City of Roseville rents an off-site facility for overflow and seasonal equipment. To utilize this equipment, the Maintenance staff must drive to the remote location and pick up the vehicles. This decreases worker productivity and slows response time. Seasonal equipment must be rotated between on-site and off-site parking twice a year.

### Yard

Uncovered outdoor materials, like sand and class 5, are exposed to the elements. Some material erodes away but the greater challenge is water and ice filling the piles. In winter, employees must break apart frozen sand and gravel by hand before loading into vehicles for use. In the summer, the extra moisture adds to the weight and creates a greater burden for employees.

The diagram below depicts the ideal yard sizes for the existing building and Schemes A, B, C, & D. To expand the building on the existing site would require increasing the yard size. The vehicle storage must increase to accommodate larger modern equipment. This same factor affects the yard size. Larger vehicles require a wider turning radius. It also becomes more dangerous to back-up in large vehicles due to the bigger blind spots.

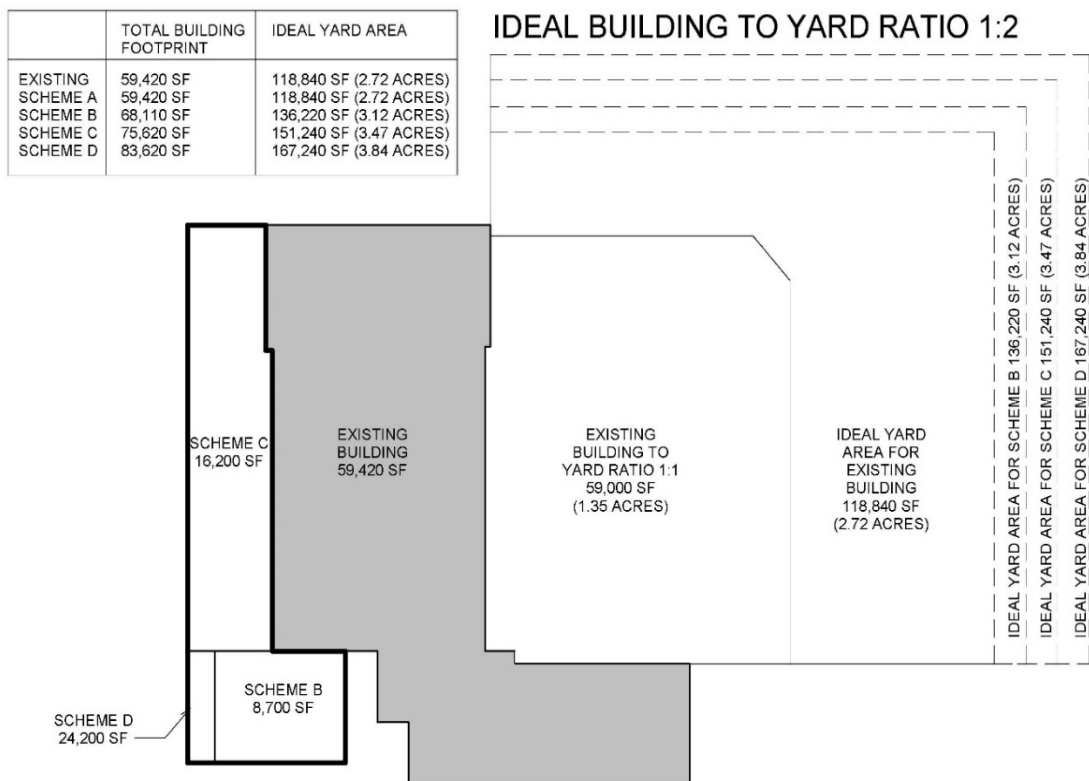


Diagram of Ideal Yard sizes for Scheme A, B, C, & D

## Efficiencies on Existing Site

Several factors have influenced the Public Work's decision to expand in place since 1957. The increase in department needs has been accomplished through small additions and shifting of the Police Department to City Hall. Many additions to the existing site represent a long-term investment in the building. However, each addition adds complexity to the flow of vehicles and integration of departments.

Several efficiencies exist for the current site. Public Works and Parks & Recreation are able to share parking with the Ice Arena and City Hall. The Public Works and Parks & Recreation are near other City Departments. Cross departmental communication or collaboration can be addressed by simply crossing the parking lot. The site is centrally located for all Roseville residents. It allows easy access for residents to reach all city departments in one complex.

### Simple Improvements

The simplest improvement to the existing building is to re-paint the parking stall lines of the Main Vehicle Storage area. Schemes C and D depict drive-thru stalls that allow pick-ups with trailer attachments to park without the extra step of unhooking the trailer. If two vehicles park together in these stalls, one is always able to back up and drive-thru the other lane.

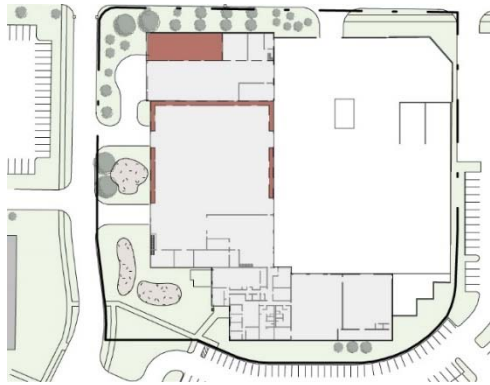
The 5'-0" Mezzanines presented in each option can be added to the Main Vehicle Storage area without affecting the parking stall count. It is unlikely the existing exterior walls can hold the 5'-0" mezzanines. They will require a series of columns to be a free-standing element next to the existing structure. Column size and spacing would be further determined by a structural engineer if this option is pursued.

### Extreme Alterations

Each Scheme presents greater changes to the existing site. Scheme C and D propose relocating Civic Center Drive. Moving this western boundary increases the size of the site. Simply moving the road west faces many challenges including: steep grades, existing utilities, accessibility, and parking spaces. The driveways into Vehicle Storage are shorter, so the road must be raised to lessen the already steep slope. The elevation change to the Ice Arena parking lot would require a nearly 12' retaining wall (including footings). If either of these designs is pursued, the effect on the Ice Arena and slope of Civic Center Drive should be further considered.



## **A** Scheme A: New Mezzanines + Off-Site Storage



In Scheme A, 1,700 SF of 5'-0" deep mezzanines will be added along three walls of the main vehicle storage garage. The shallow mezzanines will be supported by a secondary structure of columns inside the existing precast walls. Most vehicles will still be able to pull in below the mezzanines. The mezzanines can be accessed by fork lift.

An additional 2,900 SF of mezzanine storage will be added in the North Vehicle Storage. This addition extends the existing mezzanine across all north parking stalls. The mezzanine allows 9'-0" of clearance, enough to park pick-up trucks below. The deep mezzanine can accommodate seasonal storage and excess equipment.

The mezzanine additions of Scheme A do not improve vehicle storage onsite. Scheme A does not improve the already too small yard and it doesn't account for future growth.

If no changes are made to the existing facility, the Public Works and Parks & Recreation departments will still require an additional 18,000 SF of equipment and seasonal storage. To store the remaining vehicles and equipment, the City of Roseville could either purchase or build a storage facility.

Pros	Cons
4,600 SF total additional Mezzanines Least expensive solution Easily Implemented No alterations to the surrounding site	No additional on-site Vehicle Storage Requires 18,000 SF off-site Storage Rotate seasonal storage twice a year Yard remains too small for existing needs Does not accommodate future growth
Additions to Existing Building & Site	\$ 365,000 - \$ 451,000
New Building Site (Off-Site Storage)*	\$3,519,000 - \$4,830,000
Soft Costs (Primarily for New Building)	\$ 232,200 - \$ 302,100
<b>Total Estimate</b>	<b>\$4,200,000 - \$5,600,000</b>

\*Cost estimate does not include the cost of land acquisition.

**PROJECT & BUDGET SUMMARY**

Kodet Architectural Group, Ltd.

(612) 377-2737

11-Sep-17

<b>MEZZANINE ADDITION TO EXIST.</b>	Sq. FT.	Low Estimate	Medium Estimate	2018 Estimated Cost (Low to Medium)	
<b>5'-0" Mezzanine</b>	1,700	\$ 50.00	\$ 60.00	\$ 85,000.00	- \$ 102,000.00
Mezzanine	2,900	\$ 80.00	\$ 100.00	\$ 232,000.00	- \$ 290,000.00
Design/Construction Contingency		15%		\$ 48,000.00	\$ 59,000.00
<b>SUBTOTAL</b>	4,600	\$ 79.35	\$ 98.04	<b>\$ 365,000.00</b>	<b>- \$ 451,000.00</b>

**ADDITIONS TO EXISTING BUILDING + SITE SUBTOTAL     \$ 365,000.00 - \$ 451,000.00**

<b>GENERIC NEW OFF-SITE BUILDING</b>	Sq. FT.	Low Estimate	Medium Estimate	2018 Estimated Cost (Low to Medium)	
Vehicle/Equipment Storage Building	18,000	\$ 145.00	\$ 200.00	\$ 2,610,000.00	- \$ 3,600,000.00
Site Work	3 Acre	\$ 150,000.00	\$ 200,000.00	\$ 450,000.00	- \$ 600,000.00
Design/Construction Contingency		15%		\$ 459,000.00	\$ 630,000.00
<b>SUBTOTAL</b>	18,000	\$ 195.50	\$ 268.33	<b>\$ 3,519,000.00</b>	<b>- \$ 4,830,000.00</b>

**NEW BUILDING SITE (OFF-SITE STORAGE) SUBTOTAL     \$ 3,519,000.00 - \$ 4,830,000.00**

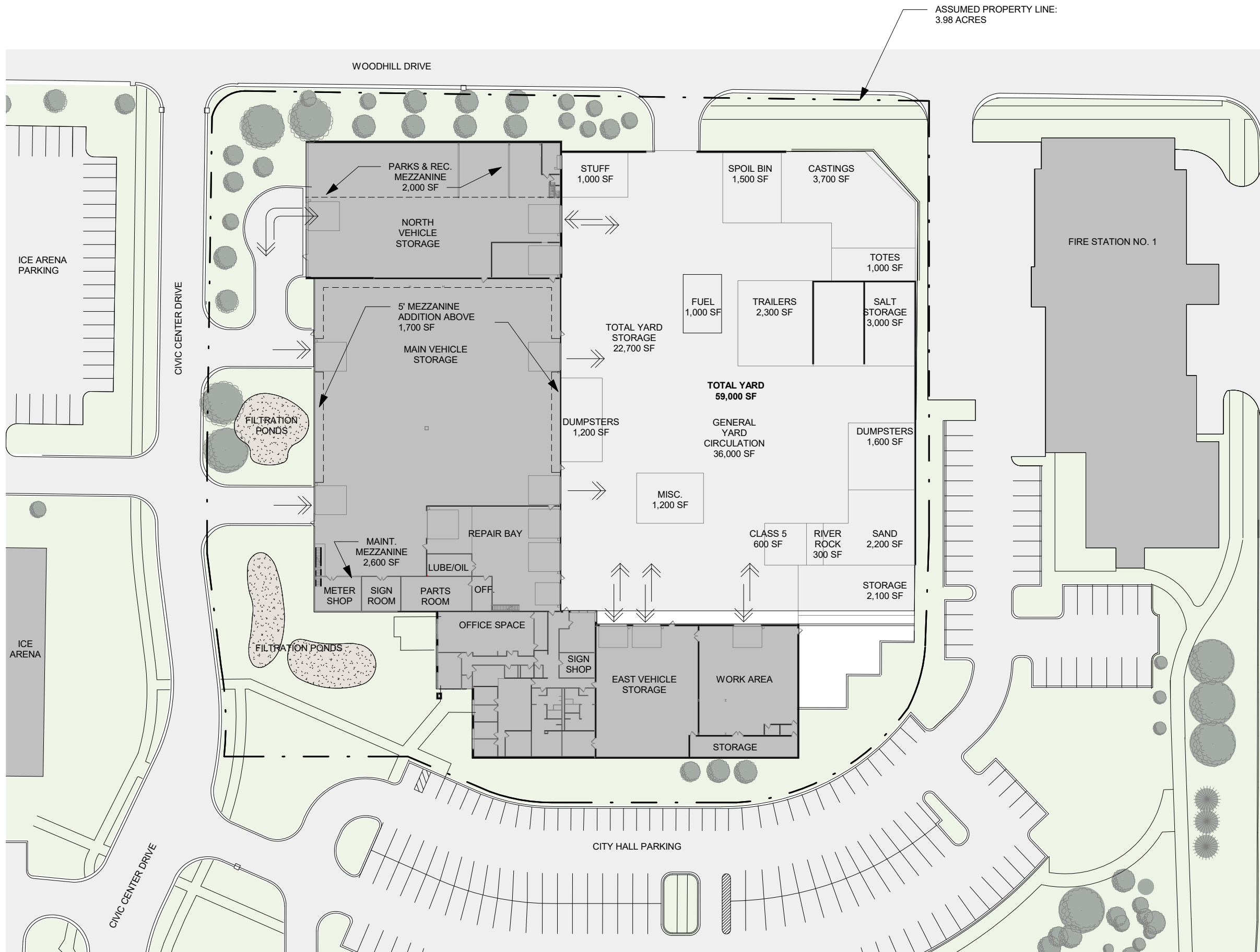
<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 3,884,000.00 - \$ 5,281,000.00</b>
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**SOFT COSTS**

FF& E (Owner Furnished)	0%	\$ -	\$ -
Contingency	5%	\$ 194,200.00	\$ 264,100.00
Arch/Engineer/Misc. Fees + Costs	TBD	\$ -	\$ -
Soil Borings		\$ 4,000.00	\$ 4,000.00
Survey		By Owner	By Owner
Owner Testing		\$ 5,000.00	\$ 5,000.00
Watershed Approvals		\$ 4,000.00	\$ 4,000.00
Civil Engineering		\$ 10,000.00	\$ 10,000.00
Landscape Design		\$ 3,000.00	\$ 3,000.00
Municipal Approvals		\$ 5,000.00	\$ 5,000.00
Security		\$ 3,000.00	\$ 3,000.00
Phone		\$ 2,000.00	\$ 2,000.00
Data		\$ 2,000.00	\$ 2,000.00
Environmental		By Owner	By Owner
<b>SUBTOTAL</b>		<b>\$ 232,200.00</b>	<b>- \$ 302,100.00</b>

**PROJECT TOTAL     \$ 4,200,000.00 - \$ 5,600,000.00**

This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.



**SCHEME A AREA SUMMARY**

<b>SITE</b>	
3.98 ACRE EXISTING SITE	
TOTAL YARD AREA	59,000 SF
<b>BUILDING</b>	
FOOTPRINT	59,200 SF
FIRST FLOOR AREA	57,300 SF
MEZZANINE AREA	9,100 SF
TOTAL USABLE BUILDING AREA	66,400 SF
ADDITION AREA	4,600 SF
<b>PROGRAM BREAK DOWN</b>	
VEHICLE STORAGE	41,800 SF
WASH BAY	900 SF
REPAIR BAY	3,800 SF
METER/SIGN SHOPS	900 SF
MEZZANINE	9,100 SF
STORAGE	2,600 SF
OFFICE	7,300 SF
<b>TOTAL USABLE BUILDING AREA</b>	<b>66,400 SF</b>
TOTAL VEHICLE STALLS	58
<b>OFFSITE</b>	
NEEDED OFFSITE STORAGE	18,000 SF
27% OF EQUIPMENT STORED OFFSITE	

**SITE PLAN LEGEND**

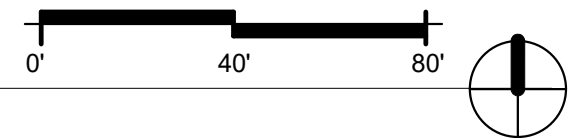
- PROPERTY LINE
- STREET
- CURB
- SHRUB
- CONIFEROUS TREE
- DECIDUOUS TREE
- BUSH

**SCHEME A SITE PLAN**



ROSEVILLE MAINTENANCE FACILITY  
 2660 Civic Center Drive, Roseville, MN 55113  
 Drawn by: Author Architect: Edward J. Kodet, Jr., FAIA Date: 10/26/17 License No.: 10286  
 Project No: 102617.B Date: 9/11/2017  
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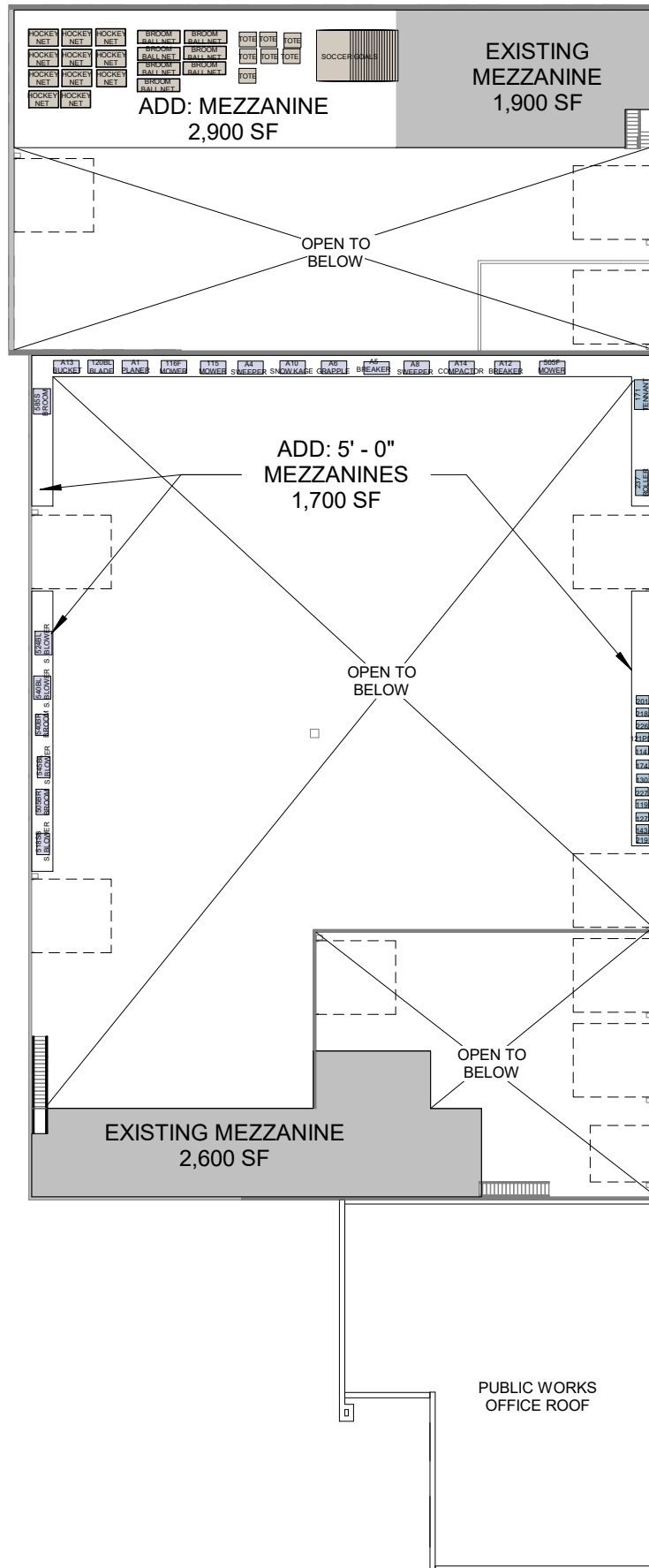
1 SCHEME A: MEZZANINE ADDITION - SITE PLAN  
 A0.1 1" = 60'-0"



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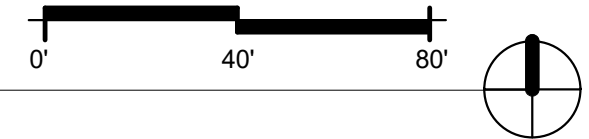
**SCHEME A MEZZANINE AREA CALCULATIONS**

EXISTING MEZZANINE	4500 SF
ADD: 5'-0" MEZZANINES	1700 SF
ADD: MEZZANINE	2900 SF
<b>TOTAL MEZZANINE AREA</b>	<b>9100 SF</b>

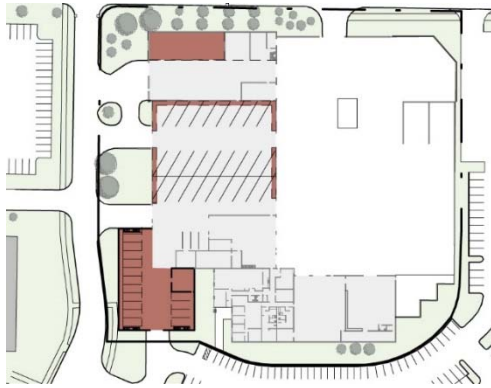
**EQUIPMENT KEY**

	CAR/SMALL VAN
	PICK-UP/LARGE VAN
	LARGE TRUCK
	SMALL EQUIPMENT
	LARGE EQUIPMENT
	ATTACHMENT
	OTHER
	WINTER STORAGE
	WINTER GARAGE

**1** SCHEME A: MEZZANINE ADDITION - MEZZANINE PLAN  
 A1.2 1" = 40'-0"



## B Scheme B: Southwest Addition + Mezzanines



Scheme B involves a 7,800 SF vehicle storage addition to the southwest corner of the existing garage. This Scheme also depicts an additional 9,200 SF of Mezzanines and includes the mezzanines described in Scheme A.

Scheme B removes the southwest corner exterior walls and Meter Shop to provide a drive lane to the SW addition. Vehicles can enter through the same garage doors and exit through a new driveway to the south. The SW Addition would accommodate pick-up trucks and small equipment storage on grade and winter storage in the mezzanine.

Scheme B would infill 2 filtration ponds that the City restored and replanted from 2016 to 2017 for the sum of \$50,000. The filtration ponds would need to be replaced by an underground storm water system. Scheme B does not improve the already too small yard and it doesn't account for future growth.

With all seasonal storage on-site, the necessary off-site storage building size will be reduced to 9,200 SF.

Pros	Cons
12 additional Vehicle Stalls	Requires 9,200 SF of Off-Site Storage
All seasonal storage on-site	Relocate filtration ponds
9,200 SF total additional Mezzanines	Lose stalls, shop, and mezzanine in SW corner
100 SF added to relocated Meter Shop	Yard remains too small for existing needs
	Does not accommodate future growth

Additions to Existing Building & Site	\$3,006,000 - \$4,021,000
New Building Site (Off-Site Storage)*	\$1,615,000 - \$1,995,000
Soft Costs	\$ 298,000 - \$ 367,000
<b>Total Estimate</b>	<b>\$5,000,000 - \$6,400,000</b>

\*Cost estimate does not include the cost of land acquisition.

**PROJECT & BUDGET SUMMARY**

Kodet Architectural Group, Ltd.

(612) 377-2737

11-Sep-17

<b>SW Addition + Mezzanines</b>	Sq. FT.	Low Estimate	Medium Estimate	2018 Estimated Cost (Low to Medium)	
SW Corner Demolition	400 SY	\$ 325.00	\$ 400.00	\$ 130,000.00	- \$ 160,000.00
Vehicle Storage	7,700	\$ 145.00	\$ 200.00	\$ 1,117,000.00	- \$ 1,540,000.00
Repair/Shop Areas	700	\$ 180.00	\$ 220.00	\$ 126,000.00	- \$ 154,000.00
5'-0" Mezzanine	1,700	\$ 50.00	\$ 60.00	\$ 85,000.00	- \$ 102,000.00
Mezzanine	7,500	\$ 80.00	\$ 100.00	\$ 600,000.00	- \$ 750,000.00
Design/Construction Contingency		15%		\$ 309,000.00	- \$ 406,000.00
<b>SUBTOTAL</b>	17,600	\$ 134.49	\$ 176.82	<b>\$ 2,367,000.00</b>	<b>- \$ 3,112,000.00</b>

**SITE**

Relocate Filtration Pond	1	\$ 80,000.00	\$ 90,000.00	\$ 80,000.00	\$ 90,000.00
Revise Driveway Curb Cuts	4	\$ 100,000.00	\$ 150,000.00	\$ 400,000.00	\$ 600,000.00
Sitework	.5 Acres	\$ 150,000/Acre	\$ 200,000/Acre	\$ 75,000.00	- \$ 100,000.00
Design/Construction Contingency		15%		\$ 84,000.00	- \$ 119,000.00
<b>SUBTOTAL</b>				<b>\$ 639,000.00</b>	<b>- \$ 909,000.00</b>

**ADDITIONS TO EXISTING BUILDING + SITE SUBTOTAL \$ 3,006,000.00 - \$ 4,021,000.00**

<b>GENERIC NEW OFF-SITE BUILDING</b>	Sq. FT.	Estimate	Estimate	2018 Estimated Cost	
Vehicle/Equipment Storage	9,200	\$ 120.00	\$ 145.00	\$ 1,104,000.00	- \$ 1,334,000.00
Site Work	2 Acre	\$ 150,000.00	\$ 200,000.00	\$ 300,000.00	- \$ 400,000.00
Design/Construction Contingency		15%		\$ 211,000.00	- \$ 261,000.00
<b>SUBTOTAL</b>	9,200	\$ 175.54	\$ 216.85	<b>\$ 1,615,000.00</b>	<b>- \$ 1,995,000.00</b>

**NEW BUILDING SITE (OFF-SITE STORAGE) SUBTOTAL \$ 1,615,000.00 - \$ 1,995,000.00**

<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 4,621,000.00 - \$ 6,016,000.00</b>
------------------------------	--

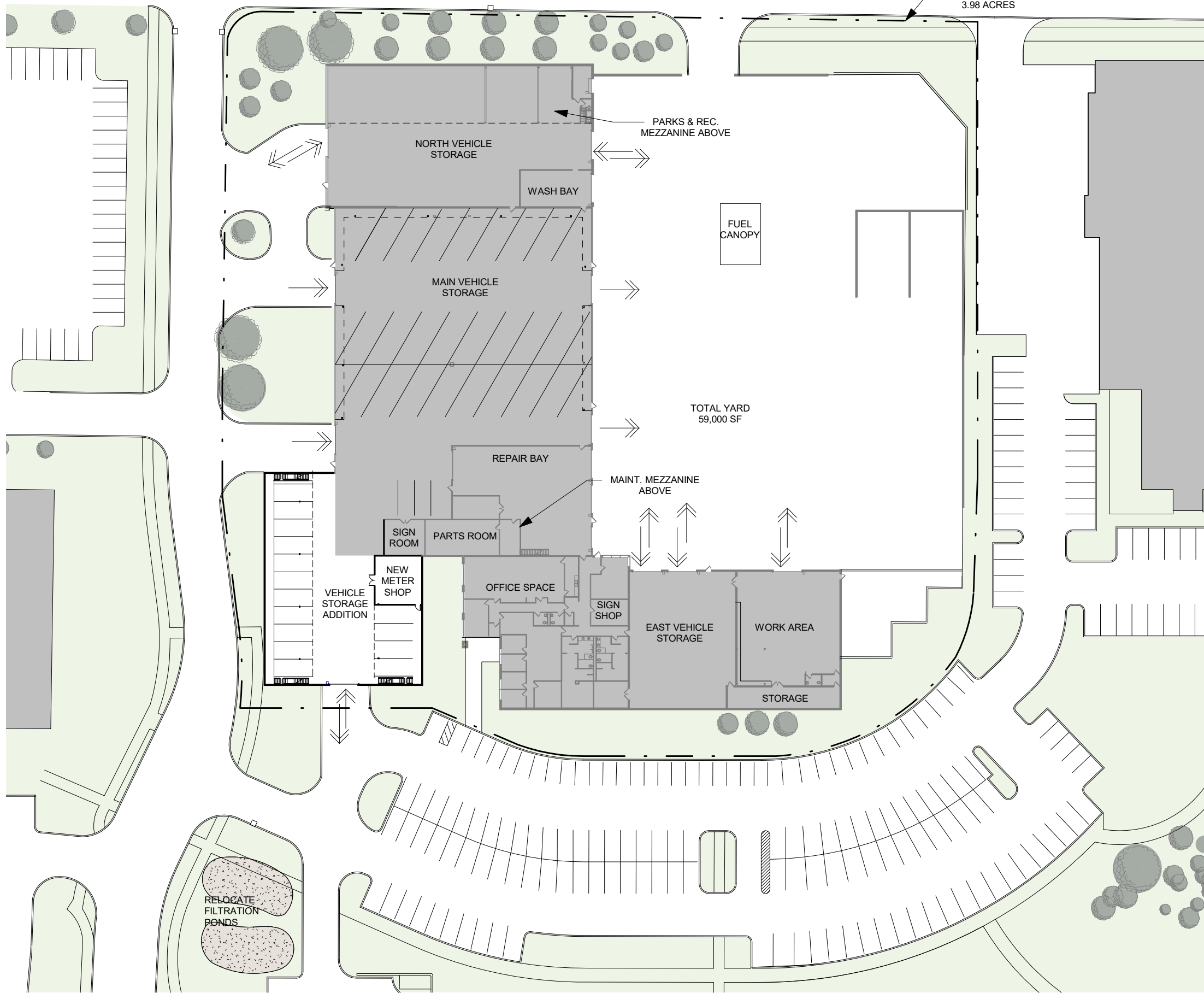
**SOFT COSTS**

FF& E (Owner Furnished)	0%	\$ -	\$ -
Contingency	5%	\$ 232,000.00	\$ 301,000.00
Arch/Engineer/Misc. Fees + Costs	TBD	\$ -	\$ -
Soil Borings		\$ 8,000.00	\$ 8,000.00
Survey		By Owner	By Owner
Owner Testing		\$ 10,000.00	\$ 10,000.00
Watershed Approvals		\$ 8,000.00	\$ 8,000.00
Civil Engineering		\$ 15,000.00	\$ 15,000.00
Landscape Design		\$ 6,000.00	\$ 6,000.00
Municipal Approvals		\$ 5,000.00	\$ 5,000.00
Security		\$ 6,000.00	\$ 6,000.00
Phone		\$ 4,000.00	\$ 4,000.00
Data		\$ 4,000.00	\$ 4,000.00
Environmental		By Owner	By Owner
<b>SUBTOTAL</b>		<b>\$ 298,000.00</b>	<b>- \$ 367,000.00</b>

**PROJECT TOTAL \$ 5,000,000.00 - \$ 6,400,000.00**

This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.





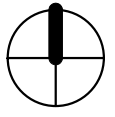
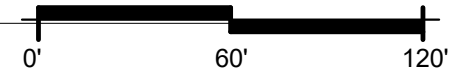
**SCHEME B AREA SUMMARY**

<b>SITE</b>	
3.98 ACRE EXISTING SITE	
TOTAL YARD AREA	59,000 SF
<b>BUILDING</b>	
FOOTPRINT	67,800 SF
FIRST FLOOR AREA	65,100 SF
MEZZANINE AREA	11,100 SF
USABLE BUILDING AREA	76,200 SF
ADDITION AREA	14,400 SF
<b>PROGRAM BREAK DOWN</b>	
VEHICLE STORAGE	49,500 SF
WASH BAY	900 SF
REPAIR BAY	3800 SF
METER/SIGN SHOPS	1000 SF
MEZZANINE	13,700 SF
STORAGE	2600 SF
OFFICE	7300 SF
<b>USABLE BUILDING AREA</b>	<b>78,800 SF</b>
TOTAL VEHICLE STALLS	70
<b>OFFSITE</b>	
NEEDED OFFSITE STORAGE	9,200 SF
12% OF EQUIPMENT STORED OFFSITE	

**SITE PLAN LEGEND**

	PROPERTY LINE
	STREET
	CURB
	SHRUB
	CONIFEROUS TREE
	DECIDUOUS TREE
	BUSH

**1** SCHEME B: SW ADDITION - SITE PLAN  
 B0.1 1" = 60'-0"



**SCHEME B SITE PLAN**

**Kodet Architectural Group Ltd.**

ROSEVILLE MAINTENANCE FACILITY  
 2660 Civic Center Drive, Roseville, MN 55113  
 Drawn by: KLIK Architect: Edward J. Kodet, Jr., FAIA Date: 10/26/17 License No.: 10286  
 Project No: 102617.B Date: 9/11/2017  
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**B0.1**

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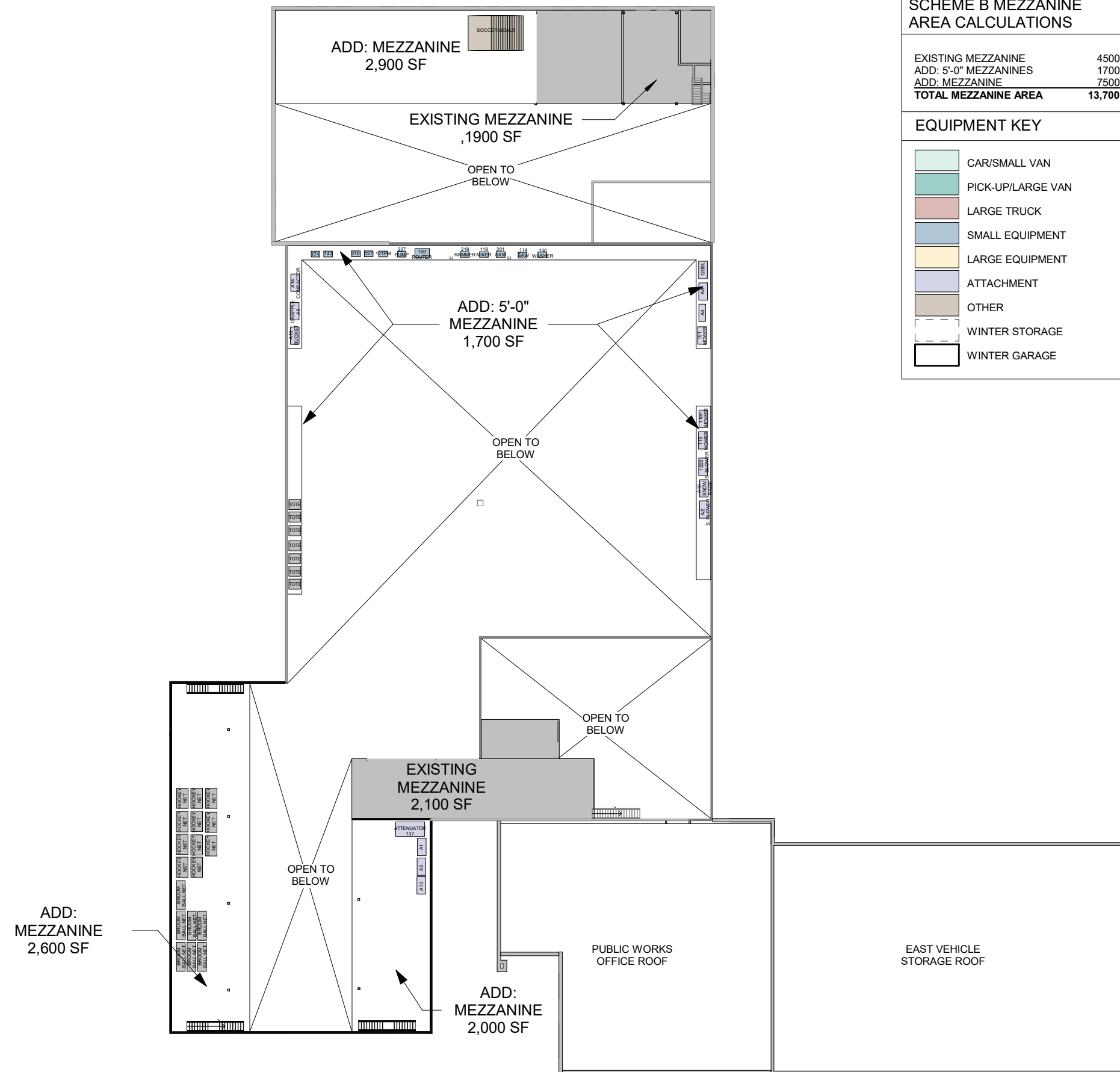
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**1** SCHEME B: SW ADDITION - MEZZANINE PLAN  
 B1.2 1" = 40'-0"



**SCHEME B MEZZANINE AREA CALCULATIONS**

EXISTING MEZZANINE	4500 SF
ADD: 5'-0" MEZZANINES	1700 SF
ADD: MEZZANINE	7500 SF
<b>TOTAL MEZZANINE AREA</b>	<b>13,700 SF</b>

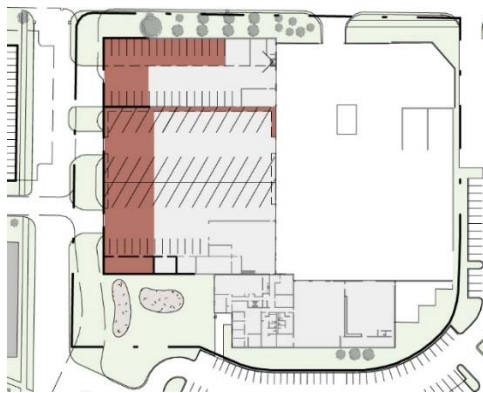
  

**EQUIPMENT KEY**

	CAR/SMALL VAN
	PICK-UP/LARGE VAN
	LARGE TRUCK
	SMALL EQUIPMENT
	LARGE EQUIPMENT
	ATTACHMENT
	OTHER
	WINTER STORAGE
	WINTER GARAGE



## C Scheme C: West Addition + Mezzanines



Scheme C depicts a 16,000 SF addition on the West side of the North and Main Vehicle Storage. The central stalls of the Main Vehicle Storage allow vehicles to drive-thru and simplify circulation. The long central stalls allow pick-ups to park without removing trailer attachments. The mezzanine additions are slightly larger than Scheme A.

The large mezzanine and addition to the North Vehicle Storage accommodates all Parks & Recreation equipment with enough space to accommodate a new workshop. Moving the workshop would be an expensive addition but it would consolidate the department into one space. The vacated East Vehicle Storage can more efficiently stores trailers and small equipment.

Scheme C shifts and raises Civic Center Drive west, increasing the site to 4.3 acres. Straightening the road simplifies circulation through the Civic Center block. Moving Civic Center Drive would require extensive site work and reduces the Ice Arena parking area by 44 spaces. It would require installing a significant retaining wall along the east side of the parking lot.

Scheme C still requires a 5,800 SF off-site storage facility. And it does not improve the already too small yard nor account for future growth.

Pros	Cons
15 additional Vehicle Stalls	Requires 5,800 SF of Off-Site Storage
8,200 SF total additional Mezzanines	Extensive site work and regrading
Straighten Civic Center Drive	Retaining wall along Ice Arena Parking
Drive-thru stalls	Relocate sidewalk and add stair
Additional Shop space	Relocate and raise Civic Center Drive
	Relocate 1 swale
	Lose 44 stalls from Ice Arena Parking
	Yard remains too small for existing needs
	Does not accommodate future growth

Additions to Existing Building & Site	\$ 6,691,000 - \$ 9,021,000
New Building Site (Off-Site Storage)*	\$ 1,060,000 - \$ 1,186,000
Soft Costs	\$ 507,000 - \$ 630,000
<b>Total Estimate</b>	<b>\$ 8,300,000 - \$10,900,000</b>

\*Cost estimate does not include the cost of land acquisition.

**PROJECT & BUDGET SUMMARY**

Kodet Architectural Group, Ltd.

(612) 377-2737

11-Sep-17

<b>ADDITION TO EXISTING BUILDING</b>	Sq. FT.	Low Estimate	Medium Estimate	2018 Estimated Cost (Low to Medium)	
Demolition of Existing Wall	1400 SY	\$ 325.00	\$ 400.00	\$ 455,000.00	- \$ 560,000.00
Vehicle Storage	14,800	\$ 145.00	\$ 200.00	\$ 2,146,000.00	- \$ 2,960,000.00
Repair/Shop Areas	1,200	\$ 180.00	\$ 220.00	\$ 216,000.00	- \$ 264,000.00
5'-0" Mezzanine	2,000	\$ 50.00	\$ 60.00	\$ 100,000.00	- \$ 120,000.00
Mezzanine	6,200	\$ 80.00	\$ 100.00	\$ 496,000.00	- \$ 620,000.00
Design/Construction Contingency		15%		\$ 512,000.00	- \$ 679,000.00
<b>SUBTOTAL</b>	<b>24,200</b>	<b>\$ 162.19</b>	<b>\$ 215.00</b>	<b>\$ 3,925,000.00</b>	<b>- \$ 5,203,000.00</b>

<b>SITE</b>					
Retaining Wall	3,000	\$ 25.00	\$ 35.00	\$ 75,000.00	- \$ 105,000.00
Relocate Filtration Pond	1	\$ 80,000.00	\$ 90,000.00	\$ 80,000.00	\$ 90,000.00
Relocate Roadway	1	\$ 1,500,000.00	\$ 2,000,000.00	\$ 1,500,000.00	\$ 2,000,000.00
Civil	1	\$ 500,000.00	\$ 750,000.00	\$ 500,000.00	\$ 750,000.00
Sitework	2.5 Acres	\$ 100,000/Acre	\$ 150,000/Acre	\$ 250,000.00	- \$ 375,000.00
Design/Construction Contingency		15%		\$ 361,000.00	- \$ 498,000.00
<b>SUBTOTAL</b>				<b>\$ 2,766,000.00</b>	<b>- \$ 3,818,000.00</b>

**ADDITIONS TO EXISTING BUILDING + SITE SUBTOTAL \$ 6,691,000.00 - \$ 9,021,000.00**

<b>GENERIC NEW OFF-SITE BUILDING</b>	Sq. FT.	Low	Medium	2018 Estimated Cost	
Vehicle/Equipment Storage	5,800	\$ 120.00	\$ 145.00	\$ 696,000.00	- \$ 841,000.00
Site Work	1.5 Acre	\$ 150,000.00	\$ 200,000.00	\$ 225,000.00	- \$ 300,000.00
Design/Construction Contingency		15%		\$ 139,000.00	- \$ 45,000.00
<b>SUBTOTAL</b>	<b>5,800</b>	<b>\$ 182.76</b>	<b>\$ 204.48</b>	<b>\$ 1,060,000.00</b>	<b>- \$ 1,186,000.00</b>

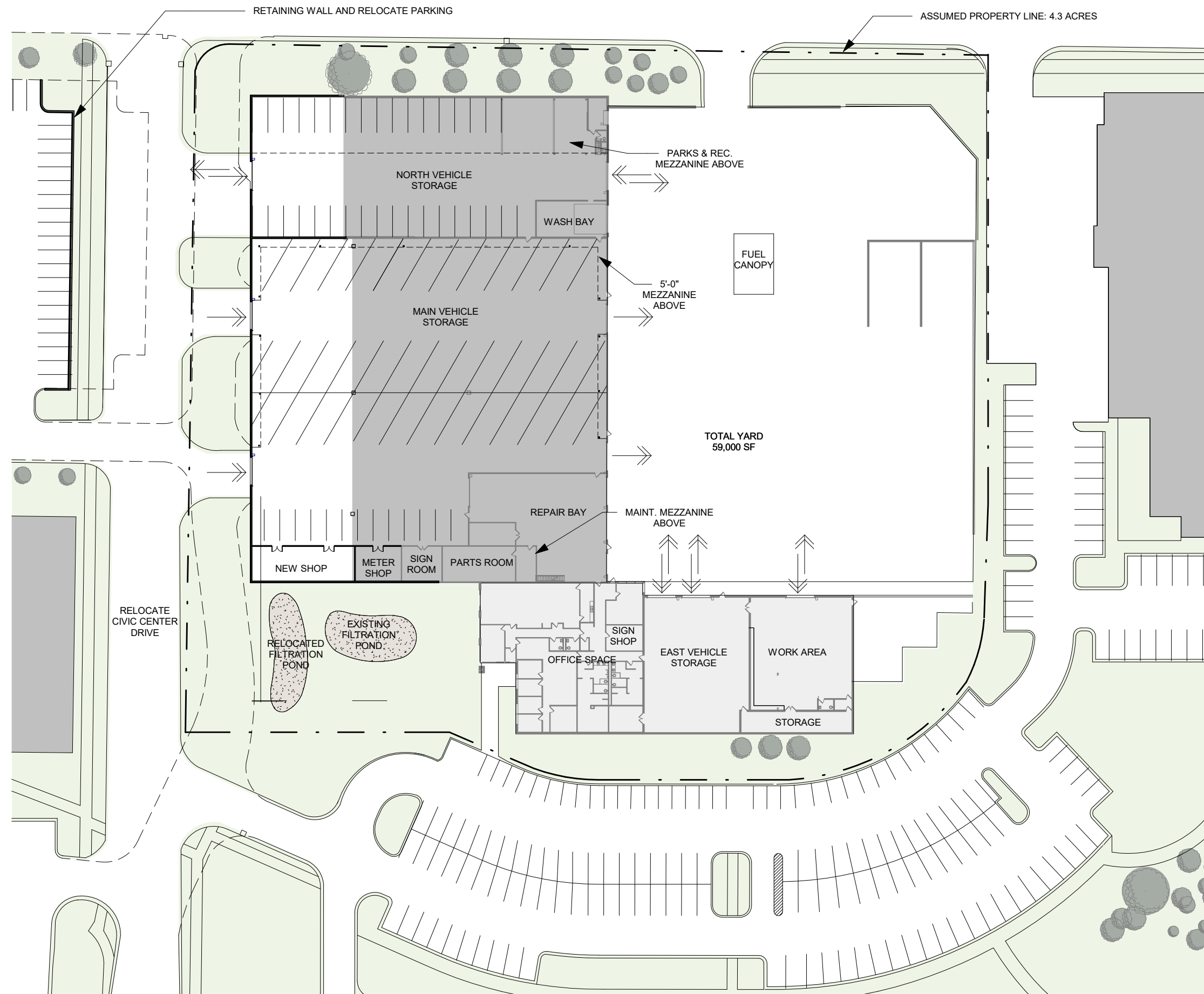
**NEW BUILDING SITE (OFF-SITE STORAGE) SUBTOTAL \$ 1,060,000.00 - \$ 1,186,000.00**

<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 7,751,000.00 - \$ 10,207,000.00</b>
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<b>SOFT COSTS</b>			
FF& E (Owner Furnished)	0%	\$	- \$ -
Contingency	5%	\$	388,000.00 \$ 511,000.00
Arch/Engineer/Misc. Fees + Costs	TBD	\$	- \$ -
Soil Borings		\$	20,000.00 \$ 20,000.00
Survey			By Owner By Owner
Owner Testing		\$	20,000.00 \$ 20,000.00
Watershed Approvals		\$	10,000.00 \$ 10,000.00
Civil Engineering		\$	30,000.00 \$ 30,000.00
Landscape Design		\$	20,000.00 \$ 20,000.00
Municipal Approvals		\$	5,000.00 \$ 5,000.00
Security		\$	6,000.00 \$ 6,000.00
Phone		\$	4,000.00 \$ 4,000.00
Data		\$	4,000.00 \$ 4,000.00
Environmental			By Owner By Owner
<b>SUBTOTAL</b>		\$	507,000.00 - \$ 630,000.00

**PROJECT TOTAL \$ 8,300,000.00 - \$ 10,900,000.00**

This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.



**SCHEME C AREA SUMMARY**

<b>SITE</b>	
4.3 ACRE SITE	
TOTAL YARD AREA	59,000 SF
<b>BUILDING</b>	
FOOTPRINT	75,400 SF
FIRST FLOOR AREA	73,300 SF
MEZZANINE AREA	12,700 SF
USABLE BUILDING AREA	86,000 SF
ADDITION AREA	24,200 SF
<b>PROGRAM BREAK DOWN</b>	
VEHICLE STORAGE	56,600 SF
WASH BAY	900 SF
REPAIR BAY	3800 SF
METER/SIGN SHOPS	2100 SF
MEZZANINE	12,700 SF
STORAGE	2600 SF
OFFICE	7300 SF
<b>USABLE BUILDING AREA</b>	<b>86,000 SF</b>
TOTAL VEHICLE STALLS 72	
<b>OFFSITE</b>	
NEEDED OFFSITE STORAGE	5,800 SF
7% OF EQUIPMENT STORED OFFSITE	

**SITE PLAN LEGEND**

	PROPERTY LINE
	STREET
	CURB
	SHRUB
	CONIFEROUS TREE
	DECIDUOUS TREE
	BUSH

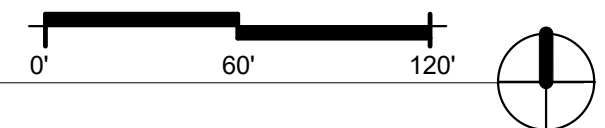
**C0.1**

**SCHEME C SITE PLAN**

**Kodet Architectural Group Ltd.**

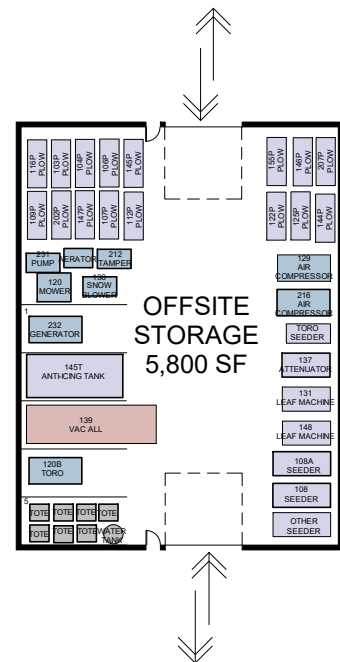
**ROSEVILLE MAINTENANCE FACILITY**  
 2660 Civic Center Drive, Roseville, MN 55113  
 Project No: 102617.B  
 Architect: Edward J. Kodet, Jr., FAIA  
 Date: 9/11/2017  
 License No.: 10266  
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**1** SCHEME C: WEST ADDITION - SITE PLAN  
 C0.1 1" = 60'-0"



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**SCHEME C:  
NEW BUILDING SITE  
(OFF-SITE STORAGE)**

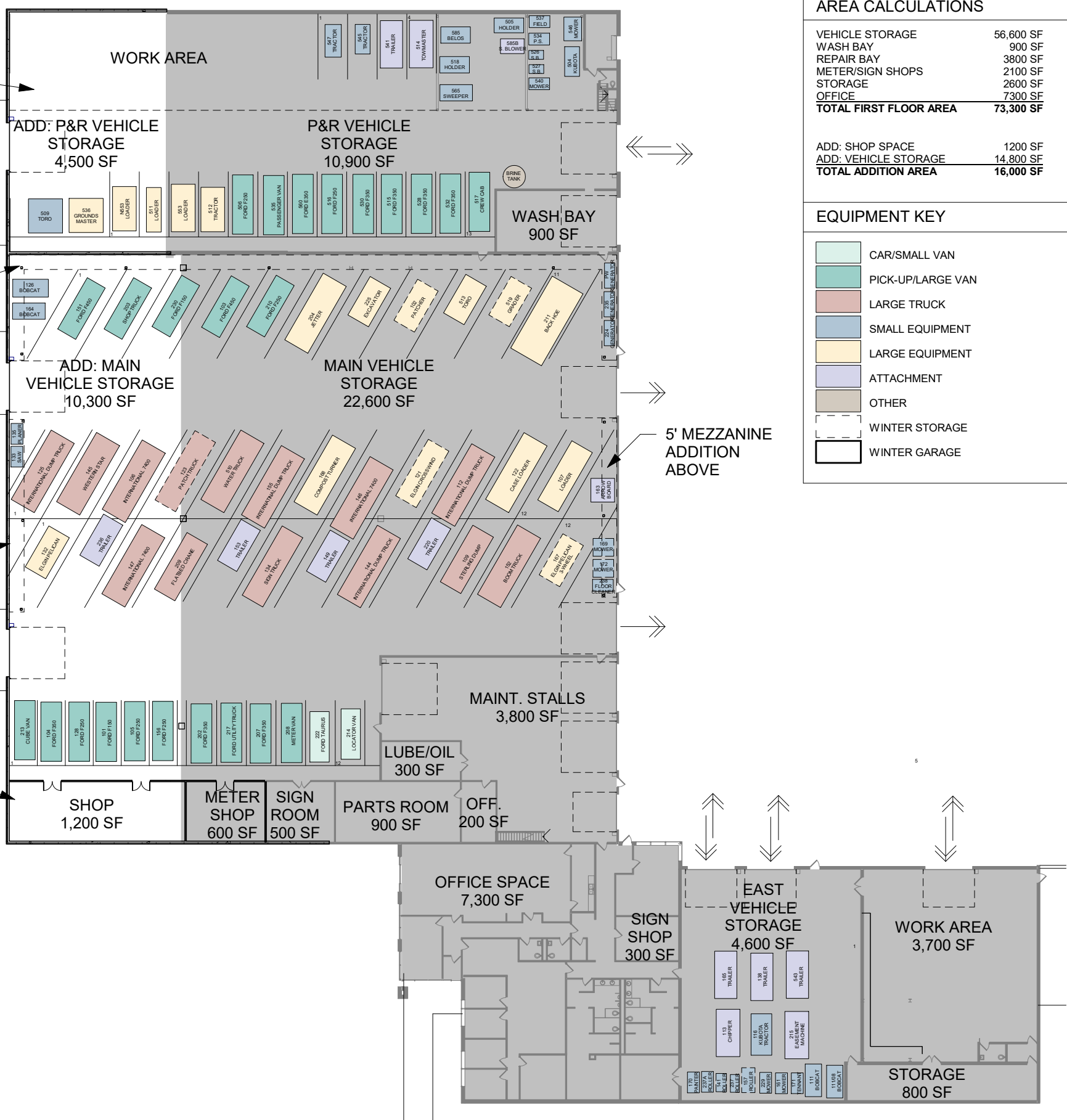


MEZZANINE  
EXTENSION  
ABOVE

5' MEZZANINE  
ADDITION  
ABOVE

5' MEZZANINE  
ADDITION  
ABOVE

MEZZANINE  
EXTENSION  
ABOVE



**SCHEME C FIRST FLOOR  
AREA CALCULATIONS**

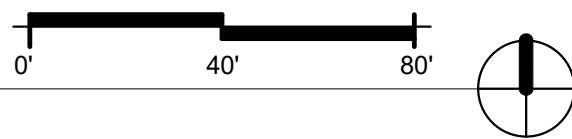
VEHICLE STORAGE	56,600 SF
WASH BAY	900 SF
REPAIR BAY	3800 SF
METER/SIGN SHOPS	2100 SF
STORAGE	2600 SF
OFFICE	7300 SF
<b>TOTAL FIRST FLOOR AREA</b>	<b>73,300 SF</b>

ADD: SHOP SPACE	1200 SF
ADD: VEHICLE STORAGE	14,800 SF
<b>TOTAL ADDITION AREA</b>	<b>16,000 SF</b>

**EQUIPMENT KEY**

- CAR/SMALL VAN
- PICK-UP/LARGE VAN
- LARGE TRUCK
- SMALL EQUIPMENT
- LARGE EQUIPMENT
- ATTACHMENT
- OTHER
- WINTER STORAGE
- WINTER GARAGE

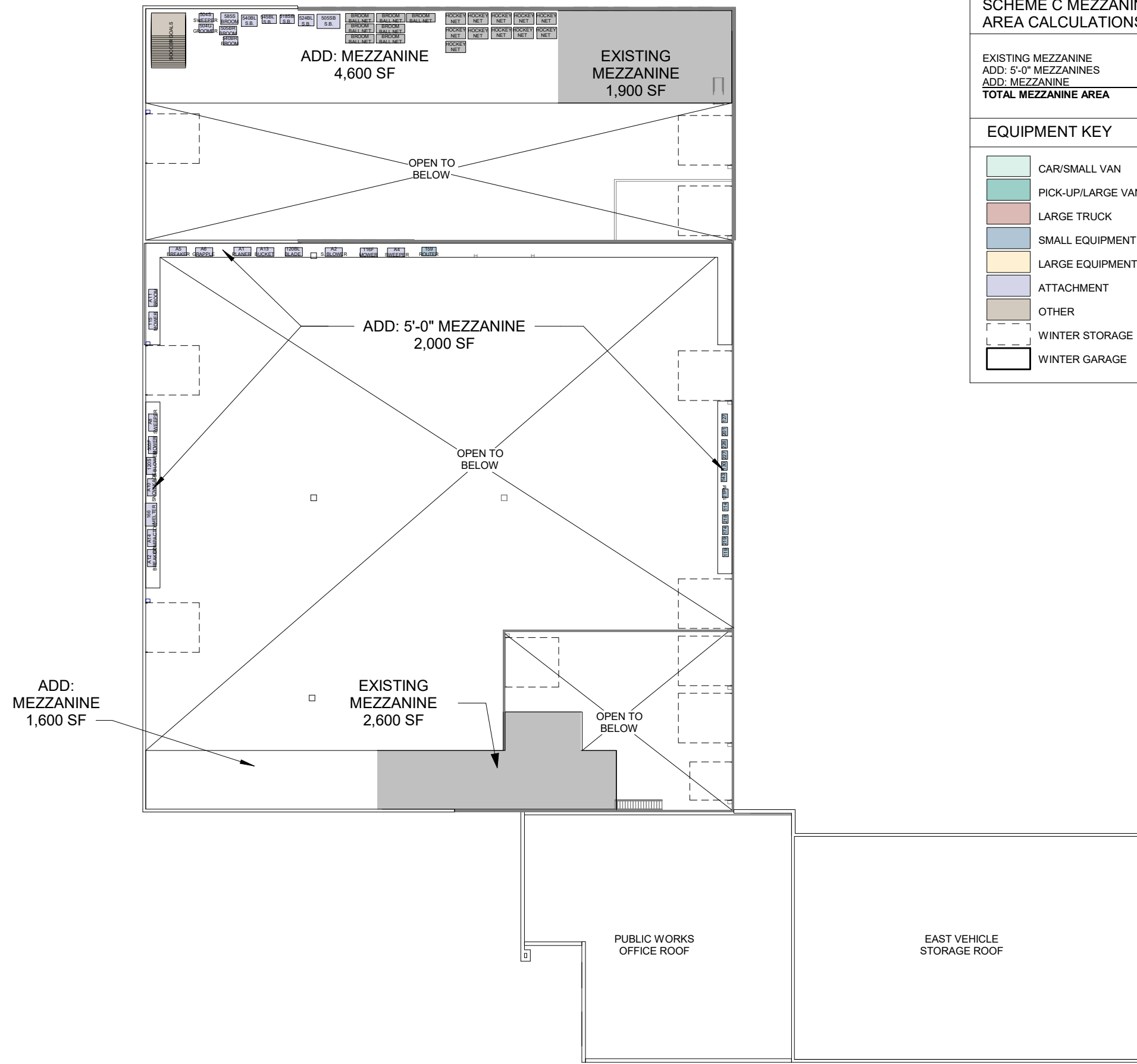
**1** SCHEME C: W ADDITION - FIRST FLOOR PLAN  
C1.1 1" = 40'-0"





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1 SCHEME C: W ADDITION - MEZZANINE PLAN  
C1.2 1" = 40'-0"

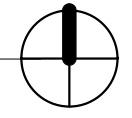
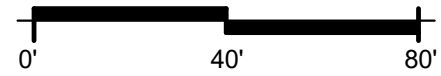


**SCHEME C MEZZANINE AREA CALCULATIONS**

EXISTING MEZZANINE	4500 SF
ADD: 5'-0" MEZZANINES	2000 SF
ADD: MEZZANINE	6200 SF
<b>TOTAL MEZZANINE AREA</b>	<b>12,700 SF</b>

**EQUIPMENT KEY**

	CAR/SMALL VAN
	PICK-UP/LARGE VAN
	LARGE TRUCK
	SMALL EQUIPMENT
	LARGE EQUIPMENT
	ATTACHMENT
	OTHER
	WINTER STORAGE
	WINTER GARAGE



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**SCHEME C MEZZANINE PLAN**

**C1.2**

ROSEVILLE MAINTENANCE FACILITY  
2660 Civic Center Drive, Roseville, MN 55113

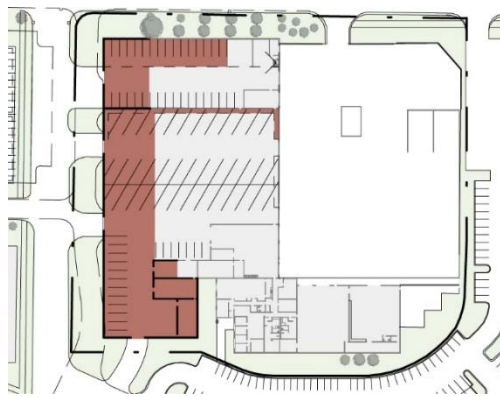
Drawn by: Author Architect: Edward J. Kodet, Jr., FAIA Date: License No.: 10286

Project No: 102617.B Date: 9/11/2017

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## D Scheme D: Combined Addition + Mezzanines



Scheme D combines Scheme B and C for 21,200 SF of additional Vehicle Storage and 1,300 SF of Shop space. The benefits of both schemes remain true for Scheme D.

In Scheme D, Parks & Recreation is relocated to the southwest corner of the Main Vehicle Storage. With this organization, the departments share large vehicle storage and Parks & Recreation maintains a designated area in the southwest corner. Similar to Scheme C, the vacated East Vehicle Storage can efficiently store small and seasonal equipment.

Scheme D is the most expensive option for expanding in place. It will enable the Maintenance Facility to stay on the existing site for 5-10 years, until further growth is necessary. It represents the greatest addition while remaining on the existing site. The overall Vehicle Storage is larger than Scheme E but holds less. The inefficiency of vehicle storage is a result of multiple additions and extra driving lanes.

Scheme D requires relocating Civic Center Drive and all filtration ponds like Schemes B & C. It is the only scheme that eliminates the need for offsite storage. However, it does not accommodate future growth and the yard remains the same size.

Pros	Cons
20 additional Vehicle Stalls	Relocate Civic Center Drive
11,100 SF total additional Mezzanines	Extensive site work and regrading
Straighten Civic Center Drive	Retaining wall along Ice Arena Parking
Drive-thru stalls	Relocate sidewalk and add stair
No Off-Site Storage required	Relocate and raise Civic Center Drive
Relocate Sign Shop & Offices	Relocate 1 swale and 2 filtration ponds
300 SF additional Office (exist. Sign shop)	Lose 44 stalls from Ice Arena Parking
Larger Shops	Yard remains too small for existing needs
	Additions less efficient use of Vehicle Storage
	Does not accommodate future growth

Additions to Existing Building & Site	\$ 8,336,000	-	\$ 11,238,000
Soft Costs	\$ 536,000	-	\$ 681,000
<b>Total Estimate</b>	<b>\$ 8,900,000</b>	-	<b>\$ 12,000,000</b>



**PROJECT & BUDGET SUMMARY**

Kodet Architectural Group, Ltd.

(612) 377-2737

11-Sep-17

<b>ADDITION TO EXISTING BUILDING</b>	Sq. FT.	Low Estimate	Medium Estimate	2018 Estimated Cost (Low to Medium)	
Demolition of Existing Wall	1800 SY	\$ 325.00	\$ 400.00	\$ 585,000.00	- \$ 720,000.00
Vehicle Storage	21,200	\$ 145.00	\$ 200.00	\$ 3,074,000.00	- \$ 4,240,000.00
Storage	600	\$ 145.00	\$ 200.00	\$ 87,000.00	- \$ 120,000.00
Repair/Shop Areas	1,300	\$ 180.00	\$ 220.00	\$ 234,000.00	- \$ 286,000.00
5'-0" Mezzanines	2,500	\$ 50.00	\$ 60.00	\$ 125,000.00	- \$ 150,000.00
Mezzanine	8,600	\$ 80.00	\$ 100.00	\$ 688,000.00	- \$ 860,000.00
Design/Construction Contingency		15%		\$ 719,000.00	- \$ 957,000.00
<b>SUBTOTAL</b>	<b>34,200</b>	<b>\$ 161.17</b>	<b>\$ 214.42</b>	<b>\$ 5,512,000.00</b>	<b>- \$ 7,333,000.00</b>

**SITE**

Retaining Wall	3,000	\$ 25.00	\$ 35.00	\$ 75,000.00	- \$ 105,000.00
Relocate Filtration Pond	1	\$ 80,000.00	\$ 90,000.00	\$ 80,000.00	\$ 90,000.00
Relocate Roadway	1	\$ 1,500,000.00	\$ 2,000,000.00	\$ 1,500,000.00	\$ 2,000,000.00
Civil	1	\$ 500,000.00	\$ 750,000.00	\$ 500,000.00	\$ 750,000.00
Sitework / Grading	3 Acres	\$ 100,000/Acre	\$ 150,000/Acre	\$ 300,000.00	- \$ 450,000.00
Design/Construction Contingency		15%		\$ 369,000.00	- \$ 510,000.00
<b>SUBTOTAL</b>				<b>\$ 2,824,000.00</b>	<b>- \$ 3,905,000.00</b>

**ADDITIONS TO EXISTING BUILDING + SITE SUBTOTAL**      **\$ 8,336,000.00 - \$ 11,238,000.00**

**SOFT COSTS**

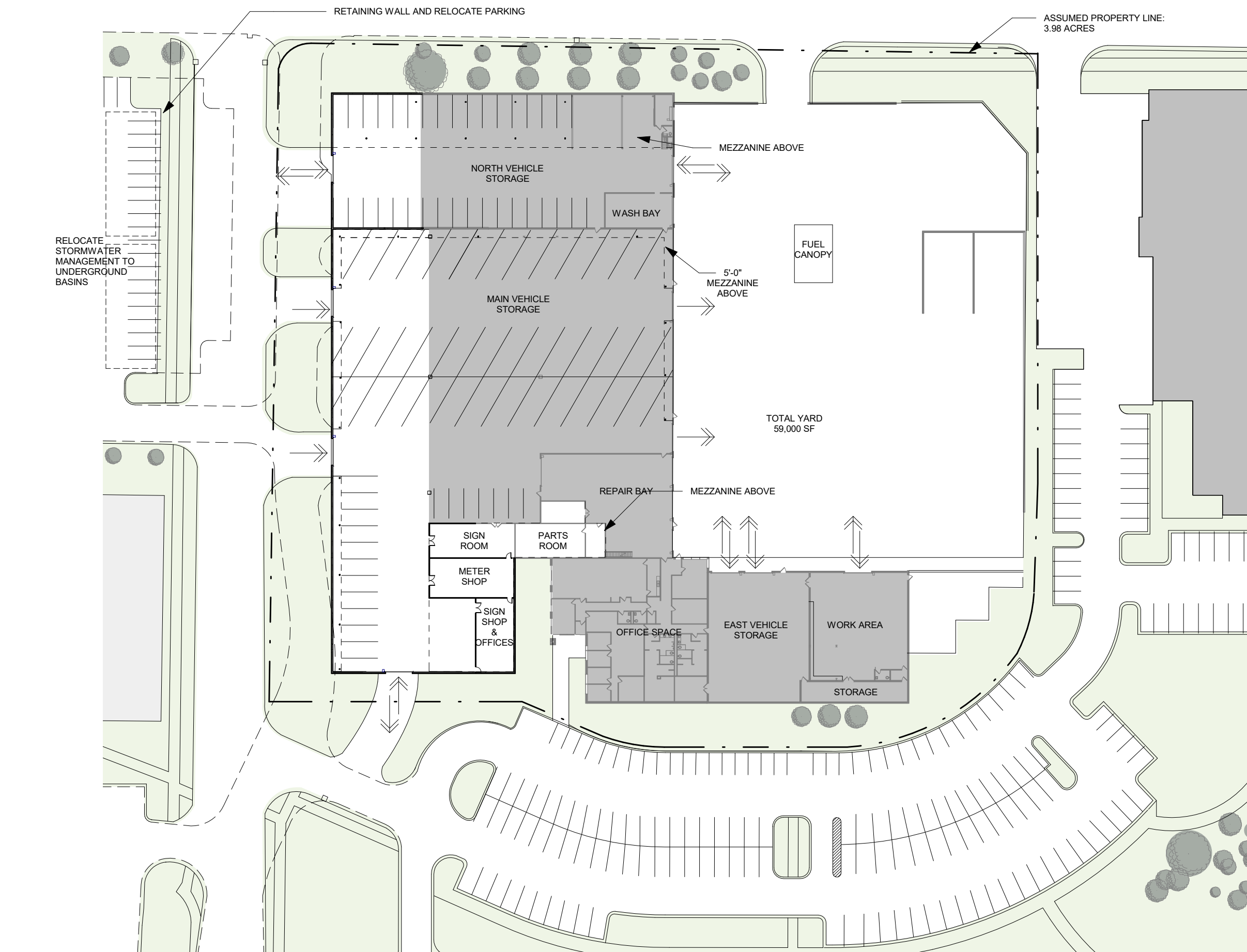
FF& E (Owner Furnished)	0%	\$ -	\$ -
Contingency	5%	\$ 417,000.00	\$ 562,000.00
Arch/Engineer/Misc. Fees + Costs	TBD	\$ -	\$ -
Soil Borings		\$ 20,000.00	\$ 20,000.00
Survey		By Owner	By Owner
Owner Testing		\$ 20,000.00	\$ 20,000.00
Watershed Approvals		\$ 10,000.00	\$ 10,000.00
Civil Engineering		\$ 30,000.00	\$ 30,000.00
Landscape Design		\$ 20,000.00	\$ 20,000.00
Municipal Approvals		\$ 5,000.00	\$ 5,000.00
Security		\$ 6,000.00	\$ 6,000.00
Phone		\$ 4,000.00	\$ 4,000.00
Data		\$ 4,000.00	\$ 4,000.00
Environmental		By Owner	By Owner
<b>SUBTOTAL</b>		<b>\$ 536,000.00</b>	<b>- \$ 681,000.00</b>

**PROJECT TOTAL**      **\$ 8,900,000.00 - \$ 12,000,000.00**

This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary.

The summary is provided to determine and approximate scope of project.

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### SCHEME D AREA SUMMARY

<b>SITE</b>	
4.3 ACRE SITE	
TOTAL YARD AREA	59,000 SF
<b>BUILDING</b>	
FOOTPRINT	83,200 SF
FIRST FLOOR AREA	80,400 SF
MEZZANINE AREA	15,100 SF
USABLE BUILDING AREA	95,500 SF
ADDITION AREA	39,000 SF
<b>PROGRAM BREAK DOWN</b>	
VEHICLE STORAGE	63,000 SF
WASH BAY	900 SF
REPAIR BAY	3800 SF
METER/SIGN SHOPS	2200 SF
MEZZANINE	15,600 SF
STORAGE	3200 SF
OFFICE	7600 SF
<b>USABLE BUILDING AREA</b>	<b>96,300 SF</b>
TOTAL VEHICLE STALLS 89	
<b>OFFSITE</b>	
NEEDED OFFSITE STORAGE	0 SF
0% OF EQUIPMENT STORED OFFSITE	

### SITE PLAN LEGEND

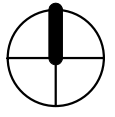
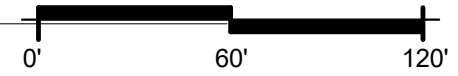
	PROPERTY LINE
	STREET
	CURB
	SHRUB
	CONIFEROUS TREE
	DECIDUOUS TREE
	BUSH

## SCHEME D SITE PLAN

Kodet Architectural Group Ltd.

D0.1

1 SCHEME D: COMBINED ADDITION - SITE PLAN  
 D0.1 1" = 60'-0"



ROSEVILLE MAINTENANCE FACILITY  
 2660 Civic Center Drive, Roseville, MN 55113

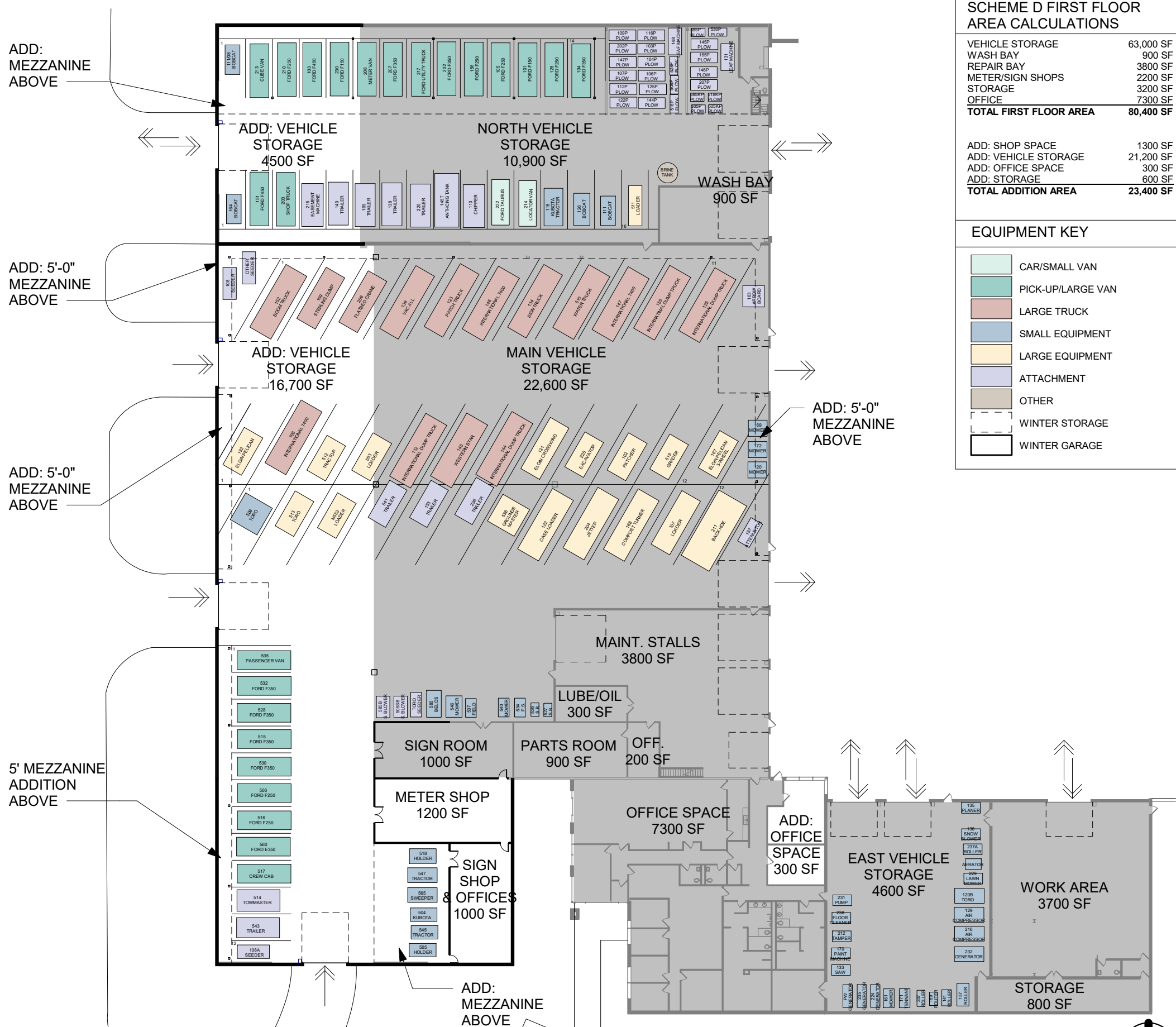
Drawn by: KLIK Architect: Edward J. Kodet, Jr., FAIA Date: 102617.B  
 Project No: 102617.B Date: 9/11/2017  
 License No.: 10266 © 2017 Kodet Architectural Group, Ltd.

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1 D1.1 SCHEME D: COMBINED ADDITION - FIRST FLOOR PLAN  
1" = 40'-0"

NOTE: NO OFFSITE STORAGE REQUIRED TO MEET CUREENT EQUIPMENT NEEDS.



**SCHEME D FIRST FLOOR AREA CALCULATIONS**

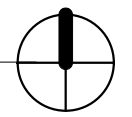
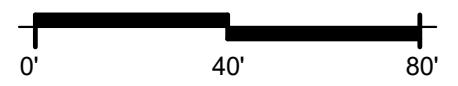
VEHICLE STORAGE	63,000 SF
WASH BAY	900 SF
REPAIR BAY	3800 SF
METER/SIGN SHOPS	2200 SF
STORAGE	3200 SF
OFFICE	7300 SF
<b>TOTAL FIRST FLOOR AREA</b>	<b>80,400 SF</b>

ADD: SHOP SPACE	1300 SF
ADD: VEHICLE STORAGE	21,200 SF
ADD: OFFICE SPACE	300 SF
ADD: STORAGE	600 SF
<b>TOTAL ADDITION AREA</b>	<b>23,400 SF</b>

**EQUIPMENT KEY**

	CAR/SMALL VAN
	PICK-UP/LARGE VAN
	LARGE TRUCK
	SMALL EQUIPMENT
	LARGE EQUIPMENT
	ATTACHMENT
	OTHER
	WINTER STORAGE
	WINTER GARAGE





## Summary of all Schemes

Schemes A, B, C & D propose progressively larger additions to the existing site. The additions enlarge the vehicle storage and mezzanine space. In terms of circulation and cost efficiency, each addition adds less and detracts more from the existing design. The comparison chart below outlines the benefits of each Scheme. All program areas are represented by square footages. Numbers in green are greater than the existing and red represents proposed areas that are smaller than the existing.

Roseville Maintenance Facility Site Options Summary						
	Existing Facility	Scheme A	Scheme B	Scheme C	Scheme D	Scheme E
		New Offsite Storage	SW Addition + Mezzanines	W Addition + Mezzanines	Combined Addition + Mezzanines	New Building on 12-acre New Site
<b>Vehicle Storage</b>	41,800	41,800	49,500	56,600	63,000	59,700
<b>Wash Bay</b>	900	900	900	900	900	1,600
<b>Repair Bay</b>	3,800	3,800	3,800	3,800	3,800	11,300
<b>Meter/Sign Shops</b>	900	900	1,000	2,100	2,200	4,200
<b>Mezzanine</b>	4,500	9,100	13,700	12,700	15,600	10,700
<b>Storage</b>	2,600	2,600	2,600	2,600	3,200	1,600
<b>Offices/Locker Rooms</b>	7,300	7,300	7,300	7,300	7,600	10,900
<b>Total Off-Site Storage*</b>	18,000	18,000	9,200	5,800	0	0
<b>Total Usable Building (SF)</b>	61,800	66,400	78,800	86,000	96,300	100,000
<b>Yard Space</b>	1.35 acres	1.35 acres	1.35 acres	1.35 acres	1.35 acres	5.67 acres
<b>Total Site</b>	3.98 acres	3.98 acres	3.98 acres	4.3 acres	4.3 acres	12 acres
*Off-Site Storage includes all equipment stored in a rented off-site building as well as vehicles and equipment stored in the Fire Department and City Hall.						

### Move to New Site

Scheme E is included in the comparison above. This final option explores moving the Maintenance Facility to a new site and is outlined in the next section of this report. Many opportunities exist in building or purchasing a new building. Vehicle stalls can be efficiently designed into the spacing of structural columns. Modern vehicle sizes and radii can be accommodated. With the right site, future expansion can be planned in the original building design.

# New Facility

Scheme E: New Building on New Site  
Site Studies & Size Recommendations  
Summary

Roseville Maintenance Facility

Space Needs Study and Concept Plan Development

## Recommendations for a New Building

### **E** Scheme E: New Building on New Site

Scheme E presents a generic new building on a new site. A new building would be built to accommodate the existing equipment and vehicles with room to grow. The structure would have minimal columns and structural elements would be placed to maximize vehicle stalls and circulation. The new facility would be designed for one wall of vehicle storage to be removable, making future additions more cost effective.

Storage mezzanines would be designed into the exterior walls and negate redundant columns. New offices and maintenance shops would benefit from modernized work spaces. The new mechanical systems and technologies will improve energy and maintenance costs.

A new site would provide the necessary yard space for safe vehicle circulation and covered material storage. The site design includes filtration ponds, on-site employee and visitor parking. The larger sites also plan for future office building, shop, and vehicle storage expansions.

Pros	Cons
Accommodate all existing Vehicles	Procure a new site
Planned for future growth	Unknown existing site conditions
New offices with updated features	Provide space on-site for parking
Drive-thru stalls	
No Off-Site Storage required	
New Shops with modern equipment	
Mezzanines accessed with integral cranes	

New Offsite Building	\$15,159,000 - \$17,982,000
New Site (12-acre)	\$ 1,944,000 - \$ 2,703,000
Soft Costs	\$ 1,643,900 - \$ 1,930,800
<b>Total Estimate</b>	<b>\$18,800,000 - \$22,700,000</b>

12 Acre Estimate\*: \$18,800,000 - \$22,700,000

10 Acre Estimate\*: \$18,600,000 - \$22,400,000

8 Acre Estimate\*: \$18,400,000 - \$22,100,000

6 Acre Estimate\*: \$18,200,000 - \$21,800,000

\*Cost estimates do not include the cost of land acquisition.

**PROJECT & BUDGET SUMMARY**

Kodet Architectural Group, Ltd.

(612) 377-2737

11-Sep-17

GENERIC NEW BUILDING	Sq. FT.	2018 Estimated Cost	
		Low Estimate	Medium Estimate
Vehicle Storage	59,700	\$ 120.00	\$ 145.00
Repair/Shop Areas	11,300	\$ 180.00	\$ 200.00
Meter/Sign Shops	4,200	\$ 180.00	\$ 200.00
Wash Bay	1,600	\$ 200.00	\$ 210.00
Storage	1,600	\$ 120.00	\$ 145.00
Mezzanine	10,700	\$ 50.00	\$ 65.00
Offices/Locker Rooms	10,900	\$ 200.00	\$ 240.00
Design/Construction Contingency		15%	
<b>NEW BUILDING SUBTOTAL</b>	<b>100,000</b>	<b>\$ 151.59</b>	<b>\$ 179.82</b>

GENERIC NEW SITE			
Fuel Island w/ Pumps & Canopy	EA	\$ 400,000.00	\$ 450,000.00
Covered Storage Bins	EA	\$ 90,000.00	\$ 100,000.00
Sitework	12 Acres	\$ 100,000/Acre	\$ 150,000/Acre
Design/Construction Contingency		15%	
<b>NEW SITE SUBTOTAL</b>			<b>\$ 1,944,000.00 - \$ 2,703,000.00</b>

<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 17,103,000.00 - \$ 20,685,000.00</b>
------------------------------	--

SOFT COSTS			
FF& E (Owner Furnished)		3%	\$ 513,100.00 - \$ 621,000.00
Contingency		5%	\$ 856,000.00 - \$ 1,035,000.00
Arch/Engineer/Misc. Fees + Costs		TBD	\$ - - \$ -
Soil Borings			\$ 9,800.00 - \$ 9,800.00
Survey			By Owner - By Owner
Owner Testing			\$ 40,000.00 - \$ 40,000.00
Watershed Approvals			\$ 10,000.00 - \$ 10,000.00
Civil Engineering			\$ 60,000.00 - \$ 60,000.00
Landscape Design			\$ 25,000.00 - \$ 25,000.00
Municipal Approvals			\$ 20,000.00 - \$ 20,000.00
Security			\$ 40,000.00 - \$ 40,000.00
Phone			\$ 30,000.00 - \$ 30,000.00
Data			\$ 40,000.00 - \$ 40,000.00
Environmental			By Owner - By Owner
<b>SOFT COSTS SUBTOTAL</b>			<b>\$ 1,643,900.00 - \$ 1,930,800.00</b>

<b>PROJECT TOTAL FOR 12 ACRE SITE</b>	<b>\$ 18,800,000.00 - \$ 22,700,000.00</b>
---------------------------------------	--

ALTERNATIVE SITE SIZES			
Sitework	10 Acres	\$ 100,000/Acre	\$ 150,000/Acre
Sitework	8 Acres	\$ 100,000/Acre	\$ 150,000/Acre
Sitework	6 Acres	\$ 100,000/Acre	\$ 150,000/Acre

<b>PROJECT TOTAL FOR 10 ACRE SITE</b>	<b>\$ 18,600,000.00 - \$ 22,400,000.00</b>
---------------------------------------	--

<b>PROJECT TOTAL FOR 8 ACRE SITE</b>	<b>\$ 18,400,000.00 - \$ 22,100,000.00</b>
--------------------------------------	--

<b>PROJECT TOTAL FOR 6 ACRE SITE</b>	<b>\$ 18,200,000.00 - \$ 21,800,000.00</b>
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This probable cost summary is reflective of knowledge available on this project as of this date. Market conditions, program changes, bidding conditions, and other marketplace factors can and will affect this summary. The summary is provided to determine and approximate scope of project.

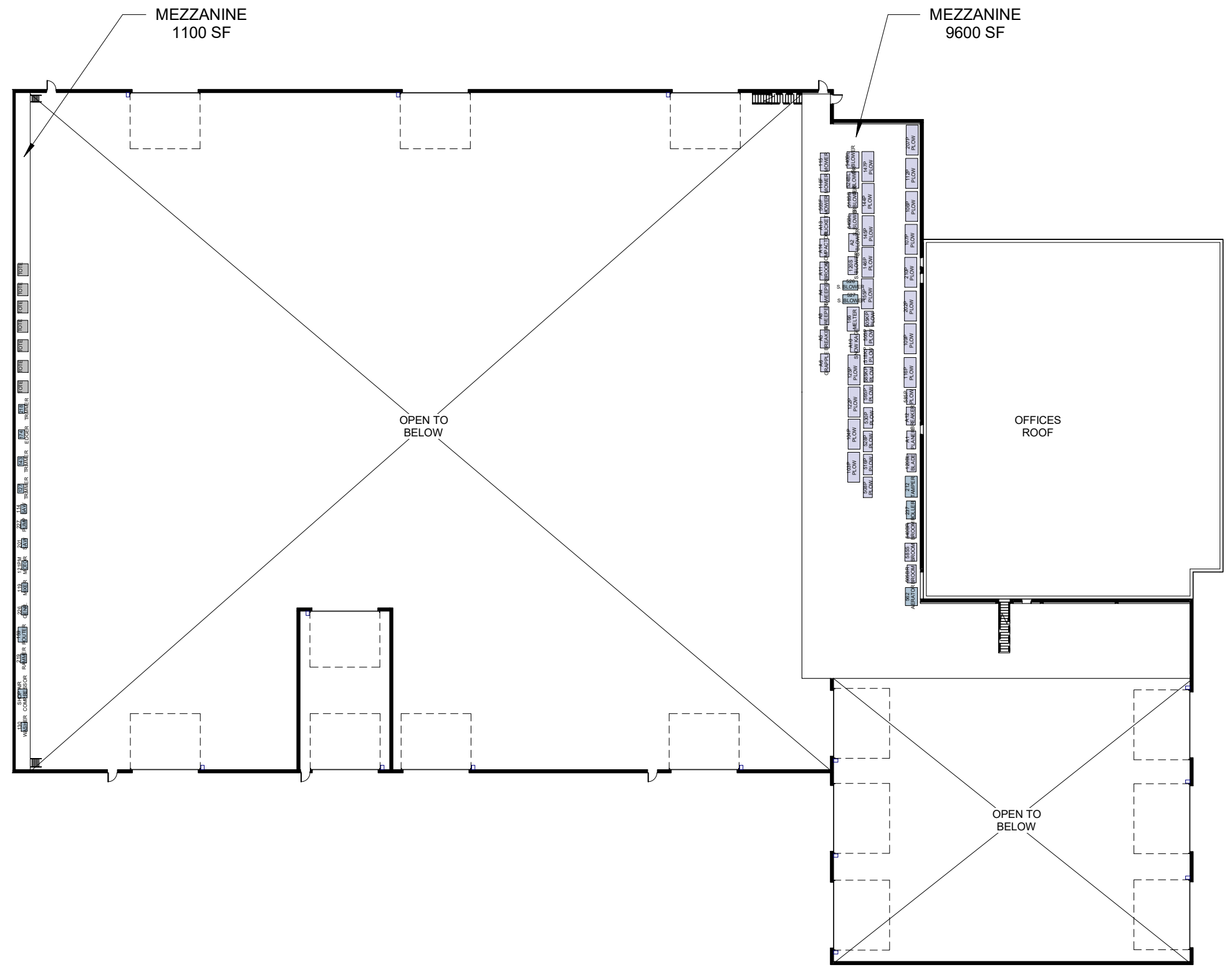




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E1.2

SCHEME E: GENERIC NEW BUILDING - MEZZANINE PLAN  
1" = 40'-0"



SCHEME E MEZZANINE  
AREA CALCULATIONS

5' MEZZANINE	1100 SF
MEZZANINE	9600 SF
<b>TOTAL MEZZANINE AREA</b>	<b>10,700 SF</b>

EQUIPMENT KEY

- CAR/SMALL VAN
- PICK-UP/LARGE VAN
- LARGE TRUCK
- SMALL EQUIPMENT
- LARGE EQUIPMENT
- ATTACHMENT
- OTHER
- WINTER STORAGE
- WINTER GARAGE



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SCHEME E MEZZANINE PLAN

E1.2

ROSEVILLE MAINTENANCE FACILITY  
2660 Civic Center Drive, Roseville, MN 55113

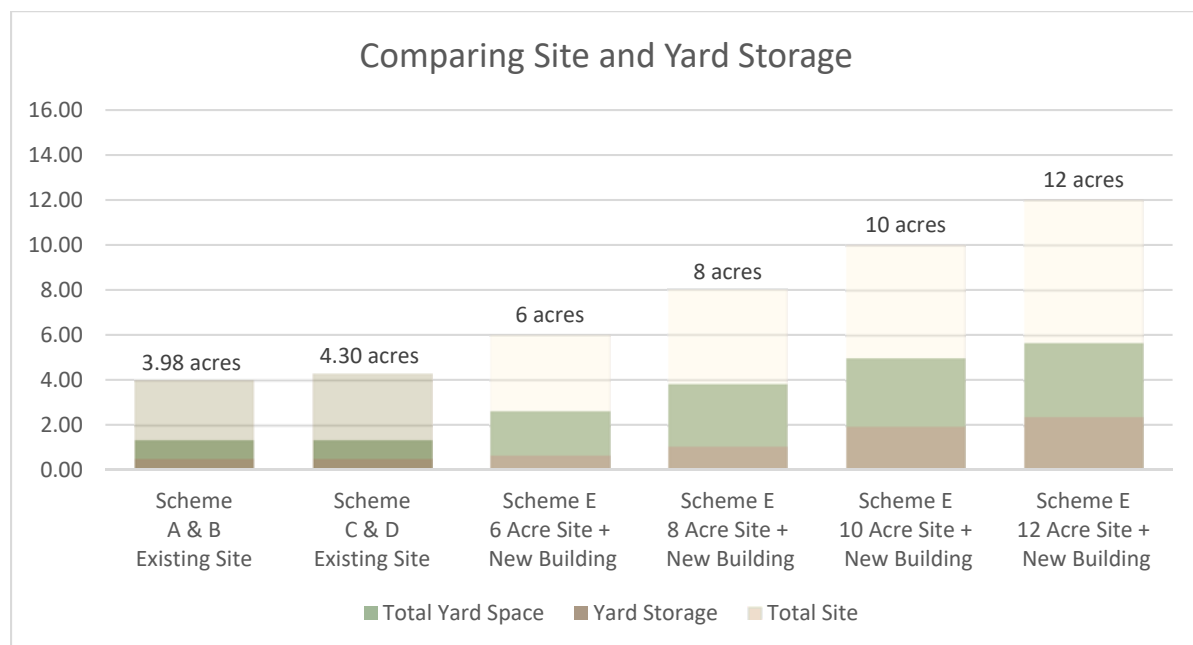
Drawn by: Author Architect: Edward J. Kodet, Jr., FAIA Date: 9/11/2017  
Project No: 102617.B License No.: 10266 Date: 9/11/2017

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## Site Studies & Size Recommendations

The existing maintenance facility and yard are bound by the Roseville Fire Department to the east, the Roseville Police Department and City Hall parking lot to the South, the Roseville Skating Center and parking to the west, and by Woodhill Drive to the north. This fully developed site limits the size of the yard. Expanding the existing yard would require major relocations of either parking, roads, or buildings.

Based on the long-term needs of the Roseville Maintenance Facility, the limitations of the existing site, and the projected size of a new facility, it is recommended that the future Roseville Maintenance Facility be located on a site ranging from 10-acres to 12-acres. A site of this size would provide an adequate yard and future expansions.

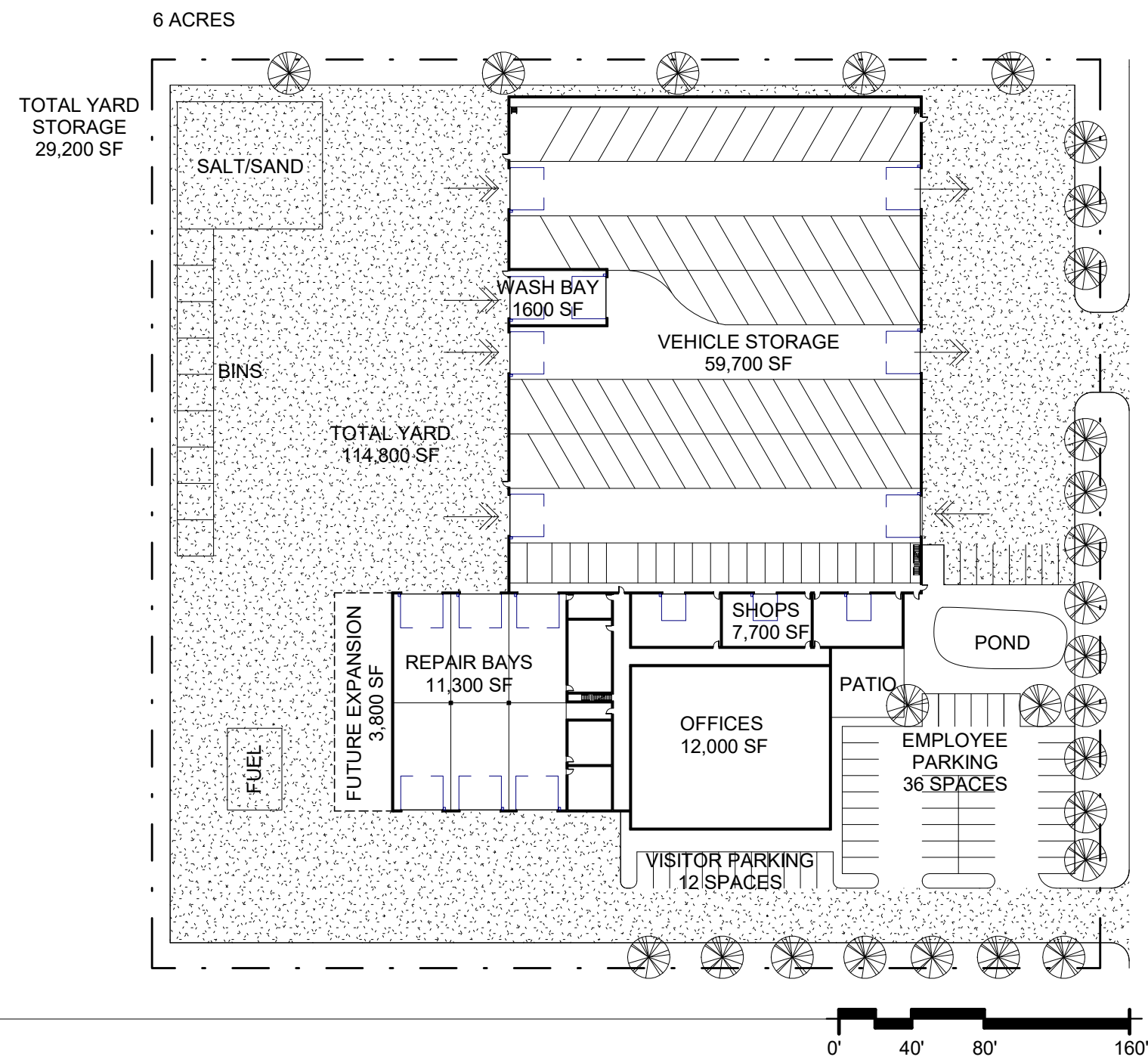


### Recommendations for a New Site

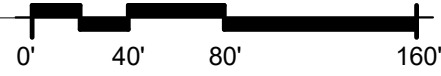
The Yard is essential for efficient Maintenance Facility operations. Yard storage can be improved with covered bins to prevent frost build up in materials. It takes valuable time and money for maintenance workers to break up chunks of ice that develop in exposed aggregates and landscaping materials.

The following site plans depict the Scheme E new building on various site sizes. In general, the larger sites allow for greater future expansion, more on-site parking, and require a larger retention pond for onsite storm water mitigation.

6 ACRE SITE		SCHEME E AREA SUMMARY																																	
<b>PROS:</b> +IMPROVE VEHICULAR CIRCULATION +FUTURE REPAIR BAY +COVERED STORAGE IN YARD +NO OFF-SITE STORAGE  <b>CONS:</b> -MINIMAL ONSITE PARKING -NO PARKING EXPANSION -NO VEHICLE STORAGE EXPANSION -NO OFFICE EXPANSION		<b>6 ACRE NEW SITE</b>  <table border="0"> <tr><td>VEHICLE STORAGE</td><td>59,700 SF</td></tr> <tr><td>REPAIR BAY</td><td>11,300 SF</td></tr> <tr><td>METER/SIGN SHOPS</td><td>4200 SF</td></tr> <tr><td>WASH BAY</td><td>1600 SF</td></tr> <tr><td>MEZZANINE STORAGE</td><td>10,700 SF</td></tr> <tr><td>STORAGE</td><td>1600 SF</td></tr> <tr><td>OFFICE</td><td>11,300 SF</td></tr> <tr><td><b>TOTAL BUILDING AREA</b></td><td><b>100,400 SF</b></td></tr> </table> <table border="0"> <tr><td>EMPLOYEE PARKING</td><td>36 SPACES</td></tr> <tr><td>VISITOR PARKING</td><td>12 SPACES</td></tr> <tr><td>FUTURE PARKING EXPANSION</td><td>0 SPACES</td></tr> <tr><td><b>TOTAL PARKING</b></td><td><b>48 SPACES</b></td></tr> </table> <table border="0"> <tr><td>SALT/SAND STORAGE</td><td>5,800 SF</td></tr> <tr><td>COVERED STORAGE</td><td>3,600 SF</td></tr> <tr><td>YARD STORAGE</td><td>29,200 SF</td></tr> <tr><td><b>TOTAL YARD AREA</b></td><td><b>114,800 SF</b></td></tr> </table>		VEHICLE STORAGE	59,700 SF	REPAIR BAY	11,300 SF	METER/SIGN SHOPS	4200 SF	WASH BAY	1600 SF	MEZZANINE STORAGE	10,700 SF	STORAGE	1600 SF	OFFICE	11,300 SF	<b>TOTAL BUILDING AREA</b>	<b>100,400 SF</b>	EMPLOYEE PARKING	36 SPACES	VISITOR PARKING	12 SPACES	FUTURE PARKING EXPANSION	0 SPACES	<b>TOTAL PARKING</b>	<b>48 SPACES</b>	SALT/SAND STORAGE	5,800 SF	COVERED STORAGE	3,600 SF	YARD STORAGE	29,200 SF	<b>TOTAL YARD AREA</b>	<b>114,800 SF</b>
VEHICLE STORAGE	59,700 SF																																		
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<b>TOTAL YARD AREA</b>	<b>114,800 SF</b>																																		



**1** SCHEME E: GENERIC NEW BUILDING - SITE PLAN 6 ACRES  
 E0.1a 1" = 80'-0"



**E0.1a**

**SCHEME E SITE PLAN 6 ACRES**

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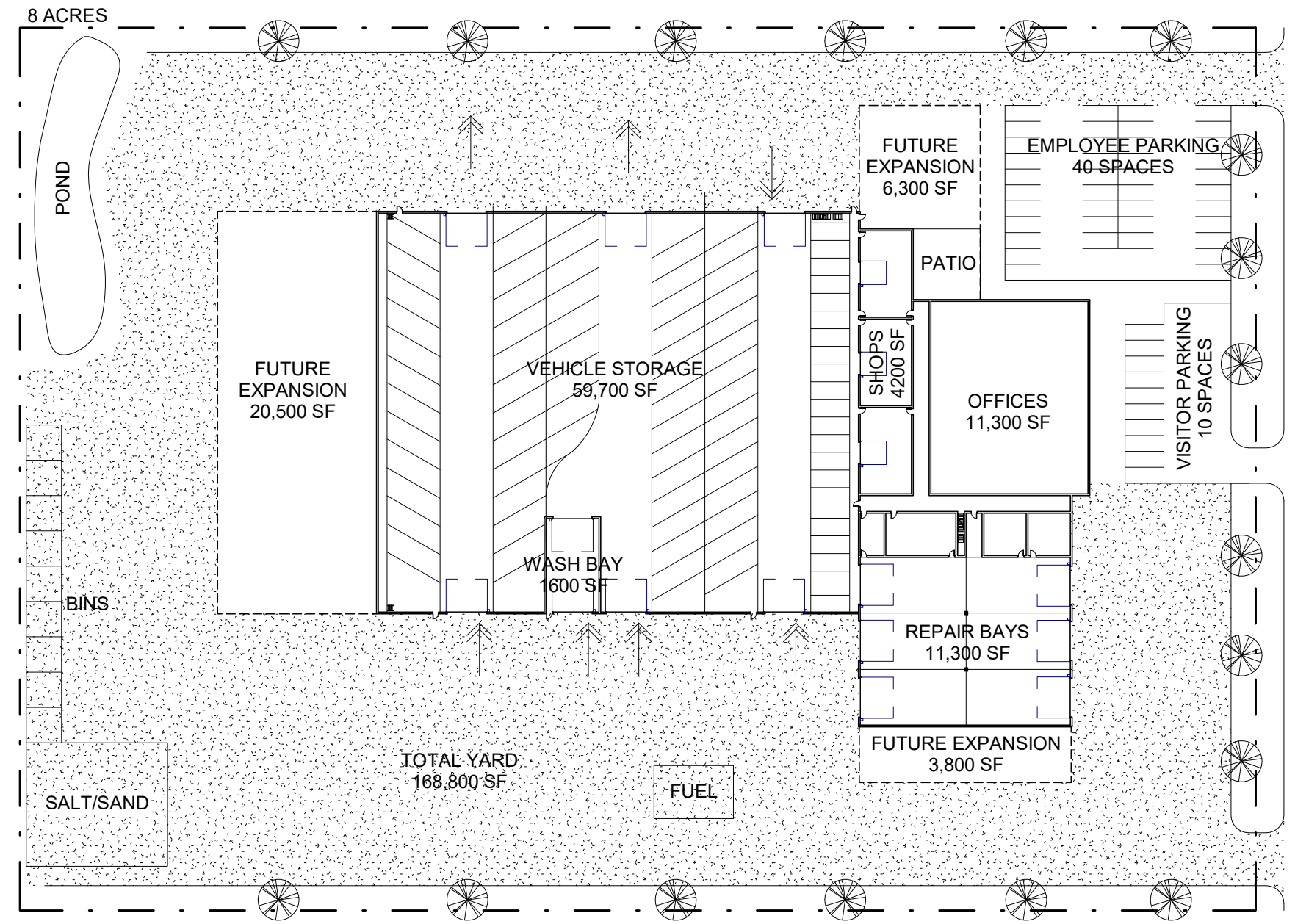
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8 ACRE SITE		SCHEME E AREA SUMMARY	
<b>PROS:</b>			
+IMPROVE VEHICULAR CIRCULATION			
+FUTURE REPAIR BAY/SHOP EXPANSION			
+COVERED STORAGE IN YARD			
+NO OFF-SITE STORAGE			
+FUTURE VEHICLE STORAGE EXPANSION			
+FUTURE OFFICE EXPANSION			
<b>CONS:</b>			
-MINIMAL ONSITE PARKING			
-NO PARKING EXPANSION			
<b>8 ACRE NEW SITE</b>			
VEHICLE STORAGE	59,700 SF		
FUTURE VEHICLE STORAGE	20,500 SF		
REPAIR BAY	11,300 SF		
FUTURE REPAIR BAY	3,800 SF		
METER/SIGN SHOPS	4,200 SF		
WASH BAY	1,600 SF		
MEZZANINE STORAGE	10,700 SF		
STORAGE	16,000 SF		
FUTURE OFFICE	6,300 SF		
OFFICE	11,300 SF		
<b>TOTAL FUTURE BLDG AREA</b>	<b>131,000 SF</b>		
EMPLOYEE PARKING	40 SPACES		
VISITOR PARKING	10 SPACES		
FUTURE PARKING EXPANSION	0 SPACES		
<b>TOTAL PARKING</b>	<b>50 SPACES</b>		
SALT/SAND STORAGE	5,800 SF		
COVERED STORAGE	3,600 SF		
YARD STORAGE	46,100 SF		
<b>TOTAL YARD AREA</b>	<b>168,800 SF</b>		

TOTAL YARD STORAGE 46,100 SF



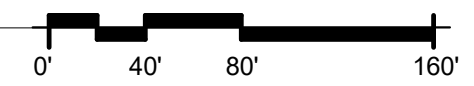
E0.1b

SCHEME E SITE PLAN 8 ACRES

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ROSEVILLE MAINTENANCE FACILITY  
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 Drawn by: Author Architect: Edward J. Kodet, Jr., FAIA Date: 8/14/17  
 Project No: 102617.B License No.: 10266 Date: 8/14/17  
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1 SCHEME E: GENERIC NEW BUILDING - SITE PLAN 8 ACRES  
 E0.1b 1" = 80'-0"





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**10 ACRE SITE**

**PROS:**  
 +IMPROVE VEHICULAR CIRCULATION  
 +FUTURE REPAIR BAY/SHOP EXPANSION  
 +COVERED STORAGE IN YARD  
 +NO OFF-SITE STORAGE  
 +FUTURE VEHICLE STORAGE EXPANSION  
 +FUTURE OFFICE EXPANSION  
 +ACCOMMODATE 30 YEAR PROJECTED NEEDS

**CONS:**  
 -FINGING 10 ACRE SITE IN CENTRAL ROSEVILLE

**SCHEME E AREA SUMMARY**

**10 ACRE NEW SITE**

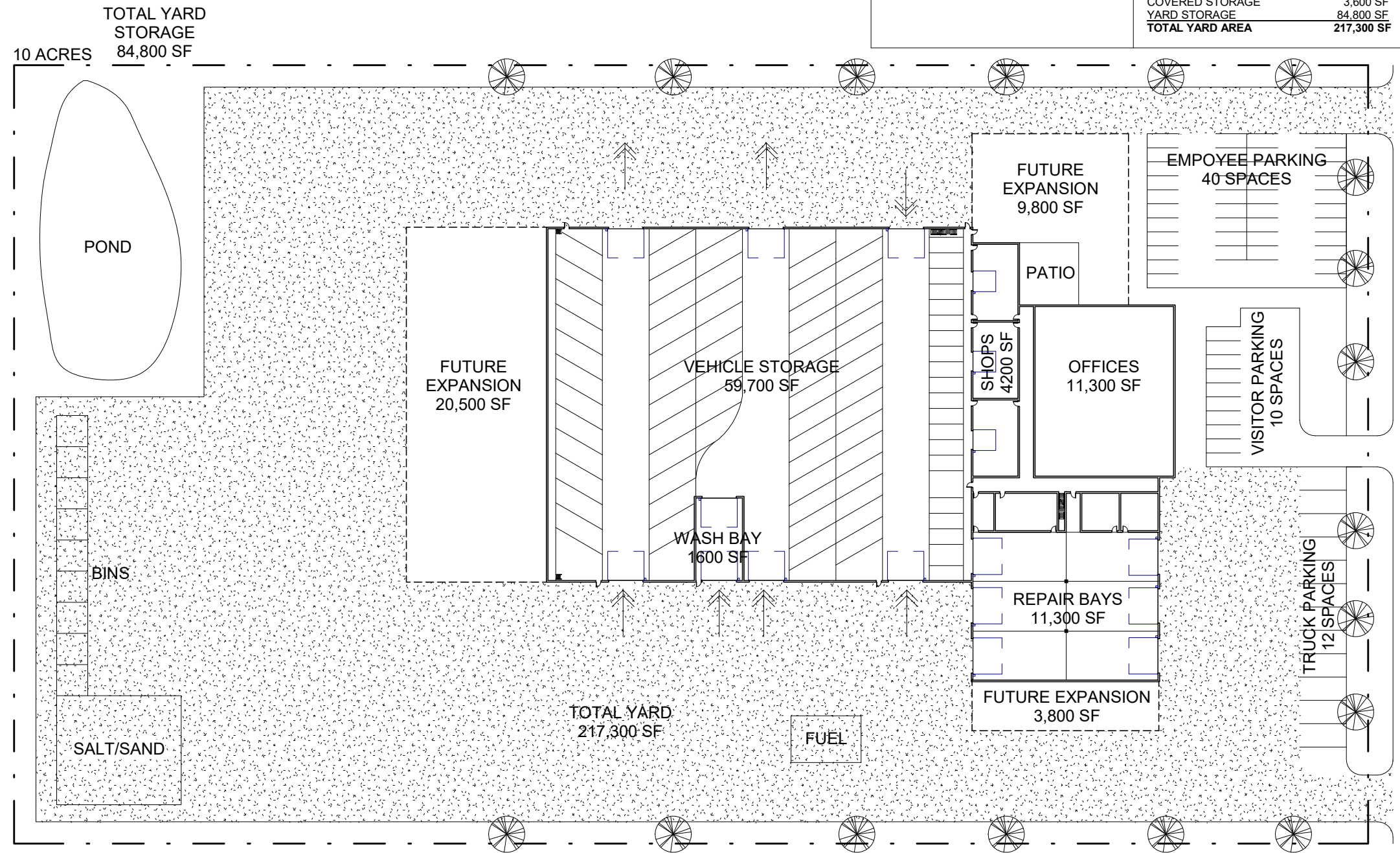
VEHICLE STORAGE	59,700 SF
FUTURE VEHICLE STORAGE	20,500 SF
REPAIR BAY	11,300 SF
FUTURE REPAIR BAY	3,800 SF
METER/SIGN SHOPS	4,200 SF
WASH BAY	1,600 SF
MEZZANINE STORAGE	10,700 SF
STORAGE	16,000 SF
FUTURE OFFICE	9,800 SF
OFFICE	11,300 SF
<b>TOTAL FUTURE BLDG AREA</b>	<b>134,500 SF</b>

EMPLOYEE PARKING	40 SPACES
VISITOR PARKING	10 SPACES
FUTURE PARKING EXPANSION	12 SPACES
<b>TOTAL PARKING</b>	<b>62 SPACES</b>

SALT/SAND STORAGE	5,800 SF
COVERED STORAGE	3,600 SF
YARD STORAGE	84,800 SF
<b>TOTAL YARD AREA</b>	<b>217,300 SF</b>



**E0.1c**

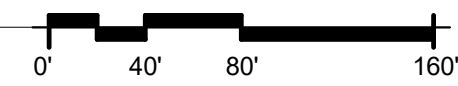
**SCHEME E SITE PLAN 10 ACRES**

**Kodet Architectural Group Ltd.**

**ROSEVILLE MAINTENANCE FACILITY**  
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**1** SCHEME E: GENERIC NEW BUILDING - SITE PLAN 10 ACRES  
 E0.1c 1" = 80'-0"



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**12 ACRE SITE**

**PROS:**  
 +IMPROVE VEHICULAR CIRCULATION  
 +FUTURE REPAIR BAY/SHOP EXPANSION  
 +COVERED STORAGE IN YARD  
 +NO OFF-SITE STORAGE  
 +FUTURE VEHICLE STORAGE EXPANSION  
 +FUTURE OFFICE EXPANSION  
 +ACCOMMODATE 50 YEAR PROJECTED NEEDS

**CONS:**  
 -FINDING 12-ACRE SITE IN CENTRAL ROSEVILLE

**SCHEME E AREA SUMMARY**

12 ACRE NEW SITE	
VEHICLE STORAGE	59,700 SF
FUTURE VEHICLE STORAGE	41,000 SF
REPAIR BAY	11,300 SF
FUTURE REPAIR BAY	3,800 SF
METER/SIGN SHOPS	4,200 SF
WASH BAY	1,600 SF
MEZZANINE STORAGE	10,700 SF
STORAGE	16,000 SF
FUTURE OFFICE	9,800 SF
OFFICE	11,300 SF
<b>TOTAL FUTURE BLDG AREA</b>	<b>155,000 SF</b>

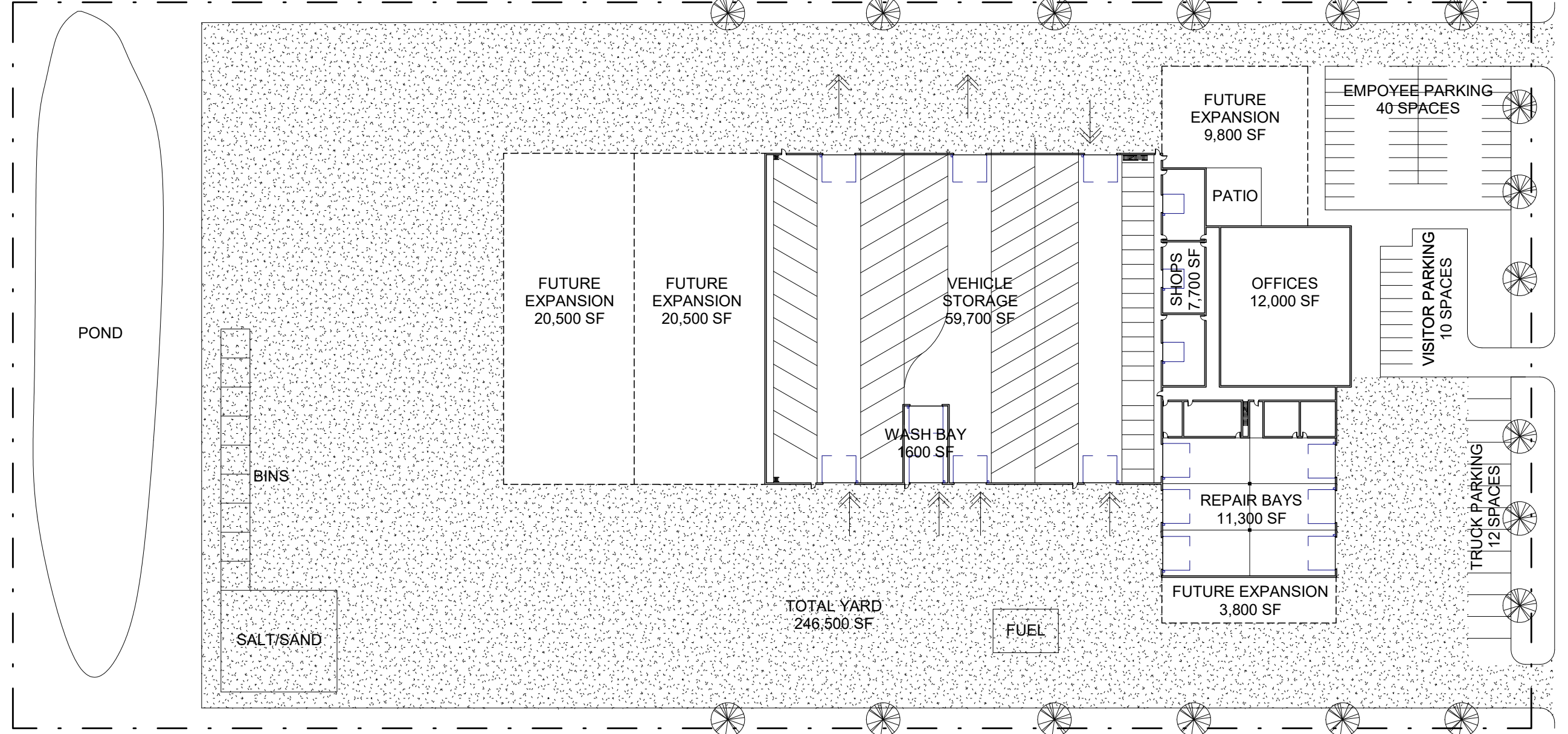
  

EMPLOYEE PARKING	40 SPACES
VISITOR PARKING	10 SPACES
FUTURE PARKING EXPANSION	12 SPACES
<b>TOTAL PARKING</b>	<b>62 SPACES</b>

SALT/SAND STORAGE	5,800 SF
COVERED STORAGE	3,600 SF
YARD STORAGE	103,600 SF
<b>TOTAL YARD AREA</b>	<b>246,500 SF</b>

12 ACRES  
 TOTAL YARD STORAGE  
 103,600 SF



**E0.1d**

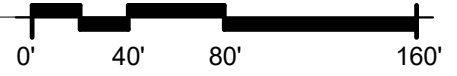
**SCHEME E SITE PLAN 12 ACRES**

**Kodet Architectural Group Ltd.**

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**1** SCHEME E: GENERIC NEW BUILDING - SITE PLAN 12 ACRES  
 E0.1d 1" = 80'-0"



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## Summary

The Public Works and Parks & Recreation Departments require more indoor and outdoor storage than is currently available at Civic Center Drive. Schemes A, B, C & D require large capital investment and the Maintenance Facility would need to expand again within 5-10 years. None of the on-site Schemes effect the size of the already deficient yard.

Over the last 60 years, the current facility has grown from 5,400 SF to 61,800 SF. Other departments have been added and grown within the Civic Center Complex. This has left very little space for the Maintenance Facility to continue to grow. The needs of the Maintenance Facility continue to grow as Parks & Recreation programs are added and more city staff is needed to manage city utilities. Even though Roseville's population has remained around 35,000 since the 1970's, many factors of natural city development have made additions necessary.

Scheme D depicts the maximum expansion possible on the existing site. The 23,400 SF addition would only store the current equipment of the Public Works and Parks & Recreation Departments. Scheme D does not expand the already limited size of the yard and it does not allow for the inevitable expansion of the departments in 5-10 years. The estimated \$9,000,000 - \$12,100,000 project would only delay the inevitable need to relocate the maintenance facility to a new site in 10-15 years.

Moving to a new site, as depicted in Scheme E will cost around \$20,000,000. If located on a 10-acre or larger site, the new facility could accommodate 50+ years of growth and maintain adequate yard space. The 100,000 SF facility can be designed for cost-effective additions in 30-40 years. The greatest benefit of a new site is adequate yard space for safe and efficient vehicle operations and outdoor storage.

## Conclusion

This report recommends a new site and new building would most efficiently meet the long-term needs of the Roseville Maintenance Facility. The Public Works and Parks & Recreation Departments has already overfilled the existing site. The maintenance facility has undergone additions every 10 years, yet the department continues to grow. The largest possible addition to the existing site, totaling 95,500 SF in Scheme D, would only meet current vehicle storage needs. It would not accommodate the anticipated growth in 5-10 yrs. At which point the city may need to revisit the decision to move to a new site.

The City of Roseville may not anticipate any change in size or density, but the Maintenance Facility has a long history of expanding apart from Roseville's population growth. A new facility would serve the Public Works and Parks & Recreation Departments without continual additions and off-site storage rental.

The 100,000 SF maintenance facility presented in Scheme E efficiently meets the cities' current and projected needs. The recommend building size is averaged from similar cities and specifically sized for Roseville's Public Works and Parks & Recreation Departments. To accommodate 50+ years of growth, this report recommends a 10-acre or 12-acre site. The larger sites maintain adequate yard space and will meet the City of Roseville's long-term maintenance facility needs.



# Appendices

## Vehicle and Equipment Inventory Meeting Minutes

February 24, 2017

July 28, 2017

Roseville Maintenance Facility

Space Needs Study and Concept Plan Development

## Kodet Architectural Group

## Roseville Maintenance Facility

14-Aug-17

S = Offsite Summer Storage W = Offsite Winter Storage G = Garage

**ENGINEERING**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
301	2015 EQUINOX	2015	CHEVROLET EQUINOX	15.5	6	93		Small van				
306	2007 4 DOOR TAURUS	2007	Ford WAS 2564. Taurus	17	6.5	111		Car				

**PARKS & RECREATION**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
504	2011 KUBOTA UV WORKSITE	2011	Kubota Rtv1100cwx	10	5.5	55	E	Small equip.	x			x
505	2017 HOLDER C270	2017	HOLDER C270	10.5	5.5	58	C6	Small equip.	x			x
506	2012 FORD F250 2X4	2012	Ford F250 2x4	19	6.75	128	D	Pick-up	x			x
507	2003 SILVERADO PICKUP TRUCK	2003	Chevrolet Silverado 1500	20	7	140		Pick-up		x	x	
508	2002 F350 4X4 DUMP	2002	Ford F350	21	7.5	158		Pick-up				x
509	2013 TORO 509	2013	TORO 30448N	11.5	11.5	132	C6	Small equip.	x			x
511	2006 TOOLCAT LOADER	2006	Bobcat 5600 Tool Cat	15	5	75		Small equip.				x
512	1996 FORD 545D TRACTOR	1996	Ford 1996 Ford Tractor	16	6.5	104		Large equip.				x
513	2013 TORO 513	2013	TORO 30448N	11.5	11.5	132		Large equip.				x
514	TOWMASTER	2013	TOWMASTER T10	17	8.5	145	D	Attach.	x			x
515	2014 FORD F350	2014	FORD F350	21	7.5	158	D	Pick-up	x			x
516	2014 FORD F250	2014	FORD F250	19	6.75	128	D	Pick-up	x			x
517	2014 FORD F350 CREW CAB	2014	FORD F350	21	7.5	158	D	Pick-up	x			x
518	2014 HOLDER	2014	HOLDER C270	10.5	5.5	58	E	Small equip.	x			x
526	SNOW BLOWER		Snapper 1982 8250	5	3	15	C6	Small equip.	x			x
527	SNOW BLOWER / 527		Mtp 1984 Snoflj143b	5	3	15	C6	Small equip.	x			x
528	2016 FORD F350 DUMP BOX	2016	FORD F350	21	7.5	158	D	Pick-up	x			x
529	2003 DODGE CREW CAB 4X4	2003	Dodge Ram 250 Quad Cab	20	6.75	135		Pick-up				x
530	2016 FORD F350 EXT CAB	2016	FORD F350	21	7.5	158	D	Pick-up	x			x
532	2016 FORD F350 UTILITY TRUCK	2016	FORD F350	21	7.5	158	D	Pick-up	x			x
534	FIELD PAINT SPRAYER		Kromer B200	7	4	28	C6	Small equip.	x			x
535	2006 FORD E350 12 PASSENGER VAN	2006	Ford E350	21	7.5	158	A6	Large Van	x			x
536	2016 TORO GROUNDSMASTER	2015	TORO 31599N	11.5	11.5	132	E	Large Equip.	x			x
537	2013 CROMER 537	2013	FIELD COMMANDER FC1	7	4	28	C6	Small equip.	x			x
540	2017 GROUNDSMASTER	2017	TORO 3280-D	7	4	28	C6	Small equip.	x			x
541	T10P	1993	Towmaster 1994 Trailer	16	6.5	104	Outside	attach.				x
543	2010 FELLING FT-6 TRAILER	2010	Felling Ft-6 Drop Deck	12	8	96	Outside	attach.				x
545	2008 JOHN DEERE 3720 TRACTOR	2008	John Deere 3720 John Deere	10	4.5	45	C6	Small equip.	x			x
546	TORO 328D 4WD MOWER	1999	Toro 328d 4wd	8	6	48	C6	Small equip.	x			x
547	1999 MF 243 DRAG TRACTOR	1999	Massey Ferguson 243	10	6	60		Small equip.				x
549	GENERIC / 549					0						x
553	JD 244J LOADER	2006	JOHN DEERE JOHN DEERE	17	7	119	E	Large equip.	x			x
560	2006 FORD E350 12 PASSENGER VAN / 560	2006	Ford E350xl	21	7.25	152		Large van				x
562	AERATOR		John Deere 800	6	4	24		Small equip.				x
565	SWEEPER	2010	Smithco 1992 Sweeper	10	5	50		Small Equip.				x
585	BELOS TRANS GIANT		Belos / Jd 6704 104	10.5	5.2	55	E	Small equip.	x			x
0585P	V PLOW 08-11		Fjaras Vp155	3	5	15	B6	Attach.	x			x
504G	RAHN INFILD GROOMER		Rahn Rtv900	10	5	50	A6	Small equip.	x			x
504S	KUBOTA 60 SWEEPER		Kubota V4491	10	5	50	C6	Small equip.	x			x
505BR	BROOM.	2017	HOLDER SPT060-01	3	6	18	A6	Attach.	x			x
505KP	V PLOW KUGLEMANN	2013	KUGLEMANN V150/74	3	5	15	B6	Attach.	x			x
505P	V PLOW / 505P		Fjaras Vp155	3	5	15	B6	Attach.	x			x
505SB	SNOW BLOWER.	2017	KANIBACHER / 50SB KFS 653011300	5	8	40	A6	Attach.	x			x
508P	2002 F350 4X4 DUMP PLOW			3	8	24	B6	Attach.	x			x
516P	BOSS PLOW	2013	BOSS 8'2" POWER V	3	8.5	26	B6	Attach.	x			x
518KP	V PLOW KUGLEMANN.	2015	KUGLEMANN 150/74	3	6	18	B6	Attach.	x			x
518SB	SNOW BLOWER 518	2014		3	5	15	A6	Attach.	x			x
524BL	SNO BLOWER		Holder Holder	4	5.5	22	A6	Attach.	x			x
528P	BOSS PLOW 528	2016	BOSS 9'2" POWER-VXT	3	9.5	29	B6	Attach.	x			x
530p	BOSS V PLOW	2016	BOSS 8FT 2INCH VXT	3	8.5	26	B6	Attach.	x			x
540BL	ERSKINE SNOW BLOWER	2017	ERSKINE ES1600	4	4.5	18	A6	Attach.	x			x
540BR	BROOM 5FT	2017	MB/TORO 3280	3	5	15	A6	Attach.	x			x
545BL	JOHN DEERE 59 SNOW BLOWER		JD 59	3	5	15	A6	Attach.	x			x
565P	SWEEPER / 565P	2010		3	6	18	A6	Attach.	x			x
585B	SNOW BLOWER / 585B		Tenco / Belos P-542-Hyd	5	8	40	A6	Attach.	x			x
585KP	V PLOW KUGLEMANN	2013	KUGLEMANN 150/74	3	6	18	B6	Attach.	x			x
585S	MB BROOM	2000	Mb Companie Rht	4	6	24	A6	Attach.	x			x
N553	2006 JD 244J LOADER	2006	John Deere 244j	17.5	7	123		Large equip.				x
	TORO SEEDER					36						x
	OTHER SEEDER					56						x
	11 HOCKEY NETS			7	4	28						x
	7 BROOM BALL NETS			10	3	30						x

**POLICE**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
	Police 5- pit training cars			17	6.5	111		Car				x
	Police impound vehicles (average 15 per year)			17	6.5	111		Assortment				x

**PUBLIC WORKS**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
SHOP	shop air compressor			3	3	9	A5	Small equip.				
238	KENT FLOOR CLEANER	1995	KENT KA201BST	4	2	8		Small Equip.				
WASH BAY	WASH BAY					825	C5					
CH-GEN	2003 GENERATOR CITY HALL	2003	Cummings Npower Generator C.h.			0						
PUMP#1	FUEL PUMP					0						
PUMP#2	FUEL PUMP / PUMP#2					0						
PUMP#3	FUEL PUMP / PUMP#3					0						
PUMP#4	FUEL PUMP / PUMP#4					0						

**SANITARY SEWER**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
202	2010 F350 4x4 1-ton Dump	2010	Ford 2010 F350 4x4 1-Ton Dump	21	6.75	142	B2	Pick-up				
204	2015 JETTER	2015	VACTOR 2100	27	8	216	A3	Large equip.				
209	Flatbed Crane	1986	Ford 1986 F350	21	7.5	158	C1	Large truck				
210	2008 F250 4X4	2008	Ford F250	20.5	6.75	138	B2	Pick-up				
211	CATERPILLAR M315D WHEELED BACK HOE	2008	Cat M315d	27.8	12	334	C4	Large equip.				
212	BS60Y WACKER TAMPPER		Wacker Bs60y	4	2	8		Small Equip.				
215	2005 EASEMENT MACHINE	2005	Steco/Flexible Emsp-6	16	8	128	A2	Attach.				
216	INGERSOL AIR COMPRESSOR	1990	Ingersoll 1990 Ingersol Rd	11.5	6	69		Small Equip.				
220	2010 14 TOWMASTER TRAILER	2010	Towmaster 12-T 9,980 Lb Trailer	20	8	160	Outside	Attach.				

222	2005 TAURUS 4 DR	2005	Ford Taurus	17	6.5	111	A1	Car					
225	CATERPILLAR 305E EXCAVATOR	2015	CAT 305E CR	17.5	6.5	114		Large equip.					
231	GORMAN RUPP DIAPHRAGM PUMP	1999	GORMAN RUPP 30-13	3	3	9		Small equip.					
232	1999 ONAN KW PORT GENERATOR	1999	Onan Cummins Dgdb3379608	14	6	84		Small equip.					
235	2004 GEN 60K TOWABLE	2004	Himoinsa/Iveco Hw-40r	8	3.5	28		Small equip.					
510	2006 INTL WATER TRK	2006	International 7300 Sfa 4x2	27	8	216	A6	Large truck					
202P	2010 HINIKER POLY PLOW	2010	Hiniker 7901	3	9	27		Attach.					
210P	2008 F250 4X4 PLOW					0		Attach.					

**SKATING CENTER**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
550	ICE CLEANING MACHINE		Zamboni	10	6	60		Small equip.				

**STORM SEWER**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
103	2008 FORD F450	2008	Ford F450	22	8	176	A2	Pick-up	x			x
115	1996 FLAIL MOWER	1996	Tiger Ts75	3	6.5	20		Attach.				x
119	2011 STONE CONCRETE MIXER	2011	Stone 65 Cm	2.5	1.5	4		Small equip.				x
120	TORO MOWER/POLAR TRACK	2014	TORO 7210-D	8	5	40	C3	Small equip.	x		x	x
121	2011 ELGIN CROSSWIND	2011	Elgin/ 2011 J3381d Elgin	22	8	176	A5	Large equip.	x		x	x
126	2016 BOBCAT / 2016	2016	BOBCAT S650	12	6	72		Small equip.				x
127	WEED WHIP		Echo Srm 260	6	1	6		Small equip.				x
130	PRESSURE WASHER	2009	Amazing Machiner Tr2100-01	2	1	2		Small equip.			x	x
131	Leaf Machine and box	1997	Odb Lct600	10	5	50		Attach.			x	x
132	ELGIN 2017	2017	ELGIN PELICAN P	16	8.5	136	A5	Large equip.	x			x
139	VAC ALL	1993	International 1993 4900 6/4	28	8	224		Large truck			x	x
145	WESTERN STAR	2014	WESTERN STAR 4700SF	28.5	9.75	278	B4	Large truck	x			x
147	2012 INTERNATIONAL 7400	2012	International Sfa	27	8	216	B4	Large truck	x			x
148	LEAF MACHINE / 148 and box	2000	Odb Lct600	10	5	50		Attach.			x	x
165	FELLING TRAILER	2005	Felling Felling Ft-10	14	8.5	119	Outside	Attach.				x
167	2006 3-WHEEL SWEEPER	2006	Elgin Pelican 3-Wheel	16	8.5	136	A5	Large equip.	x		x	x
168	1997 ZEMPOST TURNER	1997	Wild Cat Ls177ajd	9.5	27.7	263	B5	Large equip.	x			x
169	2006 ZERO TURN MOWER	2006	Toro Z560	6	7	42	C3	Small equip.	x		x	x
172	DIXIE CHOPPER ZERO TURN MOWER	2009	Dixie Chopper 3360hp Classic Mower	6.5	6	39	C3	Small equip.	x		x	x
109P	2007 STERLING DUMP PLOW / 109P		Falls	6	10	60		Attach.				x
116F	FLAIL MOWER FOR KUBOTA	2014	TIGER 9119404J	3	6.5	20		Attach.				x
116P	MACHINABILITY 10FT PLOW	2015	BAY LYNX 10SW 835	5	10	50		Attach.			x	x
121PM	CROSSWIND PONY MOTOR		John Deer 4045	3	2	6		Small equip.				x
145T	Anti-icing Tank	2014	2000 Gallon Varitech Anti-Icing Tank	20	9	180		Attach.			x	
147P	2012 FRONT PLOW	2012	Falls Pr12435te1	5	10	50		Attach.				x
A1	18 HYD PLANER	2005	Bobcat 18"	4	6	24		Attach.			x	x
A13	GRABLE BUCKET 360	2014	ROTOBEC PC018B	3	3	9		Attach.				x
A7	2.5 INCH SLOT MILL/1995	2012	Newholland			0		Small equip.				x
PW	50 KW STAND BY GENERATOR	1999	ELLIOTT MAGNETECK 50 RN	8.5	3.5	30		Small equip.				x
	11 Storm Pipes			25	1.5	38						x

**STREET**

NUMBER	NAME	YEAR	MAKE/MODEL	Length	Width	SF	Grid	Size Category	Stored	S	W	G
101	2008 F-150 4X2 PICKUP	2008	Ford F-150	19	6.5	124	C2	Pick-up	x			x
102	BLOW IN PATCHER	2014	SCHWARZE STREET MAX SP550	15.5	8	124	B5	Large equip.	x		x	x
104	2003 FORD F350 XL 4X4 PICKUP	2003	Ford F350 4x4	21	7.5	158	C2	Pick-up	x			x
105	2004 F250 PICKUP	2004	Ford F250	19	6.75	128	C2	Pick-up	x			x
106	2011 INTERNATIONAL 7400	2011	International 7400	27	8	216	B4	Large truck	x			x
107	621F LOADER	2016	CASE 621F	23	8	184	A4	Large equip.	x			x
108	HYDRO SEEDER	2017	TURF MAKER 550	8	5	40		Attach.			x	x
109	2007 STERLING DUMP	2007	Sterling 8500	21	8	168	B3	Large truck	x			x
111	2016 BOBCAT 2016	2016	BOBCAT S650	12	6	72		Small Equip.				x
112	2009 INTERNATIONAL DUMP TRUCK	2009	International 7400	27	8	216	B3	Large truck	x			x
113	CHIPPER 2016	2017	VERMEER BC1500	16	7.25	116	A6	Attach.	x			x
114	STIHL TS420		Stihl Ts420	2	1	2		Small equip.				x
116	2015 Kubota	2015	KUBOTA M110GXDTG	14	7	98	A5	Small equip.	x			x
122	CASE LOADER--721E	2007	Case 721e	25.5	9	230	A3	Large equip.	x			x
123	FORD 1997 F80 PATCH TRUCK	1997	Ford 1997 F 80	27	8	216		Large truck			x	x
125	2007 INTERNATIONAL DUMP TRUCK	2007	International Dump Truck 7400	27	8	216	C4	Large truck	x			x
128	2016 FORD F250 4X4	2016	FORD F250	19	6.75	128	C2	Pick-up	x			x
129	SULLAIR 260 CFM AIR COMPRESSOR	2012	2012 Sullair 260cfm	12	5.5	66		Small equip.			x	x
133	2002 WALK BEHIND SAW	2002	Mk Diamond Prod Mk2020	4	2	8		Small equip.				x
134	2003 INTERNATIONAL SIGN TRUCK	2003	International Low Profil 2003 4300	25	8	200	A1	Large truck	x			x
135	2012 EDCO PLANNER 135	2013	EDCO CPM8-9H	4	2	8		Small equip.				x
136	ARIENS SNOW BLOWER	2011	ARIENS 921013	4	3	12	E	Small equip.	x		x	x
137	ATTENUATOR	2017	TRAFIFIX SCORPION 10002	9	8	72		Attach.				x
138	2000 TRAILER	2000	Towmaster T6dd	12	7	84	Outside	Attach.				x
141	WACKER ROLLER	2013	WACKER RD-12	6	3.5	21	B5	Small equip.	x		x	x
143	WACKER PLATE	2012	Wacker Wp1550a	3	2	6		Small equip.				x
144	INTERNATIONAL DUMP BOX	2013	INTERNATIONAL 7400 SFA	27	8	216	C3	Large truck	x			x
146	2011 INTERNATIONAL	2011	International 7400	27	8	216	C3	Large truck	x			x
149	TRAILER 16,000#	2015	TOWMASTER T16DD	18	6.5	117	Outside	Attach.				x
151	2012 FORD F450 V10	2012	Ford F450	22	8	176		Pick-up				x
152	2001 INTERNATIONAL BOOM TRUCK	2001	International 4700	27	8	216	B3	Large truck	x			x
153	T-16 TOWMASTER	2017	TOWMASTER T-16DT	18	6.5	117	Outside	Attach.				x
155	2015 INTERNATIONAL	2016	INTERNATIONAL 7400 SFA DUMP TRUCK	27	8	216	C4	Large truck	x			x
156	2012 FORD F250 2X4	2012	Ford F250 2x4	19	6.75	128	B2	Pick-up	x			x
157	INGERSOL ROLLER	2001	Ingersol Rand Ultra Pac Dd28hf	8.4	4.5	38	B5	Small equip.	x		x	x
159	CRAFTCO PAVEMENT ROUTOR	2015	CRAFTCO 30	5	3	15	C6	Small equip.	x		x	x
161	2004 21 SELF PROP MOWER 2 CYCLE	2004	Lawn Boy 10550	4	2	8		Small equip.				x
163	2007 225 WATT ARROW BOARD	2007	Solar Tech Mb2-2248 225	8.5	8	68	A2	Attach.	x			x
166	CIMLINE MELTER	2017	CIMLINE 150DH	8	4	32	B5	Attach.	x		x	x
170	2006 LINE LAZER PAINTING MACHINE	2006	Graco Iv 39 3900 2 Gu	5	3	15		Small equip.				x
171	TENNANT 6600	2008	Tennant 6600	6	4	24		Small equip.				x
199	GENERIC / 199					0						x
519	1992 LEE BOY GRADER	1992	Lee Boy 1992 Leeboy 635	17	6	102		Large equip.			x	x
103P	2008 Ford F450 9 HINIKER PLOW	2008	Hiniker 7901	3	9	27		Attach.				x
104P	2003 FORD F350 XL 4X4 PICKUP PLOW	2003		3	8	24		Attach.				x
106P	2011 INTERNATIONAL 7400 12 FT PLOW	2012	Falls Pr-1243ste1	4	12	48		Attach.				x
107P	621F LOADER /PLOW /WING	2016	FALLS PR-1243E1	4	8	32		Attach.				x
111/08	BOBCAT S250		Bobcat S250	12	6	72		Small equip.				x
112P	2009 INTERNATIONAL DUMP TRUCK PLOW		falls 12' pr-12113stel	4	12	48		Attach.				x
120B	BROOM TORO	2014	TORO 7200	8.5	6	51		Small equip.				x
120BL	DOZER BLADE	2014	BLADE 60	3	5	15		Attach.			x	x
120S	SNOW BLOWER POLAR TRACK	2014	IRSKINE ES1600	2	4.5	9		Attach.			x	x
122P	CASE LOADER--721E PLOW			4	8	32		Attach.				x
125P	PLOW FOR TRUCK 125	2007	FALLS PR-1243STE1	4	8	32		Attach.				x
144P	FALLS PLOW	2013	FALLS RR-1243STI	4	8	32		Attach.				x



## **DESIGN MEETING**

### **Roseville License Center and Maintenance Facility**

DATE: Friday February 24, 2017

LOCATION: Roseville City Hall

ATTENDEES: Roseville – Pat Trudgeon, Chris Miller, Marc Culver  
Kodet Architectural – Ken Stone, Mike Schellin, Daniel Kodet

The following items were discussed:

1. Kodet requested drawings and a tour of the license center and Maintenance facility.
  - a. License center staff interviews will be coordinated.
2. The license center has been operating at the current location for 17 years.
3. The City of Roseville intends on moving the license center into a city owned building, or purchase and develop the strip mall property where the center is currently located.
4. The City estimates that the license center requires 6,000 SF on one level; a second level has been considered for other city offices/functions.
  - a. The City has done initial programming exercises in Visio.
5. The license center provides two services: Passports and Licenses.
  - a. Passports are Federal and the staff work areas require separation from the License Center.
  - b. Customer seating and lobby can be shared between the two.
  - c. Backroom staff areas can be shared.
  - d. Separate service counters are required for the two.
6. Pam Ryan is the License Center Supervisor and will be the point person.
7. Kodet suggested staff questionnaires for the license center Staff if the schedule allows.
8. Using part of the Maintenance building as a possible location for the license center was discussed. However, the Council has indicated that the strip mall site is to be the focus of the study.
9. It is not the intent to keep the other strip mall tenants on the site after developing the new license center.
10. One consideration of the study would be to look at how the current license center can stay operational throughout the construction.
  - a. Customers can go to other locations so it's important to keep the center open for customers.
11. The City's IT staff, currently 17 employees, are currently spread out and could be relocated to the new license center building; would require an estimated 2,000 SF for 12 of the staff.
12. The Roseville Historical Society could also be located in the new building; would require an estimated 1,000 SF for offices and possibly 2,000 SF for public display space.
13. A number of offices and separate meeting spaces in the License center would be required.
14. The current license center occupies 3,300 SF in the strip mall.
15. The total site is 2.5 acres.
16. A survey and permit drawing of the strip mall were provided by the City.
17. The strip mall is a 23 year old building.
  - a. There have been parking lot and drainage problems.
  - b. The condition of the roof is being reviewed.
18. If the strip mall property cannot be purchased options to stay in the strip mall and expand or take over other tenant space would have to be pursued.
19. The VFW site was considered by the Council however it is not available for sale.
20. The overall intent is to develop and capitalize on the connection with the main city campus, so it's clear where to go for all city services.
21. The City indicated that they have on average 500 cars a day with peak over 600 at the License Center.
22. The City has estimated that 40 parking spaces would be required.
23. The license center has 20 employees, for both Passport and License staff, with 15-16 working at a time.



24. The current license center is ADA accessible.
25. Access to public restrooms is required. However, they are seldom used.
26. Passport processing time can be up to an hour.
27. There are currently two lines for passports and that is not sufficient.
28. The upcoming requirement for enhanced license may trigger more customer traffic; January 2018 is the cutoff date.
29. The City does their own IT; full support, security, computers, etc.
30. Security will be a big consideration with the new license center.
  - a. They have a safe and secure and storage room; secure storage is required for all tabs and license plates.
31. The license center provides TV for the customers.
32. The maintenance facility is the secondary part of the project.
33. Plans, staff list and vehicle lists of the maintenance facility were requested by Kodet.
34. Visits to other Kodet designed maintenance facilities could be coordinated if desired.
35. There is currently a need for seasonal, maintenance, parks, and recreation storage.
36. There is a deficiency in maintenance facility yard space.
37. The City is looking for recommendations on how they can better use their current maintenance facilities recognizing that they will not be building a new maintenance facility in the short term.
38. The City is currently leasing a 6,000 SF storage facility that is mostly filled with impound vehicles. This leased space may not be available in the future.
39. The 2003/2004 remodel of the current maintenance facility increased the vehicle maintenance bay area. However, the facility still has operational issues.
40. The current wash bay isn't wide enough and is not a drive through, making it difficult to use.
41. Sand/salt is stored on the site. However, they don't have covered storage for any other materials.
42. Seasonal storage includes street maintenance equipment, patching equipment, sweepers, etc.
43. A tour of both the license center and maintenance facility will be coordinated for next week.
44. The City will look into existing drawings, soils information, gas tank locations, environmental, etc.

Next Meeting: Facilities Tours to be coordinated for next week, 10:00am suggested.

#### End of meeting minutes.

The above is a summary of the items discussed indicating decisions regarding the project. It is not meant to be totally inclusive. Normal interpretations and coordination, as part of professional services, can and will change the design. Such interpretations and coordination will be consistent with the overall direction and history of the project. Please review and respond with any changes, additions or clarifications within five working days.



## MEETING MINUTES

DATE: Friday July 28, 2017 @ 1:30 PM

LOCATION: Roseville

RE: **Roseville Maintenance Building Pre Design Report**

ATTENDEES: Roseville Parks & Recreation: Jim Taylor

Roseville Public Works: Marc Culver, Paul Coone, Steve Zueber

Kodet Architectural: Ed Kodet, Ken Stone, Mike Schellin, Katie Kangas

The following items were discussed:

1. Marc outlined the big picture priorities of this report:
  - a. Identify what Maintenance Departments need for operations:
    - i) Efficient
    - ii) Safe
    - iii) Modern
  - b. What can be done with the existing facility to squeeze every inch out of the existing facility?
  - c. Long term outlook: the option for a new site and new building may not be achievable now, but the drawings in this report can serve as an outline if this option is considered down the road.
2. Ed Kodet presented the schematic site plans
3. Discussed types of mezzanines
  - a. Deep mezzanines with crane/hoist or removable railings for fork lift.
  - b. Cranes are independent of structure, more costly, but ideal
  - c. Shallow mezzanines (5'-0" deep) for plow attachments at 10'-11' above floor height.
  - d. **Kodet to show an option that extends the Parks & Rec. mezzanine in the North Garage**
  - e. Mezzanine currently stores Parks & Recreation materials such as radiant heaters
  - f. Mezzanine additions would require the purchase of a forklift or installing other means to access the space
  - g. Short term solution that invests in the current facility
4. No yard storage offsite
  - a. Currently Roseville Public Works and Parks & Rec. Departments are limited to onsite yard storage
  - b. Some lime aggregate and sand stored adjacent to baseball fields because those are managed by volunteers
  - c. Larger supply for Parks & Rec. in yard may/may not be advantageous.
5. Brine is purchased from Ramsey County(17.0807 MC), and shall be for the foreseeable future.
6. Limitations of current site:
  - a. No room for yard expansion
  - b. Limited opportunities for building expansion
  - c. Not enough space, renting offsite storage for seasonal equipment and storing vehicles in City Hall Garage
  - d. Parks & Rec. vehicle storage and workshop are split and overflow into nearby City Hall & Fire Dept.
  - e. Set boundaries (City Hall parking, fire department and Woodhill Drive)
  - f. **Kodet to add a design option that explores moving Civic Center Drive further west**
  - g. Two filtration basins at southwest corner of building (added with 2004 addition and re-landscaped in 2017)
  - h. Scheme B (A2.0) would require removing/relocating two filtration basins
  - i. During the 2004 expansion, the filtration basins were labelled as Park and are included in the no net loss onsite. (17.0804 JT)



- j. The department staffing, equipment and storage needs have expanded faster than the building additions. Each addition adds less and detracts more from the existing building layout.
- k. Keep putting money into existing building and site that doesn't meet the Department's long-term needs
- 7. Ed Kodet reviewed benefits of new site or new building
  - a. In the long term, a new building could accommodate the Public Works and Parks & Rec. Department needs with efficient operations, improved safety, modern equipment, and plans for expansion.
  - b. New building on new site or purchase and reconfigure an existing building on a new site
  - c. New site could provide adequate yard storage
  - d. New building could consolidate all Parks & Rec. vehicles, storage & workshop so department isn't split
  - e. New site/building requires long term vision; in the meantime the city is leasing space
- 8. The Public Works and Parks & Rec. Departments like a centrally located facility within Roseville.
- 9. Action Items
  - a. **(Steve) will review equipment depicted on the off-site storage facility and send Kodet an updated list.**
  - b. **(Marc) to assist Kodet in identifying programmatic challenges of the current facility**
  - c. **Kodet to refine Programming Report and explore all feasible design options onsite with a basic outline of the benefits of a new site.**
  - d. **Design options to be pursued include:**
    - i) **Scheme A (A1.0 & A1.1): Mezzanine additions and new off-site storage facility**
    - ii) **Scheme B (A2.0 & A2.1): SW Addition and mezzanines w/ smaller off-site storage facility**
    - iii) **Scheme C: West Addition and mezzanines, move Civic Center Drive**
    - iv) **Scheme D: Combined Addition of Scheme B & C, move Civic Center Drive**
    - v) **Scheme E (A3.1, A3.2, A0.1a, A0.1b, A0.1c, A0.1d): New building on new site**

Next Meeting: TBD (approx. two weeks)

End of meeting minutes.

The above is a summary of the items discussed indicating decisions regarding the project. It is not meant to be totally inclusive. Normal interpretations and coordination, as part of professional services, can and will change the design. Such interpretations and coordination will be consistent with the overall direction and history of the project. Please review and respond with any changes, additions or clarifications within five working days.

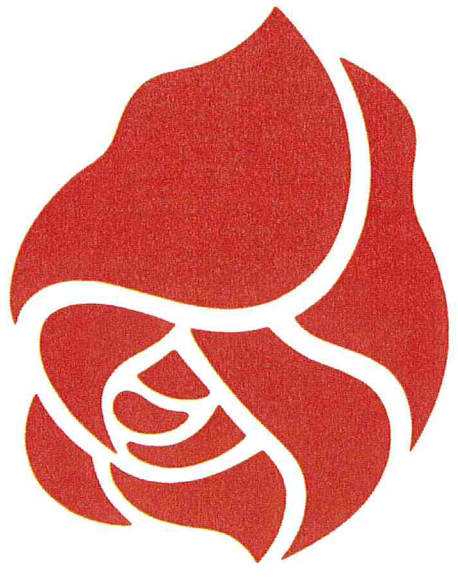
Submitted By  
KODET ARCHITECTURAL GROUP, LTD.

Cc. All Attendees  
Kodet File





Bank Handout  
Agenda Item 7.e.  
September 18, 2017



# Roseville Maintenance Facility Study

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CITY OF ROSEVILLE



# Facility History

- 1957 – Original construction
- Additions in:
  - 1960
  - 1968
  - 1972
  - 1990
  - 2004
- Necessary maintenance on stormwater basins in 2016
- New roof on North Building and Main vehicle storage building in 2014
- Some delayed maintenance recently

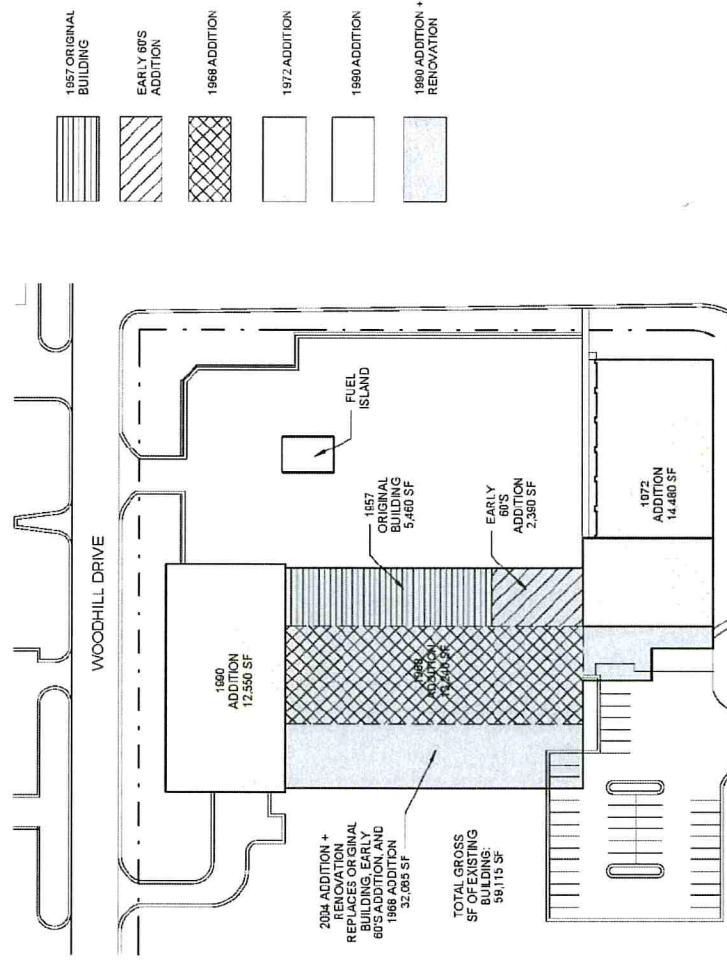


Diagram of Additions (on pre-2004 site plan)





# City Comparisons

City	Census Data		Parks and Recreation		Facilities			
	Area	Population (2016)	Parks	Acres of Parkland	Maint. Main Building (SF)	Site (acres)	Repair Bays	
West St. Paul	5 sq mi	20,886	18	345	51,071	4.3	3	
Crystal	5.88 sq mi	22,855	27	256	70,300	5.33	3	
Roseville	13.84 sq mi	35,836	30	849	61,800	3.98	3	
Edina	15.97 sq mi	51,804	40	1,550	138,000	7.77	6*	
Lakeville	37.83 sq mi	60,965	62	2,017	114,400	39.89	8	
Eden Prairie	35.1 sq mi	63,163	37	4,667	77,200	7.55	9	
Bloomington	39 sq mi	88,300	95	35,000	71,100	16.81	4	

\*Number of bays is estimated

## Report Recommendations

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- Recommended building size of 100,000 square feet for current operations
- To meet 50 year space requirements recommend 120,000 square feet
- Yard space should be at least two times building space to accommodate outdoor storage, fueling operations and vehicular circulation/movement
  - Current operations 4.59 acres
  - Expanded operations 5.5 acres
- Total site recommended at approximately 8 + acres to accommodate parking, stormwater treatment, green space, etc.
- Four alternatives for on-site expansion, including off-site seasonal storage, and a review of a new potential relocated maintenance facility





# Scheme B

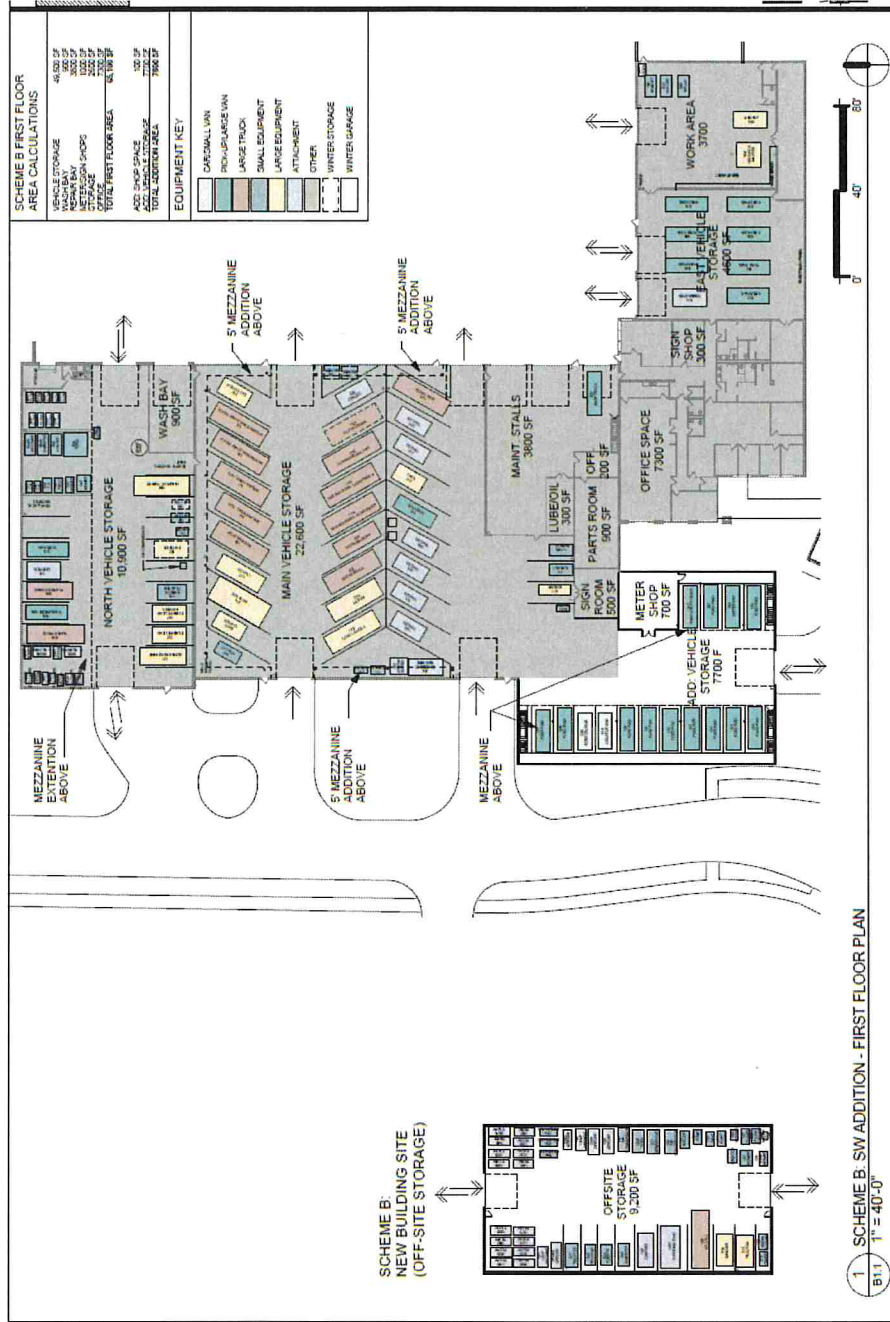
7,800 sf additional vehicle storage

9,200 sf of mezzanine (including Scheme A)

Lose existing storm water basin

Est. cost \$5.7 million

Additional need for 9,200 sf of off-site storage



# Scheme C

16,000 sf additional vehicle storage

8,200 sf of mezzanine (including Scheme A)

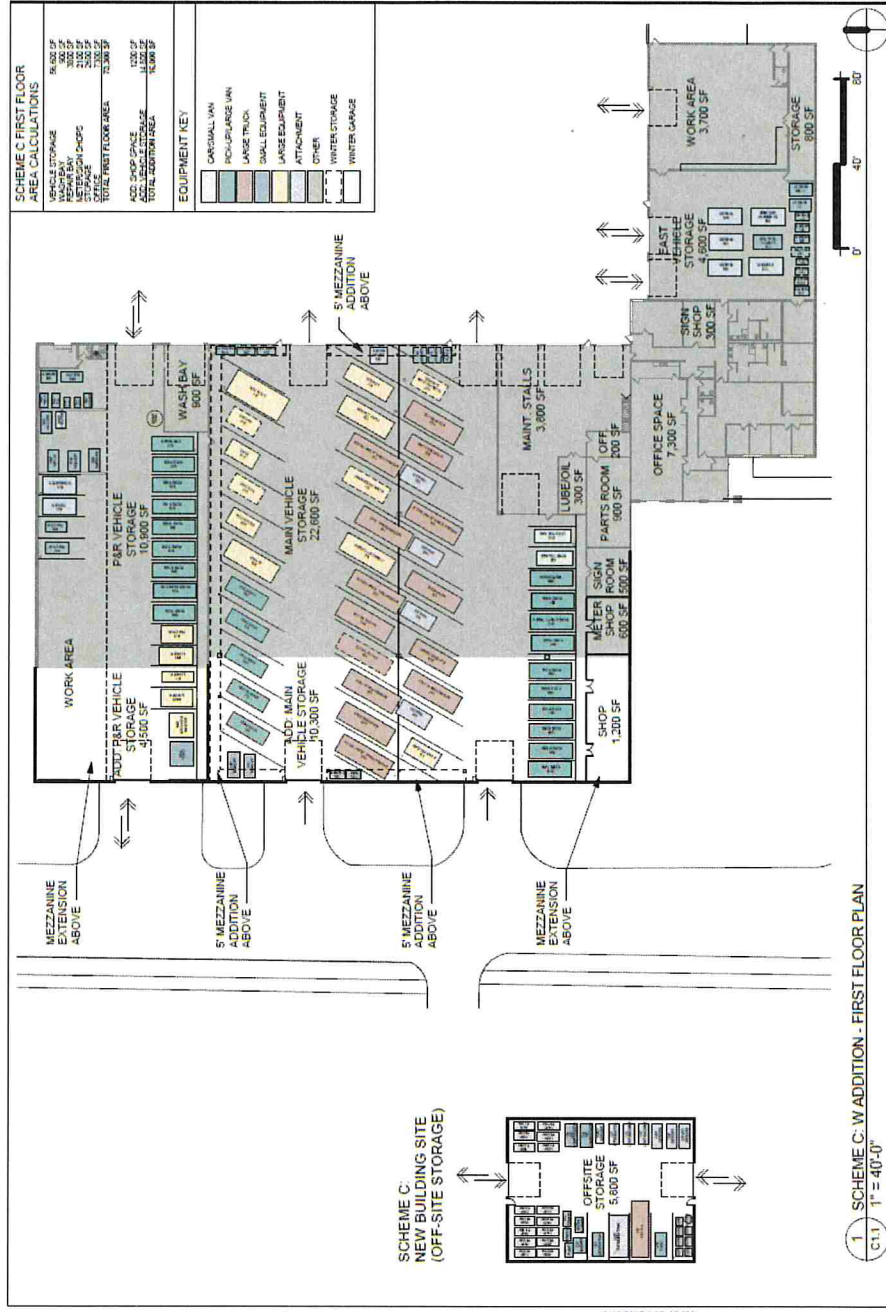
Lose at least one stormwater basin

Significant costs related to realigning Civic Center Dr.

Impacts to Skating Center parking and potentially geothermal

Est. cost \$9.6 million

Additional need for 5,800 sf of off-site storage

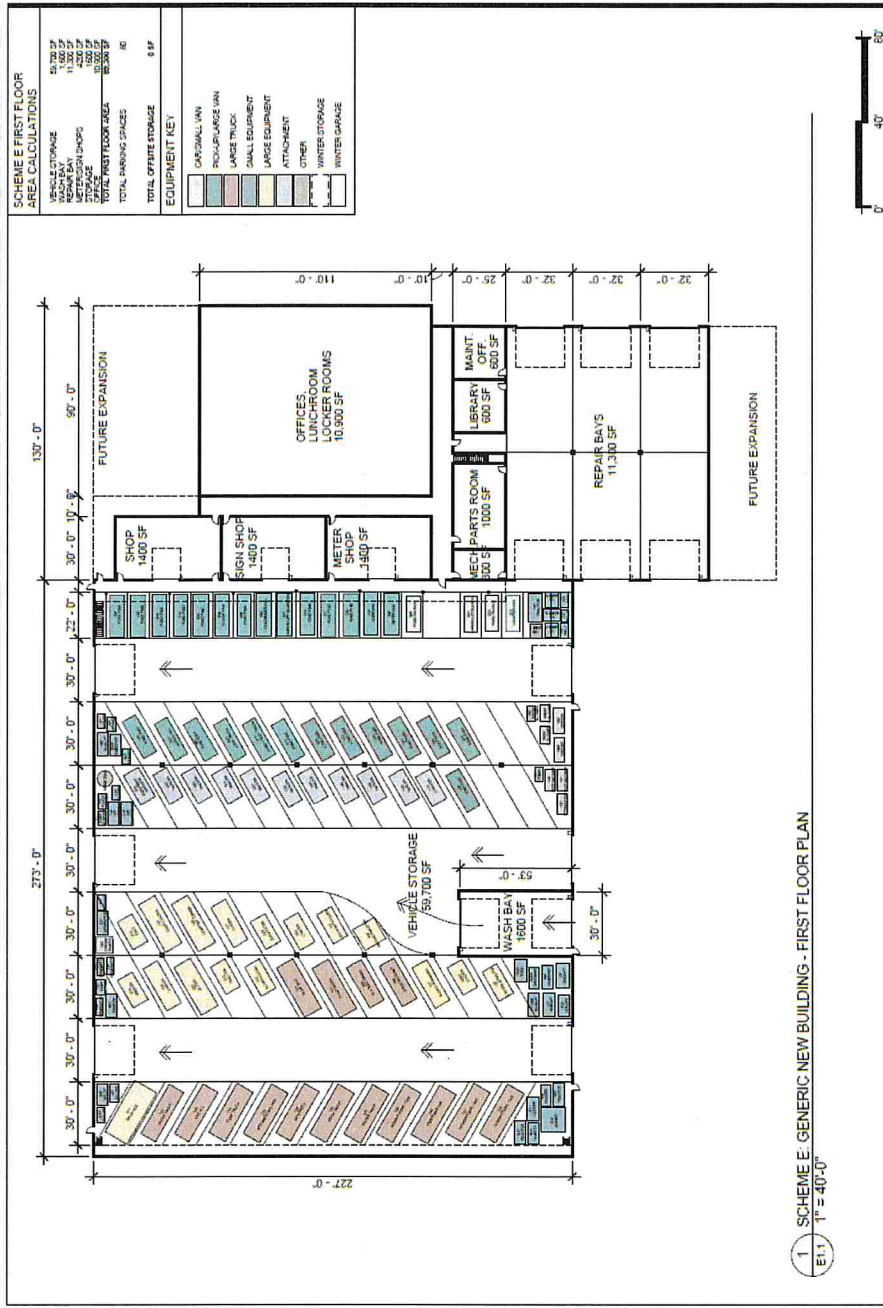






# Scheme E

New relocated facility  
 Located on a site of 6-12 acres  
 89,000+ sf of building area  
 10,000+ of mezzanine area  
 Est. Cost \$20 million



Roseville Maintenance Facility Site Options Summary						
	Existing Facility	Scheme A	Scheme B	Scheme C	Scheme D	Scheme E
		New Offsite Storage	SW Addition + Mezzanines	W Addition + Mezzanines	Combined Addition + Mezzanines	New Building on 12-acre New Site
Vehicle Storage	41,800	41,800	49,500	56,600	63,000	59,700
Wash Bay	900	900	900	900	900	1,600
Repair Bay	3,800	3,800	3,800	3,800	3,800	11,300
Meter/Sign Shops	900	900	1,000	2,100	2,200	4,200
Mezzanine	4,500	9,100	13,700	12,700	15,600	10,700
Storage	2,600	2,600	2,600	2,600	3,200	1,600
Offices/Locker Rooms	7,300	7,300	7,300	7,300	7,600	10,900
<b>Total Off-Site Storage*</b>	<b>18,000</b>	<b>18,000</b>	<b>9,200</b>	<b>5,800</b>	<b>0</b>	<b>0</b>
<b>Total Usable Building (SF)</b>	<b>61,800</b>	<b>66,400</b>	<b>78,800</b>	<b>86,000</b>	<b>96,300</b>	<b>100,000</b>
<b>Yard Space</b>	<b>1.35 acres</b>	<b>1.35 acres</b>	<b>1.35 acres</b>	<b>1.35 acres</b>	<b>1.35 acres</b>	<b>5.67 acres</b>
<b>Total Site</b>	<b>3.98 acres</b>	<b>3.98 acres</b>	<b>3.98 acres</b>	<b>4.3 acres</b>	<b>4.3 acres</b>	<b>12 acres</b>

\*Off-Site Storage includes all equipment stored in a rented off-site building as well as vehicles and equipment stored in the Fire Department and City Hall.



# Staff Recommendations



- Short Term
  - Pursue a design and refined cost for adding mezzanine space within the existing facility. Look for better mezzanine spaces within Main Vehicle Storage area
  - Look at additional areas within Maintenance Facility, leased space expansion and possibly City Hall garage for items in Fairview Fire Station
  - Continue to lease off-site space for seasonal storage. Will seek Council approval in 2018 to begin search for new site due to expiration of existing lease
- Long Term:
  - Identify a long term strategy to either continue leasing space for foreseeable future or plan for:
    1. Off-site additional storage facility
    2. Relocation of Maintenance Facility

Questions?

