

Mayor:
Dan Roe



Address:
2660 Civic Center Dr.
Roseville, MN 55113

Councilmembers:
Jason Etten
Lisa Laliberte
Tammy McGehee
Robert Willmus

**City Council Agenda
Monday, April 9, 2018
City Council Chambers**

Phone:
651-792-7000

Website:
www.cityofroseville.com

1. 6:00 P.M. Roll Call
Voting & Seating Order: Laliberte, McGehee, Willmus, 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. 6:20 P.M. Items Removed from Consent Agenda
7. Business Items
 - 7.A. 6:25 P.M. Receive Update on Roseville Area Circulator Bus and Consider Funding of Program

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.B. 6:45 P.M. Receive Roseville Deer Population Report

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.C. 7:15 P.M. Consider the Community Development Department Request for Approval of Proposed Text Amendment of Roseville's City Code, 908.03.C: Disorderly Behavior Lease Provisions.

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)
 - 7.D. 7:35 P.M. Consider the Community Development Department Request for Approval of Proposed Text Amendments of Roseville's City Code, 908.04: LICENSING TERM.

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)
 - 7.E. 7:45 P.M. Approve request for a noise variance for the 2018 Cured-In-

Place-Pipe (CIPP) Project

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 7.F. 8:05 P.M. Consider Ordinance Amendment to Chapter 405 Noise Control

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 7.G. 8:25 P.M. Consider Ordinance Amendment to Chapter 707 – Right of Way Management

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 7.H. 8:45 P.M. Discuss Commission Application and Interview Process

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

- 7.I. 8:55 P.M. Public Hearing for the Transfer of an Off-Sale Liquor License and Issuance of a Tobacco License

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

8. 9:15 P.M. Approve Minutes
a. Approve March 19, 2018 City Council Minutes
b. Approve March 26, 2018 City Council Minutes

9. 9:20 P.M. Approve Consent Agenda

- 9.A. Approval of Payments

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

- 9.B. Approve General Purchases or Sale of Surplus Items Exceeding \$5,000

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT A.PDF](#)

- 9.C. Approval of Licenses for Multifamily Rental Dwellings with five or more units.

Documents:

[REQUEST FOR CITY COUNCIL ACTION.PDF](#)

9.D. Approve City Sign Permit for Roseville Area Job, Career and Resource Fair

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

9.E. County Road B and Cleveland Signal Improvements – Authorization for Approval of Traffic Control Signal Agreement

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENTS.PDF](#)

9.F. Approve Amendments to the 2017 Budget

Documents:

[REQUEST FOR CITY COUNCIL ACTION AND ATTACHMENT.PDF](#)

10. 9:25 P.M. Council and City Manager Communications, Reports and Announcements
11. 9:30 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
12. 9:35 P.M. Adjourn

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.a**

City Manager Approval



Item Description: Receive Update on Roseville Area Circulator Bus and Consider Funding of Program

1 **BACKGROUND**

2 At the January 8, 2018 City Council meeting, the City Council received a presentation from Scott
3 Olson of NewTrax about work towards creating a pilot Roseville Area Circulator Bus in
4 conjunction with the Roseville Community Health Awareness Team (CHAT). The circulator bus
5 would provide a regular weekly route for residents at senior residential facilities to be dropped off
6 at a variety of local retail and community destinations. At the series of transportation mini-forums
7 held by CHAT earlier this year, there was interest on having the circulator bus operate. NewTrax
8 and CHAT have completed its outreach to senior facilities, businesses, the Roseville Library and
9 Fairview Community Center and have finalized the route for the circulator bus.

10
11 The new circulator bus route will begin on Tuesday, April 10 and will operate from 10:00 a.m. to
12 12:30 p.m. every Tuesday. There will be two 12 person buses on the loop approximately 30
13 minutes apart from each other. The entire loop will take 60 minutes to complete. The circulator
14 bus will not charge a fare, but people may make a voluntary donation if they would like. Scott
15 Olson will be present at the April 9 meeting to announce the start of the service and go over the
16 route and schedule. The original route had the circulator bus going further down Larpenteur to
17 Rice Street, but despite repeated efforts by CHAT, no stop in the area was able to be put in place.
18 There is still interest in bringing the route to the Rice and Larpenteur area and CHAT and NewTrax
19 will continue to explore possibilities. The route and timetable of the circulator bus is included as
20 Attachment A.

21
22 At this point, no separate funds have been raised, but there have been some initial conversations
23 started with groups and organizations. It is intended to get the circulator service up and running
24 and then more directly solicit funds to help support this service.

25
26 **POLICY OBJECTIVES**

27 Provision of a circulator bus provides needed transportation options for residents of Roseville
28 and allow persons otherwise homebound to be able to participate in shopping, recreational, and
29 educational activities.

30
31 **BUDGET IMPLICATIONS**

32 At this point, it is estimated that to implement a pilot Roseville circulator bus program would
33 cost about \$19,000 annually. As mentioned previously, no sources of funding have been
34 determined at this time. Staff recommends that the city fund the program for the time being and
35 if any partners are brought aboard, the city's commitment will be lessened accordingly. Under

36 this arrangement, NewTrax will bill the city monthly (approximately \$1,460 per month). Staff
37 recommends the city pay for this service using general reserve funds.

38

39 **STAFF RECOMMENDATION**

40 Review the information and commit to funding the circulator bus for the rest of 2018 using
41 general fund reserves.

42

43 **REQUESTED COUNCIL ACTION**

44 The City Council should review the information and make a motion to fund the circulator bus for
45 the remainder of 2018 for a cost to not exceed \$19,000 paid from the general fund reserves.

Prepared by: Patrick Trudgeon, City Manager (651) 792-7021
Attachments: A: Route for Roseville Area South Loop Circulator Bus

ROSEVILLE *area*

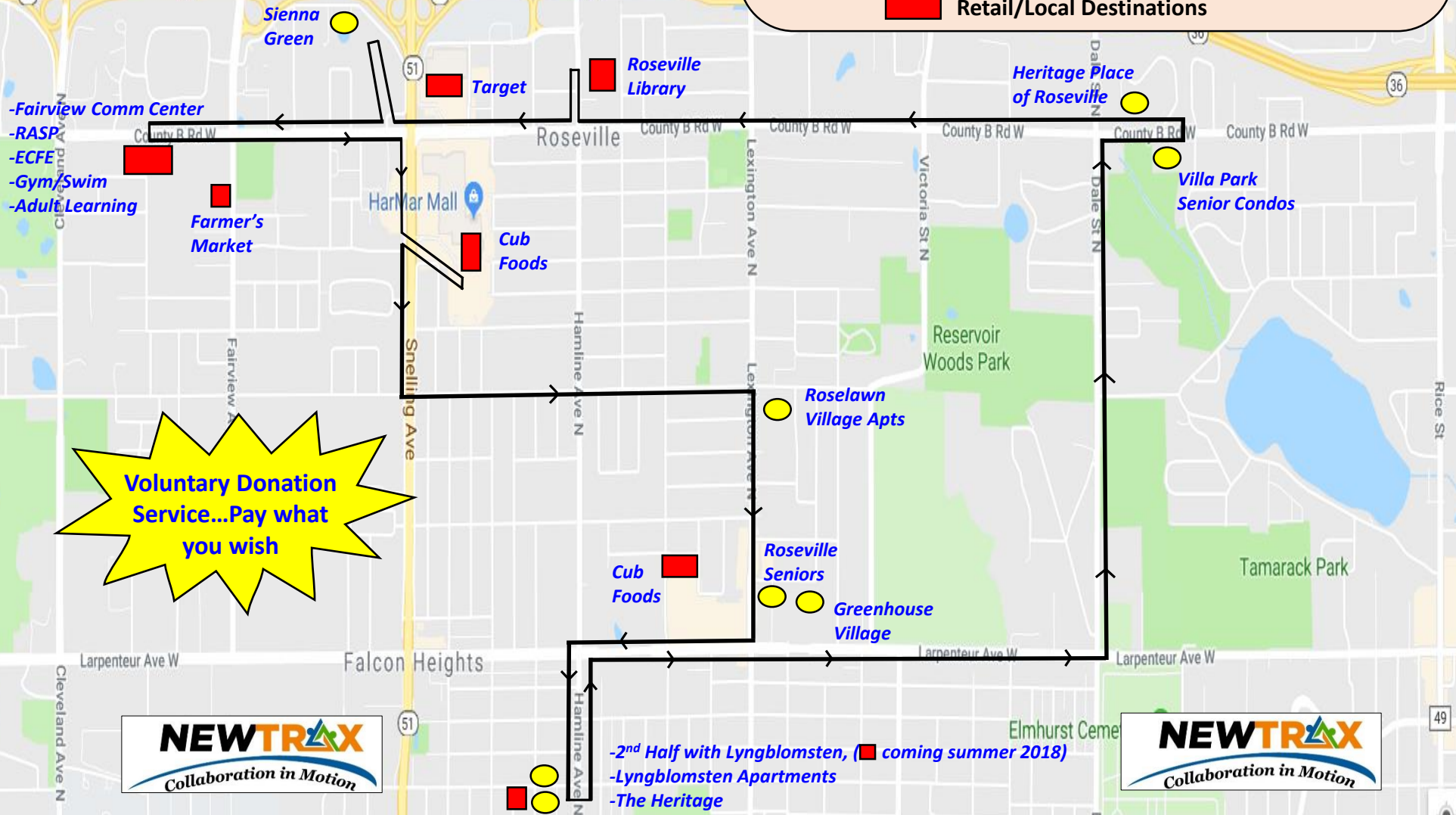
South LOOP

The Bus Loop runs on Tuesdays & begins at 10:00am and runs until the last drop-off around 1:00pm. Refer to stop times on back for your facility.


Get on and off at any of our scheduled stops and our bus will be back in 30 minutes for another pickup.

 Residential Housing Stops

 Retail/Local Destinations



Voluntary Donation Service...Pay what you wish

-2nd Half with Lyngblomsten,  coming summer 2018
 -Lyngblomsten Apartments
 -The Heritage



ROSEVILLE area South Loop



On **Tuesdays** this fixed route loop will service the south end of the Roseville area communities near the **County Road B** corridor & south. From restaurants to retail to grocery to our local Fairview Community Center, the bus circular will provide a safe and convenient way to get around town. Come aboard to take care of your errands or just take a ride to stop and get a cup of coffee. See our schedule below for stop times and locations...

Senior Facility Stops Retail/Local Destinations

Voluntary Donation Service...Pay what you wish

	Villa Park Condos	Heritage Place of Rsvl	Roseville Library	Target	Sienna Green	Fairview Comm Center	Farmer's Market	Cub Foods Har Mar	Roselawn Village Apts	Greenhouse Village	Roseville Seniors	Cub Foods Larpenteur	Lyngblomsten Apts	The Heritage	Cub Foods Larpenteur
Bus-1								10:00	10:06	10:08	10:12	10:18	10:20	10:26	
Bus-2	10:00	10:03	10:08	10:12	10:16	10:20	10:23	10:29	10:38	10:44	10:46	10:50	10:56	10:58	11:04
Bus-1	10:33	10:36	10:41	10:45	10:49	10:53	10:56	11:02	11:11	11:17	11:19	11:23	11:29	11:31	11:37
Bus-2	11:11	11:14	11:19	11:23	11:27	11:31	11:34	11:40	11:49	11:55	11:57	12:01	12:07	12:09	last stop Bus #2
Bus-1	11:44	11:47	11:53	11:57	12:01	12:05	12:08	12:14	12:23	12:29	12:31	12:35	12:41	12:43	12:49
Bus-1	12:56	12:59	1:05	1:09	1:13	1:17	1:20	1:26	1:35	1:41	1:43	1:47	1:53	1:55	

Times in GREEN are for pickups from senior facilities to travel to retail/local locations.

Times in RED are ONLY designated for return drop-offs at senior facility locations

Times in WHITE are for drop-offs & pickups at retail/local locations

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.b**

Department Approval

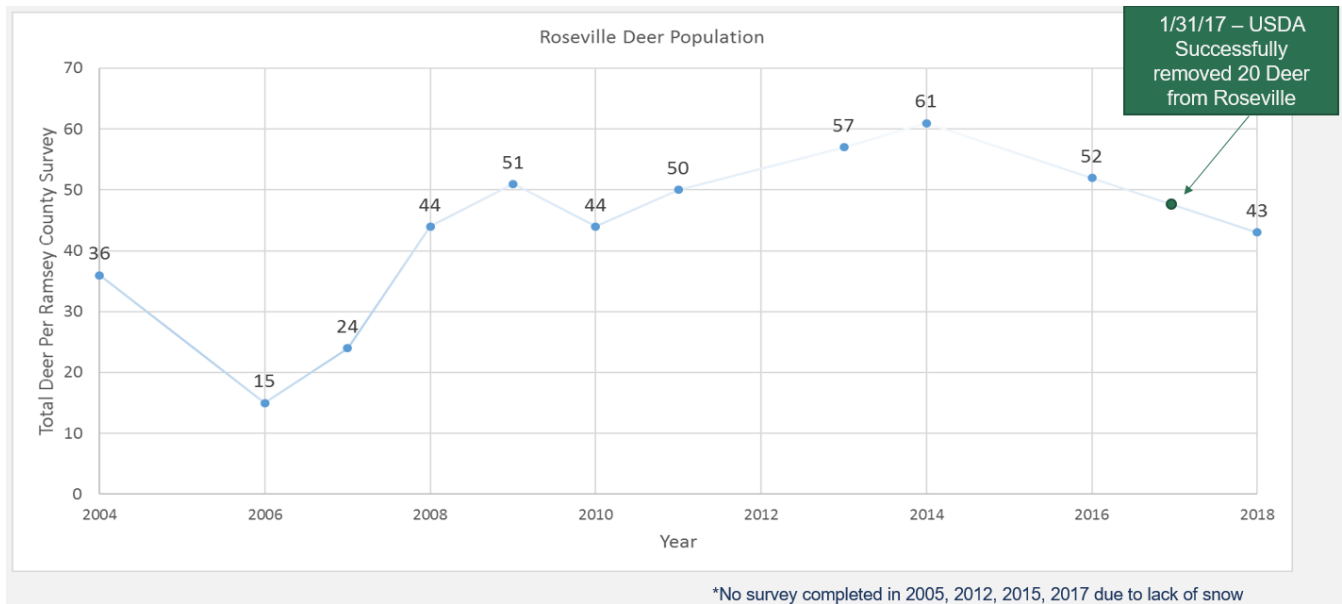
City Manager Approval

Item Description: Receive Roseville Deer Population Report

BACKGROUND

The City of Roseville began a process several years ago to evaluate the Roseville deer population in order to make informed decisions.

In conjunction with Ramsey County, an aerial survey of the deer population has been performed since 2004. The aerial survey consists of a helicopter “fly over” after a fresh snowfall counting the number of deer seen. The most recent survey was February 2018. Below are the results of that survey as well as deer tracking numbers since 2004.



Based on the amount of habitat in Roseville it was determined by a recommendation from the Minnesota Department of Natural Resources (MNDNR) that our city can support a population of 15-19 deer.

Parks and Recreation tracks and analyzes Roseville deer feedback, i.e. observations, inquiries, questions and opinions. Included in your packet are maps of the following:

- 2016 Deer Population Map

- 18 • 2018 Deer Population Map
- 19 • Roseville Deer Habitat Map
- 20 • 2017 Deer Sightings Map
- 21 • 2017 Deer Feedback Map

22

23 In response to the growing concerns, Roseville adopted a Wildlife Management Ordinance in 2015
24 (included in your packet).

25

26 The Roseville Community Development Code Enforcement Officer enforces the feeding ban. Since the
27 ordinance was enacted there have been six official complaints reported and followed up on no citations
28 were issued.

29

30 On January 31, 2017, the first deer reduction effort was successfully completed by the United States
31 Department of Agriculture (USDA). The final report is included in your packet.

32

33 Additional discussions throughout 2017 came to the conclusion that another survey would be desirable
34 prior to initiating another reduction effort. As mentioned above, the survey is complete for 2018 and
35 numbers are in your packet for review.

36

37 If a reduction effort were to occur, the timeframe for that would be sometime between late October
38 2018 and late January 2019, depending on weather conditions and availability of the USDA.

39

40 On April 3, 2018 the Parks and Recreation Commission recommended to move forward with a removal
41 of 20 deer in 2018/2019 and to continue with an ongoing reduction effort based upon the analysis and
42 survey numbers.

43

44 Staff will summarize the program, current status and seek guidance for next steps.

45

46 POLICY OBJECTIVE

47 This discussion is consistent with addressing resident's concerns and desires.

48

49 STAFF RECOMMENDATION

50 Discuss Roseville Deer Population and consider next steps.

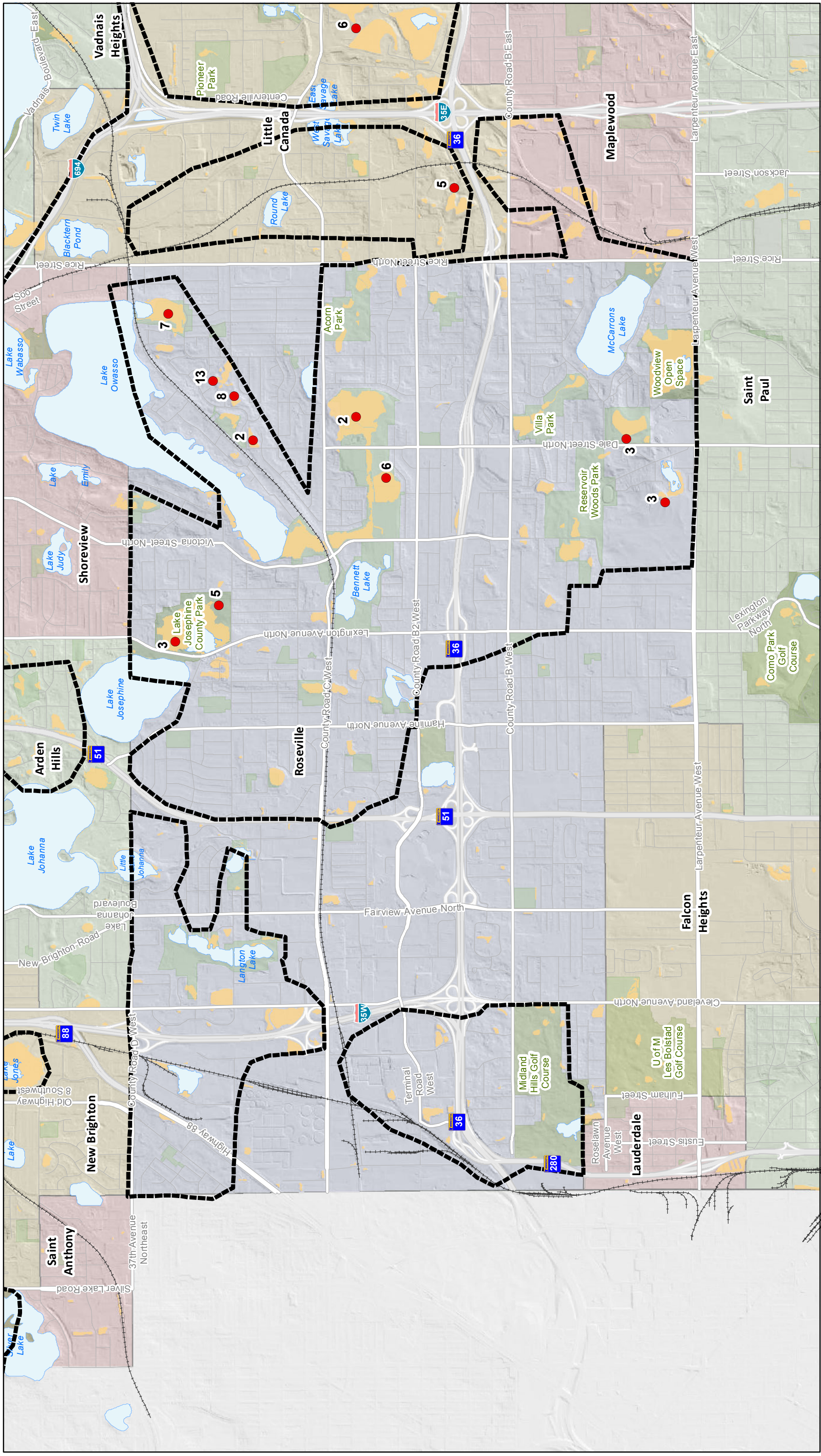
51

52 COUNCIL ACTION REQUESTED

53 Discuss Roseville Deer Population and consider next steps.

Prepared by: Lonnie Brokke, Director

Attachments: A: 2016 Deer Population Map
B: 2018 Deer Population Map
C: Roseville Deer Habitat Map
D: 2017 Deer Sightings Map
E: 2017 Deer Feedback Map
F: Wildlife Management Ordinance #1485
G: 2017 USDA Deer Final Report and Disposition Log



- Deer
- Survey Boundary
- Wetlands

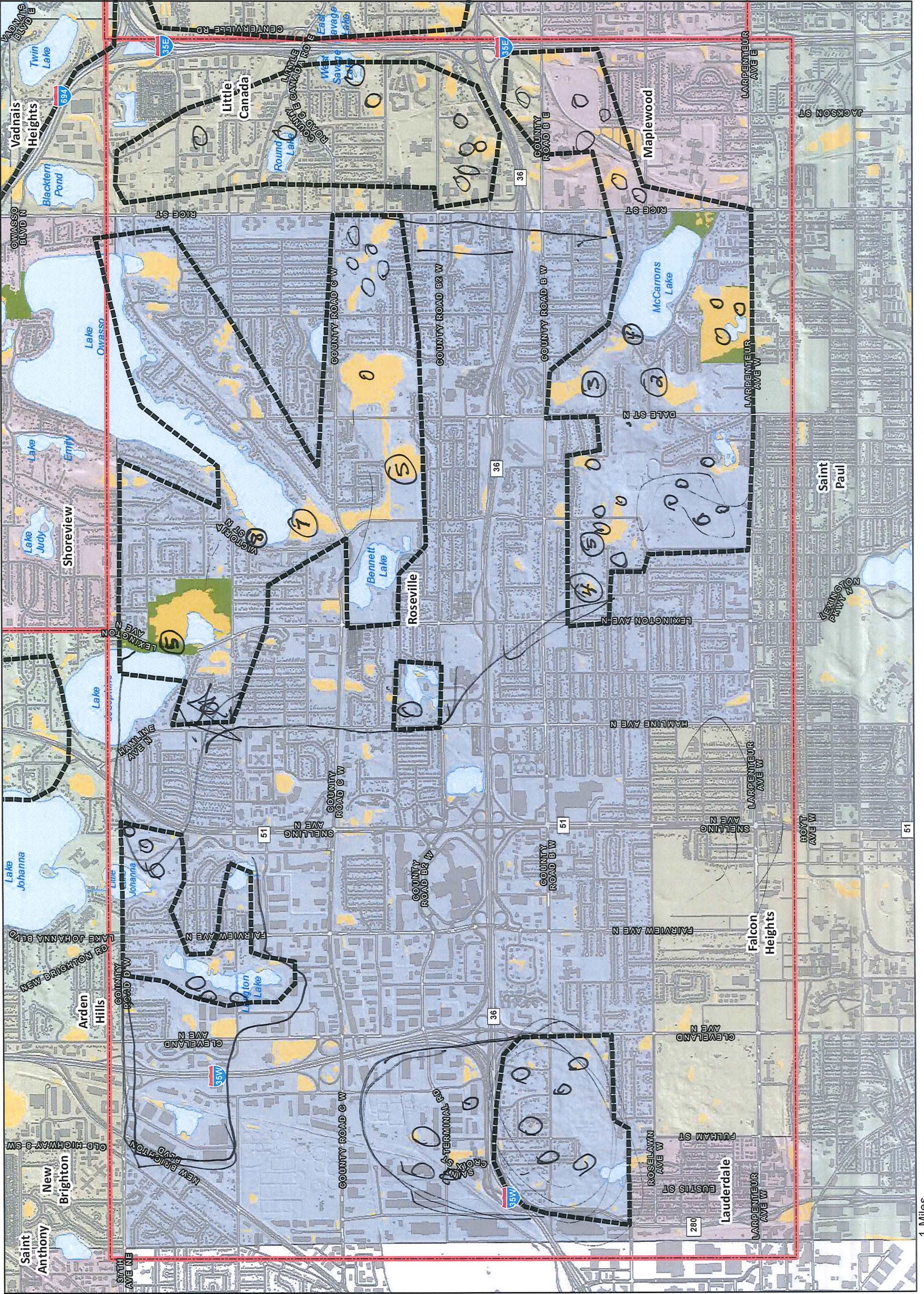


TOTAL - 52

Deer Survey 2016 - Roseville

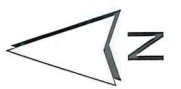
2-10-16

old MAP - put on city parks



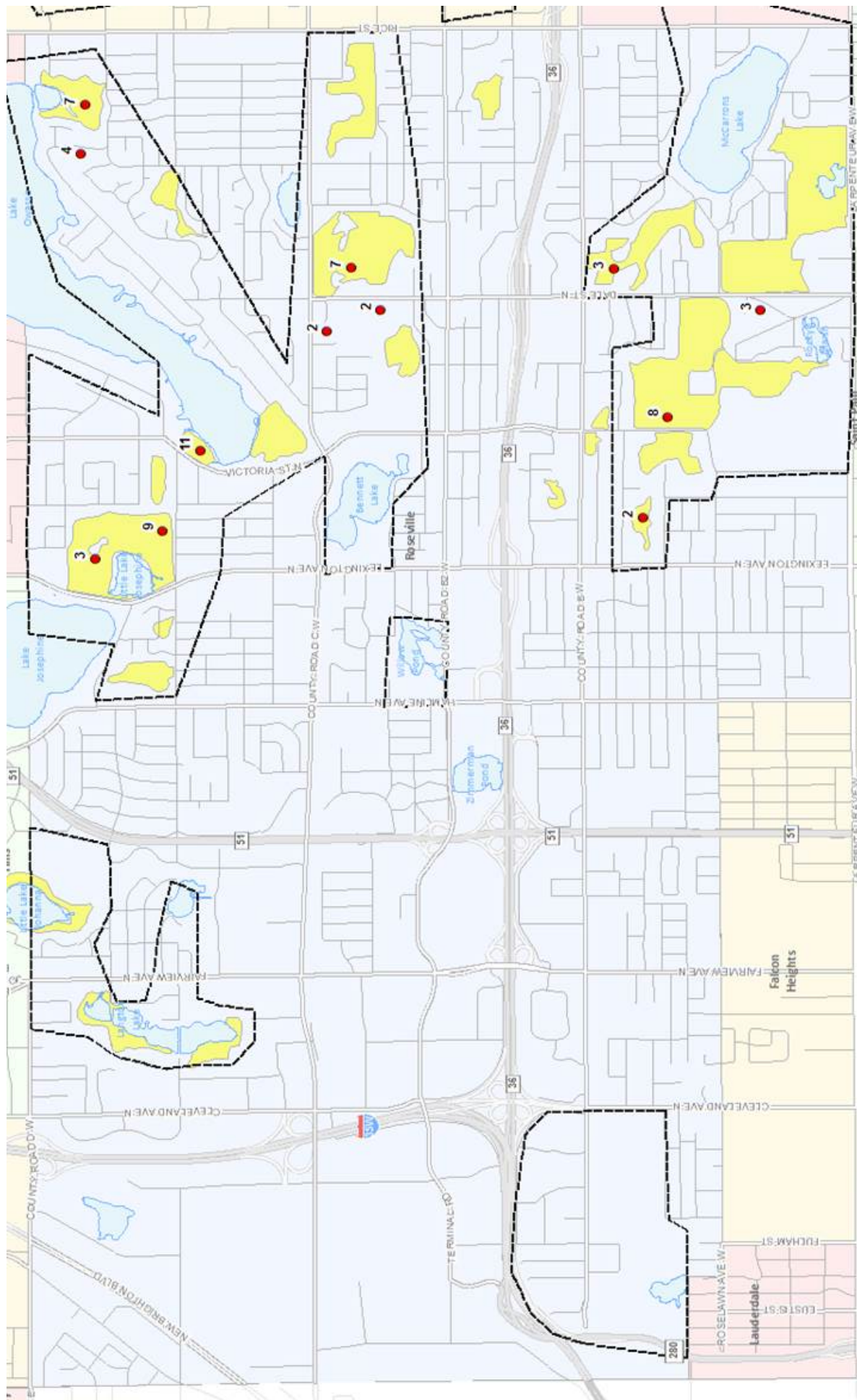
Date 1-3-19 Observer _____ Conditions _____ Total _____

Map 5 - Roseville



0 0.25 0.5 1 Miles

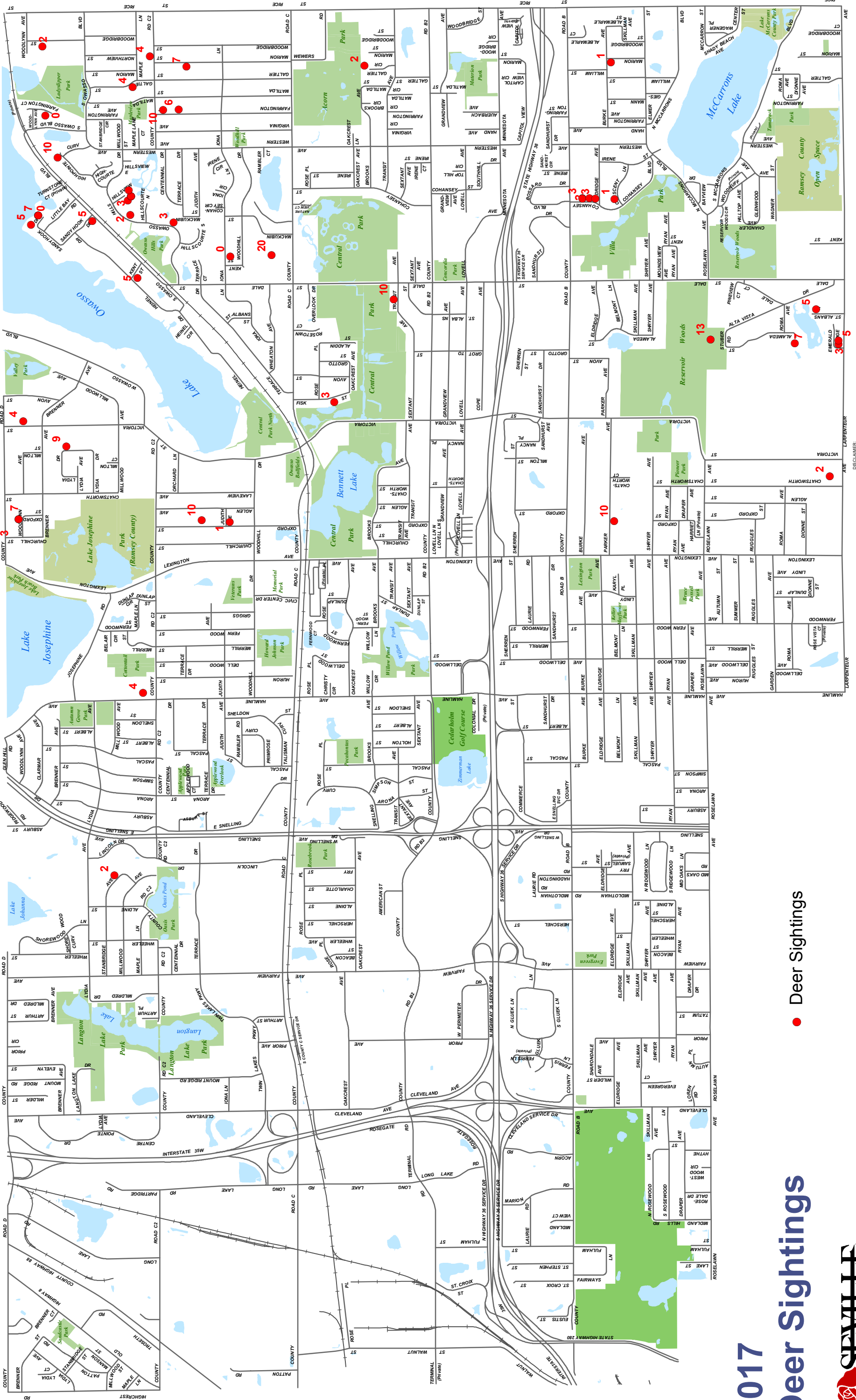
The yellow shaded areas are what make up the .77 square miles of Deer habitat in Roseville





0 500 1000 1500 2000 Feet

mapdoc: DeerSightings.mxd
map: DeerSightings.pdf



DISCLAIMER: These highly recorded map features are not intended to be used as a navigation tool. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is provided for reference purposes only. The City does not warrant the Geographic Information System (GIS) data used to prepare this map. The City is not responsible for any errors or omissions in this map or any information derived therefrom. The user assumes all liability for any use of this map or any information derived therefrom. The City of Roseville, Minnesota, and its employees or agents, or third parties which have provided information to the City, do not warrant the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

Data Sources and Contacts:
 * Ramsey County GIS Base Map (12/05/17)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department
 2680 Civic Center Drive, Roseville, MN

● Deer Sightings

2017 Deer Sightings

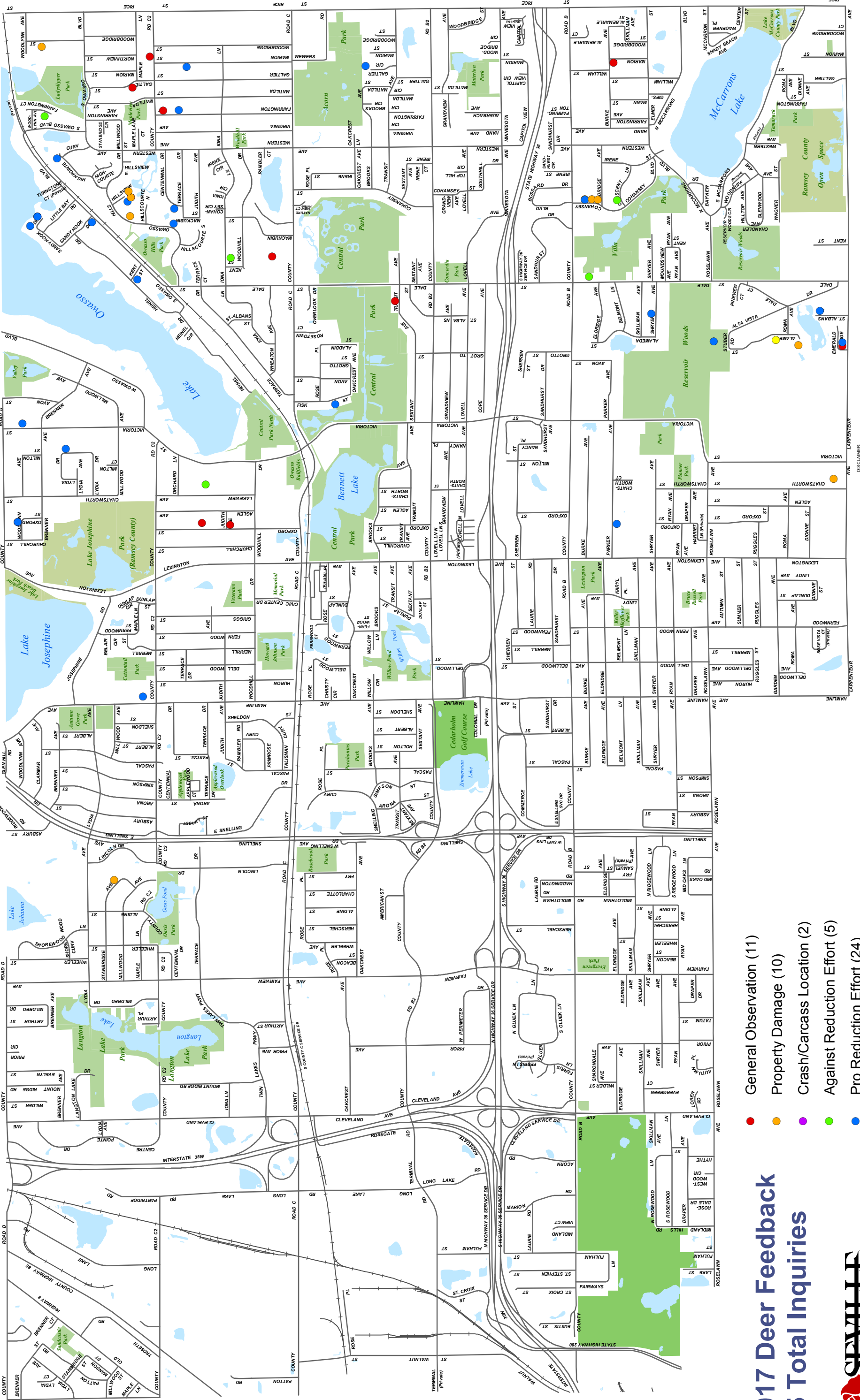


Prepared by:
Engineering Department
February 06, 2018



0 500 1000 1500 2000 Feet

mappoc_DeerFeedbackDetails.mxd
map: DeerFeedbackDetails.pdf



DECLARATION: This map is a computer-generated map and is not intended to be used as a legal document. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant the Geographic Information System (GIS) data used to prepare this map. The City is not responsible for any errors or omissions in this map. The City is not responsible for any damages, including consequential damages, resulting from the use of this map. The City is not responsible for any damages, including consequential damages, resulting from the use of this map. The City is not responsible for any damages, including consequential damages, resulting from the use of this map.

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 2680 Civic Center Drive, Roseville, MN

- General Observation (11)
- Property Damage (10)
- Crash/Carcass Location (2)
- Against Reduction Effort (5)
- Pro Reduction Effort (24)
- Question about 2017 Deer Management Program (3)

2017 Deer Feedback

55 Total Inquiries



Prepared by:
 Engineering Department
 February 06, 2018

CHAPTER 411 WILDLIFE MANAGEMENT

SECTION:

- 411.01: Purpose
- 411.02: Definitions
- 411.03: Feeding of Wild Animals Prohibited
- 411.04: Deer Management Plan
- 411.05: Severability
- 411.06: Use of Bow and Arrow

411.01: PURPOSE

It is the purpose of this Chapter to manage wildlife within the city and eliminate intentional feeding of wild animals for the following reasons:

- (a) Management of wildlife in urban areas is important to the health of residents and the animals.
- (b) Population management of wildlife is necessary to ensure a stable balance of resources and the reduction in nuisances for residents.
- (c) Intentional feeding causes unwanted concentrations of wild animals. Intentional feeding results in an increased potential of public safety problems including car/animal crashes and the spreading of diseases.

411.02: DEFINITIONS

WILD ANIMAL: Any animal that is not normally domesticated in the state, including but not limited to raccoons, turkeys, coyotes, deer, feral cats, foxes, skunks and waterfowl.

411.03: FEEDING OF WILD ANIMALS PROHIBITED

A. Except as hereinafter provided, no person shall intentionally feed wild animals within the City.

B. Intentional feeding is defined as distributing one gallon or more within one 24-hour period of grain, vegetables, fruits, nuts, hay, or a salt lick on the ground or a location less than 5 feet above the ground or any other location or in any other manner that regularly attracts wild animals.

C. The provisions of Section 411.3 shall not apply to the following:

- 1. Persons maintaining incidental living food sources such as fruit trees and other live vegetation...
- 2. Persons feeding common small backyard birds using self-enclosed feeding devices or containers at least 5 feet above the ground.
- 3. Persons that cannot physically place materials 5 feet or higher from the ground as long as they comply with the other standards contained in Chapter 411.03(B).
- 4. Employees or agents of the City, County, State, the federal government or veterinarians who in the course of their official duties have wild animals in their custody or under their management.
- 5. Persons caring for animals at the Roseville Wildlife Rehabilitation Center.,
- 6. Persons bringing wildlife into Roseville for educational purposes.

D. Violation of this ordinance provision will be subject to an administrative fine of \$100 for the first violation, \$200 for the second violations, and \$300 for each subsequent violation

within a 24-month period. This section does not prohibit, prevent, or bar any other applicable remedies available at law for any conduct described in Section 411.03 including, but not limited to, nuisance abatement, civil injunction or criminal prosecution.

E. The Community Development Department is authorized to implement and enforce the provisions of 411.03. The Community Development Director shall promulgate rules, regulations, and/or policies consistent with all provisions herein.

F. Any person or persons against whom an administrative fine is imposed under Section 411.05 may appeal such administrative penalty pursuant to Chapter 102 of City Code.

411.04: DEER MANAGEMENT PLAN

A. The City shall develop and maintain a deer management program to manage the number of deer that may be adequately supported by suitable habitat within the City of Roseville. At a minimum, the deer management plan shall contain the following:

1. Provision of education to residents on the best management practices for coexisting with the deer population.
2. A bi-annual deer population count, as weather permits, using methodology endorsed or utilized by Ramsey County.
3. Determination of the amount of suitable deer habitat utilizing Minnesota Department of Natural Resources information and resources.
4. Tracking of the location of vehicle/deer accidents.
5. Annual reports to the City Council on the deer management program, including information about other deer hunts conducted within Ramsey County.

B. Notwithstanding other provisions of this Code, for purposes of managing the deer population in accordance with the adopted deer management program, deer hunts may from time to time be approved by the City Council, including the timing, location, method, and safety precautions among other provisions, for such hunts.

411.05: SEVERABILITY

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

SECTION 2: Title I, Chapter 503.10 of the Roseville City Code is hereby amended.

(Ord. 1485, 11/9/15)

503.10: USE OF BOW AND ARROW:

As used in this chapter, the term “bow and arrow” is defined as a bowed shaft of material such as metal, wood or plastic, the ends of which are pulled into a bow formation by a string, cord, wire or any other type of material and used for the purpose of propelling an arrow by means of the power developed in pulling the string against the tension of the bow and further provided that the arrow used is pointed or is equipped with a pointed head of metal, plastic or other material capable of penetrating an object when propelled by the bow.

It is unlawful for any person to shoot a bow and arrow except: in a school program, on school grounds and supervised by a member of its faculty, a community class, a City Council authorized deer hunt pursuant to City Code Section 411.04, or on a bow and arrow range specifically authorized by the Chief of Police. (Ord. 1353, 10-15-2007)



**United States
Department of
Agriculture**

Animal and
Plant Health
Inspection
Service

Wildlife Services
644 Bayfield St.
Suite 215
St. Paul, MN 55107

651-224-6027 Phone
651-224-4271 FAX

March 1, 2017

City of Roseville, MN

To whom it may concern,

Attached is our harvest report for the 2016-17 City of Roseville deer control project. We were able to remove the permitted amount of 20 deer in one night of shooting. Deer were removed at 3 of the 4 selected sites (Owasso, the Nature Center, and the leaf compost site). The level of deer activity at our baits appeared to indicate high deer numbers in the city with many other deer being observed at the sites that were not removed through our efforts. After removal, deer were donated to needy individuals around the metro area.

Please call or e-mail with additional questions.

Thanks,

Ben Welinski

Ben Welinski

Wildlife Specialist
USDA/APHIS/Wildlife Services
644 Bayfield St. Suite 215
St. Paul, MN 55107
Office: (651) 224-6027
Fax: (651) 224-4271



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Deer Disposition from City of Roseville Fall 2016/Winter 2017 Deer Project

Permit #	Tag #	Date	Age	Sex	Fetus Count	Notes
21719	365496	1/31/2017	Adult	Female	Male 1	
21719	365495	1/31/2017	Juvenile	Female	None	
21719	365494	1/31/2017	Adult	Male	NA	
21719	365493	1/31/2017	Adult	Female	Female 1	
21719	365492	1/31/2017	Juvenile	Female	None	
21719	365491	1/31/2017	Juvenile	Male	NA	
21719	365490	1/31/2017	Adult	Male	NA	Broken & healed front leg, possible vehicle collision
21719	365489	1/31/2017	Adult	Female	Male 1 Female 1	
21719	365488	1/31/2017	Juvenile	Female	None	Dislocated front shoulder
21719	365487	1/31/2017	Adult	Female	None	
21719	365486	1/31/2017	Adult	Male	NA	
21719	365485	1/31/2017	Adult	Male	NA	
21719	365484	1/31/2017	Adult	Female	Male 2	Broken & healed rear leg, possible vehicle collision
21719	365483	1/31/2017	Juvenile	Female	None	
21719	365482	1/31/2017	Juvenile	Female	None	
21719	365481	1/31/2017	Juvenile	Female	None	
21719	365480	1/31/2017	Adult	Male	NA	had been previously Shot with .177 pellets
21719	365479	1/31/2017	Adult	Female	Male 1	
21719	365478	1/31/2017	Juvenile	Female	None	
21719	365477	1/31/2017	Adult	Female	Male 1 Female 1	

General Observations: The fetus count from the females can provide some indication of the health of the deer. In a healthy herd, which most metro deer populations can be considered, you would expect most adult females to be carrying two fawns at this time of year. With 4 of the 7 Adult females having only a single fetus or no fetus, this may indicate a less than healthy population. Most deer also showed minimal body fat as observed during cleaning/processing, another possible indication of a less than healthy herd. Four of the deer also showed injuries that are possibly related to deer/vehicle collisions or negative interactions with people. This may also be an indication of overabundance in the City. We also observed a substantial number of deer at and around the bait sites and in the area that were not removed, based on the permitted number of deer targeted. Anecdotally, this appears to indicate an overabundant deer population in questionable health that still remains in the City.



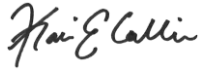
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ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.c**

Department Approval



City Manager Approval



Item Description: Consider the Community Development Department Request for Approval of Proposed Text Amendment of Roseville’s City Code, 908.03.C: Disorderly Behavior Lease Provisions.

BACKGROUND

The Community Development Department seeks approval of a proposed text amendment to Roseville’s City Code, specifically 908.03.C: Disorderly Behavior Lease Provisions. This item was previously discussed during the October 23, 2017 City Council meeting. Council requested that revisions to this specific section be drafted and brought back for review and approval. The proposed revisions have been reviewed by the City Attorney. The ordinance has been posted on the city’s website in accordance with the 10-day notification rule.

The recommended change and addition to the following section would allow for City Code to be in alignment with State Statute Section 504B.205 and is proposed as follows:

908.03: LICENSING REQUIREMENTS

C. Disorderly Behavior Lease Provisions: All tenant leases shall contain crime-free, drug-free provisions as on file with the City or equivalent that prohibit disorderly behavior identified in City Code Section 511.02. These lease provisions shall be incorporated into every new or renewing lease for a tenancy, and shall comply with Minnesota Statutes Section 504B.205. ~~For the purposes of the crime-free provisions of the lease, domestic assault incidents and police calls responding to victims of crimes shall not be deemed as a violation of the lease.~~

FINANCIAL IMPACTS

There are no financial impacts.

STAFF RECOMMENDATION

Staff recommends approval of the proposed text amendment to Roseville’s City Code, 908.03.C: Disorderly Behavior Lease Provisions.

REQUESTED COUNCIL ACTION

Adopt an Ordinance amending selected text of Roseville’s City Code, Chapter 908; including section 908.03.C. Disorderly Behavior Lease Provisions.

Prepared by: David Englund, Building Official

Attachment: A: Ordinance Amendment
B: Minnesota State Statute Section 504.205
C: Excerpt from City Council meeting 10/23/2017

City of Roseville

ORDINANCE NO. _____

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**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
SECTION 908.03, LICENSING REQUIREMENTS**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Section 908.03.C, Disorderly Behavior Lease Provisions.

SECTION 2. Section 908.03 is hereby amended as follows:

908.03: LICENSING REQUIREMENTS

C. Disorderly Behavior Lease Provisions: All tenant leases shall contain crime-free, drug-free provisions as on file with the City or equivalent that prohibit disorderly behavior identified in City Code Section 511.02. These lease provisions shall be incorporated into every new or renewing lease for a tenancy, and shall comply with Minnesota Statutes Section 504B.205. ~~For the purposes of the crime-free provisions of the lease, domestic assault incidents and police calls responding to victims of crimes shall not be deemed as a violation of the lease.~~

SECTION 3. Effective Date. This ordinance amendment to the Roseville City Code shall take effect upon passage and publication.
Passed this 9th day of April, 2018.

BY:

Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

504B.205 RESIDENTIAL TENANT'S RIGHT TO SEEK POLICE AND EMERGENCY ASSISTANCE.

Subdivision 1. **Definitions.** In this section, "domestic abuse" has the meaning given in section 518B.01, subdivision 2.

Subd. 2. **Emergency calls permitted.** (a) A landlord may not:

(1) bar or limit a residential tenant's right to call for police or emergency assistance in response to domestic abuse or any other conduct; or

(2) impose a penalty on a residential tenant for calling for police or emergency assistance in response to domestic abuse or any other conduct.

(b) A residential tenant may not waive and a landlord may not require the residential tenant to waive the residential tenant's right to call for police or emergency assistance.

Subd. 3. **Local preemption.** This section preempts any inconsistent local ordinance or rule including, without limitation, any ordinance or rule that:

(1) requires an eviction after a specified number of calls by a residential tenant for police or emergency assistance in response to domestic abuse or any other conduct; or

(2) provides that calls by a residential tenant for police or emergency assistance in response to domestic abuse or any other conduct may be used to penalize or charge a fee to a landlord.

This subdivision shall not otherwise preempt any local ordinance or rule that penalizes a landlord for, or requires a landlord to abate, conduct on the premises that constitutes a nuisance or other disorderly conduct as defined by local ordinance or rule.

Subd. 4. **Residential tenant responsibility.** This section shall not be construed to condone or permit any breach of a lease or of law by a residential tenant including, but not limited to, disturbing the peace and quiet of other tenants, damage to property, and disorderly conduct.

Subd. 5. **Residential tenant remedies.** A residential tenant may bring a civil action for a violation of this section and recover from the landlord \$250 or actual damages, whichever is greater, and reasonable attorney's fees.

Subd. 6. **Attorney general authority.** The attorney general has authority under section 8.31 to investigate and prosecute violations of this section.

History: 1999 c 199 art 1 s 22

ATTACHMENT C

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Section 908.03.C (Page 4. Lines 141 -143)

Mr. Englund reviewed proposed language, seeking City Council feedback; advising that Police Chief Mathwig was also available for questions, but had provided his input on this draft.

Councilmember Willmus stated his support to look at and clarify language presented in this draft. However, with several City Council discussions already and after public comment received to-date and requested additional language related to domestic violence and mental health crises, Councilmember Willmus stated his preference to exempt those provisions without attempting to craft language at the bench tonight. Instead, Councilmember Willmus suggested adopting the proposed language as presented by staff to transfer administration of the program; and then at a future meeting in the near future, bring those additional revisions back for review and approval.

Councilmember Etten concurred; noting that he had spoken to Police Chief Mathwig earlier, and would be comfortable stepping back to provide a separate addition to the ordinance after this initial adoption to transfer administration.

For clarification purposes, Mayor Roe noted that the intent proposed by staff and Councilmembers Etten and Willmus would be to adopt the proposed language as presented by staff and then at a later date, make any additional adjustments.

Public Comment

Mindy Greiling, 2495 Marion Street, Representing League of Women Voters and recent Housing Study

Ms. Greiling had provided her comments in writing via email dated October 22, 2017.

Ms. Greiling expounded on her written comments and urged the City Council to clarify mental crises and domestic violence language prior to adoption of this ordinance.

Willmus moved, McGehee seconded, enactment of Ordinance No. 1534 (Attachment A) entitled, "An Ordinance Amending Selected Text of Roseville City Code, Title 9, Chapter 908, to Regulate Rental Licensing for Multi-Family Rental Dwellings of Five or More Units;" as presented.

Roll Call

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

Nays: None.

McGehee moved, Etten seconded, enactment of Ordinance Summary No. 1534 (Attachment B) entitled, "An Ordinance Amending Selected Text of Roseville City Code, Title 9, Chapter 908, to Regulate Rental Licensing for Multi-Family Rental Dwellings of Five or More Units;" as presented.

Roll Call (Super Majority)

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

Nays: None.

As a future information request, Councilmember McGehee asked staff to address mandatory evictions and how that comes into play.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.d**

Department Approval



City Manager Approval



Item Description: Consider the Community Development Department Request for Approval of Proposed Text Amendments of Roseville’s City Code, 908.04: LICENSING TERM.

BACKGROUND

The Community Development Department seeks approval of a proposed text amendments to Roseville’s City Code, 908.04: LICENSING TERM, specifically 908.04.F.5, License Process and Renewal and 908.04.G, Issuance of License.

The recommended change and addition to the following sections would allow for issuance of licenses without prior Council approval as required under City Code Section 301.02. This allowance is intended to increase the efficiency and timeliness in issuing annual rental licenses.

The ordinance has been posted on the city’s website in accordance with the 10-day notification rule.

The text amendments are proposed as follows:

908.04 : LICENSING TERM

F. License Process and Renewal:

1. All owners or owner's representatives of MRDs in the City must submit a full application to the Fire Department.
2. The Fire Department will notify the applicant of the inspection date, approximately thirty (30) calendar days prior to inspection.
3. After the inspection has been completed, a notice of licensing approval / denial and inspection report will be sent to the applicant.
4. The licensing fee will be due and payable by the license renewal date.
5. After ~~City Council approval~~, staff verifies all documentation, fees and all other requirements have been satisfied, a license may be issued for each MRD.
6. A renewal application packet will be sent to the owner of each licensed MRD. License renewal applications shall be submitted to the Fire Department by the owner/agent between 90 and 120 days prior to the license expiration date.

G. Issuance of License: The City shall issue a license once the City deems the property to not have any unsafe, unsanitary, or dilapidated conditions (as defined in Section 906.03H or elsewhere in Roseville's City Code), or a Memorandum of Understanding (MOU) has been signed and submitted, and all City fees and fines have been paid. Every Owner of an MRD shall conspicuously post the current license within fourteen (14) calendar days of receipt in the main entryway or other conspicuous location within the MRD. For MRDs that do not have a shared

34 common area or entrance, the Owner must provide a copy of the license to each tenant by attaching a
35 copy to the tenant's copy of the executed lease agreement. Notwithstanding Section 301.02 of City
36 Code, the Fire Chief or his/her designee is authorized to issue a license under this Chapter upon
37 satisfaction, in the Fire Chief's or his/her designee's sole discretion, of all requirements contained
38 herein.

39 **FINANCIAL IMPACTS**

40 There are no financial impacts.

41

42 **STAFF RECOMMENDATION**

43 Staff recommends approval of the proposed text amendments to Roseville's City Code, 908.04:
44 LICENSING TERM.

45

46 **REQUESTED COUNCIL ACTION**

47 Adopt an Ordinance amending selected text of Roseville's City Code, Chapter 908.04; including
48 Section 908.04.F.5 and 908.04.G, Issuance of License.

49

50 Prepared by: David Englund, Building Official

51

52 Attachment: A: Ordinance Amendment

53

City of Roseville

ORDINANCE NO. _____

AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, SECTION 908.04, LICENSING TERM

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1. Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Section 908.04.F.5, License Process and Renewal and 908.04.G, Issuance of License.

SECTION 2. Section 908.04 is hereby amended as follows:

908.04 : LICENSING TERM

F. License Process and Renewal:

- 1. All owners or owner' s representatives of MRDs in the City must submit a full application to the Fire Department.
2. The Fire Department will notify the applicant of the inspection date, approximately thirty (30) calendar days prior to inspection.
3. After the inspection has been completed, a notice of licensing approval / denial and inspection report will be sent to the applicant.
4. The licensing fee will be due and payable by the license renewal date.
5. After City Council approval, staff verifies all documentation, fees and all other requirements have been satisfied, a license may be issued for each MRD.
6. A renewal application packet will be sent to the owner of each licensed MRD. License renewal applications shall be submitted to the Fire Department by the owner/agent between 90 and 120 days prior to the license expiration date.

G. Issuance of License: The City shall issue a license once the City deems the property to not have any unsafe, unsanitary, or dilapidated conditions (as defined in Section 906.03H or elsewhere in Roseville's City Code), or a Memorandum of Understanding (MOU) has been signed and submitted, and all City fees and fines have been paid. Every Owner of an MRD shall conspicuously post the current license within fourteen (14) calendar days of receipt in the main entryway or other conspicuous location within the MRD. For MRDs that do not have a shared common area or entrance, the Owner must provide a copy of the license to each tenant by attaching a copy to the tenant's copy of the executed lease agreement. Notwithstanding Section 301.02 of City Code, the Fire Chief or his/her designee is authorized to issue a license under this Chapter upon satisfaction, in the Fire Chief's or his/her designee's sole discretion, of all requirements contained herein.

38 **SECTION 3. Effective Date.** This ordinance amendment to the Roseville City Code shall take
39 effect upon passage and publication.

40 Passed this 9th day of April, 2018.

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BY:

Daniel J. Roe, Mayor

47 ATTEST:

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Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.e**

Department Approval



City Manager Approval



Item Description: Approve request for a noise variance for the 2018 Cured-In-Place-Pipe (CIPP) Project

BACKGROUND

The City of Roseville Engineering Department is seeking a variance from the City of Roseville’s noise ordinance for the 2018 Cured-In-Place-Pipe (CIPP) Lining Project. Staff is requesting this on behalf of the contractor who has requested the night time work due the size of some of the sewer mains which will require the lining operation to take in excess of 12 hours.

The sanitary sewer lines in the Alta Vista Drive area and the North McCarrons Areas which are highlighted in yellow on Attachment C are larger diameter pipe, 18 inches or greater. These segments will take between 12 and 24 hours to cure. The contractor can line from manhole to manhole so most residents will only be affected for one night. Some residents may be affected for two nights if there are multiple segments next to their property.

Additionally the City will be lining two large diameter storm sewer pipes on County Road B west of Victoria Street and near the intersection of Parker Avenue and Avon Street. These are necessary to line due to pipe deterioration. The lining process is the same as the sanitary sewer lining process except the pipe is larger (42 to 48 inch) and will require larger equipment and will take 24 to 48 hours to cure the pipe.

While lining operations are going on, there will be a constant sound from the boilers running that may affect property owners nearby beyond normal working hours as defined in City Ordinance. Per the noise ordinance, a notification of the public hearing has been published in the local paper and a letter was mailed to all residents within a 350 foot radius of the work area.

DISCUSSION

The attached CIPP Construction Information (Attachment B) explains the CIPP process and shows the equipment that would be generating some of the noise during these hours. Most of the noise generated after working hours would be from boilers needed to cure the liner.

Staff would suggest Council consider a noise variance with the following conditions:

- The City and the Contractor notify residents, within 350 feet of the work area, of the exact days of work one week prior to beginning the work.
- The contractor must complete any work that can be done without overnight work, such as pipe cleaning or pipe televising, during regular working hours.

32 Staff will work very closely with the contractor to keep residents updated and work to limit any
33 noise. This sort of work has been done in numerous other cities in similar neighborhoods so
34 contractors are generally aware of these sorts of issues.

35 **FINANCIAL IMPLICATIONS**

36 None identified.

37 **STAFF RECOMMENDATION**

38 Open the Public Hearing for comment on the proposed noise variance.

39 Consider a variance to extend the working hours on the 2018 CIPP Lining Project, for the
40 segments identified in Attachment C.

41 **REQUESTED COUNCIL ACTION**

42 Open the Public Hearing for comment on the proposed noise variance.

43 Approve variance request to extend working hours on the 2018 CIPP Lining Project, for the
44 segments identified in Attachment C.

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

Attachments: A: Public Hearing Notice Letter
B: CIPP Construction Information
C: CIPP Night Work Segments Map



March 16, 2018

«Current_Resident»
«SiteAddress»
«SiteCityStateZIP»

RE: 2018 CIPP Lining Project Variance Hearing

Dear Resident:

The City of Roseville is currently working on the annual Sewer Main Lining project in your area (See map on back). This project will consist of relining the sanitary sewer and storm sewer mains using a trenchless technology to reline the existing pipe. This construction method allows the City to replace the sewer mains without having to dig them up which would be more expensive and more disruptive. Because of the scope of the lining work, the contractor must perform work continuously for a period of 24-36 hours which will include some periods of overnight work. The work and noise associated with the overnight work will be a steady hum from the boilers used in the lining process and an occasional truck backing up. The work should only take one night for each area impacted.

By Ordinance, no work can be done between 10:00 PM and 7:00 AM without a variance. This letter is to inform you that a variance is being requested by City staff for this project. A hearing for this variance will be at the Roseville City Council meeting on Monday, April 9, at 6 PM at the Roseville City Hall, and will be located on the main level in the Council Chambers.

City staff will be presenting the variance request to the City Council and also answering any questions the Council or residents may have. Additional information about the City's Sanitary Sewer Main Lining projects can be found at: <http://www.cityofroseville.com/827/Sanitary-Sewer-Main-Lining>.

All residents within 350 feet of the project area are receiving this meeting invitation. If you are not able to attend the meeting and would like to offer input and/or receive information about what was presented, please contact me via email or phone. I can be reached at:

Email: Jesse.Freihammer@cityofroseville.com
Phone: 651-792-7042

If you have any questions before the meeting please feel free to email or call me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesse Freihammer".

Jesse Freihammer
City Engineer/Asst. Public Works Director



Sanitary Sewer Main Lining Project

March 20, 2018

«Current_Resident»
 «SiteAddress»
 «SiteCityStateZIP»

Upcoming Sewer Maintenance

A majority of the sewer mains in the City were installed over 50 years ago. The material used was clay pipe. Over the years, cracks have developed in the pipe due to tree roots and ground water. These cracks can create issues for the capacity of these sewers. Some sewer lines can be rehabilitated through "trenchless technology".

During our routine televising of the City sewer mains, a segment of main on your road was identified as needing rehabilitation. The City has hired Veit to rehabilitate this pipe. Since this is a maintenance project, there will be no assessments for your property.

- **This newsletter is being sent to all property owners that live near the areas impacted. See the back of this newsletter for a map of the street segments included in the project.**
- **The work is anticipated to occur in phases**
 - Pre-lining cleaning:** Anticipated to start in May
 - Lining:** Beginning April through August (Segment 1 first, followed by Segment 2)
- **If your sewer service is being disrupted during this work, the Contractor will notify you 24 hours in advance of that disruption.**

Trenchless technology

The method being used to repair the sewer main lines is called Cured In Place Pipe relining, or CIPP. In essence, the CIPP method builds a pipe within a pipe by inflating a fabric liner soaked in resin inside the existing pipe. The liner is a woven or knit fabric with a PVC coating, manufactured to match the diameter of the in place pipe. The liner is saturated with the resin on site, at which point the chemical curing process has begun. The resins are low-odor, however, there may be some chemical smell while the liner is curing.

Once the liner is saturated, it is then loaded into a compressed air gun, and literally shot into the existing mainline using an inversion process that turns the liner inside out while traveling through the pipe. The liner is soft and flexible, so it will conform to the shape of the existing pipe and is able to cover all the gaps and cracks with a smooth, finished surface.

After the liner has been installed, it is inflated and left to cure. Once cured, a camera is sent down again to cut out the house services and inspect the final work.

The hardened (or cured) liner has the same structural integrity as a new pipe. However, the cured-in-place pipe is a continuous, seamless pipe with no joints, and consequently, no single point of failure. The lining extends structural life of the pipes, inhibits root growth, and reduces ground water leakage into the sewer pipes.

Because it is cured in place, it does not require digging or street repair, and minimizes resident disruption. The Contractor can effectively repair sewer lines up to 300 feet or more and have residents back in service the same day.

Odors

In order to minimize odors from the lining work from entering your home through your sewer service, pour water down all floor drains or rarely used sinks, tubs or toilets to ensure that you do not have a dry sewer trap.

Process

The process will have an impact on your sewer service for up to one working day. The actual time is dependent upon site conditions, the length of the segment being repaired, and the quality of the existing pipe. Services will be restored at the end of the day so homes are not impacted overnight. The contractor will use existing sanitary sewer manholes to access the sewer pipes scheduled for rehabilitation.

Service Disruption

When the contractor is working in your area, they will request that water is used minimally. Sinks and toilets can be used conservatively, but you will be requested to refrain from running water for baths, showers, dishwashers or washing machines.

Sump Pump Connections

Water that discharges from sump pumps is called *clear water*. Clear water is rain water, groundwater, storm water or snow melt that flows into area streams, ponds and lakes. The sanitary sewer system is meant for *wastewater*, which is water from sinks, showers, tubs, toilets and washing machines. Wastewater must be treated at a wastewater treatment plant before it can be discharged into the environment.

When clear water is added to wastewater, it can overload the sanitary sewer system, and ultimately, the wastewater treatment plant. It also costs the City and its resident's money for treating water that does not need to be treated.

Roseville City Code, Section 802.08, states that discharge into the City's sanitary sewer system shall be in conformance with the Metropolitan Council Environmental Services Waste Discharge Rules. Unpolluted water, such as rain water, storm water, groundwater, and water collected from foundation drains, is not permitted to be discharged into the sanitary sewer system.

If you have a sump pump in your home, it is not allowed to be connected to your sanitary sewer service. Please disconnect it and redirect the discharge onto the ground outside your home. Care should be taken to ensure that the discharge is not directed back into your house or into a neighbor's yard. Discharge points should be at least 20 feet from the house so that the water does not find its way back to your house.

<http://www.cityofroseville.com/2847/Sump-Pumps>

Jetting and Cleaning

Before any actual lining work is done, the sewer line is jetted and cleaned with a high pressure water hose. Grease and accumulated buildup is removed, and any tree roots intruding into the sewer line are cut and eliminated.

Possible Schedule Changes

As with any construction work, the schedule and completion of the project may be somewhat dependent on the weather. We ask for your patience with projected weather delays throughout this project.

Safety

We remind you to use caution around the work site. Your assistance in reminding area children to stay clear of construction equipment is helpful in maintaining a safe environment. Your patience and cooperation during this construction is appreciated.



Traffic Delays

The Contractor will be responsible for traffic control as a result of this project. We do not anticipate any significant traffic delays.

Questions? Please contact us:

Rick Person, Engineering Technician
(651) 792-7056
Rick.Person@cityofroseville.com

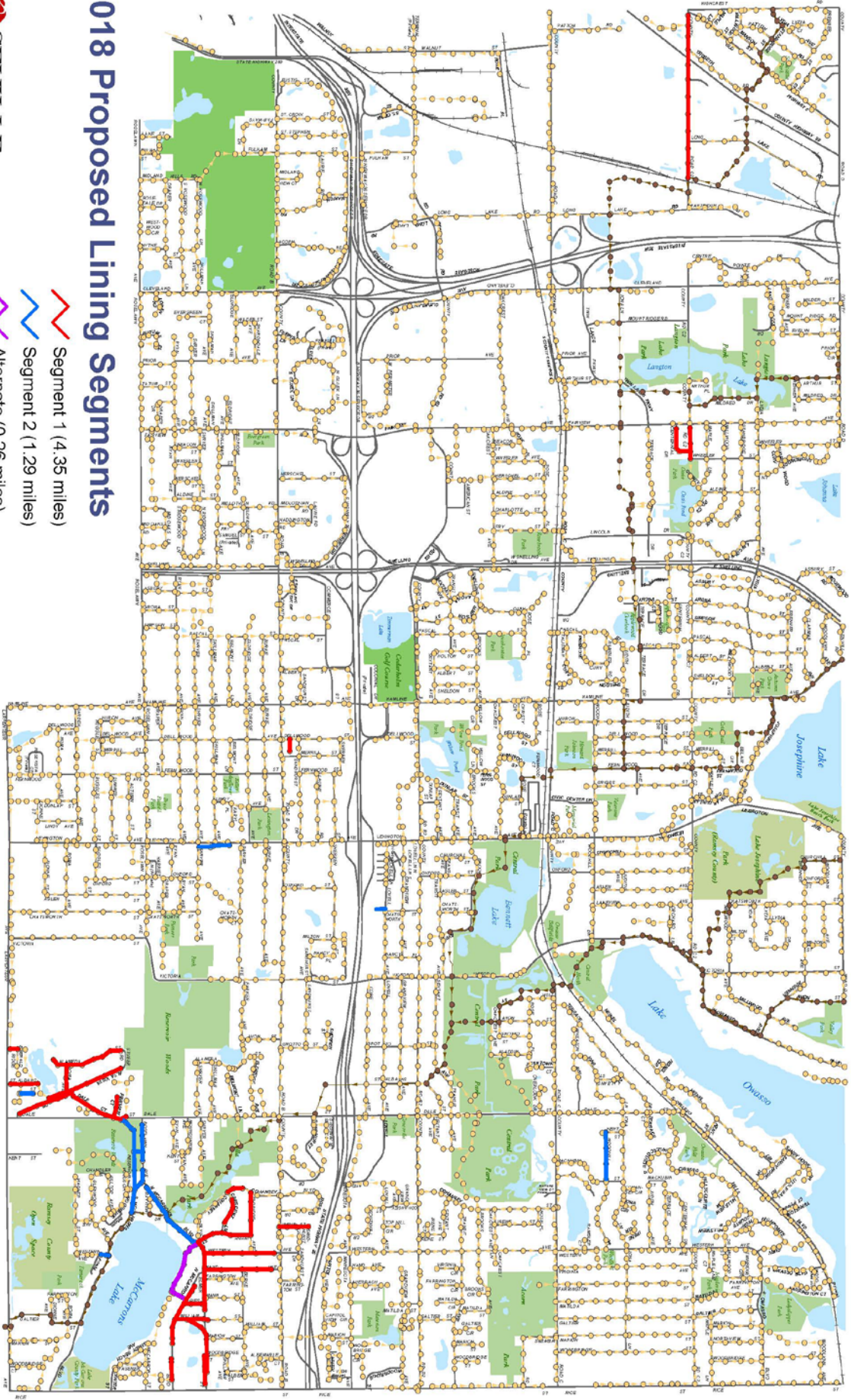
Luke Sandstrom, Civil Engineer
(651) 792-7048
Luke.Sandstrom@cityofroseville.com

After Hours

If an issue arises outside of regular business hours, contact the City's 24-hour non-emergency number at 651-767-0640.

ALWAYS CALL 911 FOR EMERGENCIES.

More info can be found on the City's website:
www.cityofroseville.com/sewerlining



2018 Proposed Lining Segments

- ▾ Segment 1 (4.35 miles)
- ▾ Segment 2 (1.29 miles)
- ▾ Alternate (0.26 miles)



Data Sources and Credits:
 • Surveyed County GIS Data File (GIS 2017)
 • Surveyed City GIS Data File (GIS 2017)
 • For further information regarding the contents of files in this document, contact the City of Onasco, 20007 Onasco Drive, Onasco, WI 53059.

DISCLAIMER:
 The information contained herein is for informational purposes only and does not constitute an offer of insurance or any other financial product. The information is not intended to be used as a basis for any investment decision. The information is not intended to be used as a basis for any investment decision. The information is not intended to be used as a basis for any investment decision. The information is not intended to be used as a basis for any investment decision.



**This is the notice you will receive when the
Contractor is on site completing
the lining work.**

IMPORTANT

DEAR OCCUPANT:

Veit & Companies is currently under contract to reconstruct certain troubled main line sewers in your area. While the work is being performed your sewer service connection will be temporarily sealed off.

We are asking for your cooperation to avoid backup of sewer water into your residence or business by limiting your water usage to a bare minimum.

PLEASE DO NOT:

1. Wash clothes or dishes
2. Take showers or baths
3. Flush toilets
4. Operate sump pumps which are connected to the sewer system

To avoid any odors or inconvenience, please fill plumbing traps with water on the morning of the date listed below.

If any problem occurs with your sewer service during construction or shortly after completion of the project call the local number listed below.

Veit & Companies is sending this handout to provide advance notice before beginning actual work.

Please limit water usage for a _____ hour period as of:

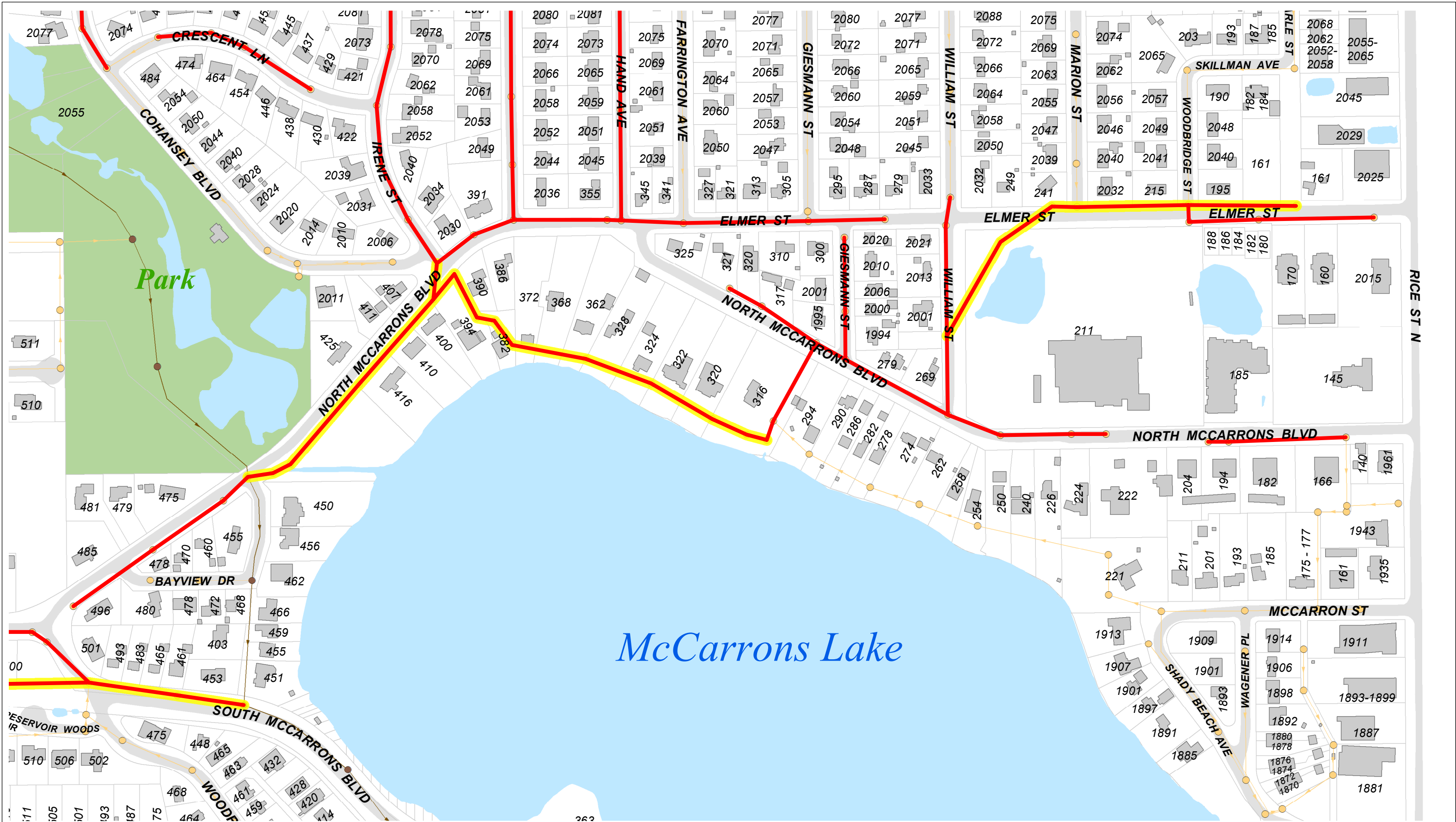
Gary Elmes – (612) 490-8681

Work should be completed within that time frame, and our crews will notify you again if this time needs to be extended.

Please notify the field crew if you notice any problems during this period. Once reconstruction begins it must be continued non-stop until the service connections are reopened from within the main line sewer. This may mean some night time operation.

Please bear with us for any equipment noise created.





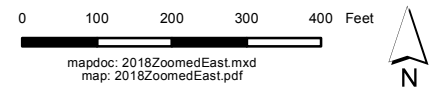
2018 Proposed Lining Segments

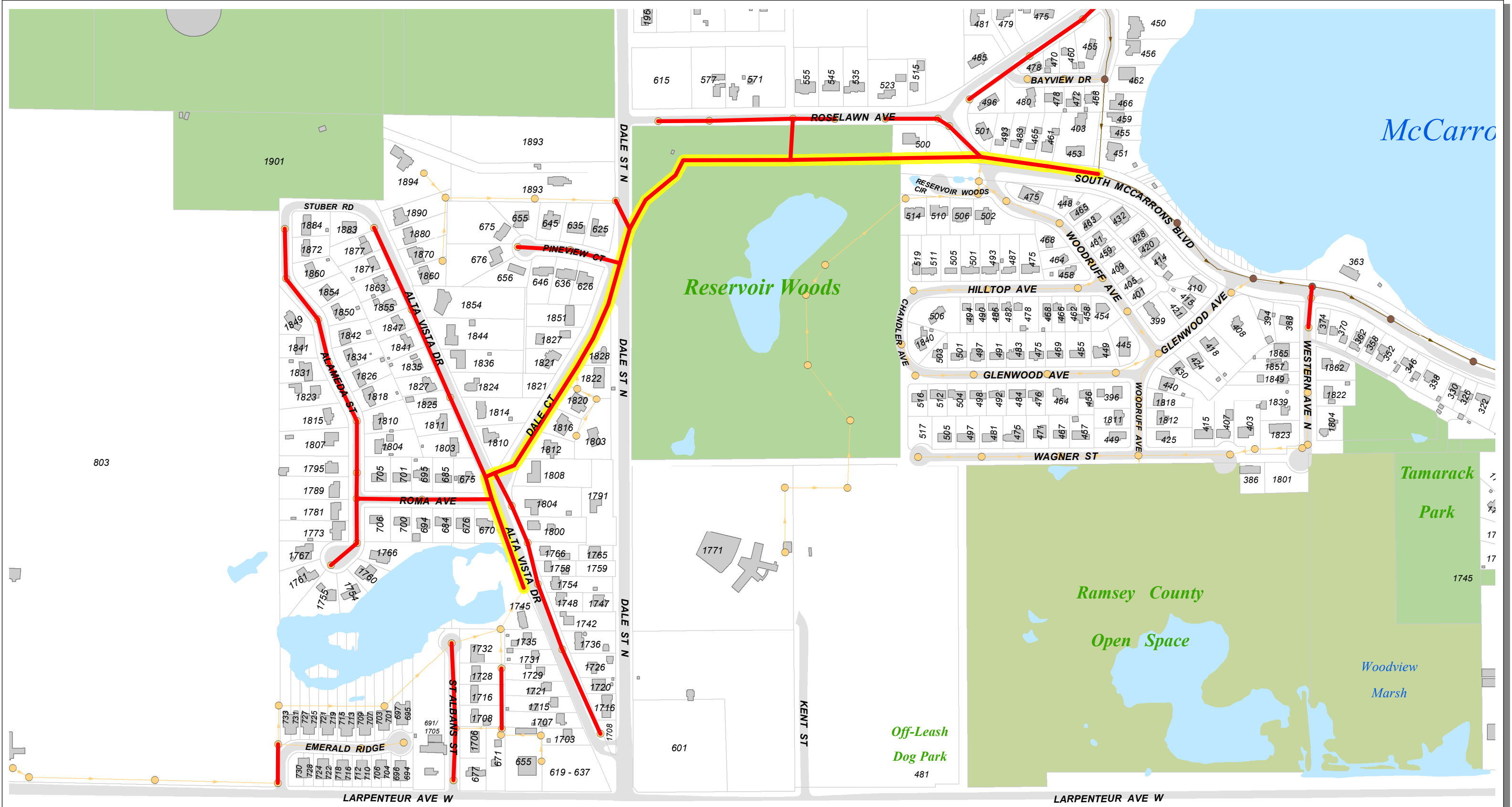


- Lining Segments
- Night Work

Data Sources and Contacts:
 * Ramsey County GIS Base Map (1/31/18)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





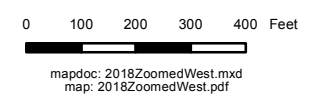
2018 Proposed Lining Segments



- Lining Segments
- Night Work

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903

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2165

VICTORIA AVE

COUNTY ROAD B

M11-048

M11-207

M14-023

M14-021

M14-022

M14-020






M14-149

F14-005

2018 Storm Pipe Lining- Alternative 2

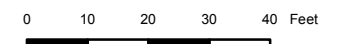


Prepared by:
Engineering Department
September 27, 2017

-  Storm Pipe Proposed Lining
-  Storm Pipe
-  Flared End
-  Manhole
-  Catch Basin

Data Sources and Contacts:
 * Ramsey County GIS Base Map (9/12/17)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

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mapdoc: 2018StormLinedDetails-A112.mxd
 map: 2018StormLinedDetails-A112.pdf



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AVON ST

PARKER AVE






M14-096

M14-097

M14-098

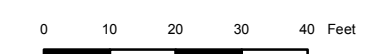
F14-006

2018 Storm Pipe Lining- Alternative 3

-  Storm Pipe Proposed Lining
-  Storm Pipe
-  Flared End
-  Manhole
-  Catch Basin

Data Sources and Contacts:
 * Ramsey County GIS Base Map (9/12/17)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department,
 2660 Civic Center Drive, Roseville MN

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



mapdoc: 2018StormLinedDetails-Alt3.mxd
 map: 2018StormLinedDetails-Alt3.pdf



Prepared by:
 Engineering Department
 September 27, 2017

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.f**

Department Approval



City Manager Approval



Item Description: Consider Ordinance Amendment to Chapter 405 Noise Control

1 **BACKGROUND**

2 On March 12, 2018 staff presented to Council an amendment to Chapter 405, Noise Control
3 Ordinance which addresses noise restrictions within the City. Based on feedback from the
4 Council, staff updated the proposed ordinance.

5 Currently the city code prohibits construction related noise outside of 10:00 PM to 7:00 AM on
6 weekdays and 9:00 PM to 9:00 AM on weekends and legal holidays. In order to get exemptions
7 from this ordinance, all parties must apply for a variance from the Council.

8 Staff has proposed the addition of section 405.035 which would provide exemptions to this
9 ordinance for construction or maintenance projects where the City of Roseville is the owner
10 and/or the project engineer on the project. The ordinance would eliminate these projects from
11 requiring a public hearing. The highlights of the new ordinance include the following:

- 12 • City projects must be done under normal working hours unless there are conditions or
13 circumstances that would require night work or would provide substantial benefits to
14 impacted properties or to the public in general.
- 15 • Only projects described in the ordinance would be exempt from the ordinance
16 requirements.
 - 17 ○ Sewer Lining projects which take more than 12 hours per segment.
 - 18 ○ Water main or valve replacement work which would impact a significant amount
19 of residents or businesses during normal working hours.
 - 20 ○ High traffic areas where a lane closure or full road closure is required, but doing
21 so during normal working hours would create a significant impact on the general
22 public, residents and businesses surrounding the work area.
- 23 • If work is done at night, residents within 500 feet of the project must be notified a
24 minimum of 7 days in advance of the work.
- 25 • The Mayor, City Council and City Manager must also be notified of the work.
- 26 • Work outside of normal working hours is limited to a maximum of two days.

27 The main benefit of the ordinance is to give staff more flexibility in working with contractors to
28 provide an overall benefit to residents. The ordinance would save on project delays as there
29 would be quicker turnaround in giving notice to the residents. If needed, staff could perform
30 night work on a project with a two to three week lead time instead of the five to six week lead
31 time required for a public notice and public hearing.

32 Staff presented the updated ordinance to the Public Works Environmental and Transportation
33 Commission on March 27, and they had no additional comments.

34 **FINANCIAL IMPACTS**

35 The noise control ordinance would have no financial impacts.

36 **STAFF RECOMMENDATION**

37 Based on the comments provided in this report, staff recommends approval of the proposed text
38 ordinance amendments to Roseville's City Code, Title 4, Chapter 405 Noise Control Ordinance.

39 **REQUESTED COUNCIL ACTION**

40 Adopt an ordinance amending selected text ordinance amendments of Roseville's City Code,
41 Title 4, Chapter 405 Noise Control Ordinance.

Prepared by: Jesse Freihammer, Asst. Public Works Director/City Engineer
Attachments: A: Ordinance Amendment, Noise Control Ordinance
B: Ordinance Summary, Noise Control Ordinance

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3 **CITY OF ROSEVILLE**
4 **OFFICIAL SUMMARY NO. _____**
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8 **A SUMMARY OF AN ORDINANCE AMENDING TITLE FOUR, CHAPTER 405**
9

10 The following is the official summary of Ordinance No. _____ approved by the City Council
11 of Roseville on April 9, 2018:
12

13 **AN ORDINANCE AMENDING TITLE FOUR CHAPTER 405**
14

15 405.035 is added to add language within the Roseville City Code to provide noise ordinance
16 exemptions.
17

18 A printed copy of the ordinance is available for inspection by any person during regular office hours
19 in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville,
20 Minnesota 55113. A copy of the ordinance and summary is also be posted on the internet web page
21 of the City of Roseville (www.cityofroseville.com).
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29 Attest: _____
30 Patrick Trudgeon, City Manager

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3 **City of Roseville**
4 **ORDINANCE NO. _____**

5 **AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY**
6 **CODE, TITLE 4, CHAPTER 405, TO PROVIDE NOISE ORIDIANCE**
7 **EXEMPTIONS**

8
9 **SECTION 1: Purpose:** The Roseville City Code is hereby amended to
10 modify/clarify specific requirements within the Roseville City Code, Title 4, Chapter
11 405, to provide noise ordinance exemptions
12

13 **SECTION 2: Section 405.035 is added as follows:**
14

15 **405.035: EXEMPTIONS:**

16 A. Any construction or maintenance activity in which the City of Roseville is considered the
17 owner and/or the project engineer on the project, is exempt from Chapter 405 of the City
18 Code regarding Noise Control subject to the following:

19 1. All work shall be done during normal working hours as described in 405.03 of the
20 Roseville City Code unless circumstances or conditions require work be done outside of
21 these hours or if it is determined that there is significant benefit to surrounding properties
22 and/or the general public by performing work outside of these hours. Only projects listed
23 below are exempt:

24 a. Sewer Lining projects which take more than 12 hours per segment

25 b. Water main or valve replacement work which would impact significant amount of
26 residents or business during normal working hours.

27 c. High traffic areas where a lane closure or full road closure is required, but doing so
28 during normal working hours would create a significant impact on the general public,
29 residents and businesses surrounding the work area.

30 2. Work outside of normal working hours as described in 405.03 is limited to a maximum of
31 two days per project segment as notified in subpart B.

32 B. If work will be performed outside of normal working hours as described in 405.03 the City
33 shall notify the residents/businesses within 500 feet of the project as far in advance as
34 practical. At minimum residents shall be notified seven days in advance of the work via a
35 mailed letter. The City Manager, Mayor and Council shall also be notified. The letter, at
36 minimum, shall indicate the necessity of the work, schedule of the work, the scope of the
37 work, the impacts and the mitigation techniques that will be used to minimize impacts.
38

Passed by the City Council of the City of Roseville this 9th day of April 2018.

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **7.g**

Department Approval



City Manager Approval



Item Description: Consider Ordinance Amendment to Chapter 707 – Right of Way Management

BACKGROUND

On March 12, 2018 staff presented to Council an amendment to Chapter 707 Right of Way Management Ordinance. Based on feedback from the Council, staff updated the proposed ordinance with better formatting and included some cross references to other sections of the ordinance.

The majority of the new ordinance language defines a new technology that could be installed in public right of way and ways to regulate the new technology. The Small Wireless Facilities and Micro Wireless Facilities are small antennas that would be used for wireless communication. The installation of one of these facilities would require a permit. The ordinance would allow the City to put conditions on the permit to help regulate their locations, size and materials of the wireless facilities. These changes are necessary due to new legislation which went into effect in 2017 allowing this technology into the public right-of-way.

The second aspect of the ordinance change allows the City to regulate all right of way in the City including State and County right of way. Essentially the City would require a City right of way permit in addition to the State or County. The agency owning the right of way would have final say in permit approval. Requiring a permit with the City for all public rights-of-way provides a guaranteed level of review and oversight for the City, keeps the City better informed of activities within the right-of-way, and provides better control and oversight of assets the City is responsible for, such as trails and sidewalks.

Staff presented the updated Right Of Way ordinance to the Public Works Environmental and Transportation Commission on March 27 and the Commission had no additional comments.

FINANCIAL IMPACTS

Should the right of way ordinance get adopted, an amended fee schedule will be brought to Council at a later date to add another permit fee for right of way permits within County or State right of way.

STAFF RECOMMENDATION

Based on the comments provided in this report, staff recommends approval of the proposed text ordinance amendments to Title 7, Chapter 707 Right of Way Management.

29 **REQUESTED COUNCIL ACTION**

30 Adopt an ordinance amending selected text ordinance amendments of Roseville's City Code,
31 Title 7, Chapter 707 Right of Way Management.

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

Attachments: A: Ordinance Amendment, Right of Way

B: Ordinance Summary, Right of Way

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City of Roseville
ORDINANCE NO. _____

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**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE, TITLE
7, CHAPTER 707, TO ACCOMMODATE SMALL WIRELESS FACILITIES.**

SECTION 1: Purpose: The Roseville City Code is hereby amended to modify/clarify specific requirements within the Roseville City Code, Title 7, Chapter 707, to regulate Small Wireless Facilities.

SECTION 2: Chapter 707 is amended as follows:

707.01: FINDINGS AND PURPOSE:

A. General: to provide for the health, safety and well-being of its citizens, and to ensure the structural integrity of its streets and the appropriate use of the rights of way, the City strives to keep its rights of way in a state of good repair and free from unnecessary encumbrances. Although the general population bears the financial burden for the upkeep of the rights of way, a primary cause for the early and excessive deterioration of its rights of way is frequent excavation.

The City holds the rights of way within its geographical boundaries as an asset in trust for its citizens. The City and other public entities have invested millions of dollars in public funds to build and maintain the rights of way. It also recognizes that some persons, by placing their equipment in the right of way and charging the citizens of the City for goods and services delivered thereby, are using this property held for the public good. Although such services are often necessary or convenient for the citizens, such persons receive revenue and/or profit through their use of public property.

In response to the foregoing facts, the City hereby enacts this new Chapter relating to right-of-way permits and administration. This Chapter imposes reasonable regulations on the placement and maintenance of equipment currently within its rights of way or to be placed therein at some future time. It is intended to complement the regulatory roles of State and Federal agencies. Under this Chapter, persons disturbing and obstructing the rights of way will bear a fair share of the financial responsibility for their integrity.

Finally, this Chapter provides for recovery of out-of-pocket and projected costs from persons using the public rights of way.

B. Legislative Power: By enactment of this Chapter, the City Council hereby exercises its lawful police power and common law authority, and all statutory authority which is available to it, including, but not limited to, the powers conferred on it under Minnesota Statutes sections 237.162 and 237.163, while preserving all power and authority to further require franchises from right-of-way users under Minnesota Statutes sections 216B.36, 222.37, 300.03, and 412.11, and other provisions of law. (Ord. 1209, 8-24- 1998) This chapter shall not be interpreted to limit the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

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707.02: DEFINITIONS:

45 The following definitions apply in this Chapter. References hereafter to "sections" are,
46 unless otherwise specified, references to sections in this Chapter. Defined terms remain
47 defined terms whether or not capitalized.

48 APPLICANT: Any person requesting permission to excavate or obstruct a right of way.
49 BUSINESS DISTRICT: That portion of the City lying within and bounded by the following
50 streets: to be subsequently designated.

51 CITY: The City of Roseville, Minnesota. For purposes of Section 707.28 of this Chapter, City
52 means its elected officials, officers, employees and agents.

53 COLLOCATE or COLLOCATION: to install, mount, maintain, modify, operate, or replace a
54 small wireless facility on, under, within, or adjacent to an existing wireless support structure
55 or utility pole that is owned privately, or by the city or other governmental unit.

56 DEGRADATION: A decrease in the useful life of the right of way caused by excavation in or
57 disturbance of the right of way, resulting in the need to reconstruct such right of way earlier
58 than would be required if the excavation did not occur.

59 DEGRADATION COST: The cost to achieve a level of restoration as determined by the City
60 at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to
61 13, set forth in proposed PUC rules parts 7819.9900 to 7819.9950.

62 DEGRADATION FEE: The estimated fee established at the time of permitting by the City to
63 recover costs associated with the decrease in the useful life of the right of way caused by the
64 excavation, and which equals the degradation costs.

65 DELAY PENALTY: The penalty imposed as a result of unreasonable delays in right-of-way
66 construction.

67 DEPARTMENT: The Department of Public Works of the City.

68 DEPARTMENT INSPECTOR: Any person authorized by the Director to carry out
69 inspections related to the provisions of this Chapter.

70 DIRECTOR: The Director of the Department of Public Works of the City, or her or his designee.

71 EMERGENCY: A condition that: a) poses a clear and immediate danger to life or health, or of
72 a significant loss of property; or b) requires immediate repair or replacement in order to
73 restore service to a customer.

74 EQUIPMENT: Any tangible asset used to install, repair, or maintain facilities in any right of
75 way.

76 EXCAVATE: to dig into or in any way remove or physically disturb or penetrate any part of a
77 right of way.

78 EXCAVATION PERMIT: The permit which, pursuant to this Chapter, must be obtained
79 before a person may excavate in a right of way. An excavation permit allows the holder to
80 excavate that part of the right of way described in such permit.

81 EXCAVATION PERMIT FEE: Money paid to the City by an applicant to cover the costs as
82 provided in Section 707.11 of this Chapter.

83 FACILITY OR FACILITIES: Any tangible asset in the right of way required to provide utility
84 service.

85 LOCAL REPRESENTATIVE: A local person or persons, or designee of such person or persons,
86 authorized by a registrant to accept service and to make decisions for that registrant regarding all
87 matters within the scope of this Chapter.

88 MANAGEMENT COSTS: The actual costs the City incurs in managing its rights of way,
89 including, but not limited to, costs associated with registering applicants; issuing, processing,
90 and verifying right-of-way permit applications; creating, maintaining and updating mapping

91 systems; budget analysis; systems analysis; legal assistance; inspecting job sites and
92 restoration projects; maintaining, supporting, protecting, or moving user facilities during
93 public right-of-way work; determining the adequacy of right-of-way restoration; restoring
94 work inadequately performed; and revoking right-of-way permits and performing all other
95 tasks required by this Chapter, including other costs the City may incur in managing the
96 provisions of this Chapter.

97 MICRO WIRELESS FACILITY: a small wireless facility that is no larger than 24 inches
98 long, 15 inches wide, and 12 inches high, and whose exterior antenna, if any, is no longer than
99 11 inches.

100 OBSTRUCT: to place any object in a right of way so as to hinder free and open passage over
101 that or any part of the right of way.

102 OBSTRUCTION PERMIT: The permit which, pursuant to this Chapter, must be obtained
103 before a person may obstruct a right of way, allowing the holder to hinder free and open
104 passage over the specified portion of that right of way by placing equipment described
105 therein on the right of way for the duration specified therein.

106 OBSTRUCTION PERMIT FEE: Money paid to the City by a registrant to cover the costs as
107 provided in Section 707.11 of this Chapter.

108 PATCH OR PATCHING: A method of pavement replacement that is temporary in nature. A
109 patch consists of: a) the compaction of the subbase and aggregate base, and b) the replacement,
110 in kind, of the existing pavement for a minimum of two feet beyond the edges of the
111 excavation in all directions. A patch is considered full restoration only when the pavement is
112 included in the City's five year project plan.

113 PERFORMANCE AND RESTORATION BOND: A performance bond or letter of credit
114 posted to ensure the availability of sufficient funds to assure that all obligations pursuant to
115 this Chapter, including, but not limited to, right-of-way excavation and obstruction work is
116 timely and properly completed.

117 PERMITTEE: Any person to whom a permit to excavate or obstruct a right of way has been
118 granted by the City under this Chapter.

119 PERSON: Any natural or corporate person, business association or other business entity
120 including, but not limited to, a partnership, a sole proprietorship, a political subdivision, a
121 public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or
122 any other legal entity.

123 PROBATION: The status of a person that has not complied with the conditions of this
124 Chapter.

125 PROBATIONARY PERIOD: One year from the date that a person has been notified in
126 writing that they have been put on probation.

127 REGISTRANT: Any person who: a) has or seeks to have its equipment or facilities located in
128 any right of way, or b) in any way occupies or uses, or seeks to occupy or use, the right of way
129 or any equipment in the right of way.

130 RESTORATION COST: An amount of money paid to the City by a permittee to achieve the
131 level of restoration according to plates 1 to 13 of PUC rules.

132 RESTORE OR RESTORATION: The process by which a right of way and surrounding area,
133 including pavement and foundation, is returned to the same condition and life expectancy that
134 existed before excavation.

135 RIGHT OF WAY: The surface and space above and below a public roadway, highway, street,
136 cartway, bicycle and public sidewalk in which the City has an interest, including County and

137 State rights-of-way and other dedicated rights of way for travel purposes, utility easements
138 alongside and rear lot lines paralleling and adjacent to public roadway, except those along front
139 lot lines- and any other real property owned by or under the control of the City.

140 RIGHT-OF-WAY PERMIT: Either the excavation permit or the obstruction permit, or both,
141 depending on the context, required by this Chapter.

142 SERVICE OR UTILITY SERVICE: Includes, but is not limited to: a) those services provided
143 by a public utility as defined in Minnesota Statutes section 216B.02, subdivisions 4 and 6; b)
144 telecommunications, pipeline, community antenna television, fire and alarm communications,
145 water, electricity, light, heat, cooling energy, or power services; c) the services provided by a
146 corporation organized for the purposes set forth in Minnesota Statutes section 300.03; d) the
147 services provided by a district heating or cooling system; and e) cable communications systems
148 as defined in Minnesota Statutes chapter 238; and f) a telecommunications right-of-way user as
149 defined below; and g) water and sewer, including service laterals, steam, cooling or heating
150 services. (Ord. 1333, 3-13-2006)

151 SERVICE LATERAL: means an underground facility that is used to transmit, distribute, or
152 furnish gas, electricity, communications, or water from a common source to an end-use
153 customer. A service lateral is also an underground facility that is used in the removal of
154 wastewater from a customer's premises. (Ord. 1333, 3-13-2006)

155 SMALL WIRELESS FACILITY: a wireless facility owned and operated by an approved
156 telecommunications right-of-way user that meets both of the following qualifications:

- 157 (i) each antenna is located inside an enclosure of no more than six cubic feet in volume or
158 could fit within such an enclosure; and
159 (ii) all other wireless equipment associated with the small wireless facility provided such
160 equipment is, in aggregate, in an enclosure no more than 28 cubic feet in volume or
161 enclosures totaling 28 cubic feet in volume, not including electric meters, concealment
162 elements, telecommunications demarcation boxes, battery backup power systems,
163 grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical
164 cable runs for the connection of power and other services, and any equipment concealed
165 from public view within or behind an existing structure or concealment.

166 SUPPLEMENTARY APPLICATION: An application made to excavate or obstruct more of the
167 right of way than allowed in, or to extend, a permit that had already been issued.

168 TELECOMMUNICATIONS RIGHTS-OF-WAY USER: An ~~person owning~~ entity, which
169 directly provides and offers wireless service to the general public, owning or controlling a
170 facility in the right of way, or seeking to own or control a facility in the public right of way
171 that is used or is intended to be used for providing wireless service, or transporting
172 telecommunication or other voice or data information. For purposes of this Chapter, a cable
173 communication system defined and regulated under Minnesota Statutes chapter 238, and
174 telecommunication activities related to providing natural gas or electric energy services are
175 not included in this definition, except to the extent such entity is offering wireless service
176 telecommunications right-of-way users for purposes of this Chapter. This definition shall not
177 be inconsistent with Minn. Stats. § 237.162, subd. 4.

178 UNUSABLE FACILITIES: Facilities in the right of way which have remained unused for one
179 year and for which the registrant is unable to provide proof that it has either a plan to begin
180 using it within the next twelve months or a potential purchaser or user of the equipment. (Ord.
181 1209, 8-24-1998)

182 UTILITY POLE: a pole that is used in whole or in part to facilitate telecommunications or

183 electric service.
184 WIRELINE BACKHAUL FACILITY: a facility used to transport communications data by
185 wire from a wireless facility to a communications network.
186 WIRELESS FACILITY: equipment at a fixed location that enables the provision of wireless
187 services between user equipment and a wireless service network. Including equipment
188 associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable,
189 regular and backup power supplies, and a small wireless facility, but not including wireless
190 support structures, wireline backhaul facilities, or cables between utility poles or wireless
191 support structures, or not otherwise immediately adjacent to and directly associated with a
192 specific antenna.
193 WIRELESS SERVICE: any service using licensed or unlicensed wireless spectrum, including
194 the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided
195 using wireless facilities. Wireless service does not include services regulated under Title VI of
196 the Communications Act of 1934 as amended, including cable service.
197 WIRELESS SUPPORT STRUCTURE: a new or existing structure in a right-of-way designed
198 to support or capable of supporting small wireless facilities, as reasonably determined by the
199 city.

200 **707.03: ADMINISTRATION:**

201 The Director is the principal City official responsible for the administration of the rights of
202 way, right-of-way permits, and the ordinances related thereto. The Director may delegate any
203 or all of the duties hereunder. (Ord. 1209, 8-24-1998)

204 **707.04: UTILITY COORDINATION COMMITTEE:**

205 The City may create a Utility Coordination Committee. If created, this Committee shall be
206 voluntary and advisory to the Director. It will be composed of any registrants that wish to
207 assist the City in obtaining information and by making recommendations regarding use of the
208 rights of way, and to improve the process of performing construction work therein. The
209 Director may determine the size of such Committee and shall appoint members from a list of
210 registrants that have expressed a desire to assist the City. (Ord. 1209, 8-24-1998)

211 **707.05: REGISTRATION AND RIGHT-OF-WAY OCCUPANCY:**

212 A. Registration: Each person who occupies, uses, or seeks to occupy or use the right of way
213 or place any equipment in the right of way, including persons with installation and
214 maintenance responsibilities by lease, sublease or assignment, must register with the
215 Director. Registration will consist of providing application information, paying a
216 registration fee, and posting a performance and restoration bond or other security
217 acceptable to the Director.

218 The performance and restoration bond required in this Section and in subsections 707.09B,
219 707.12B2, and 707.30A2c of this Chapter shall be in an amount determined in the
220 Director's sole discretion, sufficient to serve as security for the full and complete
221 performance of the obligations under this Chapter, including any costs, expenses, damages,
222 or loss the City pays or incurs because of any failure to comply with this Chapter or any
223 other applicable laws, regulations or standards. During periods of construction, repair or
224 restoration of rights of way or equipment in rights of way, the performance and restoration

225 bond shall be in an amount sufficient to cover one 100% of the estimated cost of such
226 work, as documented by the person proposing to perform such work, or in such lesser
227 amount as may be determined by the Director, taking into account the amount of
228 equipment in the right of way, the location and method of installation of the equipment, the
229 conflict or interference of such equipment with the equipment of other persons, and the
230 purposes and policies of this Chapter. 60 days after completion of the work, the
231 performance and restoration bond may be reduced in the sole discretion of the Director.

232 B. Registration Prior to Work: No person may construct, install, repair, remove, relocate, or
233 perform any other work on, or use any facilities or any part thereof in any right of way
234 without first being registered with the Director.

235 C. Exceptions: Nothing herein shall be construed to repeal or amend the provisions of a City
236 ordinance permitting persons to plant or maintain boulevard plantings or gardens in the
237 area of the right of way between their property and the street curb. Persons planting or
238 maintaining boulevard plantings or gardens shall not be deemed to use or occupy the right
239 of way, and shall not be required to obtain any permits or satisfy any other requirements
240 for planting or maintaining such boulevard plantings or gardens under this Chapter.
241 However, nothing herein relieves a person from complying with the provisions of the
242 Minnesota Statutes chapter 216D, "One Call" law. (Ord. 1209, 8-24-1998)

243 **707.06: REGISTRATION INFORMATION:**

- 244 A. Information Required: The information provided to the Director at the time of registration
245 shall include, but not be limited to:
- 246 1. Each registrant's name, Gopher One-Call registration certificate number, addresses and e-
247 mail address if applicable, and telephone and facsimile numbers.
 - 248 2. The name, address and e-mail address, if applicable, and telephone and facsimile
249 numbers of a local representative. The local representative or designee shall be available at
250 all times. Current information regarding how to contact the local representative in an
251 emergency shall be provided at the time of registration.
 - 252 3. A certificate of insurance or self-insurance:
 - 253 a. Verifying that an insurance policy has been issued to the registrant by an insurance
254 company licensed to do business in the State, or a form of self-insurance acceptable to the
255 Director;
 - 256 b. Verifying that the registrant is insured against claims for personal injury, including
257 death, as well as claims for property damage arising out of the: 1) use and occupancy of
258 the right of way by the registrant, its officers, agents, employees and permittees, and 2)
259 placement and use of facilities in the right of way by the registrant, its officers, agents,
260 employees and permittees, including, but not limited to, protection against liability arising
261 from completed operations, damage of underground equipment and collapse of property;
 - 262 c. Naming the City as an additional insured as to whom the coverages required herein are
263 in force and applicable and for whom defense will be provided as to all such coverages;
 - 264 d. Requiring that the Director be notified 30 days in advance of cancellation of the policy
265 or material modification of a coverage term; and
 - 266 e. Indicating comprehensive liability coverage, automobile liability coverage, workers'
267 compensation and umbrella coverage established by the Director in amounts sufficient to
268 protect the City and the public and to carry out the purposes and policies of this Chapter.
 - 269 4. The City may require a copy of the actual insurance policies.

- 270 5. If the person is a corporation, a copy of the certificate required to be filed under
271 Minnesota Statutes section 300.06 as recorded and certified to by the Secretary of State.
272 6. A copy of the person's order granting a certificate of authority from the Minnesota Public
273 Utilities Commission or other similar authorized State or Federal agency, authorization or
274 approval from the applicable State or Federal agency, where the person is lawfully required
275 to have such authorization or approval certificate from said Commission or other State or
276 Federal agency. Persons seeking to install wireless support structure in the public right-of-
277 way shall provide evidence, subject to the review and approval of the city, of authority to act
278 on behalf of a wireless service provider.
279 7. Such other information as the City may require.
280 B. Notice of Changes: The registrant shall keep all of the information listed above current at
281 all times by providing to the Director information as to changes within 15 days following
282 the date on which the registrant has knowledge of any change. (Ord. 1209, 8- 24-1998)

283 **707.07: REPORTING OBLIGATIONS:**

- 284 A. Operations: Each registrant shall, at the time of registration and by December 1 of each
285 year, file a construction and major maintenance plan for underground facilities with the
286 Director. Such plan shall be submitted using a format designated by the Director and shall
287 contain the information determined by the Director to be necessary to facilitate the
288 coordination and reduction in the frequency of excavations and obstructions of rights of
289 way.
290 The plan shall include, but not be limited to, the following information:
291 1. The locations and the estimated beginning and ending dates of all projects to be
292 commenced during the next calendar year (in this Section, a "next-year project"); and
293 2. The tentative locations and estimated beginning and ending dates for all projects
294 contemplated for the five years following the next calendar year (in this Section, a "five-year
295 project").
296 The term "project" in this Section shall include both next-year projects and five-year
297 projects.
298 By January 1 of each year the Director will have available for inspection in this Director's
299 office a composite list of all projects of which the Director has been informed in the annual
300 plans. All registrants are responsible for keeping themselves informed of the current status
301 of this list.
302 Thereafter, by February 1, each registrant may change any project in its list of next-year
303 projects, and must notify the Director and all other registrants of all such changes in said
304 list. Notwithstanding the foregoing, a registrant may at any time join in a next-year project
305 of another registrant listed by the other registrant.
306 B. Additional Next-Year Projects: Notwithstanding the foregoing, the Director will not deny
307 an application for a right-of-way permit for failure to include a project in a plan submitted
308 to the City if the registrant has used commercially reasonable efforts to anticipate and plan
309 for the project. (Ord. 1209, 8-24-1998)

310 **707.08: PERMIT REQUIREMENT:**

- 311 A. Permit Required: Except as otherwise provided in this Code, no person may obstruct or
312 excavate any right of way or install or place in the right-of-way without first having

313 obtained the appropriate right-of-way permit from the Director to do so.
314 1. Excavation Permit: An excavation permit is required by a registrant to excavate that part
315 of the right of way described in such permit and to hinder free and open passage over the
316 specified portion of the right of way by placing facilities described therein, to the extent and
317 for the duration specified therein.

318 2. Obstruction Permit: An obstruction permit is required by a registrant to hinder free and
319 open passage over the specified portion of right of way by placing equipment described
320 therein on the right of way, to the extent and for the duration specified therein. An
321 obstruction permit is not required if a person already possesses a valid excavation permit for
322 the same project.

323 2.3. Small-wireless facility permit. A small wireless facility permit is required by a registrant
324 to erect or install a wireless support structure, to collocate a small wireless facility, or to
325 otherwise install a small wireless facility in the specified portion of the right-of-way, to the
326 extent specified therein, provided that such permit shall remain in effect for the length of
327 time the facility is in use, unless lawfully revoked.

328 B. Permit Extensions: No person may excavate or obstruct the right of way beyond the date
329 or dates specified in the permit unless such person: 1) makes a supplementary application
330 for another right-of-way permit before the expiration of the initial permit, and 2) a new
331 permit or permit extension is granted.

332 C. Delay Penalty: Notwithstanding subsection B of this Section, the City shall establish and
333 impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction,
334 patching, or restoration. The delay penalty shall be established from time to time by City
335 Council resolution.

336 D. Permit Display: Permits issued under this Chapter shall be conspicuously displayed or
337 otherwise available at all times at the indicated work site and shall be available for
338 inspection by the Director. (Ord. 1209, 8-24-1998)

339 **707.09: PERMIT APPLICATIONS:**

340 A. General Requirements: Application for a permit is made to the Director. Right-of-way
341 permit applications shall contain, and will be considered complete only upon compliance
342 with the requirements of the following provisions:

- 343 1. Registration with the Director pursuant to this Chapter;
- 344 2. Submission of a completed permit application form, including all required attachments,
345 and scaled drawings showing the location and area of the proposed project and the location
346 of all known existing and proposed facilities;
- 347 3. Payment of all money due to the City for:
 - 348 a. Permit fees, estimated restoration costs and other management costs;
 - 349 b. Prior obstructions or excavations;
 - 350 c. Any undisputed loss, damage, or expense suffered by the City because of applicant's
351 prior excavations or obstructions of the rights of way or any emergency actions taken by
352 the City;
 - 353 d. Franchise or user fees, if applicable.

354 4. Payment of disputed amounts due the City by posting security or depositing in an escrow
355 account an amount equal to at least 110% of the amount owing

356 B. Additional Equipment: When an excavation permit is requested for purposes of installing
357 additional equipment, and the performance and restoration bond presently existing is

insufficient with respect to the additional equipment, in the sole discretion of the Director, the posting of an additional performance and restoration bond for the additional equipment may be required in accordance with subsection 707.05A of this Chapter. (Ord. 1209, 8-24-1998)

707.10: ISSUANCE OF PERMIT; CONDITIONS:

- A. Permit Issuance: If the applicant has satisfied the requirements of this Chapter, the Director shall issue a permit subject to the following procedure:-
- ~~—Action on small wireless facility permit applications:~~
1. Deadline for action. The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application. The small wireless facility permit and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.
 2. Consolidated applications. An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:
 - a. are located within a two-mile radius;
 - b. consist of substantially similar equipment; and
 - c. are to be placed on similar types of wireless support structures.
 3. In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.
 4. Tolling of deadline. The 90-day deadline for action on a small wireless facility permit application may be tolled if:
 - a. The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.
 - b. The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.
- ~~A.5.~~ The city and a small wireless facility applicant agree in writing to toll the review period.
- B. Conditions: The Director may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the public health, safety and welfare or when necessary to protect the right of way and its current use. (Ord. 1209, 8-24-1998)
- C. Small Wireless Facility Conditions. In addition to other conditions of section ~~28-~~ ~~103707.10.B.~~ the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:
1. A small wireless facility shall only be installed under those attachment specifications and at the height indicated in the detail plans attached to the approved permit. Permittee may not change the number, kind or location of attachments authorized under a permit

403 without the prior written consent of the city. Any expansion shall require a new permit.
404 2. A permittee shall have the authority to act on behalf of a wireless service provider
405 and provide evidence of the same, subject to the review and approval of the city, upon
406 demand of the city.

407 City shall retain exclusive and priority use of city infrastructure used for
408 collocation. The city retains complete discretion as to use of city infrastructure,
409 including requests for collocation or modification, except as pursuant to State or
410 Federal laws. This chapter does not require the city to replace, upgrade, or alter
411 existing city infrastructure for collocation. Where an applicant proposes to
412 replace a wireless support structure, the city may impose reasonable restocking,
413 replacement, or relocation requirements on the replacement of such structure. At
414 the time of issuance of permit, permittee shall enter into a collocation agreement
415 as required by ~~Section 707.10.B-28-103(e)~~. City retains the right to remove any
416 attachment if necessary to protect public safety or prevent imminent damage to
417 city infrastructure.

418 3. Wireless facility shall be removed or relocated at permittee's sole expense and in
419 timely manner pursuant to written city request. Small wireless facility permit shall be
420 automatically terminated and wireless support structure removed should the wireless
421 facility not be continuously operated and maintained for a period of six months.
422 Permittee may not transfer, assign, or convey small wireless facility permit without the
423 consent of city.

424 4. No wireless support structure installed within the right-of-way following ~~Marchy-~~
425 ~~172, 2018~~ May 31, 2017 shall exceed 50 feet in height without the city's written
426 authorization, provided that the city may impose a lower height limit in the applicable
427 permit to protect the public health, safety and welfare or to protect the right-of-way and
428 its current use, and further provided that a registrant may replace an existing wireless
429 support structure exceeding 50 feet in height with a structure of the same height subject
430 to such conditions or requirements as may be imposed in the applicable permit.

431 5. Wireless support structure installed within the right-of-way after ~~May 31, 2017~~
432 ~~Marchy 172, 2018~~ shall be self-supporting, non-wood monopole having maximum base
433 diameter of 12" and be designed for small wireless facility, wind, snow, ice and other
434 loading requirements: shall discourage climbing; and shall blend into the surrounding
435 environment through black, bronze, gray or white color or other architectural treatment.
436 Wireless support structure shall be designed to house communication cables and
437 electrical wires inside of the monopole, except wireless support structure or utility pole
438 existing prior to ~~May 31, 2017~~ ~~May 18, 2017~~, in which case cable and wire shall be black
439 or white coated and attached to wireless support structure using similar coated bands or
440 fasteners.

441 6. No wireless facility may extend more than 10 feet above its wireless support
442 structure, and shall not exceed a total height of 50 feet without the city's written
443 authorization. Small wireless facility antennas and associated equipment shall be
444 mounted flush to the wireless support structure or utility pole so that the antenna(s) and
445 associated equipment do not extend outward thereof by more than 12 inches, except for
446 industrial zone where antenna(s) and associated equipment shall not extend outward
447 from the wireless support structure more than 24 inches.

448 7. Where an applicant proposes to install a wireless support structure in the right-of-

449 way, the city may impose reasonable separation requirements between such structure and
450 any existing wireless support structure or other facilities in and around the right-of-way
451 that shall not be less than 150 feet of separation between structures. Wireless support
452 structures shall be located no closer than 10 feet from city hydrants, valves, manholes
453 and other utility fixture or appurtenance: shall be setback a minimum of 3 feet from back
454 of curb and sidewalks or trails: and shall not be located within roadway clear zone area.

455 8. Ground equipment associated with small wireless facility shall be located to the
456 backside of any sidewalk or trail, shall be setback a minimum of 3 feet from back of curb
457 and sidewalk or trail, and shall not be located within the boulevard sight distance triangle
458 (Section 1011.06) of intersecting streets unless the height satisfies the limitations
459 thereof. Ground equipment shall be separated from the nearest telecommunications
460 ground equipment on the same block by a minimum of 330 feet, except if the ground
461 equipment be collocated within the same area as other wireless service provider and
462 having a combined total size of less than 28 cubic feet.

463 9. The small wireless facility shall not be connected to any aboveground power or
464 communications cables, except where such facilities exist in the surrounding
465 environment prior to ~~May 31, 2017~~ May 18, 2017. No small wireless facility or wireless
466 support structure or utility pole shall have affixed to it any signs, banners, or placards
467 {except one sign of ten square inches or less identifying the monopole manufacturer or
468 wireless service provider), nor shall any lights, reflectors, flashers or other illuminating
469 device be affixed except as required by FAA or FCC.

470 10. Where an applicant proposes collocation on a decorative wireless support structure,
471 sign or other structure not intended to support small wireless facilities, the city may
472 impose reasonable requirements to accommodate the particular design, appearance or
473 intended purpose of such structure.

474 11. Small wireless facility permittee shall provide City advance notice of any work
475 obstructing street, bicycle or pedestrian traffic, and shall perform all work in a manner
476 that is minimally disruptive to traffic. Small wireless facility permittee shall comply with
477 Minnesota Manual for Uniform Traffic Control at all times during installation,
478 maintenance, and removal of small wireless facility and/or wireless support structure.

479 12. Wireless facilities shall be placed in appropriate portions of the right-of-way so as to
480 minimize conflict with city infrastructure and other authorized facilities. Separate
481 application shall be made for buried cable for small wireless facility backhaul
482 communications. Buried cable for backhaul communications purposes shall be joint
483 trench or collocated in multi-duct conduit when practicable. The city shall retain
484 exclusive use of city conduit.

485 D. Small wireless facility agreement. A small wireless facility shall only be collocated on a
486 small wireless support structure owned or controlled by the city, or any other city asset in
487 the right-of-way, after the applicant has executed a standard small wireless facility
488 collocation agreement with the city. The standard collocation agreement may require
489 payment of the following: for rent, maintenance, electrical service as outlined in the City
490 fee schedule and capped by State Statute

491 ~~Up to \$150 per year for rent to collocate on the city structure.~~

492 ~~\$25 per year for maintenance associated with the collocation:~~

493 ~~A monthly fee for electrical service as follows:~~

494 ~~—\$73 per radio node less than or equal to 100 maximum watts: \$182 per radio~~

495 node over 100 maximum watts: or

496 ~~B. \$182 per radio node over 100 maximum watts: or~~

497 ~~—The actual costs of electricity, if the actual cost exceed the foregoing.~~

498 1. The standard collocation agreement shall be in addition to, and not in lieu
499 of, the required small wireless facility permit, provided, however, that the
500 applicant shall not be additionally required to obtain a license or franchise in
501 order to collocate. Issuance of a small wireless facility permit does not
502 supersede, alter or affect any then-existing agreement between the city and
503 applicant. The collocation agreement shall provide for, among other things,
504 that: (i) permittee does not gain right, title or interest in city owned
505 infrastructure; (ii) collocated small wireless facility and services shall not
506 interfere with public safety or public utility communications; (iii) city shall
507 have right to shut off power to small wireless facility to perform maintenance
508 work on city infrastructure, after providing reasonable advance notice to the
509 wireless service provider; (iv) city makes no guarantee as to the condition of
510 any wireless support structure with regard to applicant's use; (v) small
511 wireless facility shall not obstruct light emanating from street lighting
512 infrastructure used for collocation; and (vi) permittee shall be solely
513 responsible for to maintain the small wireless facility in good and safe
514 condition, and shall annually inspect mounting brackets to ensure they are
515 securely attached to city infrastructure and not causing damage or premature
516 depreciation of the asset

517 A-E. By accepting a permit, telecommunications right-of-way user agrees on behalf of itself
518 and its affiliates, successors and assigns that it will not provide video programming
519 (including, but not limited to, programming delivered using internet protocol) over its
520 facilities located within the rights-of-way to subscribers within the City without first
521 obtaining a cable franchise or an open video system franchise from the City. (Ord. 1333,
522 03-13-2006)

523 **707.11: PERMIT FEES:**

- 524 A. Excavation Permit Fee: The excavation permit fee as established by the City Fee Schedule in
525 Section 314.05, is an amount sufficient to recover the following costs:
526 1. The City cost;
527 2. Degradation cost, if applicable.
- 528 B. Obstruction Permit Fee: The obstruction permit fee shall be established by the City Council
529 and shall be in an amount sufficient to recover the City cost.
- 530 C. Payment of Permit Fees: No excavation permit or obstruction permit shall be issued without
531 payment of excavation or obstruction fees. The City may allow the applicant to pay such fees
532 within 30 days of billing.
- 533 D. Nonrefundable: Permit fees that were paid for a permit that the Director has revoked for a
534 breach as stated in Section 707.21 of this Chapter are not refundable. (Ord. 1209, 8- 24-1998)

535 **707.12: RIGHT-OF-WAY REPAIR AND RESTORATION:**

- 536 A. Timing: The work to be done under the excavation permit, and the patching and restoration
537 of the right of way as required herein, must be completed within the dates specified in the

538 permit, increased by as many days as work could not be done because of extraordinary
539 circumstances beyond the control of the permittee, as determined by the Director, or when
540 work was prohibited as unseasonal or unreasonable under Section 707.15 of this Chapter.

541 B. Patch and Restoration: Permittee shall patch its own work. The City may choose either to
542 have the permittee restore the right of way or to restore the right of way itself.

543 1. City Restoration: If the City restores the right-of-way, permittee shall pay the costs
544 thereof within 30 days of billing. If, during the 36 months following such restoration, the
545 pavement settles due to permittee's improper backfilling, the permittee shall pay to the City,
546 within 30 days of billing, all costs associated with having to correct the defective work.

547 2. Permittee Restoration: If the permittee restores the right of way itself, it shall at the time
548 of application for an excavation permit, if the Director determines additional security is
549 necessary, post an additional performance and restoration bond in an amount determined by
550 the Director to be sufficient to cover the cost of restoration. If, 36 months after completion of
551 the restoration of the right of way, the Director determines that the right of way has been
552 properly restored, the surety on the performance and restoration bond posted pursuant to this
553 subsection shall be released.

554 C. Standards: The permittee shall perform patching and restoration according to the standards
555 and with the materials specified by the Director. The Director shall have the authority to
556 prescribe the manner and extent of the restoration, and may do so in written procedures of
557 general application or on a case-by-case basis. The Director in exercising this authority shall
558 be guided by the following considerations:

559 1. The number, size, depth and duration of the excavations, disruptions or damage to the
560 right of way;

561 2. The traffic volume carried by the right of way; the character of the neighborhood
562 surrounding the right of way;

563 3. The pre-excavation condition of the right of way; the remaining life expectancy of the
564 right of way affected by the excavation;

565 4. Whether the relative cost of the method of restoration to the permittee is in reasonable
566 balance with the prevention of an accelerated depreciation of the right of way that would
567 otherwise result from the excavation, disturbance or damage to the right of way; and

568 5. The likelihood that the particular method of restoration would be effective in slowing the
569 depreciation of the right of way that would otherwise take place.

570 D. Guarantees: By choosing to restore the right of way itself, the permittee guarantees its work
571 and shall maintain it for 36 months following its completion. During this 36 month period it
572 shall, upon notification from the Director, correct all restoration work to the extent necessary,
573 using the method required by the Director. Said work shall be completed within five calendar
574 days of the receipt of the notice from the Director, not including days during which work
575 cannot be done because of circumstances constituting force majeure or days when work is
576 prohibited as unseasonal or unreasonable under Section 707.15 of this Chapter.

577 E. Failure to Restore: If the permittee fails to restore the right of way in the manner and to the
578 condition required by the Director, or fails to satisfactorily and timely complete all
579 restoration required by the Director, the Director at its option may do such work. In that event
580 the permittee shall pay to the City, within 30 days of billing, the cost of restoring the right of
581 way. If permittee fails to pay as required, the City may exercise its rights under the
582 restoration bond.

583 F. Degradation Fee In Lieu of Restoration: In lieu of right-of-way restoration, a right-of- way

584 user may elect to pay a degradation fee. However, the right-of-way user shall remain
585 responsible for patching, and the degradation fee shall not include the cost to accomplish
586 these responsibilities. (Ord. 1209, 8-24-1998)

587 **707.13: JOINT APPLICATIONS:**

- 588 A. Joint Application: Registrants may jointly apply for permits to excavate or obstruct the right
589 of way at the same place and time.
- 590 B. With City Projects: Registrants who join in a scheduled obstruction or excavation performed
591 by the Director, whether or not it is a joint application by two or more registrants or a single
592 application, may not be required to pay some or all of the obstruction and degradation
593 portions of the permit fee, in the sole discretion of the Director.
- 594 C. Shared Fees: Registrants who apply for permits for the same obstruction or excavation,
595 which the Director does not perform, may share in the payment of the obstruction or
596 excavation permit fee. Registrants must agree among themselves as to the portion each will
597 pay and indicate the same on their applications. (Ord. 1209, 8-24-1998)

598 **707.14: SUPPLEMENTARY APPLICATIONS:**

- 599 A. Limitation On Area: A right-of-way permit is valid only for the area of the right of way
600 specified in the permit. No permittee may do any work outside the area specified in the
601 permit, except as provided herein. Any permittee which determines that an area greater than
602 that specified in the permit must be obstructed or excavated must, before working in that
603 greater area: 1) make application for a permit extension and pay any additional fees required
604 thereby, and 2) be granted a new permit or permit extension.
- 605 B. Limitation On Dates: A right-of-way permit is valid only for the dates specified in the permit.
606 No permittee may begin its work before the permit start date or, except as provided herein,
607 continue working after the end date. If a permittee does not finish the work by the permit end
608 date, it must apply for a new permit for the additional time it needs, and receive the new
609 permit or an extension of the old permit before working after the end date of the previous
610 permit. This supplementary application must be done before the permit end date. (Ord. 1209,
611 8-24-1998)

612 **707.15: OTHER OBLIGATIONS:**

- 613 A. Compliance With Other Laws: Obtaining a right-of-way permit does not relieve permittee
614 of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees
615 required by the City or other applicable rule, law or regulation. A permittee shall comply
616 with all requirements of local, State and Federal laws, including but not limited to
617 Minnesota Statutes sections 216D.01 through 216D.09 ("Gopher One Call Excavation
618 Notice System") and Minnesota Rules Chapter 7560. A permittee shall perform all work
619 in conformance with all applicable codes and established rules and regulations, and is
620 responsible for all work done in the right of way pursuant to its permit, regardless of who
621 performs the work. (Ord. 1333, 3-13-2006)
- 622 B. Prohibited Work: Except in an emergency, and with the approval of the Director, no right-
623 of-way obstruction or excavation may be done when seasonally prohibited or when
624 conditions are unreasonable for such work.
- 625 C. Interference With Right of Way: A permittee shall not so obstruct a right of way that the

626 natural free and clear passage of water through the gutters or other waterways shall be
627 interfered with. Private vehicles of those doing work in the right of way may not be
628 parked within or next to a permit area, unless parked in conformance with City parking
629 regulations. The loading or unloading of trucks must be done solely within the defined
630 permit area unless specifically authorized by the permit.

631 D. Screening: A permittee placing a utility cabinet or other structure on any boulevard or
632 other right-of-way area shall be required to provide visual screening of the structure with
633 appropriate landscaping, as determined by the Director. (Ord. 1209, 8-24-1998)

634 E. Trenchless Excavation: As a condition of all applicable permits, permittees employing
635 trenchless excavation methods, including but not limited to Horizontal Directional
636 Drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter 216D and
637 Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing
638 underground utilities before excavating, as determined by the Director. (Ord. 1333, 03-13-
639 2006)

640 **707.16: DENIAL OF PERMIT:**

641 The Director may deny a permit for failure to meet the requirements and conditions of this
642 Chapter or if the Director determines that the denial is necessary to protect the public health,
643 safety and welfare or when necessary to protect the right of way and its current use. (Ord.
644 1209, 8-24-1998)

645 **707.17: INSTALLATION REQUIREMENTS:**

646 The excavation, backfilling, patching and restoration, and all other work performed in the
647 right-of-way shall be done in conformance with Engineering Standards adopted by the PUC or
648 other applicable local requirements, insofar as they are not inconsistent with the PUC rules and
649 Minnesota Statutes, Sections 237.162 and 237.163. Installation of Service Laterals shall be
650 performed in accordance with Minnesota Rules Chapter 7560 and these ordinances. Service
651 Lateral installation is further subject to those requirements and conditions set forth by the City
652 in the applicable permits and/or agreements referenced in Section 707.22 paragraph B. of this
653 Ordinance. (Ord. 1209, 8-24-1998); (Ord. 1333, 03-13-2006)

654 **707.18: INSPECTION:**

- 655 A. Notice of Completion: When the work under any permit hereunder is completed, the
656 permittee shall furnish a completion certificate in accordance with PUC rules.
- 657 B. Site Inspection: Permittee shall make the work site available to the Director and to all
658 others as authorized by law for inspection at all reasonable times during the execution of
659 and upon completion of the work.
- 660 C. Authority of Director:
- 661 1. At the time of inspection the Director may order the immediate cessation of any work
662 which poses a serious threat to the life, health, safety or well-being of the public.
- 663 2. The Director may issue an order to the permittee for any work which does not conform to
664 the terms of the permit or other applicable standards, conditions or codes. The order shall
665 state that failure to correct the violation will be cause for revocation of the permit. Within ten
666 days after issuance of the order, the permittee shall present proof to the Director that the
667 violation has been corrected. If such proof has not been presented within the required time,

668 the Director may revoke the permit pursuant to Section 707.21 of this Chapter. (Ord. 1209, 8-
669 24-1998)

670 **707.19: WORK DONE WITHOUT A PERMIT:**

- 671 A. Emergency Situations: Each registrant shall immediately notify the Director of any event
672 regarding its facilities which it considers to be an emergency. Excavators' notification to
673 Gopher State One Call regarding an emergency situation does not fulfill this requirement.
674 The registrant may proceed to take whatever actions are necessary to respond to the
675 emergency. Within two business days after the occurrence of the emergency the registrant
676 shall apply for the necessary permits, pay the fees associated therewith and fulfill the rest of
677 the requirements necessary to bring itself into compliance with this Chapter for the actions it
678 took in response to the emergency.
- 679 B. If the Director becomes aware of an emergency regarding a registrant's facilities, the Director
680 may attempt to contact the local representative of each registrant affected, or potentially
681 affected, by the emergency. In any event, the Director may take whatever action it deems
682 necessary to respond to the emergency, the cost of which shall be borne by the registrant
683 whose facilities occasioned the emergency. (Ord. 1333, 03-13-2006)
- 684 C. Non-emergency Situations: Except in an emergency, any person who, without first having
685 obtained the necessary permit, obstructs or excavates a right of way must subsequently obtain
686 a permit, and as a penalty pay double the normal fee for said permit, pay double all the other
687 fees required by the Legislative Code, deposit with the Director the fees necessary to correct
688 any damage to the right of way and comply with all of the requirements of this Chapter.
689 (Ord. 1209, 8-24-1998)

690 **707.20: SUPPLEMENTARY NOTIFICATION:**

691 If the obstruction or excavation of the right of way begins later or ends sooner than the date
692 given on the permit, permittee shall notify the Director of the accurate information as soon as
693 this information is known. (Ord. 1209, 8-24-1998)

694 **707.21: REVOCATION OF PERMITS:**

- 695 A. Substantial Breach: The City reserves its right, as provided herein, to revoke any right-of-
696 way permit, without a fee refund, if there is a substantial breach of the terms and conditions,
697 of any statute, ordinance, rule or regulation, or any material condition of the permit. A
698 substantial breach by permittee shall include, but shall not be limited to, the following:
699 1. The violation of any material provision of the right-of-way permit;
700 2. An evasion or attempt to evade any material provision of the right-of-way permit, or the
701 perpetration or attempt to perpetrate any fraud or deceit upon the City or its citizens;
702 3. Any material misrepresentation of fact in the application for a right-of-way permit;
703 4. The failure to maintain the required bonds and/or insurance;
- 704 B. The failure to complete the work in a timely manner; unless a permit extension is obtained or
705 unless the failure to complete the work is due to reasons beyond the permittee's control; or
706 1. The failure to correct, in a timely manner, work that does not conform to a condition
707 indicated on an order issued pursuant to Section 707.18 of this Chapter.
- 708 C. Written Notice of Breach: If the Director determines that the permittee has committed a
709 substantial breach of a term or condition of any statute, ordinance, rule, regulation or any

710 condition of the permit, the Director shall make a written demand upon the permittee to
711 remedy such violation. The demand shall state that continued violations may be cause for
712 revocation of the permit. A substantial breach, as stated above, will allow the Director, at his
713 or her discretion, to place additional or revised conditions on the permit.

- 714 D. Response to Notice of Breach: Within 24 hours of receiving notification of the breach,
715 permittee shall contact the Director with a plan, acceptable to the Director, that will cure the
716 breach. Permittee's failure to so contact the Director, or the permittee's failure to submit an
717 acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be
718 cause for immediate revocation of the permit. Further, permittee's failure to so contact the
719 Director, or the permittee's failure to submit an acceptable plan, or permittee's failure to
720 reasonably implement the approved plan, shall automatically place the permittee on
721 probation for one full year.
- 722 E. Cause For Probation: From time to time, the Director may establish a list of conditions of the
723 permit, which if breached will automatically place the permittee on probation for one full
724 year, such as, but not limited to, working out of the allotted time period or working on right
725 of way grossly outside of the permit authorization.
- 726 F. Automatic Revocation: If a permittee, while on probation, commits a breach as outlined
727 above, permittee's permit will automatically be revoked and permittee will not be allowed
728 further permits for one full year, except for emergency repairs, or as allowed in writing by
729 the Director.
- 730 G. Reimbursement of City Costs: If a permit is revoked, the permittee shall also reimburse the
731 City for the City's reasonable costs, including restoration costs and the costs of collection and
732 reasonable attorney fees incurred in connection with such revocation. (Ord. 1209, 8-24-1998)

733 **707.22: MAPPING DATA:**

- 734 A. Rule: Each registrant and permittee shall provide mapping information in a form required by
735 the City in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within 90 days
736 following completion of any work pursuant to a permit, the permittee shall provide the
737 Director accurate maps and drawings certifying the "as-built" location of all equipment
738 installed, owned and maintained by the permittee. Such maps and drawings shall include the
739 horizontal and vertical location of all facilities and equipment and shall be provided
740 consistent with the City's electronic mapping system when practical or as a condition
741 imposed by the Director. Failure to provide maps and drawings pursuant to this Subsection
742 shall be grounds for revoking the permit holder's registration. (Ord. 1333, 3-13-2006)
- 743 B. Service Laterals: All permits issued for the installation or repair of Service Laterals, other
744 than minor repairs as defined in Minnesota Rules 7560.0150 subpart 2, shall require the
745 Permittee's use of appropriate means of establishing the horizontal locations of installed
746 Service Laterals, and the Service Lateral vertical locations in those cases where the Director
747 reasonably requires it. Permittees or their subcontractors shall submit to the Director
748 evidence satisfactory to the Director of the installed Service Lateral locations. Compliance
749 with this subdivision 2 and with applicable Gopher State One Call law and Minnesota Rules
750 governing Service Laterals installed after December 31, 2005, shall be a condition of any
751 City approval necessary for 1) payments to contractors working on a public improvement
752 project including those under Minnesota Statutes, Chapter 429, and 2) City approval of
753 performance under development agreements, or other subdivision or site plan approval under
754 Minnesota Statutes, Chapter 462. The Director shall reasonably determine the appropriate

755 method of providing such information to the City. Failure to provide prompt and accurate
756 information on the Service Laterals installed may result in the revocation of the permit issued
757 for the work or for future permits to the offending Permittee or its subcontractors. (Ord.
758 1209, 8-24-1998); (Ord. 1333, 03-13-2006)

759 **707.23: LOCATION OF FACILITIES:**

- 760 A. Undergrounding: to the extent not inconsistent with applicable law or regulation, or unless
761 otherwise permitted by an existing franchise or Minnesota Statutes section 216B.34, or
762 unless existing aboveground facilities are repaired or replaced, new construction and the
763 installation of new facilities and replacement of old underground facilities shall be done
764 underground or contained within buildings or other structures in conformity with applicable
765 codes, if required by the Director.
- 766 B. Corridors: The Director may assign specific corridors within the right of way, or any
767 particular segment thereof as may be necessary, for each type of equipment that is or;
768 pursuant to current technology, the Director expects will someday be located within the right
769 of way. All excavation, obstruction, or other permits issued by the Director involving the
770 installation or replacement of facilities shall designate the proper corridor for the facilities at
771 issue.
- 772 C. Any registrant who has facilities in the right of way in a position at variance with the
773 corridors established by the Director shall, no later than at the time of the next reconstruction
774 or excavation of the area where the facilities are located, move the facilities to the assigned
775 position within the right of way, unless this requirement is waived by the Director for good
776 cause shown, upon consideration of such factors as the remaining economic life of the
777 facilities, public safety, customer service needs and hardship to the registrant.
- 778 D. Nuisance: One year after the passage of this Chapter, any facilities found in a right of way
779 that has not been registered shall be deemed to be a nuisance. The City may exercise any
780 remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance
781 or taking possession of the facilities and restoring the right of way to a useable condition.
- 782 E. Limitation of Space: to protect health, safety, and welfare or when necessary to protect the
783 right of way and its current use, the Director shall have the power to prohibit or limit the
784 placement of new or additional facilities within the right of way. In making such decisions,
785 the Director shall strive to the extent possible to accommodate all existing and potential users
786 of the right of way, but shall be guided primarily by considerations of the public interest, the
787 public's needs for the particular utility service, the condition of the right of way, the time of
788 year with respect to essential utilities, the protection of existing facilities in the right of way,
789 and future City plans for public improvements and development projects which have been
790 determined to be in the public interest. (Ord. 1209, 8-24-1998)

791 **707.24: RELOCATION OF FACILITIES:**

792 A registrant must promptly and at its own expense, with due regard for seasonal working
793 conditions, permanently remove and relocate its facilities in the right of way whenever the
794 Director for good cause requests such removal and relocation, and shall restore the right of way
795 to the same condition it was in prior to said removal or relocation. The Director may make such
796 request to prevent interference by the company's equipment or facilities with: a) a present or
797 future City use of the right of way, b) a public improvement undertaken by the City, c) an
798 economic development project in which the City has an interest or investment, d) when the

799 public health, safety and welfare require it, or e) when necessary to prevent interference with the
800 safety and convenience of ordinary travel over the right of way.

801 Notwithstanding the foregoing, a person shall not be required to remove or relocate its facilities
802 from any right of way which has been vacated in favor of a nongovernmental entity unless and
803 until the reasonable costs thereof are first paid to the person therefore. (Ord. 1209, 8-24-1998)

804 **707.25: PREEXCAVATION FACILITIES LOCATION:**

805 In addition to complying with the requirements of Minnesota Statutes sections 216D.01 through
806 216D.09 ("One Call Excavation Notice System") before the start date of any right- of-way
807 excavation, each registrant who has facilities or equipment in the area to be excavated shall mark
808 the horizontal and approximate vertical placement of all said facilities. Any registrant whose
809 facilities are less than 20 inches below a concrete or asphalt surface shall notify and work closely
810 with the excavation contractor to establish the exact location of its equipment and the best
811 procedure for excavation. (Ord. 1209, 8-24-1998)

812 **707.26: DAMAGE TO OTHER FACILITIES:**

813 When the Director does work in the right of way and finds it necessary to maintain, support, or
814 move a registrant's facilities to protect it, the Director shall notify the local representative as early
815 as is reasonably possible. The costs associated therewith will be billed to that registrant and must
816 be paid within 30 days from the date of billing.

817 Each registrant shall be responsible for the cost of repairing any equipment in the right of way
818 which it or its facilities damages. Each registrant shall be responsible for the cost of repairing
819 any damage to the facilities of another registrant caused during the City's response to an
820 emergency occasioned by that registrant's facilities. (Ord. 1209, 8-24-1998)

821 **707.27: RIGHT-OF-WAY VACATION:**

822 A. Reservation of right: If the City vacates a right of way which contains the facilities of a
823 registrant, and if the vacation does not require the relocation of registrant's or permittee's
824 facilities, the City shall reserve, to and for itself and all registrants having facilities in the
825 vacated right of way, the right to install, maintain and operate any facilities in the vacated
826 right of way and to enter upon such right of way at any time for the purpose of
827 reconstructing, inspecting, maintaining or repairing the same.

828 B. Relocation of Facilities: If the vacation requires the relocation of registrant's or permittee's
829 facilities; and: 1) if the vacation proceedings are initiated by the registrant or permittee, the
830 registrant or permittee must pay the relocation costs; or 2) if the vacation proceedings are
831 initiated by the City, the registrant or permittee must pay the relocation costs unless
832 otherwise agreed to by the City and the registrant or permittee; or 3) if the vacation
833 proceedings are initiated by a person or persons other than the registrant or permittee, such
834 other person or persons must pay the relocation costs. (Ord. 1209, 8-24- 1998)

835 **707.28: INDEMNIFICATION AND LIABILITY:**

836 By registering with the Director, or by accepting a permit under this Chapter, a registrant or
837 permittee agrees as follows:

838 A. Limitation of Liability: By reason of the acceptance of a registration or the grant of a right-
839 of-way permit, the City does not assume any liability: 1) for injuries to persons, damage to

840 property, or loss of service claims by parties other than the registrant or the City, or 2) for
841 claims or penalties of any sort resulting from the installation, presence, maintenance, or
842 operation of facilities by registrants or activities of registrants.

843 B. Indemnification: A registrant or permittee shall indemnify, keep, and hold the City free and
844 harmless from any and all liability on account of injury to persons or damage to property
845 occasioned by the issuance of permits or by the construction, maintenance, repair, inspection,
846 or operation of registrant's or permittee's facilities located in the right of way.
847 The City shall not be indemnified for losses or claims occasioned through its own negligence
848 except for losses or claims arising out of or alleging the local government unit's negligence as
849 to the issuance of permits or inspections to ensure permit compliance. The City shall not be
850 indemnified if the injury or damage results from the performance in a proper manner of acts
851 that the registrant or permittee reasonably believes will cause injury or damage, and the
852 performance is nevertheless ordered or directed by the City after receiving notice of the
853 registrant's or permittee's determination.

854 C. Defense: If a suit brought against the City under circumstances where the registrant or
855 permittee is required to indemnify, the registrant or permittee, at its sole cost and expense,
856 shall defend the City in the suit if written notice of the suit is promptly given to the registrant
857 or permittee within a period in which the registrant or permittee is not prejudiced by the lack
858 or delay of notice.
859 If the registrant or permittee is required to indemnify and defend, it shall thereafter have
860 control of the litigation, but the registrant or permittee may not settle the litigation without
861 the consent of the City. Consent will not be unreasonably withheld.
862 This part is not, as to third parties, a waiver of any defense, immunity, or damage limitation
863 otherwise available to the City.
864 In defending an action on behalf of the City, the registrant or permittee is entitled to assert in
865 an action every defense, immunity, or damage limitation that the City could assert in its own
866 behalf. (Ord. 1209, 8-24-1998)

867 **707.29: APPEAL:**

868 A. A right-of-way user that: 1) has been denied registration; 2) has been denied a permit;
869 3) has had permit revoked; or 4) believes that the fees imposed are not in conformity with
870 Minn. Stat. 237.163, Subd. 6; or 5) disputes a determination of the Director regarding Section
871 707.23 Subd. 2 of this Ordinance, may have the denial, revocation, or fee imposition
872 reviewed, upon written request, by the City Council. The City Council shall act on a timely
873 written request at its next regularly scheduled meeting. A decision by the City Council
874 affirming the denial, revocation, or fee imposition will be in writing and supported by written
875 findings establishing the reasonableness of the decision. (Ord. 1333, 3-13-2006)

876 B. Upon affirmation by the City Council of the denial, revocation, or fee imposition, the right-
877 of-way user shall have the right to have the matter resolved by binding arbitration. Binding
878 arbitration must be before an arbitrator agreed to by both the City Council and right-of-way
879 user. If the parties cannot agree on an arbitrator, the matter must be resolved by a three (3)
880 person arbitration panel made up of one arbitrator selected by the City, one arbitrator selected
881 by the right-of-way user and one selected by the other two (2) arbitrators. The costs and fees
882 of the single arbitrator shall be borne equally by the City and right-of-way user. In the event
883 there is a third arbitrator, each party shall bear the expense of its own arbitrator and shall
884 jointly and equally bear with the other party the expense of the third arbitrator and of the

885 arbitration. (Ord. 1209, 8-24-1998)

886 **707.30: ABANDONED AND UNUSABLE FACILITIES:**

- 887 A. Discontinued Operations: A registrant who has determined to discontinue its operations in
888 the City must either:
- 889 1. Provide information satisfactory to the Director that the registrant's obligations for its
890 facilities in the right of way under this Chapter have been lawfully assumed by another
891 registrant; or
- 892 2. Submit to the Director a proposal and instruments for transferring ownership of its
893 facilities to the City. If a registrant proceeds under this clause, the City may, at its option:
- 894 a. Purchase the facilities; or
895 b. Require the registrant, at its own expense, to remove it; or
896 c. Require the registrant to post an additional bond or an increased bond amount sufficient
897 to reimburse the City for reasonably anticipated costs to be incurred in removing the
898 facilities.
- 899 B. Abandoned Facilities: Facilities of a registrant who fails to comply with subsection A of this
900 Section, and which, for two years, remains unused shall be deemed to be abandoned.
901 Abandoned facilities are deemed to be a nuisance. The City may exercise any remedies or
902 rights it has at law or in equity, including, but not limited to: 1) abating the nuisance, 2)
903 taking possession of the facilities and restoring them to a usable condition, or 3) requiring
904 removal of the facilities by the registrant, or the registrant's successor in interest.
- 905 C. Removal: Any registrant who has unusable and abandoned facilities in any right of way shall
906 remove it from that right of way during the next scheduled excavation, unless this
907 requirement is waived by the Director. (Ord. 1209, 8-24-1998)

908 **707.31: RESERVATION OF REGULATORY AND POLICE POWERS:**

909 A permittee's or registrant's rights are subject to the regulatory and police powers of the City to
910 adopt and enforce general ordinances necessary to protect the health, safety and welfare of the
911 public. (Ord. 1209, 8-24-1998)

912 **707.32: FRANCHISE; FRANCHISE SUPREMACY:**

913 The City may, in addition to the requirements of this Chapter, require any person which has or
914 seeks to have equipment located in any right of way to obtain a franchise to the full extent
915 permitted by law, now or hereinafter enacted. The terms of any franchise which are
916 inconsistent with any provision of this Chapter, whether granted prior or subsequent to
917 enactment of this Chapter, shall control and supersede the conflicting terms of this Chapter. All
918 other terms of this Chapter shall be fully applicable to all persons whether franchised or not.
919 (Ord. 1209, 8-24-1998)

920 **707.33: SEVERABILITY:**

921 If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason
922 held invalid or unconstitutional by any court or administrative agency of competent
923 jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and
924 such holding shall not affect the validity of the remaining portions thereof. If a regulatory body
925 or a court of competent jurisdiction should determine by a final, non-appealable order that any

926 permit, right or registration issued under this Chapter or any portions of this Chapter is illegal
927 or unenforceable, then any such permit, right or registration granted or deemed to exist
928 hereunder shall be considered as a revocable permit with a mutual right in either party to
929 terminate without cause upon giving 60 days' written notice to the other. The requirements and
930 conditions of such a revocable permit shall be the same requirements and conditions as set
931 forth in the permit, right or registration, respectively, except for conditions relating to the
932 term of the permit and the right of termination. Nothing in this Chapter precludes the City from
933 requiring a franchise agreement with the applicant, as allowed by law, in addition to
934 requirements set forth herein. (Ord. 1209, 8-24-1998)

935

Passed by the City Council of the City of Roseville this 9th day of April 2018.

Ordinance – amending small wireless facilities

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

1
2
3 **CITY OF ROSEVILLE**
4 **OFFICIAL SUMMARY NO. _____**
5
6
7

8 **A SUMMARY OF AN ORDINANCE AMENDING TITLE SEVEN, CHAPTER 707**
9

10 The following is the official summary of Ordinance No. _____ approved by the City Council
11 of Roseville on April 9, 2018:
12

13 **AN ORDINANCE AMENDING TITLE SEVEN CHAPTER 707**
14

15 707 is amended to add language to modify/clarify specific requirements within the Roseville City
16 Code to regulate Small Wireless Facilities.
17

18 A printed copy of the ordinance is available for inspection by any person during regular office hours
19 in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville,
20 Minnesota 55113. A copy of the ordinance and summary is also be posted on the internet web page
21 of the City of Roseville (www.cityofroseville.com).
22
23
24
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26
27
28

29 Attest: _____
30 Patrick Trudgeon, City Manager

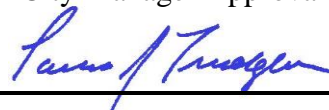
ROSEVILLE REQUEST FOR COUNCIL ACTION

Date: 4/4/2018
Item No.: 7.h

Department Approval



City Manager Approval



Item Description: Discuss Commission Appointment and Interview Process

BACKGROUND

After the last round of commission applicant interviews, the City received feedback regarding the city’s process for interviewing and appointing commission applicants to the various city commissions. Given this feedback, council requested staff bring forward an agenda item to discuss potential improvements to the process.

In order to fully understand how to improve the process, the details and timeline of the process is listed below.

Table 1: Commission Appointment Timeline

November	<p>Commission Reappointment Process begins.</p> <ul style="list-style-type: none"> • Eligible commissioners are contacted to determine their desire for reappointment • Commissioners who are interested fill out a new application
December	<ul style="list-style-type: none"> • Staff submits commission attendance records for the previous year (Nov-Nov) for commissioners who are eligible for reappointment • Council determines whether to interview returning commissioners interested in reappointment • Council sets the schedule for reappointing commissioners, declaring vacancies, deadline for applications, interview date
January	<ul style="list-style-type: none"> • At the first meeting in January, Council considers applications for reappointment and declares vacancies • Advertising begins for vacancies
February	<ul style="list-style-type: none"> • Application period closes • Commission applicants are interviewed
March	<ul style="list-style-type: none"> • At the first meeting in March, Council appoints applicants to fill commission vacancies
April	<ul style="list-style-type: none"> • New commissioners are sworn in at their respective commission

Typically, interviews are scheduled during a Council meeting. To ensure availability for interviews, staff includes the interview date in the Request for Council Actions and in news releases and website

12 postings. Applicants are asked to confirm their attendance at the meeting prior to the interview. They
13 are given an electronic email reminder based on the information they provide in their application, as
14 well as a follow up phone call if they have not responded.

15
16 In scheduling interviews, staff allots 7 minutes per applicant. The number of applicants interviewed
17 over the past five years is listed below. Scheduling interviews is not an exact science, as often times
18 interviews can run over the allotted time, or applicants show up ahead of their scheduled interview
19 or even occasionally run late.

20 *Table 2: Number of Applicants Interviewed*

Year	# Applicants Interviewed
2018	23
2017	24 (3 couldn't attend interviews)
2016	18
2015	25
2014	16

21
22 **POLICY OBJECTIVE**

23 Commission applicants and volunteers serve an important part of the broader effort to engage our
24 citizens in the processes of local government and provide important community insight and
25 perspective into the various issues and decisions that are part of the City's role in achieving our
26 community aspirations.

27 **BUDGET IMPLICATIONS**

28 Not applicable.

29 **STAFF RECOMMENDATION**

30 Staff has reviewed the current process and has the following suggestions:

- 31 1) When setting the annual council meeting calendar in December, include the date for the
32 commission interviews.
33 a. Set aside a separate night (not a Council meeting night) for interviews. This
34 would allow a few more minutes per applicant without other business that needs
35 to also be addressed that same evening.
36 2) Move the application deadline up to allow more time to contact applicants with interview
37 times.

Current Advertising Period	Proposed Advertising Period
January 9 – February 19, 2018	January 9 – February 14, 2018

- 38
39 3) When scheduling interviews, have one start time for each Commission. With one start
40 time, all applicants interested in that commission will arrive at the same time. Applicants
41 would still have individual interviews, but the spacing of interviews would be easier.

42 Example:

- 43 ■ 6:30 p.m. – Planning Commission (5 applicants)
- 44 ■ 7:05 p.m. – PWET (3 applicants)
- 45 ■ 7:26 p.m. – Parks (4 applicants)

- 46 4) Only allow applicants to select their top 2 commissions they are interested in, making
47 appointments based on preference easier. Only show commissions which have vacancies
48 when choosing their preferences.
49 5) Add an additional question to the application:
50 a. “What specific skills or experiences do you have that you feel would be beneficial
51 in serving on the advisory commission to which you are applying?”

52 **REQUESTED COUNCIL ACTION**

53 For discussion purposes.

54

Prepared by: Rebecca Olson, Assistant City Manager
Attachments: A: Reappointment Process and Term Limits Policy
B: Feedback on current process

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

* * * * *

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

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

and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

Resolution No. 10782
(supersedes Resolution 10266)

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

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

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

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

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

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

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

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

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

William J. Malinen, City Manager

(Seal)

CITY OF ROSEVILLE

REAPPOINTMENT PROCESS AND TERM LIMITS POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

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

POLICY STATEMENT:

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

PROCEDURE STATEMENT:

I.

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

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

- G. If a new vacancy occurs after an application deadline and before an appointment is made, a new application process will be used as described in this procedure.
- H. The City Council will make the appointments at the first Council meeting following interviews.
- I. Advisory Commission Applications shall be kept on file for one year. If during that year a vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.

II.

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

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

APPOINTMENT TO OTHER CITY ADVISORY GROUPS

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

TERM LIMITS

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

Rebecca Olson

From: Rebecca Olson
Sent: Wednesday, February 28, 2018 3:24 PM
To: *RVCouncil; Pat Trudgeon
Subject: Commission Interviews

Hello everyone,

Just sending a few ideas for making the commission interviews more "fun" for both applicants and all of you. It seemed like a really long evening last night and I was only watching!

Recruiting process:

1. In addition to providing info on commission responsibilities, we could also include what skill sets the commission work requires or would benefit from. It doesn't seem to be effective to ask applicants to infer the knowledge and skills needed from the commission descriptions.
2. Have the commission members involved in defining skills, knowledge and appropriate questions to ask.
3. Specifically suggest that potential applicants watch meetings, read minutes, call with questions, etc. so they get a good feel for the details of the actual work done by the commissions.

Selection process:

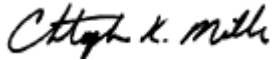
1. After applications are received and applicants are being scheduled for interviews remind them of the benefit of watching meetings, etc. before they interview.
2. Give the applicants either a list of sample questions or the actual questions that will be asked. The quality of responses will be much higher if they have had thinking time instead of having to answer extemporaneously. The council members will still have the opportunity to ask follow up questions and unique questions if necessary. (And if the applicants get help with their answers from friends and neighbors they will have learned something and be better able to select themselves in or out of the process. This is a take-home exam model!)

I know that we want to involve new, younger and diverse applicants and we want all applicants to have a good experience. I think a few changes will make the process less stressful, more effective and encourage people to apply a second time and/or recommend it to their friends and neighbors.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/9/2018**
Item No.: **9.b**

Department Approval



City Manager Approval



Item Description: Public Hearing to Consider the Approval to transfer an Off Sale Liquor License and issue a Cigarette/Tobacco Products License to Events Wine and Spirits, LLC dba Events Wine and Spirits located at 2825 Hamline Ave N #A.

BACKGROUND

Events Wine and Spirits, LLC is in the process of purchasing the Hamline Liquor Store located at 2825 Hamline Ave N #A. Events Wine and Spirits, LLC will be changing the name of the establishment to Events Wine and Spirits upon closing of the sale.

City Code permits a maximum of 10 Off-Sale Liquor Licenses within the city and no limit to the number of Cigarette/Tobacco Products License. The City currently has 10 issued licenses and upon the closing of the sale, Yangsons, Inc dba Hamline Liquors will be forfeiting their rights to their off-sale liquor license for the remainder of 2018.

Under State Statute 340A.412 and City Code Chapter 302.07B, the acquisition of an existing off-sale retail location is effectively categorized as a transfer of an existing license; for which City Council consent is required. The City Code reads as follows:

Person and Premises Licensed; Transfer: Each license shall be issued only to the applicant and for the premises described in the application. No license may be transferred to another person or place without City Council approval. Before a transfer is approved, the transferee shall comply with the requirements for a new application. Any transfer of the controlling interest of a licensee is deemed a transfer of the license. Transfer of a license without prior City Council approval is a ground for revocation of the license. (Ord. 972, 5-13-1985) (Ord. 1390, 3-29-2010)

Specific to City Code, Events Wine and Spirits, LLC's application materials are considered complete and in full compliance with City documentation requirements.

POLICY OBJECTIVE

Required by City Code.

FINANCIAL IMPACTS

Not applicable.

STAFF RECOMMENDATION

City Staff recommends that the City Council approve the transfer of the Off-Sale Liquor License and

31 issuance of the Cigarette/Tobacco Products License.

32 **REQUESTED COUNCIL ACTION**

33 Motion to approve the transfer of the Off-Sale Liquor License and the issuance of a Cigarette/Tobacco
34 License to Events Wine and Spirits, LLC.

35

Prepared by: Chris Miller, Finance Director
Attachments: A: Application from Events Wine and Spirits



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
 445 Minnesota Street, Suite 222, St. Paul, MN 55101
 OFFICE (651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555
 DPS.MN.GOV



APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received

**PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
 INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.**

Licensee's MN Sales and Use Tax ID # 5422966 To apply for a MN sales and use tax ID #, call (651) 296-6181
 Licensee's Federal Tax ID # 82-4103660 Licensees must register with the Federal Tax and Trade Bureau (TTB),
 for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Applicant) Events Wine and Spirits, Inc	Business Name (DBA) Events Wine and Spirits	Social Security #	
Licensee Location (Physical Address) 2825 Hamline Ave N #A	License Period From 04/18 To 12/31	DOB (Individual Applicant)	
City Roseville	County Ramsey	State	Zip Code 55113
E-mail Address	Business Phone Number (651) 639-1369	Applicant's Home Phone #	

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
Vandee Yang			Owner	100.0%	
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent 0.0%	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent 0.0%	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent 0.0%	Address, City, State, Zip Code

- If a corporation, date of incorporation January 19, 2018, state incorporated in Minnesota If a subsidiary of any other corporation, so state _____
 If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
 Yes No
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. 1st Floor
- Is establishment located near any state university, state hospital, training school, reformatory or prison?
 Yes No. If yes, state approximate distance. _____
- Name and address of building owner Hamline Center LLC, 2845 Hamline Ave N, Roseville MN 55113
 Has owner of building any connection, directly or indirectly, with applicant? Yes No

5. Is/are applicant(s), a member of the governing body of the municipality in which this license is to be issued?
 Yes No If Yes, in what capacity? _____
6. Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota?
 Yes No If yes, give name and address of establishment. _____
7. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment?
 Yes No
8. State whether applicant has or will be granted, an On Sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises.
 Yes No Will be granted
9. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License.
 Yes No Will be granted
10. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality.

11. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)?

12. If this license is being issued by a County Board, is it located in an organized township?
If so, attach township approval.

Violations

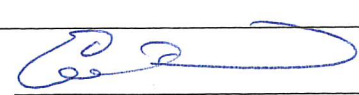
1. Has applicant(s) had a liquor license revoked in the last 5 years; Yes No If so, give dates and details.

2. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere? Yes No
 If yes, give dates, charges and final outcome _____

3. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. Yes No If yes, attach a copy of the summons.

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any felonies or municipal ordinances relating to intoxicating liquor except as follows:

<u>Roseville Police</u>	<u>Administrative Lt.</u>	
Police/Sheriff's Department	Title	Signature

County Attorney's Signature

Insurance (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM)

Licensee must obtain one of the following PER Minnesota Statute 340A.409:

Check one:

- A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.

Please review Insurance Certificate before submitting:

- Must be Certificate of Insurance (Declarations or Binders not accepted)
- Licensee name on this application and the Insurance Certificate must match EXACTLY.
- Must provide physical address of licensed location (No PO Boxes accepted)
- Dates of coverage must cover the entire license period.

or

- B. A surety bond from a surety company with minimum coverage as specified in A.

or

- C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

Workers compensation insurance company: Name _____

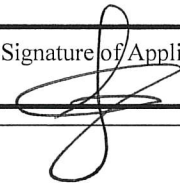
Policy # _____ Number of employees: _____

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title

Vandee Yang

Signature of Applicant



Date

1/31/18



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

Cigarette/Tobacco Products License Application

Note: All applicants are subject to a background check as a part of the license approval process. Background check procedures may take up to 30 days to complete.

Business Name Events Wine and Spirits, Inc
 Business Address 2825 Hamline Ave N. #A
 Business Phone 651-639-1369
 Email Address eventswineandspirits@gmail.com

Person to Contact in Regard to Business License:

Name Vandee Yang
 Address _____
 Phone _____

I hereby apply for the following license(s) for the term of one year, beginning July 1, _____, and ending June 30, _____, in the City of Roseville, County of Ramsey, State of Minnesota.

<u>License Required</u>	<u>Fee</u>
Cigarette/Tobacco Products	\$200.00
	Transfer \$50.00

The information that you are asked to provide on the application is classified by State law as either public, private or confidential. All data will constitute public record if and when the license is granted. Our intended use of the information is to perform the background check procedures required prior to license issuance. If you refuse to supply the information, the license application may not be processed.

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue #176.182.

Signature [Handwritten Signature]
 Date 1-30-2018

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



REQUEST FOR COUNCIL ACTION

Date: 4/09/2018

Item No.: 9.a

Department Approval

City Manager Approval

Item Description: Approve Payments

1 **BACKGROUND**

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

Check Series #	Amount
ACH Payments	\$33,762.29
88954-89001	\$203,742.02
Total	\$237,504.31

5
6 A detailed report of the claims is attached. City Staff has reviewed the claims and considers them to be
7 appropriate for the goods and services received.

8 **POLICY OBJECTIVE**

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

10 **FINANCIAL IMPACTS**

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

13 **STAFF RECOMMENDATION**

14 Staff recommends approval of all payment of claims.

15 **REQUESTED COUNCIL ACTION**

16 Motion to approve the payment of claims as submitted

17

18 Prepared by: Chris Miller, Finance Director

19 Attachments: A: Checks for Approval

20

Accounts Payable

Checks for Approval

User: Mary.Jenson
 Printed: 3/26/2018 - 9:03 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
88962	03/22/2018	Community Development	Deposits	Calyxt Inc.	Construction Deposit Refund-2800 M	50,000.00
					Deposits Total:	50,000.00
88976	03/22/2018	Community Development	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	201.87
					Life Ins. Employee Total:	201.87
88976	03/22/2018	Community Development	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	57.14
					Life Ins. Employer Total:	57.14
88976	03/22/2018	Community Development	Long Term Disability	LINA	Life Insurance Premiums-March 2018	190.07
					Long Term Disability Total:	190.07
88984	03/22/2018	Community Development	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	622.38
					Medical Ins Employee Total:	622.38
88984	03/22/2018	Community Development	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	4,664.24
					Medical Ins Employer Total:	4,664.24
88979	03/22/2018	Community Development	Office Supplies	Marco Technologies, LLC	Staple Cartridge	98.00
					Office Supplies Total:	98.00
					Fund Total:	55,833.70

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
88976	03/22/2018	Contracted Engineering Svcs	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	18.00
					Life Ins. Employee Total:	18.00
88976	03/22/2018	Contracted Engineering Svcs	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	9.60
					Life Ins. Employer Total:	9.60
88976	03/22/2018	Contracted Engineering Svcs	Long Term Disability	LINA	Life Insurance Premiums-March 2018	34.46
					Long Term Disability Total:	34.46
88984	03/22/2018	Contracted Engineering Svcs	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	1,187.98
					Medical Ins Employer Total:	1,187.98
88996	03/22/2018	Contracted Engineering Svcs	Professional Services	Traffic Data Inc.	Turning Movement Count	820.00
					Professional Services Total:	820.00
					Fund Total:	2,070.04
88971	03/22/2018	General Fund	Animal Licenses	Deborah Hayden	Animal License Refund	5.00
					Animal Licenses Total:	5.00
88959	03/22/2018	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	124.52
88959	03/22/2018	General Fund	Clothing	Avenue Shirt Works	Uniform Supplies	30.00
					Clothing Total:	154.52
88990	03/22/2018	General Fund	Contract Maint - Vehicles	Roseville Chrysler Jeep Dodge	Vehicle Repair	159.95
89001	03/22/2018	General Fund	Contract Maint - Vehicles	Zahl Petroleum Maintenance Co	Vehicle Repair	132.00
					Contract Maint - Vehicles Total:	291.95
88970	03/22/2018	General Fund	Contract Maint. - City Hall	G & K Services	Mats	36.28
88977	03/22/2018	General Fund	Contract Maint. - City Hall	Linn Building Maintenance	General Cleaniing	3,620.00
88980	03/22/2018	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Labor	75.00
88980	03/22/2018	General Fund	Contract Maint. - City Hall	McGough Facility Management, LI	Facility Management	270.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Contract Maint. - City Hall Total:	4,001.28
88970	03/22/2018	General Fund	Contract Maint. - City Garage	G & K Services	Mats	36.28
88977	03/22/2018	General Fund	Contract Maint. - City Garage	Linn Building Maintenance	General Cleaniing	1,023.00
					Contract Maint. - City Garage Total:	1,059.28
0	03/22/2018	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Winter Maintenance	994.25
0	03/22/2018	General Fund	Contract Maint. H.V.A.C.	Yale Mechanical, LLC	Winter Maintenance	994.25
					Contract Maint. H.V.A.C. Total:	1,988.50
88977	03/22/2018	General Fund	Contract Maintenance	Linn Building Maintenance	General Cleaniing	921.00
					Contract Maintenance Total:	921.00
88984	03/22/2018	General Fund	Employer Insurance	NJPA	Health Insurance Premium-March 2018	790.00
88984	03/22/2018	General Fund	Employer Insurance	NJPA	Health Insurance Premium-March 2018	1,070.00
					Employer Insurance Total:	1,860.00
88981	03/22/2018	General Fund	Financial Support	MN Child Support Payment Center	Remittance ID: 0015528480	234.42
88981	03/22/2018	General Fund	Financial Support	MN Child Support Payment Center	Remittance ID: 0015496949	36.83
88981	03/22/2018	General Fund	Financial Support	MN Child Support Payment Center	Remittance ID: 0015005038	354.43
					Financial Support Total:	625.68
0	03/22/2018	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	268.15
0	03/22/2018	General Fund	Flex Spending Health		Flexible Benefit Reimbursement	100.00
					Flex Spending Health Total:	368.15
88976	03/22/2018	General Fund	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	1,622.07
88976	03/22/2018	General Fund	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	206.40
					Life Ins. Employee Total:	1,828.47
88976	03/22/2018	General Fund	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	489.32

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employer Total:	489.32
88976	03/22/2018	General Fund	Long Term Disability	LINA	Life Insurance Premiums-March 2018	1,647.31
					Long Term Disability Total:	1,647.31
88984	03/22/2018	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	6,765.60
88984	03/22/2018	General Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	5,249.17
					Medical Ins Employee Total:	12,014.77
88984	03/22/2018	General Fund	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	48,778.31
					Medical Ins Employer Total:	48,778.31
88955	03/22/2018	General Fund	Miscellaneous	AE Sign Systems, Inc.	Nameplate	35.57
					Miscellaneous Total:	35.57
89000	03/22/2018	General Fund	Op Supplies - City Hall	Viking Electric Supply, Inc.	Electrical Supplies	99.40
89000	03/22/2018	General Fund	Op Supplies - City Hall	Viking Electric Supply, Inc.	Electrical Supplies	57.12
					Op Supplies - City Hall Total:	156.52
88958	03/22/2018	General Fund	Operating Supplies	Aspen Mills Inc.	Uniform Supplies	483.45
					Operating Supplies Total:	483.45
89000	03/22/2018	General Fund	Operating Supplies City Garage	Viking Electric Supply, Inc.	Electrical Supplies	99.40
89000	03/22/2018	General Fund	Operating Supplies City Garage	Viking Electric Supply, Inc.	Electrical Supplies	57.12
89000	03/22/2018	General Fund	Operating Supplies City Garage	Viking Electric Supply, Inc.	Electrical Supplies	57.12
					Operating Supplies City Garage Total:	213.64
88982	03/22/2018	General Fund	Professional Services	MN Pollution Control Agency	Hazardous Waste Fees	243.53
88986	03/22/2018	General Fund	Professional Services	Ramsey County Environmental Hea	VSQG License	156.24
					Professional Services Total:	399.77
0	03/22/2018	General Fund	Tuition Reimbursement	Mark Ganley	Tuition Reimbursement	1,365.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Tuition Reimbursement Total:	1,365.00
0	03/22/2018	General Fund	Utilities	Xcel Energy	Street Lights	59.27
					Utilities Total:	59.27
0	03/22/2018	General Fund	Utilities - City Garage	Xcel Energy	City Hall Building	6,132.29
					Utilities - City Garage Total:	6,132.29
0	03/22/2018	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	6,830.62
					Utilities - City Hall Total:	6,830.62
88956	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Allstate Peterbilt of South St. Paul	Filters	228.46
88968	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Driver & Vehicle Services	Unmarked Vehicle Tab Renewal	11.00
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	33.02
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	20.80
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	65.03
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Vehicle Supplies	204.44
88969	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Frontier Ag & Turf	Vehicle Supplies	47.91
88978	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Little Falls Machine, Inc	Vehicle Supplies	148.28
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	McMaster-Carr Supply Co	Vehicle Supplies	26.99
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	MES, Inc.	Globe Letter Patch	35.66
0	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Vehicle Supplies	118.67
88989	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Rosedale Chevrolet	Vehicle Supplies	4.33
88993	03/22/2018	General Fund	Vehicle Supplies & Maintenance	Suburban Tire Wholesale, Inc.	Tire Chain	375.75
					Vehicle Supplies & Maintenance Total:	1,320.34
					Fund Total:	93,030.01
0	03/22/2018	Golf Course	Furniture, Fixtures, Equipment	Electro Watchman, Inc.	Security System-Cedarholm Golf Cou	1,357.37
					Furniture, Fixtures, Equipment Total:	1,357.37
88976	03/22/2018	Golf Course	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	10.68

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	10.68
88976	03/22/2018	Golf Course	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	4.80
					Life Ins. Employer Total:	4.80
88976	03/22/2018	Golf Course	Long Term Disability	LINA	Life Insurance Premiums-March 2018	19.10
					Long Term Disability Total:	19.10
88984	03/22/2018	Golf Course	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	289.12
					Medical Ins Employee Total:	289.12
88984	03/22/2018	Golf Course	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	1,188.22
					Medical Ins Employer Total:	1,188.22
					Fund Total:	2,869.29
88985	03/22/2018	Information Technology	Contract Maintenance	OPG-3, Inc.	Laserfiche	1,985.76
					Contract Maintenance Total:	1,985.76
88965	03/22/2018	Information Technology	Internet	City of North St. Paul	Billing Interconnects	4,845.00
88965	03/22/2018	Information Technology	Internet	City of North St. Paul	Data Center Interconnects	600.00
88998	03/22/2018	Information Technology	Internet	US Internet	Internet	414.00
					Internet Total:	5,859.00
88976	03/22/2018	Information Technology	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	212.04
					Life Ins. Employee Total:	212.04
88976	03/22/2018	Information Technology	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	90.00
					Life Ins. Employer Total:	90.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
88976	03/22/2018	Information Technology	Long Term Disability	LINA	Life Insurance Premiums-March 2018	292.93
					Long Term Disability Total:	292.93
88984	03/22/2018	Information Technology	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	148.98
					Medical Ins Employee Total:	148.98
88984	03/22/2018	Information Technology	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	11,568.57
					Medical Ins Employer Total:	11,568.57
88966	03/22/2018	Information Technology	Minor Equipment	Dell Marketing, L.P.	Computer Supplies	1,182.81
					Minor Equipment Total:	1,182.81
88991	03/22/2018	Information Technology	Operating Supplies	Staples Business Advantage, Inc.	Ink	16.45
					Operating Supplies Total:	16.45
					Fund Total:	21,356.54
88957	03/22/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	Allstream	Telephone	361.73
88963	03/22/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	39.95
88963	03/22/2018	IP Telephony System	PSTN-PRI Access/DID Allocation	CenturyLink	Telephone	112.34
					PSTN-PRI Access/DID Allocation Total:	514.02
					Fund Total:	514.02
88964	03/22/2018	License Center	Contract Maintenance	Cintas Corporation #470	Mats	19.60
88970	03/22/2018	License Center	Contract Maintenance	G & K Services	Mats	19.60
88977	03/22/2018	License Center	Contract Maintenance	Linn Building Maintenance	General Cleaniing	679.00
					Contract Maintenance Total:	718.20
88976	03/22/2018	License Center	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	131.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Life Ins. Employee Total:	131.00
88976	03/22/2018	License Center	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	48.00
					Life Ins. Employer Total:	48.00
88976	03/22/2018	License Center	Long Term Disability	LINA	Life Insurance Premiums-March 2018	134.68
					Long Term Disability Total:	134.68
88984	03/22/2018	License Center	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	1,560.28
					Medical Ins Employee Total:	1,560.28
88984	03/22/2018	License Center	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	7,864.11
					Medical Ins Employer Total:	7,864.11
88960	03/22/2018	License Center	Professional Services	BCA	REAL ID Background Checks for LC	448.00
					Professional Services Total:	448.00
0	03/22/2018	License Center	Utilities	Xcel Energy	License Center	694.49
					Utilities Total:	694.49
					Fund Total:	11,598.76
88976	03/22/2018	P & R Contract Maintenance	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	66.00
					Life Ins. Employee Total:	66.00
88976	03/22/2018	P & R Contract Maintenance	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	39.59
					Life Ins. Employer Total:	39.59
88976	03/22/2018	P & R Contract Maintenance	Long Term Disability	LINA	Life Insurance Premiums-March 2018	110.12

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Long Term Disability Total:	110.12
88984	03/22/2018	P & R Contract Maintenance	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	368.64
					Medical Ins Employee Total:	368.64
88984	03/22/2018	P & R Contract Maintenance	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	5,216.31
					Medical Ins Employer Total:	5,216.31
0	03/22/2018	P & R Contract Maintenance	Utilities	Xcel Energy	P&R	65.97
					Utilities Total:	65.97
					Fund Total:	5,866.63
0	03/22/2018	Park Renewal 2011	Building & Structures	Electro Watchman, Inc.	Emergency Door Release Button-Nat	464.54
					Building & Structures Total:	464.54
					Fund Total:	464.54
88976	03/22/2018	Police Grants	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	0.48
					Life Ins. Employer Total:	0.48
88976	03/22/2018	Police Grants	Long Term Disability	LINA	Life Insurance Premiums-March 2018	1.64
					Long Term Disability Total:	1.64
88984	03/22/2018	Police Grants	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	54.77
					Medical Ins Employer Total:	54.77
					Fund Total:	56.89

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
88977	03/22/2018	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaniing	1,138.00
					Contract Maintenance Total:	1,138.00
88977	03/22/2018	Recreation Fund	Contract Maintenance	Linn Building Maintenance	General Cleaniing	908.00
					Contract Maintenance Total:	908.00
88976	03/22/2018	Recreation Fund	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	67.30
					Life Ins. Employee Total:	67.30
88976	03/22/2018	Recreation Fund	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	58.03
					Life Ins. Employer Total:	58.03
88976	03/22/2018	Recreation Fund	Long Term Disability	LINA	Life Insurance Premiums-March 2018	197.10
					Long Term Disability Total:	197.10
88984	03/22/2018	Recreation Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	671.08
					Medical Ins Employee Total:	671.08
88984	03/22/2018	Recreation Fund	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	8,157.25
					Medical Ins Employer Total:	8,157.25
0	03/22/2018	Recreation Fund	Utilities	Xcel Energy	Nature Center	941.09
					Utilities Total:	941.09
					Fund Total:	12,137.85
0	03/22/2018	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium	6,024.66
					Employer Insurance Total:	6,024.66
88992	03/22/2018	Risk Management	Professional Services	Stericycle, Inc.	Monthly Fee	231.25

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Professional Services Total:	231.25
88975	03/22/2018	Risk Management	Street Department Claims	League of MN Cities Ins Trust	LMCIT Claim: 000000050090	3,009.83
88975	03/22/2018	Risk Management	Street Department Claims	League of MN Cities Ins Trust	LMCIT Claim: 000000051264	1,227.98
					Street Department Claims Total:	4,237.81
					Fund Total:	10,493.72
88976	03/22/2018	Sanitary Sewer	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	82.27
					Life Ins. Employee Total:	82.27
88976	03/22/2018	Sanitary Sewer	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	25.03
					Life Ins. Employer Total:	25.03
88976	03/22/2018	Sanitary Sewer	Long Term Disability	LINA	Life Insurance Premiums-March 2018	75.06
					Long Term Disability Total:	75.06
88984	03/22/2018	Sanitary Sewer	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	1,011.88
					Medical Ins Employee Total:	1,011.88
88984	03/22/2018	Sanitary Sewer	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	3,055.53
					Medical Ins Employer Total:	3,055.53
0	03/22/2018	Sanitary Sewer	Operating Supplies	Greenhaven Printing	Business Cards	19.50
0	03/22/2018	Sanitary Sewer	Operating Supplies	MacQueen Equipment	O-Ring	4.32
					Operating Supplies Total:	23.82
0	03/22/2018	Sanitary Sewer	Utilities	Xcel Energy	Lift Stations	15.43
					Utilities Total:	15.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Fund Total:	4,289.02
88976	03/22/2018	Solid Waste Recycle	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	1.43
					Life Ins. Employer Total:	1.43
88976	03/22/2018	Solid Waste Recycle	Long Term Disability	LINA	Life Insurance Premiums-March 2018	5.29
					Long Term Disability Total:	5.29
0	03/22/2018	Solid Waste Recycle	Professional Services	Eureka Recycling	Revenue Share-Feb 2018	1,325.02
					Professional Services Total:	1,325.02
					Fund Total:	1,331.74
88959	03/22/2018	Storm Drainage	Clothing	Avenue Shirt Works	Uniform Supplies	146.85
					Clothing Total:	146.85
88976	03/22/2018	Storm Drainage	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	60.07
					Life Ins. Employee Total:	60.07
88976	03/22/2018	Storm Drainage	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	19.38
					Life Ins. Employer Total:	19.38
88976	03/22/2018	Storm Drainage	Long Term Disability	LINA	Life Insurance Premiums-March 2018	57.12
					Long Term Disability Total:	57.12
88984	03/22/2018	Storm Drainage	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	180.80
					Medical Ins Employee Total:	180.80
88984	03/22/2018	Storm Drainage	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	1,971.41

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
					Medical Ins Employer Total:	1,971.41
88987	03/22/2018	Storm Drainage	Operating Supplies	Regents of the University of MN	Compost Job 004	74.00
					Operating Supplies Total:	74.00
0	03/22/2018	Storm Drainage	Professional Services	SEH	CSWMP Update	834.87
88995	03/22/2018	Storm Drainage	Professional Services	Time Saver Off Site Secretarial, Inc	PWET Meeting Minutes	308.90
					Professional Services Total:	1,143.77
					Fund Total:	3,653.40
88976	03/22/2018	Telecommunications	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	48.30
					Life Ins. Employee Total:	48.30
88976	03/22/2018	Telecommunications	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	10.55
					Life Ins. Employer Total:	10.55
88976	03/22/2018	Telecommunications	Long Term Disability	LINA	Life Insurance Premiums-March 2018	39.41
					Long Term Disability Total:	39.41
88984	03/22/2018	Telecommunications	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	274.65
					Medical Ins Employee Total:	274.65
88984	03/22/2018	Telecommunications	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	850.06
					Medical Ins Employer Total:	850.06
					Fund Total:	1,222.97
88954	03/22/2018	Water Fund	706 Shryer Water Booster	Advanced Engineering & Environm	Water Booster Station Improvements	1,395.89

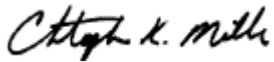
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
706 Shryer Water Booster Total:						1,395.89
88961	03/22/2018	Water Fund	Accounts Payable	JERRY BUERGE	Refund Check	192.43
88967	03/22/2018	Water Fund	Accounts Payable	UNICORN DEVELOP LLC	Refund Check	180.17
88972	03/22/2018	Water Fund	Accounts Payable	ANDY HOFF	Refund Check	135.14
88973	03/22/2018	Water Fund	Accounts Payable	ACCENT HOMES, INC	Refund Check	184.13
88974	03/22/2018	Water Fund	Accounts Payable	MICHAEL HUTFLUSS	Refund Check	60.56
88983	03/22/2018	Water Fund	Accounts Payable	ERIKA MORTENSEN	Refund Check	75.00
88988	03/22/2018	Water Fund	Accounts Payable	CYNTHIA RODE	Refund Check	105.10
88994	03/22/2018	Water Fund	Accounts Payable	WARD & MARY SWANSON	Refund Check	72.97
88997	03/22/2018	Water Fund	Accounts Payable	MICHAEL TURNER	Refund Check	182.39
88999	03/22/2018	Water Fund	Accounts Payable	ROBERT & ANNA VENTERS	Refund Check	213.10
Accounts Payable Total:						1,400.99
88976	03/22/2018	Water Fund	Life Ins. Employee	LINA	Life Insurance Premiums-March 2018	126.36
Life Ins. Employee Total:						126.36
88976	03/22/2018	Water Fund	Life Ins. Employer	LINA	Life Insurance Premiums-March 2018	34.65
Life Ins. Employer Total:						34.65
88976	03/22/2018	Water Fund	Long Term Disability	LINA	Life Insurance Premiums-March 2018	92.41
Long Term Disability Total:						92.41
88984	03/22/2018	Water Fund	Medical Ins Employee	NJPA	Health Insurance Premium-March 2018	214.97
Medical Ins Employee Total:						214.97
88984	03/22/2018	Water Fund	Medical Ins Employer	NJPA	Health Insurance Premium-March 2018	2,683.33
Medical Ins Employer Total:						2,683.33
0	03/22/2018	Water Fund	Operating Supplies	Greenhaven Printing	Business Cards	19.50
Operating Supplies Total:						19.50
0	03/22/2018	Water Fund	Utilities	Xcel Energy	Repeater Station/Meter Reading	16.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	03/22/2018	Water Fund	Utilities	Xcel Energy	Water Tower	4,731.09
					Utilities Total:	4,747.09
					Fund Total:	10,715.19
					Report Total:	237,504.31


ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/2018**
Item No.: **9.b**

Department Approval



City Manager Approval



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

BACKGROUND

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

Attachment A includes a list of items submitted for Council review and approval. *Attachment B* includes a summary of the CIP purchases for 2018.

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

STAFF RECOMMENDATION

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

REQUESTED COUNCIL ACTION

Motion to approve the submitted purchases or contracts for services and if applicable; the sale/trade-in of surplus items.

Prepared by: Chris Miller, Finance Director
Attachments: A: Over \$5,000 Items for Purchase or Sale/Trade-in
B: 2018 CIP Purchase Summary

General Purchases or Contracts

<u>Division</u>	<u>Vendor</u>	<u>Description</u>	<u>Key</u>	<u>Budget Amount</u>	<u>P.O. Amount</u>	<u>Budget / CIP</u>
Utilities	TCIC Inc.	SCADA Radio Replacements	(a)	\$ -	\$ 31,200	Budget
Water	D.H. Wachs	Water Valve Trailer	(b)	70,000	72,550	Budget
Sewer	MacQueen Equip.	Pipeline Inspection Camera	(c)	75,000	78,778	Budget
Park Maint.	Upper Cut Tree Care	Tree Removal	(d)	50,000	30,000	Budget
Streets	Upper Cut Tree Care	Tree Removal	(e)	25,000	25,000	Budget

Key

- (a) Replace 26 radios that help operate the City's lift stations and water distribution system. SCADA system improvements were originally budgeted for in 2019 in the amount of \$225K, but is being expedited to coincide with the Lounge Lift Station Project.
- (b) Includes equipment used to maintain and exercise water valves using GPS locates, and syncing field controller to the office computer
- (c) The camera will be used to inspect sanitary sewer mainlines to locate issues within the system. It will be purchased off the State Bid Contract.
- (d) Diseased and hazardous tree removal in parks.
- (e) Diseased and hazardous tree removal in boulevards and right-of-ways.

Sale of Surplus Vehicles or Equipment

<u>Division</u>	<u>Description</u>	<u>Key</u>	<u>Est. Sale / Trade-In Amount</u>

Key

n/a

City of Roseville

2018 Summary of Scheduled CIP Items

Updated March 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Administration					
		\$ -	\$ -	\$ -	\$ -
Finance					
Software Acquisition		-	80,000	-	80,000
Central Services					
Copier & Postage Machine Lease		-	82,000	11,784	70,216
Police					
Marked Squad Car Replacements	1/29/2018	121,765	165,000	-	165,000
Unmarked Vehicle Replacement	1/29/2018	22,556	24,000	14,824	9,176
Vehicle Tools & Equipment		-	11,855	3,494	8,361
Vehicle Computers & Printers		-	8,800	-	8,800
Vehicle Cameras		-	41,715	-	41,715
Sidearms, Long-Guns, Non-Lethal Equip.		-	6,750	-	6,750
Tactical Gear		-	12,905	-	12,905
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/29/2018	26,247	15,500	-	15,500
Office Equipment		-	6,500	-	6,500
Office Furniture		-	8,400	-	8,400
Fire					
Command Response Vehicle	1/29/2018	38,319	52,500	38,319	14,181
Reporting Software		-	11,000	-	11,000
Portable and mobile radios		-	20,000	11,028	8,972
Personal Protective Equipment		-	40,000	-	40,000
SWAT Gear/Equipment		-	10,000	-	10,000
Fitness Equipment		-	10,000	-	10,000
Rescue/Training Equipment		-	1,500	-	1,500
Kitchen table & chairs		-	1,500	-	1,500
Outdoor Warning Sirens	1/29/2018	51,239	52,595	-	52,595
Public Works					
#304: Project Coord. C1500	1/29/2018	24,040	30,000	-	30,000
#111 Bobcat: Bucket		-	5,000	-	5,000
#111 Bobcat: Millhead	1/29/2018	14,112	22,000	14,112	7,888
#111 Bobcat: Sweeper Broom	1/29/2018	2,940	8,000	2,940	5,060
#157 Ingersoll 5-ton roller	1/29/2018	34,469	40,000	34,469	5,531
Street Signs		-	10,000	-	10,000
Band Saw		-	4,500	-	4,500
Boom Truck	1/8/2018	182,264	225,000	-	225,000
Brake lathe	1/29/2018	9,848	11,000	9,848	1,152
Parks & Recreation					
#511 Toolcat	1/29/2018	41,745	55,000	-	55,000
#553 John Deere Loader	1/29/2018	44,202	80,000	-	80,000
Tractor Replacement		-	41,000	-	41,000

City of Roseville

2018 Summary of Scheduled CIP Items

Updated March 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
General Facility Improvements					
Door Card Reader (CH,PW)		-	25,000	-	25,000
Unit Heaters (CH, PW)		-	6,000	-	6,000
Tables & Chairs (CH)		-	30,000	-	30,000
Maintenance Yard Security Gate		-	25,000	-	25,000
Paint Walls & City Hall		-	15,000	-	15,000
City Hall Elevator		-	95,000	-	95,000
Arena: Dehumidification		-	90,000	-	90,000
Arena: Restroom Remodeling		-	75,000	-	75,000
OVAL: Microprocessors		-	20,000	-	20,000
Fire Station Shift Office Counter Tops		-	3,000	-	3,000
Information Technology					
Computers (Notebooks, Desktop, Mobile)		-	69,800	-	69,800
Monitor/Display		-	8,700	-	8,700
MS Office License		-	8,100	-	8,100
Desktop Printer		-	1,200	-	1,200
Network Switches/Routers (Roseville)		-	38,000	-	38,000
Network Switches/Routers (Roseville)		-	10,000	-	10,000
Servers - Host - Shared (5)		-	30,000	-	30,000
Storage Area Network Nodes- Shared (8)		-	55,000	-	55,000
Power/UPS - Closets (11)		-	1,700	-	1,700
Surveillance Cameras (53)		-	9,180	-	9,180
Wireless Access Points (38)		-	23,200	-	23,200
Office Furniture		-	-	-	-
Park Improvements					
Tennis & Basketball Courts		-	-	-	-
Shelters & Structures		-	60,000	-	60,000
Volleyball & Bocce Ball Courts		-	-	-	-
Pathway Lighting		-	-	-	-
PIP Items		-	200,000	359	199,641
Natural Resources		-	40,000	-	40,000
Street Improvements					
Improvements		-	2,200,000	8,658	2,191,342
Street Lighting					
Improvements		-	45,000	-	45,000
Pathways (Existing)					
Improvements	3/26/2018	72,349	250,000	-	250,000
Communications					
Conference Room Equipment		-	-	-	-
Other Equipment		-	10,000	-	10,000
License Center					
General Office Equipment		-	3,100	-	3,100
Facility Improvements		-	250,000	-	250,000
Community Development					
Inspections Vehicle		-	19,000	-	19,000
Computer Replacements		-	2,500	-	2,500
Office Furniture		-	1,000	-	1,000

City of Roseville

Attachment B

2018 Summary of Scheduled CIP Items

Updated March 30, 2018

	<u>Council Approval</u>	<u>P.O. Amount</u>	<u>Budget Amount</u>	<u>YTD Actual</u>	<u>Difference</u>
Water					
Field Computer Add/Replacements		-	5,000	-	5,000
Valve Operator & Vac	4/9/2018	72,550	70,000	-	70,000
Booster Station Rehabilitation		-	1,600,000	177,081	1,422,919
Water main replacement		-	500,000	150	499,850
Sanitary Sewer					
#209 1-ton Flat Bed Crane		-	40,000	-	40,000
Pipe Camera	4/9/2018	78,778	75,000	-	75,000
Lounge Lift Station Rehab		-	350,000	17,717	332,283
Fernwood Lift Station Rehab		-	60,000	-	60,000
Sewer main repairs		-	1,000,000	(2,250)	1,002,250
I & I reduction		-	100,000	-	100,000
Storm Sewer					
#172 Zero Turn Mower		-	15,000	-	15,000
Walsh Storm station Upgrades		-	450,000	7,545	442,455
Pond improvements/Infiltration		-	275,000	23,291	251,709
Storm Sewer Replacement/Rehabilitation	2/12/2018	47,300	350,000	-	350,000
Golf Course					
Irrigation System Upgrades		-	30,000	-	30,000
		-	-	-	-
Total - All Items			\$9,836,500	\$ 373,369	\$9,463,131


REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **9.d**

Department Approval

City Manager Approval



Item Description: Approval of Licenses for Multifamily Rental Dwellings with Five or More Units.

BACKGROUND

Chapter 301 of the City Code requires all licenses to be submitted to the City Council for approval. Per Chapter 908, Licensing of Multifamily Rental Dwellings with five or more units, the following criteria is required to be satisfied in order for licensure:

- Application materials correctly submitted.
- Inspections conducted by staff from the Roseville Code Enforcement Division and the Roseville Fire Department.
- As part of this ordinance, individual buildings were inspections included the site, building, common areas, and 25% of individual units. Also, 25% of previously inspected units were re-inspected.
- License fees have been paid.

In the 2017 renewal cycle completed in December 2017, staff inspected 81 buildings and 704 units, and identified 157 total violations. Staff noted a high level of cooperation and open communication with property managers and owners. Commonly observed violations such as exposed electrical wires, trip hazards, bare soil and erosion issues were far less common this year. This indicates an increased awareness relating to technical violations that were explained at previous inspections. Wear and tear on floors, walls, windows, and doors continues to be a large percentage of total violations. Staff was able to educate both property managers and tenants about egress requirements from sleeping rooms and furniture blocking bedroom egress windows. A number of managers fixed violations in a matter of days after their inspection.

The licenses being presented are for the 2017 renewal cycle, which was under the management of the Community Development Department.

Starting in 2018, the Roseville Fire Department will assume management of the Rental License Program. Additionally, all licenses (and fees) cycle on an annual basis.

The following Multifamily Rental Licenses are submitted for consideration:

Item	Property Address	# Units	Property Owner	License Period
1.	2775 Lexington Ave N	75 units	Arrow Lexington Apartments	1 Year - 1/1/18 – 12/31/18
2.	2823 Lexington Ave N	75 units	Arrow Lexington Apartments	1 Year - 1/1/18 – 12/31/18
3.	1074 Roselawn Ave W	22 units	Asi Roseville Inc	1 Year - 1/1/18 – 12/31/18
4.	2900 Highcrest Rd N	11 units	Barry J Star	1 Year - 1/1/18 – 12/31/18
5.	1614 Eldridge Ave W	11 units	C & E Holdings LLC	1 Year - 1/1/18 – 12/31/18
6.	2839 Asbury St N	16 units	Coventry Apartments	1 Year - 1/1/18 – 12/31/18
7.	2824 Asbury St N	16 units	Coventry Apartments	1 Year - 1/1/18 – 12/31/18

Item	Property Address	# Units	Property Owner	License Period
8.	2820 Snelling Ave N	103 units	Coventry Apartments	1 Year - 1/1/18 – 12/31/18
9.	2811 Asbury St N	17 units	Coventry Apartments	1 Year - 1/1/18 – 12/31/18
10.	2801 Asbury St N	16 units	Coventry Apartments	1 Year - 1/1/18 – 12/31/18
11.	2775 Asbury St N	16 units	Coventry Apartments	1 Year - 1/1/18 – 12/31/18
12.	2190 Pascal St N	54 units	D & R Rosemall LLC	1 Year - 1/1/18 – 12/31/18
13.	1430 Commerce St W	72 units	D & R Rosemall LLC	1 Year - 1/1/18 – 12/31/18
14.	2211 Albert St N	36 units	D & R Rosemall LLC	1 Year - 1/1/18 – 12/31/18
15.	2447 County Rd B W	17 units	Desoto Associates LLC	1 Year - 1/1/18 – 12/31/18
16.	3050 Old Hwy 8 N #1	52 units	Desoto Associates LLC	1 Year - 1/1/18 – 12/31/18
17.	3050 Old Hwy 8 N #2	33 units	Desoto Associates LLC	1 Year - 1/1/18 – 12/31/18
18.	1363 County Rd B W	12 units	Dove Group LLC	1 Year - 1/1/18 – 12/31/18
19.	1624 Eldridge Ave W	11 units	Fallbrook Properties	1 Year - 1/1/18 – 12/31/18
20.	2845 Pascal St N	24 units	Gardens East Ltd Partnership	1 Year - 1/1/18 – 12/31/18
21.	2835 Pascal St N	24 units	Gardens East Ltd Partnership	1 Year - 1/1/18 – 12/31/18
22.	2825 Pascal St N	23 units	Gardens East Ltd Partnership	1 Year - 1/1/18 – 12/31/18
23.	2815 Pascal St N	24 units	Gardens East Ltd Partnership	1 Year - 1/1/18 – 12/31/18
24.	2555 Hamline Ave N	148 units	Hamline Ave Senior Hsg LLC	1 Year - 1/1/18 – 12/31/18
25.	2545 Hamline Ave N	42 units	Hamline Ave Senior Hsg LLC	1 Year - 1/1/18 – 12/31/18
26.	2335 Woodbridge St N	206 units	Hillsborough Manor Apts	1 Year - 1/1/18 – 12/31/18
27.	2393 Dale St N	11 units	Kenneth M Reinhardt	1 Year - 1/1/18 – 12/31/18
28.	2383 Dale St N	11 units	Kenneth M Reinhardt	1 Year - 1/1/18 – 12/31/18
29.	2365 Dale St N	11 units	Kenneth M Reinhardt	1 Year - 1/1/18 – 12/31/18
30.	2355 Dale St N	11 units	Kenneth M Reinhardt	1 Year - 1/1/18 – 12/31/18
31.	1634 Eldridge Ave W	11 units	Kleinman Realty	1 Year - 1/1/18 – 12/31/18
32.	1635 Eldridge Ave W	11 units	Kleinman Realty	1 Year - 1/1/18 – 12/31/18
33.	2950 Highcrest Rd N	12 units	Kleinman Realty	1 Year - 1/1/18 – 12/31/18
34.	2425 County Rd C2 W	99 units	Kleinman Realty	1 Year - 1/1/18 – 12/31/18
35.	591 County Rd B W	17 units	Legacy Prop & Invest LLC	1 Year - 1/1/18 – 12/31/18
36.	601 County Rd BW	17 units	Legacy Prop & Invest LLC	1 Year - 1/1/18 – 12/31/18
37.	2194 Dale St N	17 units	Legacy Prop & Invest LLC	1 Year - 1/1/18 – 12/31/18
38.	1890 Lexington Ave N	11 units	Lexington Twin Apartments	1 Year - 1/1/18 – 12/31/18
39.	1900 Lexington Ave N	11 units	Lexington Twin Apartments	1 Year - 1/1/18 – 12/31/18
40.	1943 Lexington Ave N	17 units	Mid Continent Management	1 Year - 1/1/18 – 12/31/18
41.	1125 Roselawn Ave W	17 units	Mid Continent Management	1 Year - 1/1/18 – 12/31/18
42.	1759 Dunlap St N	18 units	Mid Continent Management	1 Year - 1/1/18 – 12/31/18
43.	1760 Fernwood Ave N	18 units	Mid Continent Management	1 Year - 1/1/18 – 12/31/18
44.	720 County Rd B W	42 units	Otness Management	1 Year - 1/1/18 – 12/31/18
45.	570 Sandhurst Dr W	66 units	Palisades Limited	1 Year - 1/1/18 – 12/31/18
46.	550 Sandhurst Dr W	66 units	Palisades Limited	1 Year - 1/1/18 – 12/31/18
47.	1252 Rose Vista Ct W	6 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
48.	1253 Rose Vista Ct W	6 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
49.	1238 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
50.	1236 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
51.	1234 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
52.	1233 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
53.	1231 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18

Item	Property Address	# Units	Property Owner	License Period
54.	1230 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
55.	1229 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
56.	1228 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
57.	1227 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
58.	1226 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
59.	1225 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
60.	1224 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
61.	1223 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
62.	1222 Rose Vista Ct W	11 units	Rose Vista Properties	1 Year - 1/1/18 – 12/31/18
63.	655 Hwy 35 W	48 units	Rosetree Properties	1 Year - 1/1/18 – 12/31/18
64.	3085 Old Hwy 8 N #4-9	6 units	Roseville Townhomes Family	1 Year - 1/1/18 – 12/31/18
65.	3085 Old Hwy 8 N #10-15	6 units	Roseville Townhomes Family	1 Year - 1/1/18 – 12/31/18
66.	3085 Old Hwy 8 N #16-20	5 units	Roseville Townhomes Family	1 Year - 1/1/18 – 12/31/18
67.	3085 Old Hwy 8 N #24-29	6 units	Roseville Townhomes Family	1 Year - 1/1/18 – 12/31/18
68.	3085 Old Hwy 8 N #30-35	6 units	Roseville Townhomes Family	1 Year - 1/1/18 – 12/31/18
69.	3085 Old Hwy 8 N #36-40	5 units	Roseville Townhomes Family	1 Year - 1/1/18 – 12/31/18
70.	2265 Snelling Ave N	26 units	Sienna Green	1 Year - 1/1/18 – 12/31/18
71.	2255 Snelling Ave N	21 units	Sienna Green	1 Year - 1/1/18 – 12/31/18
72.	2245 Snelling Ave N	26 units	Sienna Green	1 Year - 1/1/18 – 12/31/18
73.	2235 Snelling Ave N	26 units	Sienna Green	1 Year - 1/1/18 – 12/31/18
74.	2225 Snelling Ave N	21 units	Sienna Green	1 Year - 1/1/18 – 12/31/18
75.	2275 Snelling Ave N	50 units	Snelling Ave LLC	1 Year - 1/1/18 – 12/31/18
76.	1080 County Rd D W	24 units	South Oaks Partnership	1 Year - 1/1/18 – 12/31/18
77.	2610 Snelling Curv N	17 units	Spaulding Rental	1 Year - 1/1/18 – 12/31/18
78.	1420 Terrace Dr W	36 units	Terrace Park LLC	1 Year - 1/1/18 – 12/31/18
79.	2250 Victoria St N	58 units	Thies and Talle	1 Year - 1/1/18 – 12/31/18
80.	2202 Dale St N	17 units	Todd Kelm	1 Year - 1/1/18 – 12/31/18
81.	2210 Dale St N	17 units	Todd Kelm	1 Year - 1/1/18 – 12/31/18

37 **BUDGET IMPACTS**

38 The correct fees were paid to the City after verification of all applicable requirements of Chapter 908. This
39 program is intended and designed to be operated approximately revenue neutral (License fees cover staff
40 costs for maintenance and management of the program).

41
42 **STAFF RECOMMENDATION**

43 Staff has reviewed the applications and has determined that these applicants meet all City requirements of
44 Chapter 908, Licensing of Multifamily Rental Dwellings, and recommends approval of these licenses.

45 **REQUESTED COUNCIL ACTION**

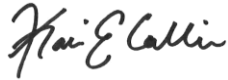
46 Motion to approve the above list of Multifamily Rental Dwelling Licenses.

Prepared by: David Englund, Building Official

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 4/09/18
Item No.: 9.e

Department Approval



City Manager Approval



Item Description: Approve City Sign Permit for Roseville Area Job, Career and Resource Fair

1 **BACKGROUND**

2 The City of Roseville is hosting the Roseville Area Job, Career and Resource Fair in partnership
3 with Roseville Area Schools on April 10 from 9:00 a.m. to 1:00 p.m. Directional signage will be
4 needed to help drive traffic to the Fairview Community Center located at 1910 County Rd B. The
5 City Council typically approves sign permits annually for City events, however, this event was not
6 planned at the time the lump sum of city sponsored events were brought to the City Council for
7 consideration. The signs will be put up the morning of the event and removed immediately after the
8 event. The location of the signage is indicated on Attachment A.

9 **STAFF RECOMMENDATION**

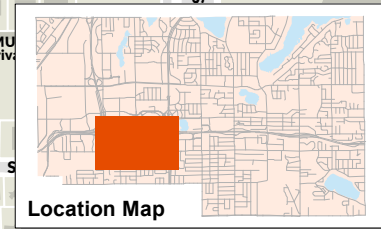
10 Staff recommends the City Council approve a sign permit for the Roseville Area Job, Career and
11 Resource Fair.

12 **REQUESTED COUNCIL ACTION**

13 Make motion to approve the sign permit for the Roseville Area Job, Career and Resource Fair.

Prepared by: Jeanne Kelsey, Housing and Economic Development Program Manager
Attachments: A: Map of directional signs for event.

Proposed Job Fair Signs

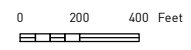


Prepared by:
Community Development Department
Printed: March 22, 2018

 Sign Location

Data Sources
 * Ramsey County GIS Base Map (3/9/2018)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

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



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **4/09/18**
Item No.: **9.f**

Department Approval



City Manager Approval



Item Description: County Road B and Cleveland Signal Improvements – Authorization for Approval of Traffic Control Signal Agreement

BACKGROUND

As part of the Minnesota Department of Transportations (MnDOT) 35W resurfacing improvements between Washington Avenue and County Road C this summer, MnDOT will also be replacing the signal system at County Road B and Cleveland Avenue. The new signal will be replaced with new signal components, pedestrian countdown timers, upgraded ADA pedestrian ramps and push buttons. No geometric improvements to the intersection are included with the project.

MnDOT has drafted a three party Maintenance Agreement between themselves, Ramsey County and the City of Roseville to address the specifics of the traffic signal system. The terms of the agreement are as follows:

- The City of Roseville is responsible for all costs, hook up and monthly charges, for electrical service to the traffic signal.
- Ramsey County is responsible for maintaining the overhead streetlights (luminaires) including replacement costs of the LED fixtures when necessary.
- Ramsey County is responsible for replacing the LED indications (red, yellow, green lights) as necessary
- MnDOT will be responsible for maintaining the timing of the signal, the interconnect serving this traffic signal, as well as the Emergency Vehicle Preemption (EVP) system.

This Agreement will supersede and terminate Agreement No. 59019M, dated June 21st, 1978 and Agreement No. 69793, dated November 10th, 1992, between the parties.

FINANCIAL IMPACTS

The City is responsible for one quarter of the construction cost of the project since the City has one leg (west leg of County Road B) of the intersection. The agreement states the City will pay for \$79,746.19 of the project costs which is one quarter of the overall cost of the signal replacement. The City will use Municipal State Aid funds to pay for the signal cost. This agreement does not bind the City to any additional financial obligations.

Additionally the City will be responsible for future electrical costs of the signal.

28 **STAFF RECOMMENDATION**

29 Staff recommends Council adopt a resolution approving MnDOT Contract No. 130405, Traffic
30 Control Signal Agreement.

31 **REQUESTED COUNCIL ACTION**

32 Motion to adopt resolution approving MnDOT Contract No. 130405, Traffic Control Signal
33 Agreement.

34 **REQUESTED COUNCIL ACTION**

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

Attachments: A: Resolution

B: Traffic Signal Control Signal Agreement

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF ROSEVILLE
And
RAMSEY COUNTY
TRAFFIC CONTROL SIGNAL AGREEMENT

State Project Number (S.P.):	<u>2783-166</u>	City:	Total Obligation	<u>\$79,746.19</u>
Trunk Highway Number (T.H.):	<u>35W=394</u>			
State Project Number (S.P.):	<u>6284-183</u>			
State Aid Project (S.A.P.):	<u>160-010-005</u>			
State Aid Project (S.A.P.):	<u>062-625-041</u>	County:	Total Obligation	<u>\$159,492.38</u>
State Aid Project (S.A.P.):	<u>062-646-065</u>			
Signal System "C" ID:	<u>2093957</u>			

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of Roseville acting through its City Council ("City") and Ramsey County acting through its Board of Commissioners ("County").

Recitals

1. The State will remove the existing Traffic Control Signal and install a new Traffic Control Signal with Signal Pole Mounted Luminaires and Signing ("Signal System"), on Trunk Highway No. 35W Ramp with County State Aid Highway (C.S.A.H.) No. 46 (Cleveland Avenue) at County State Aid Highway No. 25 (County Road B) in the City of Roseville, located in Ramsey County, Minnesota, according to State-prepared plans, specifications and special provisions designated by the State as State Project No. 6284-183, State Aid Project No. 160-010-005, State Aid Project No. 062-625-041, State Aid Project No. 062-646-065, and State Project No. 2783-166 (T.H. 35W=394) ("Project"); and
2. The State will install Emergency Vehicle Pre-emption System ("EVP System") and Accessible Pedestrian Signal ("APS") as part of the new Signal System; and
3. The State will furnish a Type "R" cabinet and controller ("State Furnished Materials"), according to the Project Plans, to operate the Signal System covered under this Agreement; and
4. The City and County wish to participate in the costs of the Signal System, APS, and EVP System construction, State Furnished Materials lump sum amounts and associated construction engineering; and
5. The City, County and the State will participate in the operation and maintenance of the new Signal System, APS, EVP System, and Interconnect; and
6. A separate agreement between the State and City of Minneapolis will address Signal System Cost and Maintenance for the City of Minneapolis signals included in this project; and
7. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 8. Liability; Worker Compensation Claims; 10. State Audits; 11. Government Data Practices; 12. Governing Law; Jurisdiction; Venue; and 14. Force Majeure. The terms and conditions set forth in Article 3. Signal System and EVP System Operation and Maintenance will survive the expiration of this Agreement, but may be terminated by another agreement between the parties.
- 1.4. **Plans, Specifications, Special Provisions.** Plans, specifications and special provisions designated by the State as State Project No. 6284-183, State Aid Project No. 160-010-005, State Aid Project No. 062-625-041, State Aid Project No. 062-646-065, and State Project No. 2783-166 (T.H. 35W=394) are on file in the office of the Commissioner of Transportation at St. Paul, Minnesota, and incorporated into this Agreement by reference ("Project Plans").

2. Construction by the State

- 2.1. **Contract Award.** The State will advertise for bids and award a construction contract to the lowest responsible bidder according to the Project Plans.
- 2.2. **Direction, Supervision and Inspection of Construction.** The State will direct and supervise all construction activities performed under the construction contract, and perform all construction engineering and inspection functions in connection with the contract construction. All contract construction will be performed according to the Project Plans.
- 2.3. **Plan Changes, Additional Construction, Etc.**
 - A. The State will make changes in the Project Plans and contract construction, which may include City and County participation construction covered under this Agreement, and will enter into any necessary addenda and change orders with the State's contractor that are necessary to cause the contract construction to be performed and completed in a satisfactory manner. The State District Engineer's authorized representative will inform the appropriate City and or County officials of any proposed addenda and change orders to the construction contract that will affect the City and or County participation construction covered under this Agreement.
 - B. The City and or County may request additional work or changes to the work in the plans as part of the construction contract. Such request will be made by an exchange of letter(s) with the State. If the State determines that the requested additional work or plan changes are necessary or desirable and can be accommodated without undue disruption to the Project, the State will cause the additional work or plan changes to be made.
- 2.4. **Satisfactory Completion of Contract.** The State will perform all other acts and functions necessary to cause the construction contract to be completed in a satisfactory manner.

3. Signal System and EVP System Operation and Maintenance

Operation and maintenance responsibilities will be as follows for the Signal System and EVP System on T.H. 35W Ramp with C.S.A.H. 46 (Cleveland Avenue) at C.S.A.H. 25 (County Road B).

3.1. City Responsibilities.

- A. **Power.** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad(s) or pole(s) and will pay all monthly electrical service expenses necessary to operate the Signal System and EVP System.

3.2. County Responsibilities.

- A. **Minor Signal System Maintenance.** The County will provide for the following, without cost to the State.
 - i. Maintain the signal pole mounted LED luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended AASHTO levels for the installation.
 - ii. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - iii. Clean the Signal System controller cabinet and service cabinet exteriors.
 - iv. Clean the Signal System and luminaire mast arm extensions.

3.3. State Responsibilities.

- A. **Interconnect; Timing; Other Maintenance.** The State will maintain the signing, and perform all other Signal System, APS, and signal pole luminaire circuit maintenance without cost to the County. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- B. **EVP System Operation.** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:
 - i. All maintenance of the EVP System must be done by State forces.
 - ii. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The County will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.
 - iii. Malfunction of the EVP System must be reported to the State immediately.
 - iv. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the County receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
 - v. All timing of the EVP System will be determined by the State.

- 3.4. **Right-of-Way Access.** Each party authorizes the other parties to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

- 3.5. **Related Agreements.** This Agreement will supersede and terminate Agreement No. 59019M, dated June 21st, 1978 and Agreement No. 69793, dated November 10th, 1992, between the parties.

4. Basis of City and County Cost

- 4.1. **Schedule "I".** The Preliminary Schedule "I" includes all anticipated City and County participation construction items, State Furnished Materials lump sum amounts and the construction engineering cost share covered under this Agreement, and is based on engineer's estimated unit prices.

- 4.2. City and County Participation Construction.** The City and County will participate in the following at the percentages indicated.
- A.** Signal System, APS, EVP System and State Furnished Materials on T.H. 35W Ramp with C.S.A.H. 46 (Cleveland Avenue) at C.S.A.H. 25 (County Road B).
 - i.** 25 Percent will be the City's rate of cost participation.
 - ii.** 50 Percent will be the County's rate of cost participation.
- 4.3. State Furnished Materials.** The State will furnish a Type "R" Cabinet ("State Furnished Materials"), according to the Project Plans, to operate the traffic control signal system covered under this Agreement. The City's lump sum share for State Furnished Materials is \$7,750.00. The County's lump sum share for State Furnished Materials is \$15,500.00. The City's and County's cost share for State Furnished Materials will be added to the City's and County's total construction cost share as shown in the Schedule "I".
- 4.4. Construction Engineering Costs.** The City and County will pay a construction engineering charge equal to 8 percent of their respective total participation construction covered under this Agreement.
- 4.5. Plan Changes, Additional Construction, Etc.** The City and County, respectively, will share in the costs of construction contract addenda and change orders that are necessary to complete the respective City and or County participation construction covered under this Agreement, including any City and or County requested additional work and plan changes.

The State reserves the right to invoice the City and or County for the cost of any additional City and or County requested work and plan changes, construction contract addenda and change orders and associated construction engineering before the completion of the contract construction.

5. City and County Cost and Payment

- 5.1. City and County Cost.** \$79,746.19 is the City's estimated share and \$159,492.38 is the County's estimated share of the costs of the contract construction, State Furnished Materials, and the 8 percent construction engineering cost share as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices, and may include any credits or lump sum costs. Upon award of the construction contract, the State will prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement.
- 5.2. Conditions of Payment.** The City and County will pay the State their respective and full and complete lump sum amounts, as shown in the Revised Schedule "I", after the following conditions have been met:
- A.** Execution of this Agreement and transmittal to the City and County, including a copy of the Revised Schedule "I".
 - B.** The City and County's receipt of a written request from the State for the advancement of funds.
- 5.3. Acceptance of the City and County's Cost and Completed Construction.** The computation by the State of the amount due from the City and County will be final, binding and conclusive. Acceptance by the State of the completed contract construction will be final, binding and conclusive upon the City and County as to the satisfactory completion of the contract construction.
- 5.4. Final Payment, Additional City and County Requested Work.**

Upon completion of all contract construction and upon computation of the final amount due the State's contractor, and only if additional work has been requested under Article 2.3.B of this Agreement, the State will prepare a Final Schedule "I" and submit a copy to the City and or County. The Final Schedule "I" will be based on final quantities of any additional City and or County requested participation construction items and the construction engineering cost share due to additional requested work. The computation by the State of the amount due from the City and or County will be final, binding and conclusive.

6. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

6.1. The State's Authorized Representative will be:

Name/Title: Greg Kern, MnDOT Metropolitan District Traffic Engineering (or successor)
 Address: 1500 County Road B2 West, Roseville, MN 55113
 Telephone: (651) 234-7877
 E-Mail: gregory.kern@state.mn.us

6.2. The City's Authorized Representative will be:

Name/Title: Marc Culver, Public Works Director (or successor)
 Address: 2660 Civic Center Drive, Roseville, MN 55113
 Telephone: (651) 792-7041
 E-Mail: marc.culver@cityofroseville.com

6.3. The County's Authorized Representative will be:

Name/Title: Ted Schoenecker, County Engineer (or successor)
 Address: 1425 Paul Kirkwood Drive
 Telephone: (651) 266-7116
 E-Mail: ted.schoenecker@co.ramsey.mn.us

7. Assignment; Amendments; Waiver; Contract Complete

- 7.1. Assignment.** None of the parties may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 7.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 7.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State, City and County. No other understanding regarding this Agreement, whether written or oral, may be used to bind the parties.

8. Liability; Worker Compensation Claims

- 8.1.** Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and County.
- 8.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

9. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

10. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City and County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

11. Government Data Practices

The City, County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City and County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by the City, County or State.

12. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Termination; Suspension

13.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties.

13.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the performance of contract construction under the Project. Termination must be by written or fax notice to the City and County.

13.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities and performance of work authorized through this Agreement.

14. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

CITY OF ROSEVILLE

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

RAMSEY COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____
(Ramsey County Engineer)

Date: _____

By: _____
(Chair, Board of County Commissioners)

Date: _____

By: _____
(Chief Clerk, Ramsey County Board)

Date: _____

Approved as to form:

By: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With delegated authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CITY OF ROSEVILLE

RESOLUTION

IT IS RESOLVED that the City of Roseville enter into MnDOT Agreement No. 1030405 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the Traffic Control Signal construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 35W Ramp with County State Aid Highway (C.S.A.H.) No. 46 (Cleveland Avenue) at County State Aid Highway No. 25 (County Road B) in the City of Roseville, located in Ramsey County, Minnesota, according to State-prepared plans, specifications and special provisions designated by the State as State Project No. 6284-183, State Aid Project No. 160-010-005, State Aid Project No. 062-625-041, State Aid Project No. 062-646-065, and State Project No. 2783-166 (T.H. 35W).

IT IS FURTHER RESOLVED that the _____ and the _____
(Title) are authorized to execute the Agreement and any amendments to the Agreement.
(Title)

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Roseville at an authorized meeting held on the _____ day of _____, 2018, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this _____ day of _____, 2018

Notary Public _____

My Commission Expires _____

**NOTARY
STAMP**

(Signature)

(Type or Print Name)

(Title)

RAMSEY COUNTY

RESOLUTION

IT IS RESOLVED that Ramsey County enter into MnDOT Agreement No. 1030405 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the County to the State of the County's share of the costs of the Traffic Control Signal(s) construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 35W Ramp with County State Aid Highway (C.S.A.H.) No. 46 (Cleveland Avenue) at County State Aid Highway No. 25 (County Road B) in the City of Roseville, located in Ramsey County, Minnesota, according to State-prepared plans, specifications and special provisions designated by the State as State Project No. 6284-183, State Aid Project No. 160-010-005, State Aid Project No. 062-625-041, State Aid Project No. 062-646-065, and State Project No. 2783-166 (T.H. 35W).

IT IS FURTHER RESOLVED that the _____ and the _____
(Title) are authorized to execute the Agreement and any
(Title) amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Ramsey County at an authorized meeting held on the _____ day of _____, 2018, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this _____ day of _____, 2018

Notary Public _____

My Commission Expires _____

**NOTARY
STAMP**

(Signature)

(Type or Print Name)

(Title)

CITY OF ROSEVILLE

RESOLUTION

IT IS RESOLVED that the City of Roseville enter into MnDOT Agreement No. 1030405 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the Traffic Control Signal construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 35W Ramp with County State Aid Highway (C.S.A.H.) No. 46 (Cleveland Avenue) at County State Aid Highway No. 25 (County Road B) in the City of Roseville, located in Ramsey County, Minnesota, according to State-prepared plans, specifications and special provisions designated by the State as State Project No. 6284-183, State Aid Project No. 160-010-005, State Aid Project No. 062-625-041, State Aid Project No. 062-646-065, and State Project No. 2783-166 (T.H. 35W).

IT IS FURTHER RESOLVED that the _____ and the _____
(Title) are authorized to execute the Agreement and any
(Title) Amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Roseville at an authorized meeting held on the _____ day of _____, 2018, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this _____ day of _____, 2018

Notary Public _____

My Commission Expires _____

**NOTARY
STAMP**

(Signature)

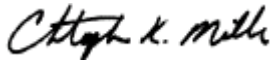
(Type or Print Name)

(Title)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: **04/09/18**
Item No.: **9.g**

Department Approval



City Manager Approval



Item Description: Approve Amendments to the 2017 Budget

BACKGROUND

At the March 26, 2018 City Council meeting, the Council approved a number of amendments to the 2017 Budget. Unfortunately, there was a last minute audit adjustment to one of the financial statements we present in our Annual Report, which also requires a budget adjustment.

As noted at the March 26 meeting, the City annually adopts budgets on the basis set forth by State Statute, and generally accepted accounting principles. Although the City adopts a single all-encompassing budget, additional measures are necessary to show that all expenditures within the General Fund and other selected operating funds are within budget appropriations when presented in the annual financial statements.

The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) has been established at the fund level as opposed to individual programs or line-items. If the expenditures exceed the *total* fund budget as presented in the financial statements, a budget amendment must be shown.

These types of year-end adjustments are typical for local governments like Roseville given the size and scope of our operations. Rather than making potentially numerous budget adjustments throughout the year and incur the administrative costs of monitoring the budget on a regular basis, it is customary to reflect the changes in one all-encompassing adjustment. The year-end budget adjustments typically reflect reallocated or additional costs that are offset by unbudgeted grants or donations, fees, or other revenues.

The following amendments to the 2017 Budget is submitted for Council consideration along with supporting comments:

2017 Budget Amendments		
	Budget	Budget
<u>Fund</u>	<u>Expense Category</u>	<u>Adjustment</u>
Information Tech.	Other Services & Charges	\$ 132,000

33 Information Technology Fund

34 The Information Technology Fund received higher-than-expected reimbursements for purchases made
35 on behalf of other Metro I-Net agencies. These costs were offset by advanced payments collected in prior
36 years as well as direct reimbursements received in 2017. Some of these reimbursements were originally
37 treated as a credit against the expense, but we have now re-categorized it as a revenue. This requires a
38 corresponding addition to the expense in the amount of \$132,000 which should now be reflected in the
39 final budgeted amount.

40
41 The amendments noted above is reflected in the attached excerpt of the draft 2017 Financial Statements
42 (*Attachment A*), and have been incorporated in the column marked ‘final’ budget.

43 **POLICY OBJECTIVE**

44 Where applicable, budget amendments are made to comply with State Statutes.

45 **FINANCIAL IMPACTS**

46 There are no current year financial impacts. The budget amendments are necessary to demonstrate that
47 previously incurred expenditures are within the adopted budget. Any impacts on expenditure trends are
48 incorporated into future budgets.

49 **STAFF RECOMMENDATION**

50 Staff has prepared the requested budget amendment and considers them reasonable, and in accordance
51 with applicable State Statutes. It is recommended that the budget amendment be approved. The City’s
52 Auditors are tentatively scheduled to make a formal presentation on the 2017 financial statements at the
53 May 21, 2018 Council Meeting.

54 **REQUESTED COUNCIL ACTION**

55 Motion to approve year-end amendments to the 2017 Budget.

56

Prepared by: Chris Miller, Finance Director
Attachments: A: Excerpt of the Draft 2017 financial statements

57

	Budgeted Amounts		Actual Amounts	Variance With Final Budget
	Original	Final		
REVENUES				
Taxes	200,000	200,000	198,086	(1,914)
Charges for services	1,469,800	1,469,800	1,913,104	443,304
Investment income				
Interest earned on investments	2,900	2,900	18,615	15,715
Increase (decrease) in fair value of investments	-	-	(8,714)	(8,714)
Miscellaneous Revenue	436,900	436,900	451,936	15,036
Total Revenues	2,109,600	2,109,600	2,573,027	463,427
EXPENDITURES				
Current				
General government				
Personal services	1,767,100	1,767,100	1,745,496	21,604
Supplies and materials	36,000	36,000	11,184	24,816
Other services and charges	216,500	563,500	629,726	(66,226)
Capital outlay	250,000	250,000	229,984	20,016
Total Expenditures	2,269,600	2,616,600	2,616,390	210
Excess (Deficiency) of Revenue Over (Under) Expenditures	(160,000)	(507,000)	(43,363)	463,637
OTHER FINANCING SOURCES (USES)				
Transfers In	125,000	125,000	127,862	2,862
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	125,000	125,000	127,862	2,862
Net Change in Fund Balance	(35,000)	(382,000)	84,499	466,499
FUND BALANCE, January 1	1,041,002	1,041,002	1,041,002	-
FUND BALANCE, December 31	1,006,002	659,002	1,125,501	466,499

Rebecca Olson

From: noreply@civicplus.com
Sent: Monday, April 9, 2018 12:02 PM
To: *RVCouncil; Dawn O'Connor; Pat Trudgeon
Subject: Online Form Submittal: Contact City Council

Contact City Council

Please complete this online form and submit.

Subject Appeal Letter

Contact Information

Name: Parmananda Khatiwoda

Address:

City: Roseville

State: MN

Zip: 55117

This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Remember to fill in the corresponding contact information. Email

Email Address:

Phone Number:

Please Share Your Comment, Question or Concern

Date: April 9, 2018 To, The City Council Members City of Roseville Subject: Regarding Roseville Area South Loop Service I am writing this appeal on behalf of Bhutanese American Community members living around the area of intersection Rice St. and Larpenteur Ave. I am aware that the City of Roseville is considering offering a free bus route on Tuesdays from 10am-1pm that would take people to Fairview Community Center, Cub Foods, Target, the Roseville Library, and other locations. I am also aware that the City is asking whether the "bus route should turn on Dale St. or keep going to

Rice & Larpenteur to pick up people who live near that intersection". There are quite a few Bhutanese American families living in that area, so this is a service that the people living in and around Rice Street and Larpenteur Ave could immensely benefit from. There are a number of Bhutanese Americans living in this area who are elderly and people who don't have cars or can't drive. The service would benefit the members of the community to get access to public resources that the route is hoping to cover – Fairview Community Center, Cub Foods, Target, the Roseville Library, and other resources in the area. On behalf of the Bhutanese American Community members living in the area, I would like to appeal to the Roseville City Council Members to consider making a decision to benefit the community members living in the area at the intersection of Rice St. and Larpenteur Ave. I am very hopeful that the Council will consider this request favorably and make the right decision that would benefit a number of vulnerable community members who would otherwise be left out of the service. Thank you. Sincerely Parmananda Khatiwoda Board Chair Bhutanese Community Organization of Minnesota

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Rebecca Olson

From: noreply@civicplus.com
Sent: Monday, April 9, 2018 10:06 AM
To: *RVCouncil; Dawn O'Connor; Pat Trudgeon
Subject: Online Form Submittal: Contact City Council

Contact City Council

Please complete this online form and submit.

Subject circulator bus

Contact Information

Name: roger hess jr

Address:

City: roseville

State: MN

Zip: 55113

This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Remember to fill in the corresponding contact information. No Reply Necessary

Email Address:

Phone Number:

Please Share Your Comment, Question or Concern councilmember, before you make a decision as to whether or not to fund the circulator bus, i hope you will ask for recommendations from both the finance commission and the public works commission. seniors have many 24/7 methods of transportation at this time, at first glance i think of metro mobility, but there are several others. 2-1/2 hours every tuesday does little to increase senior's transportation opportunities. one day a week for 2.5 hours at a cost of over \$146 an hour seems extremely expensive for such a limited population who would be using it, and for such a limited area

that the bus would cover. there is no reason why the businesses and senior living complexes could not each come up with \$100 a month to pay for this, if it is really needed. metro mobility charges \$3 - \$4 a trip, so if a senior needs to get to cub, charging them \$2.00 seems reasonable. why would roseville pay to transport people who don't even live in roseville??? if you really see a gap in roseville public transportation, such as there is no easy way to get from eastern roseville to western roseville without an hour trip on the bus, then start a circulator bus that fills in the gaps of the MTC bus, charge customers who use it, and allow people of all ages to ride. this proposal is way too expensive for the limited number of riders, limited area covered, and should be rejected by you until a better, more comprehensive plan is developed. have a great day! roger roger hess jr

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Rebecca Olson

From: Chelsea Holub
Sent: Monday, April 9, 2018 4:08 PM
To: Dan Roe; Jason Etten; Lisa Laliberte; Tammy McGehee; Robert Willmus
Cc: Pat Trudgeon; Rebecca Olson
Subject: Concerns with circulator route

Good afternoon Council Members,

I am writing to share my concerns with the proposed circulator bus route on the agenda tonight and to propose that the City take more time to determine how this route can best serve its residents. I apologize that I am unable to be present in person tonight to deliver my comments to you.

The circulator is an innovative idea to provide access to transportation for our neighbors. But as I understand it, the current proposed route does not include stops in southeast Roseville. This is concerning as this neighborhood has low income, immigrant, and refugee families who may benefit from a service like this. But as it stands they are not given an opportunity to access it.

I know that Southeast Roseville and in particular the Rice-Larpenteur area are a significant priority of the Council. I believe this means that we should all do our due diligence on any projects that could or should impact the neighborhood. It is unclear to me on how much discussion and engagement has been done in this regard. If there are certain barriers to getting stops in southeast Roseville, how can we think creatively to overcome these barriers?

In my view it would be appropriate for the Council to take steps to consider the issue further and not take final action on it tonight if it does not include stops in southeast Roseville. The HRIEC would be happy to review this proposal and suggest further steps for engagement if the Council wishes, otherwise I have confidence there are a number of other avenues the City may pursue, including the Karen Interagency Group, Southeast Roseville Working Group, the PWET Commission, etc.

Again I urge the Council to consider the impact of this proposal on the residents who could benefit from it the most - I know we all share in the goal of doing right by them.

Thank you,
Chelsea (HRIEC chair)

Rebecca Olson

From: noreply@civicplus.com
Sent: Monday, April 9, 2018 3:14 PM
To: *RVCouncil; Dawn O'Connor; Pat Trudgeon
Subject: Online Form Submittal: Contact City Council

Contact City Council

Please complete this online form and submit.

Subject Newtrax proposed bus route

Contact Information

Name: Alexis Walstad

Address:

City: Roseville

State: MN

Zip: 55113

This form goes to the Mayor, all Councilmembers and certain City Staff. Due to the volume of emails submitted, a personal reply is not always possible.

How would you prefer to be contacted? Remember to fill in the corresponding contact information. Email

Email Address:

Phone Number:

Please Share Your Comment, Question or Concern

I was informed that Newtrax is offering a free weekly bus service for residents of southeast Roseville. This would be a valued service for refugees who cannot afford to own a car or pay bus fare to get to destinations including Cub Foods, the Roseville Library, and Fairview Community Center. Moreover, it would encourage refugees who are typically homebound to explore amenities in Roseville including stores, farmers markets, parks, and the library. I was encouraged to see that the original bus route originated from Rice St. & Larpenteur Ave., which is a hub for refugees from Burma, Bhutan, and

Ethiopia in the Twin Cities. This intersection is also home to two popular restaurants owned by immigrants from Burma (Friends Café and Thai Street Market) as well as pharmacies, a thrift store, and new park facilities. However, I understand that a revised plan would end the route at Dale St., which is beyond walking distance for many of our community members who are elderly, disabled, or parents of young children. I hope that Newtrax and the City Council will reconsider this change and preserve the original route to service this critical intersection. Please reach out to me at 651-202-3120 or awalstad@mnkaren.org with any questions. I am sorry that I cannot attend this evening's city council meeting, but I appreciate your time and your continued efforts to invest in southeast Roseville and our growing immigrant and refugee populations. Sincerely, Alexis Walstad, Co-Executive Director

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