Mayor: Dan Roe



Councilmembers: Jason Etten Wayne Groff Lisa Laliberte Robert Willmus City Council Agenda Monday, August 26, 2019 6:00 p.m. City Council Chambers Address:

2660 Civic Center Dr. Roseville, MN 55113

**Phone:** 651 - 792 - 7000

Website: www.cityofroseville.com

- 1. 6:00 P.M. Roll Call Voting & Seating Order: Willmus, Laliberte, Groff, 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. Recognitions and Donations
- 5.A. Hispanic Heritage Month Proclamation

Documents:

#### PROCLAMATION.PDF

- 6. Items Removed from Consent Agenda
- 7. Business Items
- 7.A. 6:15 P.M. Planning Commission Interviews (2 vacancies)
  - Ryan Bolinger
  - Linnea Boyer
  - Wanda Davies
  - Emily Leutgeb
  - Tammy McGehee
  - Aaron Peters
  - Brett Rose
  - Karen Schaffhausen

Documents:

#### APPLICANTS.PDF

7.B. 7:25 P.M. Adopt a resolution approving the Rosedale Center Seventh Addition Preliminary and Final Plat at 1815 Highway 36 West

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.C. 7:35 P.M. Adopt a resolution approving the Fairview Ave Addition preliminary plat to subdivide the subject property into two lots for

development of a medical office building and an apartment facility, adopt a resolution approving the Fairview Avenue Addition final plat, and adopt a resolution approving the proposed multifamily residential development as a conditional use (PF19-016)

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.D. 7:50 P.M. Consider adoption of an ordinance amending Title 3 (Business Regulations) and Title 10 (Zoning) of the City Code to establish a business license and zoning regulations for temporary overnight shelters

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.E. 8:10 P.M. Consideration of a Request to Perform an Abatement for Unresolved Violations of City Code at 1986 Ryan Ave.

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.F. 8:20 P.M. Consider Declaring a Vacancy on the Finance Commission

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.G. 8:30 P.M. Consider Approval to enter into a Ramsey County Cooperative Agreement to fund a full-time Criminal Sexual Conduct Crimes Investigator

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

7.H. 8:40 P.M. Discussion about Hotel/Motel Regulations

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

- 8. 9:10 P.M. Approve Minutes
- 9. 9:15 P.M. Approve Consent Agenda
- 9.A. AP-Approval of Payments

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF

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

There is no attachment A2 for this item.

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF

9.C. Approve resolution to award contract for the Library Entrance Road Modifications Project

Documents:

### REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

9.D. Approve 411 South Owasso Boulevard Encroachment Agreement

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

9.E. Approve Contract for Engineering Services for Rehabilitation of Galtier Lift Station

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

9.F. Approve Amendments to City Council and Advisory Commission Rules of Procedure

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENTS.PDF

9.G. Approve Contract for Engineering Services for Stormwater Best Management Practice (BMP) Maintenance Abatement at 2300 and 2420 Cleveland Ave.

Documents:

# REQUEST FOR COUNCIL ACTION AND ATTACHMENT.PDF

- 10. 9:20 P.M. Council and City Manager Communications, Reports and Announcements
- 11. 9:25 P.M. Councilmember Initiated Future Agenda Items and Future Agenda Review
- 12. 9:30 р.м. Adjourn



# Hispanic Heritage Month September 15 - October 15, 2019

**Whereas**: The City of Roseville recognizes and honors contributions of all members of our community; and

**Whereas**: September 15 is the anniversary of independence for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico achieved independence on September 16; and Chile achieved independence on September 18; and

**Whereas**: In 1988 the United States Congress adopted a resolution designating September 15 to October 15 of each year as National Hispanic Heritage Month; and

**Whereas**: Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions which contribute to America's future; and

**Whereas**: The Hispanic community has had a profound influence on our country through their strong commitment to family, faith, hard work, and services, and they have enhanced and shaped our national heritage with centuries old traditions that reflect the multiethnic and multicultural customs of their community; and

**Whereas**: During National Hispanic Heritage Month, the United States celebrates the culture and traditions of Spanish speaking residents who trace their roots to Spain, Mexico, Central America, South America and the Caribbean; and

**Whereas**: The City of Roseville invites all members of the community to celebrate Hispanic Heritage Month by joining in the celebration "Hispanic Americans: A History of Serving Our Nation" at Central Park on October 5, 2019 to gather together for food and music.

**Now, Therefore Be It Resolved**, that the City Council hereby proclaim September 15 to October 15, 2019 to be Hispanic Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A

**In Witness Whereof**, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this 26<sup>th</sup> day of August 2019.

Mayor Daniel J. Roe

Past interest from current applicants

Linnea Boyer August 2018-HRIEC

Wanda Davies June 2019-Finance Commission

**Emily Leutgeb** February 2018-HRIEC 2<sup>nd</sup> choice-PWET

Tammy McGehee March 2019-Planning Commission

Aaron Peters February 2018-Planning Commission

March 2019-Parks & Recreation

Brett Rose August 2018-HRIEC

March 2019-Planning Commission 2<sup>nd</sup> choice Parks & Recreation

Full Name: Last Name: First Name: Company:	Ryan Bollinger Bollinger Ryan Planning
Home Address: Roseville, MN 55113	
Home: Mobile:	
E-mail: E-mail Display As:	PL
First Name	Ryan
Last Name	Bolinger
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Nu	mber
Email Address	
How many years have y been a Roseville residen	
City of Roseville Commissions Finance Human Rights, Inclusion and Engagement Parks and Recreation Planning Police Civil Service Public Works, Environment and Transportation	
Commission preference	Planning
Commission preference	Parks & Recreation
This application is for	New Term

#### Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	I am happy to be a Roseville resident and would like to do my part to help it grow in an effective manner. I have lived in and visited a lot of communities seeing how they have approached their community. I'm also very familiar with long term project planning taking into account multiple perspectives on "the right" way to do something.
What is your view of the role of this Commission?	To gather information and guide the city council on planning matters. Giving attention to different perspectives balanced with the perspective of the commission.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I have successfully orchestrated large multi-year projects.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	I have two young kids that already make a lot of use of Roseville parks and recreation activities. Our parks system are already amazing, I look forward to my kids growing up here and the parks growing as the community shifts.
Civic and Volunteer Activities	Fostered Dogs
Work Experience	A total of 20 years work experience in the supply chain and omni- channel retail space.
Education	Bachelor of Science
Is there additional information you would like the City Council to consider	My wife, Monica Bollinger, is a commissioner on HRIEC since March 2018.

Preferred method to be contacted

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

Preferred method to be Telephone

contacted	
Please provide alternative phone number or email if different from above	
Additional information may be	ecome Board or Commission Member emailed to <u>info@cityofroseville.com</u> or delivered to ity of Roseville, 2660 Civic Center Drive, Roseville, MN 55113
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone, Email Address
Background Authorization	Yes
Acknowledgement	Yes

Full Name: Last Name: First Name: Company:	Linnea Boyer Boyer Linnea HRIE, PL
Home Address: Roseville, MN 55113	
Home: Mobile:	
E-mail: E-mail Display As:	HRIE, PL
First Name	Linnea
Last Name	Boyer
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Nu	mber
Email Address	
How many years have y been a Roseville residen	
City of Roseville Commissions Finance Human Rights, Inclusion and Engagement Parks and Recreation Planning Police Civil Service Public Works, Environment and Transportation	
Commission preference	Human Rights, Inclusion and Engagement
Commission preference	Planning
This application is for	New Term

Note There is no character limit for	the fields below.
Why do you want to serve on this Commission?	I am curious as to what Roseville residents desire for their community
What is your view of the role of this Commission?	I have no idea. I am a fresh face.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I am a good listener and learner.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Active in any group that stands for inclusion and opportunity for all.
Civic and Volunteer Activities	All listed on my resume submitted earlier
Work Experience	Elementary Teacher
Education	BS from MacalesterN
Is there additional information you would like the City Council to consider regarding your application?	No
Preferred method to be contact City staff contact all applicants	cted s approximately four days before the interviews to confirm

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

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

Additional Information if you become Board or Commission Member Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Yes
Email Address
Yes
Yes

Full Name: Last Name: First Name: Company:	Wanda Davies Davies Wanda Planning
Home Address: Roseville, MN 55113	
Mobile:	
E-mail: E-mail Display As:	
First Name	Wanda
Last Name	Davies
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Nur	mber
Email Address	
How many years have ye been a Roseville residen	
City of Roseville Commissions Finance Human Rights, Inclusion and Engagement Parks and Recreation Planning Police Civil Service Public Works, Environment and Transportation	
Commission preference	Planning
Commission preference	Field not completed.
This application is for	New Term

# Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	I believe the Planning Commission plays an important role in creating a livable city and in mediating the sometimes competing interests of neighbors and developers. I want to be part of creating a city that is visually attractive and serves the needs of all to the extent possible.
What is your view of the role of this Commission?	Within the confines of the zoning code and other statutes the Commission provides a forum to hear the concerns of neighbors and other parties involved in a development. While it is not always possible to please everyone it is often possible to find solutions that address concerns, while still respecting the rights of the owners of land proposed to be developed.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I served on the Mequon WI Planning Commission from 2001-2005. We oversaw several controversial developments and were able to work on creative solutions to ease the concerns of neighbors, while still providing the developers the functionality they needed. I worked in the wind energy industry 2005-2010 and was involved in permitting many utility scale wind projects. Depending on the state permitting was through the county, township, or state. Regardless the strategies of listening to concerns and making changes to the extent possible to address the concerns were the most successful. These experiences also taught me the importance of impartiality and that seemingly innocuous interactions can give the appearance of preferring one side over the other.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Field not completed.
Civic and Volunteer Activities	Mequon WI Planning Commission 2001-2005 Mequon Wi Tree Board Chair 1999-2005 Ozaukee County elected board member 2001-2005 Sierra Club Clean Air and Renewable Energy Committee 2009-2012
Work Experience	Accounting services, self employed 2010-present Robert Kahn Consulting 2009-2010 - assistance for permitting of wind

	farms Gamesa Energy 2005-2009 - wind energy developer Ozaukee County WI Supervisor - 2001-2005	
Education	Carleton College BA University of Minnesota MBA	
Is there additional information you would like the City Council to consider regarding your application?	Field not completed.	
	ted approximately four days before the interviews to confirm on. Please indicate your preferred way to be notified.	
Preferred method to be contacted	Email	
Please provide alternative phone number or email if different from above	Field not completed.	
Additional Information if you become Board or Commission Member Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.		
Minnesota Government Data Practices Act	Yes	
Minnesota Statute §13.601. subd. 3(b)	Email Address	
Background Authorization	Yes	
Acknowledgement	Yes	

Full Name: Last Name: First Name: Company:	Emily Leutgeb Leutgeb Emily Planning
Home Address: Roseville, MN 55113-3868	
Mobile:	
E-mail: E-mail Display As:	
First Name	Emily
Last Name	Leutgeb
Address 1	
Address 2	
City	ROSEVILLE
State	MN
Zip Code	55113-3868
Home or Cell Phone Nu	mber
Email Address	
How many years have y been a Roseville residen	
City of Roseville Commi Finance Human Rights, Inclusion Parks and Recreation Planning Police Civil Service Public Works, Environm	n and Engagement
Commission preference	Planning
Commission preference	Field not completed.
This application is for	New Term

# Note There is no character limit for the fields below.

Why do you want to serve on this Commission?	As Executive Director of a small and expanding non-profit business in Minneapolis, I have worked closely with the City of Minneapolis planning department and state regulators over the last 1.5 years. In this process, I have learned a lot about the role of city planning regulations and policies in helping or hindering small business development. As a Roseville resident, I can use my experiences in small business development, my service on a non-profit board, and my desire for Roseville to flourish culturally, economically, and environmentally to inform conscientious development in our city.
What is your view of the role of this Commission?	My understanding of the role of the Planning Commission is to review development and policy proposals, to consider them in conjunction with input from Roseville citizens, and to make recommendations to the city council and city planning departments.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	As previously mentioned, my experience in small business development and service on a non-profit board informs both my understanding of city planning and commission service.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Field not completed.
Civic and Volunteer Activities	Front Desk Volunteer, Harriet Alexander Nature Center
Work Experience	Executive Director, Heartwood Montessori School - Northeast Lead Teacher, Miniapple Montessori, Roseville
Education	Master's in Education, St. Catherine University, 2017 Bachelor's in Sociology, North Park University, 2008
Is there additional information you would like the City Council to consider regarding your application?	Field not completed.

# Preferred method to be contacted

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

Preferred method to be contacted	Email		
Please provide alternative phone number or email if different from above	Field not completed.		
Additional information may be	ecome Board or Commission Member emailed to <u>info@cityofroseville.com</u> or delivered to ty of Roseville, 2660 Civic Center Drive, Roseville, MN 55113		
Minnesota Government Data Practices Act	Yes		
Minnesota Statute §13.601. subd. 3(b)	Email Address		
Background Authorization	Yes		
Acknowledgement	Yes		

Full Name:	Tammy McGehee		
Last Name:	McGehee		
First Name:	Tammy		
Company:	Planning		
Home Address:			
Roseville, MN 55113			
Home:			
E-mail:			
E-mail Display As:			
Confirmed interest in apport Received 2/15/2019	pintment to partial term 7/11/2019		
First Name	Tammy		
Last Name	McGehee		
Address 1			
Address 2	Field not completed.		
City	Roseville		
State	MN		
Zip Code	55113		
Home or Cell Phone Nu	mber		
Email Address			
How many years have ye been a Roseville residen			
City of Roseville Commi Finance Human Rights, Inclusior			
Parks and Recreation			
Planning Police Civil Service			
Public Works, Environm	ent and Transportation		
Commission preference	Planning		
Commission preference	Field not completed.		

If this is a student application	Field not completed.
please list grade in school	

# Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	I would like to serve on the Planning Commission because I believe that it is a crucial link between the Council and the community. During the next year it will be the responsibility of this Commission to translate the aspirations of the Comprehensive Plan into the zoning that will guide the city's development for the next 10 years. I believe that my years on the Council and long history of work with neighborhoods and community groups allow me additional insight in this process. In addition, I believe I can listen effectively, strike compromise where necessary, and use my community work to provide a unique point of view to others on the commission.
What is your view of the role of this Commission?	This Commission has a statutory role in reviewing ordinances, policies, and proposals to insure compliance with existing statute and zoning. Its findings are advisory to the Council. As the commission pursues its work, it holds hearings and seeks input from businesses and residents regarding projects coming before the Commission for review. Changes to ordinances, zoning, or policies can be initiated by the Council, a member of the public, or the Planning Commission. This commission serves in an advisory role to the Council.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I believe my years as a resident, community activist, and council member allow me to a provide unique background and historical perspective to some discussions. My years on the Council make me very familiar with existing regulations, zoning, policies, and the background discussions as well as difficulties and shortcomings of some ordinances and policies. I have good communication skills, both oral and written. I am good at and enjoy research.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	
Civic and Volunteer Activities	Member, Citizen Assisted Monitoring Program (CAMP), Langton Lake, 10 years Volunteer at Presbyterian Homes, 17 years Former Commission Member, 3 years Former City Council Member, 8 years

Work Experience	Teacher, Providence, RI Editorial Assistant, APA Journal, University of Colorado Program Specialist, University of Colorado Free lance technical writer Manager, Department of Research, CPT Corporation			
Education	Bachelor of Science, University of Wisconsin, Madison, WI Master's Degree, Brown University, Providence, RI			
Is there additional information you would like the City Council to consider regarding your application?	Field not completed.			
Preferred method to be contacted City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.				
Preferred method to be contacted	Telephone			
Please provide alternative phone number or email if different from above	Field not completed.			
Additional Information if you become Board or Commission Member Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.				
Minnesota Government Data Practices Act	Yes			
Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone			
Background Authorization	Yes			
Acknowledgement	Yes			

	Aaron Peters
	Peters
	Aaron Planning
Company:	rianning
Home Address:	
Roseville, MN 55113	
Mobile:	
E-mail: E-mail Display As:	
First Name	Aaron
Last Name	Peters
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Nur	nber
Email Address	
How many years have yo been a Roseville resident	
City of Roseville Commis Finance Human Rights, Inclusion Parks and Recreation Planning Police Civil Service Public Works, Environme	and Engagement
Commission preference	Planning
Commission preference	Planning
This application is for	New Term

# Note There is no character limit for the fields below.

Why do you want to serve on this Commission?	My wife's mother was a Roseville resident since 2001. During that time I was able to become quite familiar and attached to the area. Her mother passed away several years ago leaving her townehome to us in 2017. Since then we've purchased a condominium and ultimately our new home here in Roseville by the high school. The townhome and condominium have become our rental properties. Because of our community, family friendly events and awesome neighbors, we've decided to raise our 8 year old daughter and 10 year old son here. Serving on the Commission will provide me with an opportunity to be directly involved with the entire community while offering the ability to give back.
What is your view of the role of this Commission?	My view of this particular role is to help provide a strategic, well thought out solutions for development plans, policies, and specific applications. Additionally,the Commission offers qualified recommendations for Roseville planning. I believe that the goal of the Commission is to effectively collaborate on topics directly associated with the development and growth of the City of Roseville.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	Education - 1st Major – Business Administration • Minor – Economics • Concentration – International Business • 2nd Major – Secondary Education • Minor – History. Volunteer - Red Cross - Minnesota • Minnesota Chapter – Concerns of Police Survivors. Employment Experience - BDC – Improve upon current processes and build and lead from the ground up • Business/Finance Management, Sales Management and software implementation • CRM – Data mining direct from the data base for both fixed and variable revenue growth • Adjusted software and sales processes to increase the efficiency and profitability of the business office
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Field not completed.
Civic and Volunteer Activities	Volunteer - American Red Cross - Minnesota • Minnesota Chapter – Concerns of Police Survivors
Work Experience	• Results driven! • BDC - Business Development Center- The center

piece and foundation of every company around the globe. Creating
client retention that is trackable and concrete. • CRM - Customer
Retention Management - targeted client data mined from your own
data base. The result is always a decreased advertising budget and
increased R.O.I. along with superior reporting • Strategic Planning –
maximizing your team's talents to create a holistic vision for success •
SEO-SEM maximization
Independent Rusinges Analyst 2017 Present

Independent Business Analyst - 2017 - Present

Senior Business Consultant - September 2013 – November 2017 Launched CRM software for a record 17 locations as the lead consultant • Mobile Application Launch – Chosen as a team member to launch new mobile applications for Android and Apple operating systems. • F&I (Finance & Insurance) accounting software • CRM developed a strong process through the application of industry "Best Practices" and CRM utilization. • BDC - Installed and programed software to improve customer retention and R.O.I. • Integrated proprietary and third-party software to the accounting system to increase reporting accuracy. • Collaborated with cross-functional teams across all company levels

Carsoup.com - Bloomington, MN Regional Account Manager -September 2009 – August 2013

· Implemented targeted marketing and advertising initiatives with over 120 motorsports, franchise and independent automotive dealerships leading to an increase in organic ecommerce exposure • Developed more than 10 "Best Practices" to support day to day operations • Established solid branding campaigns using social media platforms and strong marketing creatives • Exceeded a 1.5-million-dollar annual revenue expectation

Romano Ford and Volkswagen - Fayetteville, NY Internet Sales and Leasing Director - September 2005 – August 2009 E-commerce/Internet Sales Director
 Single Month Company Record - 54 sold units May 2009 • Increasing annual internet sales from 75 units in 2005 to over 325 units in 2008 • Ford Blue Oval Certified • Volkswagen Certified Education - 1st Major - Business Administration • Minor - Economics • Concentration - International Business • 2nd Major - Secondary

Is there additional information you would like the City Council to consider

Education

Field not completed.

Education • Minor – History

regarding your application?

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

Preferred method to be contacted	Telephone		
Please provide alternative phone number or email if different from above	Field not completed.		
Additional Information if you become Board or Commission Member Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.			
Minnesota Government Data Practices Act	Yes		
Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone, Email Address		
Background Authorization	Yes		
Acknowledgement	Yes		

Last First	Name: Name: Name: pany:	Brett Ros Rose Brett Planning	
-	<b>e Address:</b> ville, MN 55113		
Mob	ile:		
E-ma E-ma	il: il Display As:		
	First Name		Brett
	Last Name		Rose
	Address 1		
	Address 2		Field not completed.
	City		Roseville
	State		MN
	Zip Code		55113
	Home or Cell Phon Number	e	
	Email Address		
	How many years ha you been a Rosevil resident?		7
	City of Roseville Commissi Finance Human Rights, Inclusion al Parks and Recreation Planning Police Civil Service Public Works, Environment		d Engagement
	Commission prefer	ence	Planning
	Commission prefer	ence	Field not completed.

This application is for	New Term
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If this is a student application please list	Field not completed.
grade in school	

Note

There is no character limit for the fields below.

I want to join to have a voice in decision making in making our community better. I believe my experience in bringing various developments to different commissions in different cities and states will offer fresh and innovative takes on possible new developments.
I believe that The Planning Commission identifies and addresses issues concerning development plans, policies, and specific applications. Also it offers recommendations to the city council for final action on planning cases.Furthermore it provides a forum for citizen input concerning specific planning applications
I have spent the past three years on the other side of the table. I have gone before Planning Commissions and City Councils on numerous occasions in multiple cities on various projects. I can offer a new invigorated prospective that will best help our city and the residents who call Roseville home.
Field not completed.
Field not completed.
As the VP of Sales and Marketing I oversee all of the sales and marketing efforts. which includes driving positive RevPAR and market share results across our portfolio of hotels. I am

and deal with various issues, particularly in City manners. Education Attended DCTC for an A.S. Degreein Business Administration. Is there additional Field not completed. information you would like the City Council to consider regarding your application? Preferred method to be contacted City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified. Preferred method to be Telephone contacted Please provide alternative Field not completed. phone number or email if different from above Additional Information if you become Board or Commission Member Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020. Minnesota Government Yes Data Practices Act Minnesota Statute Home/Cell Phone, Email Address §13.601. subd. 3(b) Background Yes Authorization Acknowledgement Yes

Full Name: Last Name: First Name: Company:	Karen Schaffhausen Schaffhausen Karen Planning
Home Address: Roseville, MN 55113	
Mobile:	
E-mail: E-mail Display As:	)
First Name	Karen
Last Name	Schaffhausen
Address 1	
Address 2	Field not completed.
City	Roseville
State	MN
Zip Code	55113
Home or Cell Phone Nu	mber
Email Address	
How many years have years have years a Roseville residen	
City of Roseville Commi Finance Human Rights, Inclusion Parks and Recreation Planning Police Civil Service Public Works, Environm	n and Engagement
Commission preference	Planning
Commission preference	Field not completed.
This application is for	New Term

Note There is no character limit for	the fields below.
Why do you want to serve on this Commission?	As an individual who works in small business development my hope would be to use these analytical skills to help the Roseville community.
What is your view of the role of this Commission?	Provide a voice from the community as a way to evaluate issues/opportunities as they arise, propose solutions if needed.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	Over 15 years of working within multi-cultural teams to arrive at a suitable outcome.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Field not completed.
Civic and Volunteer Activities	Volunteer: Women Venture, Small Business Consultant & Class Facilitator
Work Experience	7 Years Small Business Consultant Currently working for the Wisconsin Small Business Development Center in River Falls, WI
	15 Years Corporate Marketing & Communications Lead and managed teams and projects globally for organizations that include: Honeywell, GEM Group, Gelco.
	Resume provided upon request.
Education	B.A Poli Sci
Is there additional information you would like the City Council to consider regarding your application?	Field not completed.

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

Preferred method to be contacted	Email				
Please provide alternative phone number or email if different from above	Field not completed.				
Additional information may be	ecome Board or Commission Member emailed to <u>info@cityofroseville.com</u> or delivered to ty of Roseville, 2660 Civic Center Drive, Roseville, MN 55113				
Minnesota Government Data Practices Act	Yes				
Minnesota Statute §13.601. subd. 3(b)	Email Address				
Background Authorization	Yes				

# **Request FOR COUNCIL ACTION**

Date: August 26, 2019 Item No.: 7.b

Department Approval Janue Gundrach

City Manager Approval

Item Description: Adopt a resolution approving the approve the Rosedale Center Seventh Addition Preliminary and Final Plat at 1815 Highway 36 West (**PF19-014**).

# 1 BACKGROUND

- 2 Macy's Retail Holdings, Inc., in cooperation with Jones Lang LaSalle, Inc. seeks consideration of a
- 3 preliminary and final plat, named Rosedale Center Seventh Addition, subdividing the existing 12.49
- 4 acre parcel located at 1815 Highway 36 West into three lots, as follows:
- 5 Lot 1, Block 1, Rosedale Center Seventh Addition: 10.02 acres (remnant Macy's parcel)
- 6 Lot 2, Block 1, Rosedale Center Seventh Addition: 0.86 acres
- 7 Lot 3, Block 1, Rosedale Center Seventh Addition: 1.61 acres
- 8 Proposed Lots 2 and 3 would accommodate future commercial development. The two proposed lots
- 9 are situated on the west side of the existing vehicle ring road adjacent to Fairview Avenue, the
- 10 Highway 36 exit/entrance ramp, and the Fairview access to Rosedale. The primary concern lies with
- 11 traffic impacts future development of these lots could pose. To address those concerns, the applicant
- submitted a Traffic Study that reveals the study intersections would continue to operate at acceptable
- 13 levels of service based upon a net increase of 20,000 SF of retail. Future tenants for the 20,000 SF
- 14 of space has not been revealed (See RPCA as Attachment A).
- 15 The applicant has requested to run the preliminary and final plat processes simultaneously, as this
- shortens the City review timeframe (one less City Council meeting). Because creation of two
- 17 additional lots does not substantially change how the property can currently be used under City
- 18 Zoning Code requirements, staff allowed the shortened review timeframe. Additionally, the plat has
- 19 been reviewed by both MnDOT and Ramsey County (see Attachments B and C), with the final plat
- 20 in a form acceptable for recording.
- 21 Staff would also note, since the Preliminary Plat was drafted the lots have been revised in name only
- 22 on the Final Plat (See Attachment D). For example, the Preliminary Plat notes the remnant parcel as
- Lot 3, however the Final Plat notes the remnant parcel as Lot 1.
- On August 7, 2019, the Roseville Planning Commission held the duly noticed public hearing for the
- subject Major Plat. At the hearing/meeting, no citizens were present to address the Commission,
- 26 although members of the development team were in attendance to answer any questions from the
- 27 Planning Commission.
- 28 The Planning Commission voted 7-0 to recommend approval of the Preliminary Plat for Rosedale
- 29 Center Seventh Addition, based on the comments and findings stated in the staff report dated
- 08/07/19 and the documents in support of the preliminary plat (See meeting minutes as Attachment
- 31 E).
- Lastly, On August 1, 2019, the Roseville Park and Recreation Commission considered the proposed
- 33 Major Plat for park dedication purposes, determining that a payment in lieu of land dedication in the
- amount of \$128,908 was appropriate based on Section 1103.06 of the City Code.

- 35
- **36 POLICY OBJECTIVE**
- 37 Not Applicable
- 38 **BUDGET IMPLICATIONS**
- 39 Not Applicable
- 40 STAFF RECOMMENDATION
- 41 The City Council is requested to take the following actions regarding this proposed Minor Plat:
- a. Based on the information provided in the report, the recommendation of the Planning
  Commission and the recommendation of the Park and Recreation Commission, it is
  recommended the City Council adopt a resolution approving the Preliminary Plat of Rosedale
  Center Seventh Addition, subject to the provision of park dedication in the amount of the
  \$128,908 (See Attachment F).
- 47 b. Adopt a Resolution approving the Final Plat of Rosedale Center Seventh Addition (See Attachment G).

# 49 **REQUESTED CITY COUNCIL ACTION**

- 50 The City Council is requested to take the following actions regarding this proposed Minor Plat:
- a. Based on the information provided in the report, the recommendation of the Planning
   Commission and the recommendation of the Park and Recreation Commission, it is
   recommended the City Council adopt a resolution approving the Preliminary Plat of Rosedale
   Center Seventh Addition, subject to the provision of park dedication in the amount of the
   \$128,908 (See Attachment F).
- b. Adopt a Resolution approving the Final Plat of Rosedale Center Seventh Addition (See Attachment G).
- 58 Alternative Actions
- a. Pass a motion to table the item for future action. An action to table must be tied to the need for clarity, analysis, and/or information necessary to make a recommendation on the request.
- b. Pass a motion recommending denial of the proposal. A motion to deny must include findings of fact germane to the request.

Report prepared by:	Thomas Paschke, City Planner 651-792-7074	
	<u>thomas.paschke@cityofroseville.com</u>	

Attachments:

- A. PC ReportC. Ramsey County Comments
- E. PC Minutes
- G. Final plat resolution
- B. MNDOT CommentsD. Final Plat
- F. Preliminary plat resolution

Planning Commission Agenda Section

**Public Hearings** 

# **Request for planning commission action**

Prepared By

Department Approval

nie Gundlach

Item Description:

Consider a Preliminary Plat to be known as Rosedale Center Seventh Addition for Macy's Retail Holdings, Inc. creating two additional development lots at 1815 Highway 36 West (**PF19-014**).

# **1** APPLICATION INFORMATION

- 2 Applicant:
- 3 Location:
- 4 Application Submission:
- 5 City Action Deadline:
- 6 Planning File History:

Macy's Retail Holdings, Inc. 1815 Highway 36 West 06/12/19; deemed complete 6/20/19 10/91/19 None

- 7 LEVEL OF DISCRETION IN DECISION MAKING: Actions taken on a Preliminary Plat request are
- 8 quasi-judicial; the City's role is to determine the facts associated with the request, and weigh those
- 9 facts against the legal standards contained in State Statute and City Code.

# 10 **BACKGROUND**

- 11 Macy's Retail Holdings, Inc., in cooperation with Jones Lang LaSalle, Inc. (see Applicant Narrative
- 12 in Attachment D), seeks consideration of a preliminary plat, named Rosedale Center Seventh
- 13 Addition, subdividing the existing 12.49 acre parcel into three lots, as follows:
- 14 Lot 1, Block 1, Rosedale Center Seventh Addition: 10.02 acres (remnant Macy's parcel)
- 15 Lot 2, Block 1, Rosedale Center Seventh Addition: 1.61 acres
- 16 Lot 3, Block 1, Rosedale Center Seventh Addition: 0.86 acres
- 17 Proposed Lot 2 and Lot 3 would accommodate future commercial development. The two proposed
- 18 lots are situated on the west side of the existing vehicle ring road adjacent to Fairview Avenue, the
- 19 Highway 36 exit/entrance ramp, and the Fairview access to Rosedale.
- 20 When exercising the "quasi-judicial" authority on a plat request, the role of the City is to determine
- the facts associated with a particular request and apply those facts to the legal standards contained in
- the ordinance and relevant state law. In general, if the facts indicate the application meets the
- relevant legal standards and will not compromise the public health, safety, and general welfare, then
- the applicant is likely entitled to the approval. The City is, however, able to add conditions to a plat
- approval to ensure that the likely impacts to parks, schools, roads, storm sewers, and other public
- infrastructure on and around the subject property are adequately addressed. Proposals may also be
- 27 modified to promote the public health, safety, and general welfare; to provide for the orderly,
- economic, and safe development of land, and to promote housing affordability for all levels.

# 29 STAFF REVIEW OF PRELIMINARY PLAT

30 The proposed preliminary plat seeks to create three overall lots from the existing 12.491 acre tract of

- land. Lot 1, Block 1, Rosedale Center Seventh Addition, is a 37,445 square foot (.860 acre) lot
- 32 located in the northwest corner of the property, directly adjacent to Fairview Avenue and the
- 33 Fairview Avenue access to Rosedale. Lot 2, Block 1, Rosedale Center Seventh Addition, is a
- 34 69,978.5 square foot (1.606 acre) lot located in the southwest corner of the property directly adjacent
- to the High 36 exit/entrance ramp, Fairview Avenue, and the Fairview Avenue access to Rosedale.
- Lot 3, Block 1, Rosedale Center Seventh Addition, will encompass the remnant square footage from
- 37 the existing Macy's property.
- Plat proposals are reviewed primarily for the purpose of ensuring that all proposed lots meet the
- 39 minimum size requirements of the zoning code, adequate streets and other public infrastructure are
- 40 in place or identified and constructed, and that storm water is addressed to prevent problems either
- 41 on nearby property or within the storm water system. As a PRELIMINARY PLAT of a regional business-
- 2 zoned property, neither the zoning nor subdivision codes establish minimum requirements for area or
- 43 width of lots, but the proposal is subject other requirements established in Title 11, Subdivision, of
- the City Code. Specifically, the proposal triggers Major Plat status as it is required to provide its fair share of park dedication because it is creating a new buildable lot. This code language is as follows:
- 46 D. Major Plat
- 47 *1. Purpose: The Major Plat process shall apply when any of the following criteria are present:*
- 49 a. The proposed subdivision qualifies for park dedication under the requirements
  50 established in Section 1103.06 of this Title.
- 51 Title 11 also includes the following items (code language noted below) that need to be addressed 52 with the preliminary plat. The proposed PRELIMINARY PLAT documentation is included with this 53 report as Attachment C.
- 54 *1103.03: Easements*
- A. Easements at least a total of 10 feet wide, centered on interior lot lines, and abutting rights of-way or roadway easements, shall be provided for drainage and utilities, where the City
   Engineer determines they are necessary.
- B. All drainage easements shall be so identified on the plat and soils therein shall be graded and
  stabilized in accordance with applicable standards.
- The proposed plat will be considered by the Park and Recreation Commission on August 1, 2019,
- 61 with the park dedication requirement based on the proposed net increase of two lots. The Planning
- 62 Division will convey the Park and Recreation Commission's recommendation to the Planning
- 63 Commission at the meeting. It is staff's understanding a payment in-lieu of land dedication in the
- 64 amount of \$128,908 has been proposed by the applicant versus land dedication.

- In review of the above standards, the Development Review Committee met on July 25, 2019, to
- discuss the Major Plat and concluded there are no issues with the proposed plat. It should be noted
- that traffic impacts were discussed in regards to the future development of these commercial lots.
- 68 The applicant prepared a Traffic Study based upon development of the proposed lots with 20,000 SF
- of retail uses. The analysis determined the future development of the proposed lots would not
- 70 generate need for improvements as the study intersections would continue to operate at acceptable
- revels of service (LOS). Although not a requirement of the proposed plat review, said Traffic Study
- 72 is provided as Attachment D.

# 73 STAFF RECOMMENDATION

- 74 The Planning Division and Development Review Committee recommend approval of the
- 75 preliminary plat of Rosedale Center Seventh Addition as this subdivision plat is seen as a simple lot
- split, does not require any public infrastructure, and looks to add a net increase of only two future
- 77 developable lots of nominal retail square footage.

# 78 **PUBLIC COMMENT**

- As of the printing of this report the Planning Division had not received any questions or comments
- 80 regarding the preliminary plat.

# 81 SUGGESTED PLANNING COMMISSION ACTION

- 82 By motion, recommend approval of the Preliminary Plat for Rosedale Center Seventh
- Addition, based on the comments and findings stated in this report and the preliminary plat
- 84 documents contained herein.

# 85 ALTERNATIVE ACTIONS

- **a.** Pass a motion to table the item for future action. An action to table must be tied to the need for
   clarity, analysis, and/or information necessary to make a recommendation on the request.
- **b.** Pass a motion recommending denial of the proposal. A motion to deny must include findings of
   fact germane to the request.

Report prepared by	oy:	Thomas Paschke, City 651-792-7074	Planner	
		thomas.paschke@city	ofroseville.co	<u>om</u>
Attachments.	۸	Base man	В	Aerial

- Attachments:
- A. Base mapC. Proposed plat
- E. Applicant Narrative
- B. Aerial photo
- D. Traffic Study
- F. Fire Department comments

# DEPARTMENT OF TRANSPORTATION

Attachment B Metropolitan District 1500 County Road B2 West Roseville, MN 55113

July 3<sup>rd</sup>, 2019

Jesse Freihammer, P.E. City of Roseville 2660 Civic Center Drive Roseville, MN 55113

SUBJECT: Rosedale Mall Seventh Addition MnDOT Review #P19-046 SE Quad of Fairview Ave and County Road B2 Roseville, Ramsey County Control Section 6216

Dear Jesse Freihammer,

MnDOT has reviewed the above referenced plat for the proposed Rosedale Mall Seventh Addition in compliance with Minnesota Statute 505.03, subdivision 2. Before further development, please address the following issues:

# Drainage Permit:

A MnDOT drainage permit is required. The proposed development will need to maintain or reduce existing drainage rates to MnDOT right of way. Additionally, drainage patterns will need to be maintained.

As part of a drainage permit submittal, the project developer will need to include existing and proposed hydraulic computations for both 10 year and 100 year rainfall events. Maps with delineated drainage areas will need to be submitted for pre and post development conditions. A copy of the most current plan set should also be included in the submittal.

For questions on these comments, please contact Bryce Fossand, MnDOT Metro District Water Resources Engineering, at (651) 234-7529 or email <u>bryce.fossand@state.mn.us</u>.

# Transit Stops:

There are transit stops on Fairview at the intersection of the entrance to Rosedale Mall. Please coordinate with Metro Transit before and during construction.

For questions on this comment, please contact Carl Jensen at 651-234-7505 or carl.jensen@state.mn.us.

# Permits:

In addition to the drainage permit required above, any other use of or work within or affecting MnDOT right of way will require an appropriate permit. Permit forms are available from MnDOT's utility website at <u>https://dotapp7.dot.state.mn.us/OLPA</u>

Please include one to one set of plans formatted to 11X17 with each permit application. Please submit/send all permit applications and 11X17plan sets to: <u>metropermitapps.dot@state.mn.us</u>.

Please direct any questions regarding permit requirements to Buck Craig of MnDOT's Metro District Permits Section at 651-234-7911 or <u>Buck.Craig@state.mn.us</u>.

#### **Review Submittal Options**

MnDOT's goal is to review proposed development plans and documents within 30 days of receipt. Electronic file submittals are typically processed more rapidly. There are four submittal options:

- 1. Email documents and plans in PDF format to <u>metrodevreviews.dot@state.mn.us</u>. Attachments may not exceed 20 megabytes per email. If multiple emails are necessary, number each message.
- Upload PDF file(s) to MnDOT's external shared internet workspace site at: <u>https://mft.dot.state.mn.us.</u> Contact MnDOT Planning development review staff at <u>metrodevreviews.dot@state.mn.us</u> for access instructions and send an email listing the file name(s) after the document(s) has/have been uploaded.
- 3. Mail, courier, or hand deliver documents and plans in PDF format on a CD-ROM compact disc to: MnDOT – Metro District Planning Section

Development Reviews Coordinator 1500 West County Road B-2 Roseville, MN 55113 Submit printed documents via U.S. Mail. co

Submit printed documents via U.S. Mail, courier, or hand delivery to the address above. Include one set of full-size plans.

If you have any questions concerning this review, please contact me at (651) 234-7788.

Sincerely,

Jennifer Wiltgen Principal Planner

#### **Copy sent via E-Mail:**

Buck Craig, Permits Jeff Rones, Design Bryce Fossand, Water Resources Ashley Roup, Traffic Carl Jensen, Transit Mike Lynch, Right of Way Cameron Muhic, Multimodal Planning Sheila Kauppi, Area Manager Russell Owen, Met Council Hi, Jesse:

I apologize that it took a while to respond to this. We have a few comments on the traffic impact analysis, and will offer comments on the plat through our review with the County Surveyor.

#### **Rosedale Center Seventh Addition Traffic Impact Analysis:**

- We agree with the methodology of analyzing the PM peak hour and the Saturday peak hour, but because the Saturday analysis is not standard, the time of the day of the peak of peak traffic generation should be noted in the text.
- Because 30% of the new traffic will access the site from the north, the County Road B2/Fairview Avenue intersection should be included in the analysis.
- The report mentions the conversion of the internal road system to a two-way configuration but the volumes in Exhibit 8 don't reflect a full two-way conversion, or at least don't show any northbound vehicles or inbound right turns at the internal ring road intersection. If the conversion to a two-way conversion is to be considered, an exhibit showing its proposed configuration should be included in the report. If it's to be a partial two-way conversion, that should be clarified. If the entire ring road is to become two-way, we would have concerns about the internal ring road intersection causing backups through the Fairview Avenue/Rosedale Center Driveway intersection.
- It is our understanding that MnDOT's TH 36 right of way extends north to County Road B2, so their input should be sought on all matters pertaining to this plat.

Thanks for the opportunity to comment, please send us any revised materials and we'll get comments back ASAP. Erin, any further comments?

Joe / ux

Joseph Lux Senior Transportation Planner Ramsey County Public Works 1425 Paul Kirkwold Drive, Arden Hills, MN 55112 651-266-7114

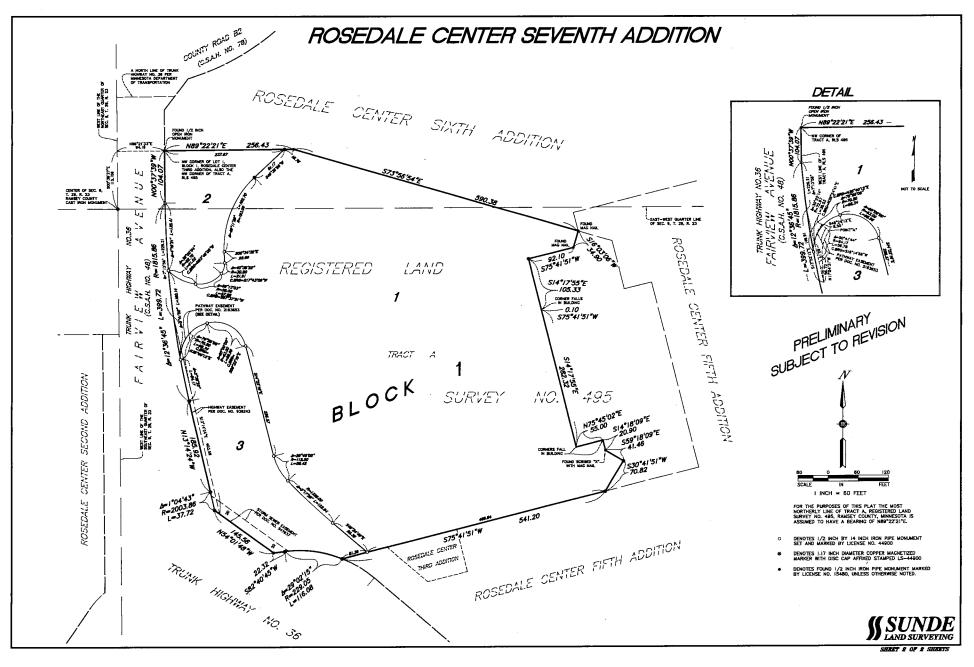


## Attachment D

ROSEDALE CENTER S	
PRELIMIN SUBJECT TO	NARY D REVISION
KNOW ALL MDN BY THESE PRESENTS: That May Department Stores Company, a New York corporation, owner of the following described property ellusted in the City of Reswille, County of Rammey, State of Minnesota:	CITY OF ROSEVILLE, MINNESOTA We do hareby certify that on the day of, 20, the City Council of the City of Roseville, Minnesota, approved this plat. Also, the conditions of Minnesota Statutes. Section 503.03, Subd. 2, have been fulfilled.
Tract A. Registered Land Survey No. 495	une conditions of minnesota Statutas, Section JUJ.UJ, Subd. 2, nove been fulfilled.
irect A, registered Land Survey No. 480	Signed:
	Mayor
Hos caused the same to be surveyed and platted as ROSEDALE CENTER SEVENTH ADDITION.	Signed:Manager
	Manager.
In witness whereof sold May Department Stores Company, a New York corporation, has caused these presents to be signed by its proper officer this day of	
Signed: May Department Stores Company, a New York corporation	PROPERTY TAX, RECORDS AND ELECTION SERVICES DEPARTMENT
	Pursuant to Minnesota Sictutes, Section 505.021, Subd. 9, taxes payable in the year 20 on the land hereinbefore described have been pold. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this day of 20
tata	Christopher A. Somuel, Romsey County Auditor/Treceware
STATE OF	By Deputy
The foregoing instrument was acknowledged before me this day of 20 by the of May Department Sitere Company, a New York corporation, on behalf of the corporation.	
any separation of the company, a new rest composition, on sense of the composition.	COUNTY SURVEYOR
	Pursuoni to Minnesoto Stotutes, Section 383A-42, this plot is opproved this day of 20
Notary Public,	
My Commission Expires	Daniel D. Boor, L.S. Remsey County Surveyor
	REDISTRAR OF TITLES
Arise J. Carlson, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat, propored this plat or directly supervised the plate that all property described on this plat, property described on the plate that all property described on this plat, property described on the plate that all property described on the plate that plate that all property described on this plat, property described on the plate that all property described on the plate that plate that all property described on the plate that plate that all property described on the plate that plate tha	COUNTY OF RAMSEY, STATE OF MINNESOTA
I, Arles J. Carkson, do harehy cartify that I have surveyed or directly agardeset be survey of the property described on this plat; property that of have property and the property described on this plat; property that is a correctly described on the plat; but and the property described on the plat; property described on the plat; and the property described on the plat; and the plat; but and the property described on the plat; and the property described on the plat; and the plat; but and the plat; but and the property described on the plat; and the plat; but and th	I hareby certify that this plat of ROSEDALE CENTER SEVENTH ADDITION was filed in the office of the Registrar of Titles for public record on this doy of ZO ot e'clockM, and was duly filed in Book of Plats, Pages and on Document Number
Dated this doy of 20	e Document Number
	Deputy Registrar of Titles
Aries J. Carlson, Professional Land Surveyor Minnesota License No. 44900	Deputy Regarder of Home
Minnesota License No. 44900	
STATE OF MINNESOTA	
COUNTY OF	
The foregoing Surveyor's Cartificate was acknowledged before me this day of 20 by Arise J. Carison, a Professional Lond Surveyor.	
Notory Public, Minnesola	
Natary Public, Minheliota My Cammission Expires January 31, 20	
	(( SUND
	I LAND SURVEY.

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#### Attachment D



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EXTRACT OF THE AUGUST 7, 2019, ROSEVILLE PLANNING COMMISSION MEETING MINUTES

a. Consider A Preliminary Plat (To Be Known As Rosedale Center Seventh Addition) For
 Macy's Retail Holdings, Inc. Creating Two Additional Development Lots At 1815
 Highway 36 (PF19-014)

- Chair Gitzen opened the public hearing for PF19-014 at approximately 6:33 p.m. and reported
   on the purpose and process of a public hearing.
- 6 City Planner Paschke summarized the request as detailed in the staff report dated August 7,
   7 2019. He reported the city has not received any communications from the public.
- 8 Member Kimble asked if the Portillo's Restaurant was platted separately when it was done.
- 9 Mr. Paschke indicated it was.
- Member Pribyl asked in regard to the storm sewer easements on the corner if it was an existingstorm sewer.
- 12 Mr. Paschke stated it was.
- Member Pribyl asked if there would be any additional easements needed to meet therequirements.
- Mr. Paschke thought each lot will be required to provide their necessary easements around the lot as indicated in the report. Any pre-existing easements will have to remain. The applicant is not looking to vacate any of the public easements for storm sewer or other.
- Member Sparby asked if there was any insight into what was commented on by MNDot or theCounty.
- Mr. Paschke indicated he did not know off hand. He did not think it was anything major. He
  thought the County and MNDot was wondering if there was enough right-of-way and those
- types of things versus whether or not to support a plat that creates a lot that have future
  development on it. From the city's perspective, the traffic study was required that provided the
- information related to those potential impacts. Ramsey County is going to want to know that
- as well moving forward with respect to Fairview Avenue, but he did not know if there were any concerns or issues raised by either of those two entities.
- 27 Member Sparby asked if there was a cap on the land dedication fee.
- Mr. Paschke indicated there was no cap per say on the dedication fee. It is based on a
  percentage of the fair market value, he believed at ten percent currently. If it is for residential
  the fee is \$4,000 per unit.
- Member Kruzel asked how much the traffic volume would change during the peak Christmasseason.
- 33 Mr. Paschke thought it would change dramatically but was not sure that was something that
- 34 was looked upon as it relates to a traffic study because it is seasonal and not easy to gauge.
- 35 Unless specific counts are done during that period or there is some historical information there
- 36 is not way to know those potential impacts.
- 37 Chair Gitzen asked if the existing sidewalk along the west property line will stay in place.
- 38

- 39 Mr. Paschke believed currently staff will review as it relates to the projects coming forward
- how any of the existing sidewalk or other infrastructure within the mall of other might change
  in order to provide better access to pedestrians so those things will be taken into consideration
- 42 when projects for the sites are reviewed.
- Chair Gitzen noted in the traffic study it talked about changing the loop road to a two-way and
  he wondered if the entire loop road would change into a two-way road.
- 45 Mr. Paschke explained most of the road that is an interior to Rosedale would change to a two-46 way. There is one section in this general vicinity that would remain a one way. He indicated 47 that is something the applicant is moving forward on and staff is working on it with the 48 applicant.
- Mr. Andy Berg, Civil Engineer for Kimley-Horn indicated the applicant J.L.L. is also at the
   meeting and under contract with Macy's to carve out the land. He indicated he was at the
   meeting to answer any questions the Planning Commission might have.
- 52 Member Sparby asked if there was any development slated for the two lots that will be created.
- 53 Mr. Berg explained the applicant is evaluating different options, but nothing is certain yet.
- 54 Public Comment
- 55 No one came forward to speak for or against this request.

#### 56 MOTION

- 57 Member Kimble moved, seconded by Member Pribyl, to recommend to the city Council
- 58 approval of the Preliminary Plat for Rosedale Center Seventh Addition, based on the
- comments and findings stated in this report and the preliminary plat documents
   contained herein(PF19-014).
- 61 Ayes: 5
- 62 Nays: 0
- 63 Motion carried.
- 64

65

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26<sup>th</sup> day of August, 2019 at 6:00 p.m.

The following Members were present: and \_\_\_\_\_were absent.

Council Member \_\_\_\_\_\_ introduced the following resolution and moved its adoption:

#### **RESOLUTION NO. A RESOLUTION APPROVING THE PRELIMINARY PLAT OF ROSEDALE CENTER SEVENTH ADDITION**

WHEREAS, Macy's Retail Holdings, Inc., in cooperation with Jones Lang LaSalle, Inc. has applied for approval of the final plat on property addressed at 1815 Highway 36 West, which parcels are legally described as:

#### Lot 1, Lot 2, and Lot 3 Block 1, Rosedale Center Seventh Addition

And WHEREAS, the Roseville Planning Commission held the public hearing regarding the proposed preliminary plat on August 7, 2019, and after said public hearing the Roseville Planning Commission voted 5-0 to recommend approval of the proposed preliminary plat based on the comments and findings of the pertinent staff report, the input from the public, and one condition; and

WHEREAS, the Roseville City Council, at its regular meeting on August 26, 2019, received the Planning Commission's recommendation and voted to approve the preliminary plat; and

NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve the proposed Rosedale Center Seventh Addition preliminary plat, based on the public record and City Council deliberation, with the following condition:

1. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$128,908 before the approved plat will be released for recording at Ramsey County.

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

WHEREUPON said resolution was declared duly passed and adopted.

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

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26<sup>th</sup> day of August, 2019 at 6:00 p.m.

The following Members were present: and \_\_\_\_\_were absent.

Council Member \_\_\_\_\_\_ introduced the following resolution and moved its adoption:

#### RESOLUTION NO. A RESOLUTION APPROVING THE FINAL PLAT OF ROSEDALE CENTER SEVENTH ADDITION

WHEREAS, Macy's Retail Holdings, Inc., in cooperation with Jones Lang LaSalle, Inc. has applied for approval of the final plat on property addressed at 1815 Highway 36 West, which parcels are legally described as:

#### Lot 1, Lot 2, and Lot 3 Block 1, Rosedale Center Seventh Addition

And WHEREAS, the proposed final plat conforms to all of the applicable standards of the City of Roseville zoning and subdivision codes and is substantially the same as the approved preliminary plat; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, Minnesota, to approve the Rosedale Center Seventh Addition final plat, based on public record and City Council deliberation, with the following condition:

1. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$128,908 before the approved plat will be released for recording at Ramsey County.

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

WHEREUPON said resolution was declared duly passed and adopted.

Date:	June 7, 2019
То:	Jessie Freihammer, P.E. City Engineer/Assistant Public Works Director City of Roseville, MN
From:	Douglas Arnold, P.E. Morgan Hoxsie, E.I.T.
Subject:	Traffic Impact Analysis Rosedale Center Macy's Outparcels

# **Project Introduction**

Jones Lang LaSalle (JLL) is proposing to plat two outparcels at the existing Rosedale Center in Roseville, Minnesota (see **Exhibit 1**). Rosedale Center is located between Fairview Avenue and Snelling Avenue (TH 51), north of TH 36 and south of County Road B2 W. The outparcels that are proposed to be developed are located west of the Rosedale Center, east of Fairview Avenue. The outparcels are currently surface parking lots.

Based on the current development plan, the outparcels are proposed to include approximately 20,000 square feet of retail. A traffic study has been requested by the City of Roseville as part of the preliminary platting process.

This traffic impact analysis (TIA) represents a review of the traffic impacts of the project based on the proposed land use and site plan information and is intended to identify any potential traffic issues associated with the project. This TIA documents the existing traffic conditions in the vicinity of the site, estimates the anticipated traffic to be generated by the development, distributes and assigns these trips to the adjacent roadway system, and evaluates the traffic operations of the key intersections near the site. In order to have a basis of comparison, a "no-build" analysis was completed for the future scenario that includes the general background growth on the adjacent roadways.

Based on the analysis, the TIA evaluates roadway and/or traffic control mitigation measures to accommodate future traffic levels in the system and whether these mitigation measures are triggered by background growth or the proposed project.

# **Traffic Study Assumptions**

The project study area includes the intersection of Fairview Avenue & Rosedale Center Driveway and two internal ring road intersections adjacent to the proposed development.

**Exhibit 2** provides the locations of the study intersections, and their associated existing lane geometries. Fairview Avenue & Rosedale Center Driveway is a signalized intersection and the internal ring road intersections are stop-controlled intersections.

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The proposed development is anticipated to open in 2021. The future analysis will consist of Opening Year (2021) and Opening Year (2021) with proposed two-way conversion. Rosedale Center is in the process of reviewing a proposed two-way conversion to the current one-way ring road.

Due to the minimal growth in historic traffic volumes in this study area (based on MnDOT counts and comparison of turning movement counts to the 2015 traffic study), an areawide annual growth rate of 0.5% per year was applied to the traffic volumes at all the study intersections to obtain background traffic volumes.

# **Proposed Development Assumptions**

The proposed outparcel development plan includes 20,000 square feet of retail. The Rosedale Center is currently served by four signalized access points; one on Fairview Avenue and three on County Road B2 W. With the proposed master plan, there are no new site access points being proposed. However, the master plan includes the conversion of the existing one-way internal ring-road to a two-way internal ring road.

#### Trip Generation

Based on the information provided by the developer, it was assumed that there would be a total of 20,000 square feet of retail with 5,000 square feet on the northern parcel and 15,000 square feet on the southern parcel.

The Institute of Transportation Engineers' (ITE) Trip Generation, Tenth Edition, was used to calculate the anticipated project trips for the proposed development. **Table 1** provides the trip generation calculation for the proposed square footage. The weekday AM peak hour was not included in the analysis due to the lower trip generation nature of retail centers during the AM peak hour the adjacent street.

Based on the calculation, the proposed development is anticipated to generate 76 new trips during the weekday PM peak hour (36 entering and 40 exiting) and 91 trips during the Saturday peak hour (47 entering and 44 exiting).

Lond Llos Description	Internation	PN	l Peak Ho	ur	SA	T Peak Ho	bur
Land Use Description	Intensity	In	Out	Total	In	Out	Total
	PROPOSED	EVELOPI	EMNT				
Retail – North Parcel (ITE 820)	5,000 SF	9	10	19	12	11	23
Retail – South Parcel (ITE 820)	15,000 SF	27	30	57	35	33	68
Proposed Total Traffic		36	40	76	47	44	91

#### Table 1: Trip Generation

#### Trip Distribution and Assignment

The project trip distribution is based on the existing traffic counts at the site access driveways and is assumed to be the same distribution used in the 2015 traffic study at the Rosedale Center. The site trip distribution is provided in **Exhibit 3**.

The site traffic was assigned to the surrounding roadway network by applying the trip distribution to the trip generation. **Exhibit 4** provides the project trip assignment for the weekday PM peak hour and Saturday peak hour.

## **Roadway and Volume Assumptions**

**Fairview Avenue** is a four-lane divided roadway the runs north-south through the City of Roseville. The existing Annual Average Daily Traffic (AADT) is 24,500 vehicles per day south of County Road B2 and 13,800 vehicles per day north of County Road B2. Fairview Avenue is adjacent to the proposed development.

**County Road B2** is north of the proposed outparcel development and is a four-lane divided roadway that runs in an east-west direction through the City of Roseville. The existing AADT is 11,000 vehicles per day west of Fairview Avenue and 14,200 vehicles per day east of Fairview Avenue.

Peak period turning movement counts were performed at the study intersections in January 2019 and February 2019, and account for the opening of Portillo's and the closure of Herberger's. **Exhibit 5** summarizes the existing turning movement volumes for the weekday PM peak hour and the Saturday peak hour.

Opening Year Background (2021) traffic volumes were calculated by applying a 0.5% annual growth for two years to the existing traffic volumes and are shown in **Exhibit 6** for the weekday PM and Saturday peak hours.

Opening Year (2021) traffic volumes were calculated by adding the project traffic volumes provided in Exhibit 4 to the Opening Year Background (2021) traffic volumes in Exhibit 6. **Exhibit 7** provides the Opening Year (2021) traffic volumes and **Exhibit 8** provides the Opening Year (2021) traffic volumes with the proposed two-way conversion.

# Level of Service Summary

Intersection level of service (LOS) analysis was performed for each of the study intersections using Trafficware's Synchro/SimTraffic version 10. Each intersection was analyzed for the weekday PM and Saturday peak hour for the following scenarios:

- Existing (2019) Conditions;
- Opening Year Background (2021) Conditions (without project trips);
- Opening Year (2021) Conditions (with project trips, without improvements);
- Opening Year (2021) Conditions with Proposed Two-way Conversion (with project trips, with two-way conversion).

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#### Existing (2019) Conditions

**Table 2** provides Existing (2019) delay and LOS for both the weekday PM and Saturday peak hours. The SimTraffic reports, included in the attachments, provide the delay and LOS for each individual movement for the weekday PM and Saturday peak hours. All study intersections operate at LOS B or better in the existing conditions.

		Weekday	PM Peak	Saturd	ay Peak
Intersection	Control	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS
Fairview Avenue at Rosedale Center Driveway	Signal	12.4	В	16.7	В
Internal Ring Road & Rosedale Center Driveway	Stop Control	1.8	А	3.1	А
Internal Ring Road Intersection	Stop Control	2.0	А	2.4	А

Table 2: Existing (2019	) Conditions Level	of Service Summary
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#### Opening Year Background (2021) Conditions

**Table 3** provides Opening Year Background (2021) delay and LOS for both the weekday PM and Saturday peak hours. The synchro reports, included in the attachments, provide the delay and LOS for each individual movement for the weekday PM and Saturday peak hours. All study intersections are anticipated to operate at LOS B or better in Opening Year Background (2021) Conditions.

		Weekday	PM Peak	Saturda	ay Peak
Intersection	Control	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS
Fairview Avenue at Rosedale Center Driveway	Signal	12.7	В	16.8	В
Internal Ring Road & Rosedale Center Driveway	Stop Control	1.8	А	2.9	А
Internal Ring Road Intersection	Stop Control	1.7	А	2.1	A

Table 3: Opening Year Background (2021) Conditions Level of Service Summary

#### Opening Year (2021) Conditions

**Table 4** provides the delay and LOS for both the weekday PM and Saturday peak hours for the Opening Year (2021) Conditions with existing geometry. The synchro reports, included in the attachments, provide the delay and LOS for each individual movement for the weekday PM and Saturday peak hours. All study intersections are anticipated to operate at LOS B or better in Opening Year (2021) Conditions.

		Weekday	PM Peak	Saturda	ay Peak
Intersection	Control	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS
Fairview Avenue at Rosedale Center Driveway	Signal	13.8	В	16.4	В
Internal Ring Road & Rosedale Center Driveway	Stop Control	1.8	А	3.0.	А
Internal Ring Road Intersection	Stop Control	1.9	A	2.5	A

Table 4: Opening Year (2021) Conditions Level of Service Summary

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#### Opening Year (2021) Conditions with Proposed Two-way Conversion

**Table 5** provides the delay and LOS for both the weekday PM and Saturday peak hours for the Opening Year (2021) Conditions with the proposed two-way conversion. The synchro reports, included in the attachments, provide the delay and LOS for each individual movement for the weekday PM and Saturday peak hours. All study intersections are anticipated to operate at LOS B or better in Opening Year Background (2021) Conditions with the proposed two-way conversion.

Table 5: Opening Year (2021) Conditions with Proposed Two-way Conversion Level of Service Summary

		Weekday	PM Peak	Saturda	ay Peak
Intersection	Control	Delay (sec/veh)	LOS	Delay (sec/veh)	LOS
Fairview Avenue at Rosedale Center Driveway	Signal	13.0	В	17.2	В
Internal Ring Road & Rosedale Center Driveway	Stop Control	1.8	А	2.8	А
Internal Ring Road Intersection	Stop Control	2.7	A	4.3	A

# **Conclusion and Recommendations**

Jones Lang LaSalle (JLL) is proposing to develop the outparcels at the existing Rosedale Center in Roseville, Minnesota. The proposed outparcel development plan includes approximately 20,000 square feet of retail with 5,000 square feet on the northern parcel and 15,000 square feet on the southern parcel.

The Rosedale Center is currently served by four signalized access points; one on Fairview Avenue and three on County Road B2W. The outparcel lots will be accessed by the existing ring road. The proposed development is anticipated to generate 76 new trips during the weekday PM peak hour (36 entering and 40 exiting) and 91 trips during the Saturday peak hour (47 entering and 44 exiting).

The traffic study consisted of an analysis of Existing (2019), Opening Year Background (2021), Opening Year (2021) and Opening Year (2021) with the proposed two-way conversion during the weekday PM and Saturday peak hours at the following intersections:

- Fairview Avenue & Rosedale Center Driveway
- Internal Ring Road & Rosedale Center Driveway
- Internal Ring Road Intersection

With the proposed development traffic, the study intersections are anticipated to operate at an acceptable LOS in the Opening Year (2021) Conditions as well as the Opening Year (2021) Conditions with Proposed Two-way Conversion. Therefore, there are no improvements recommended to provide an acceptable LOS at the study intersections.

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# Attachments

Exhibits

SimTraffic Reports



EXHIBIT 1 EXISTING SITE LOCATION AND STUDY INTERSECTIONS ROSEDALE CENTER

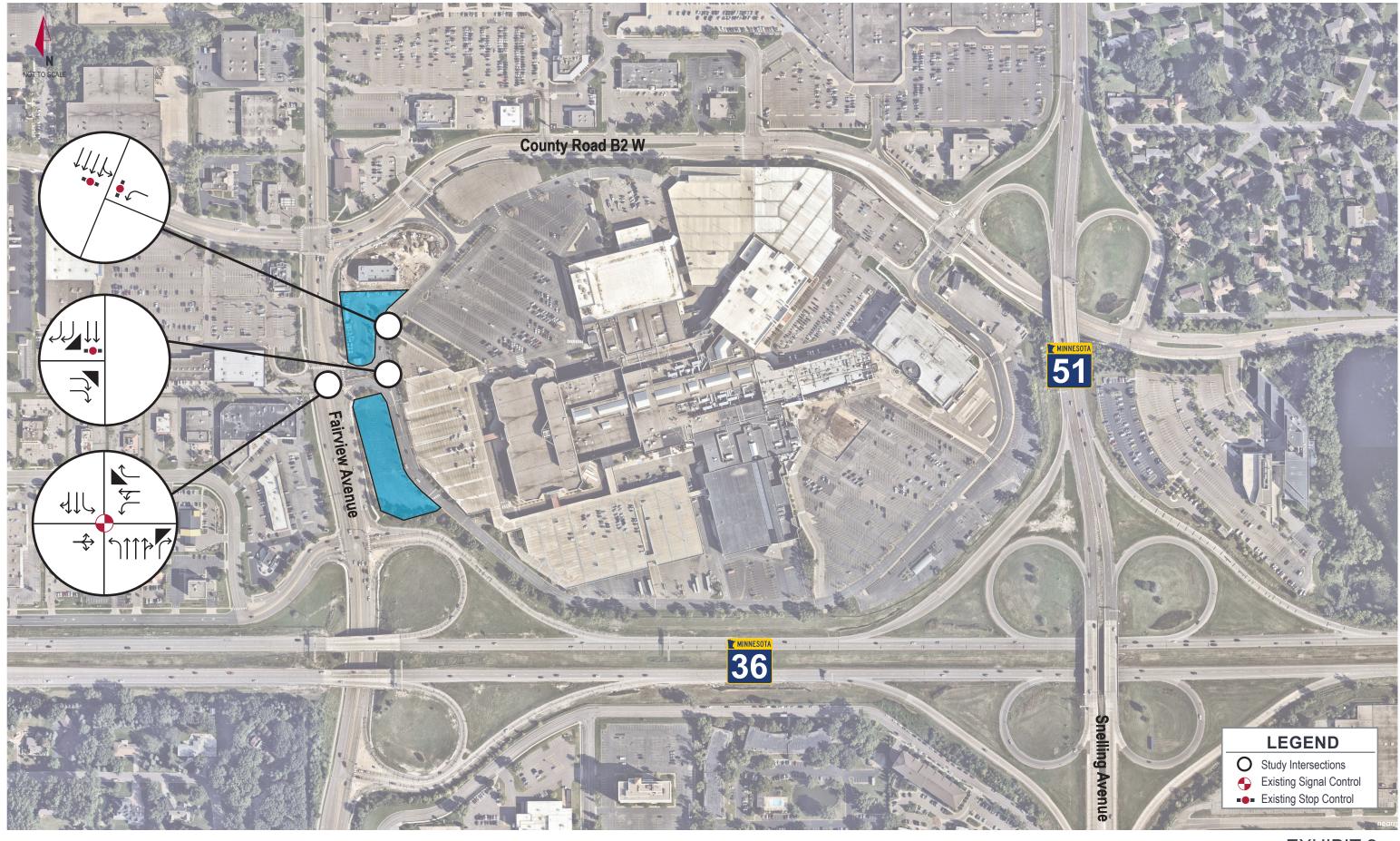


EXHIBIT 2 EXISTING GEOMETRY AND INTERSECTION CONTROL ROSEDALE CENTER

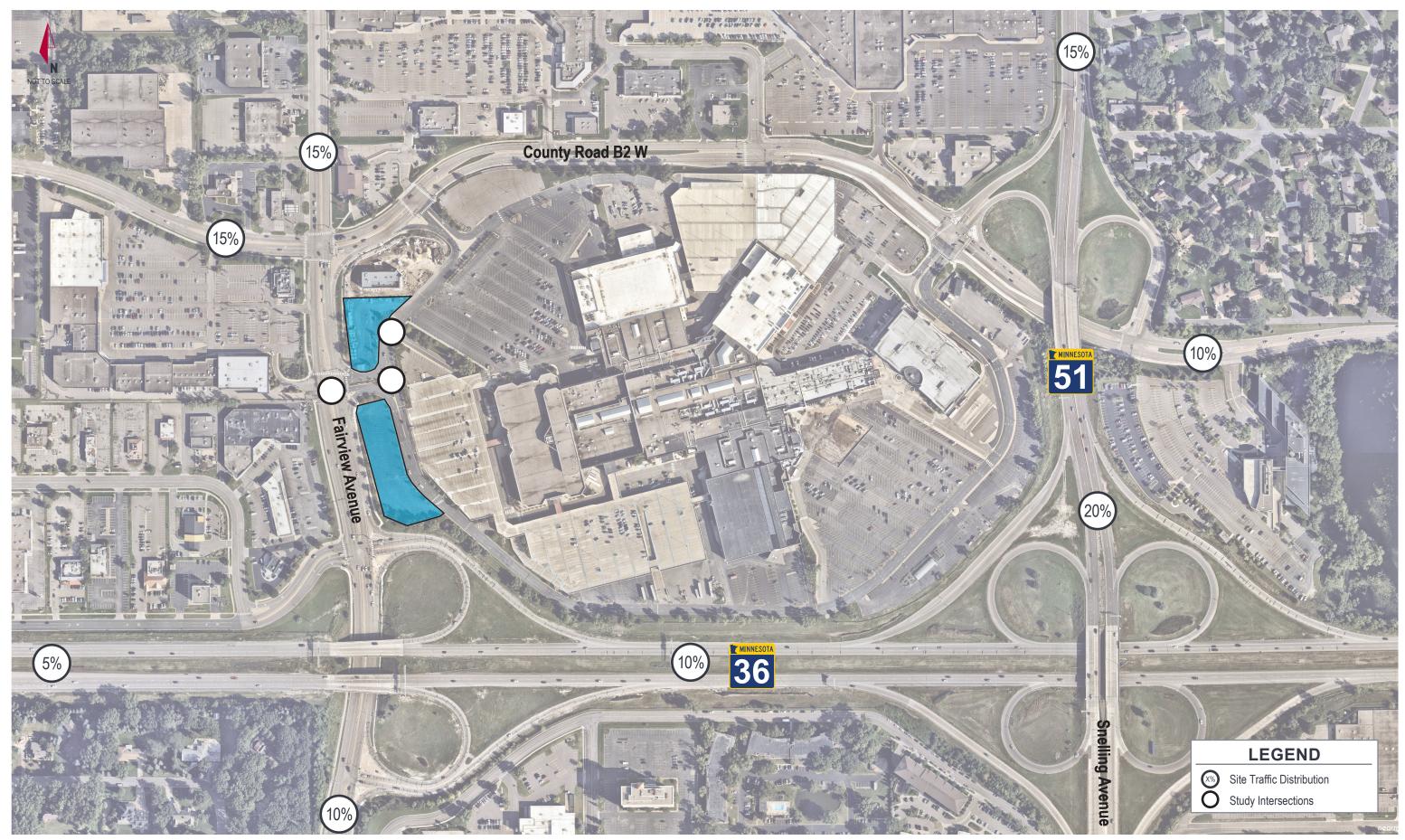
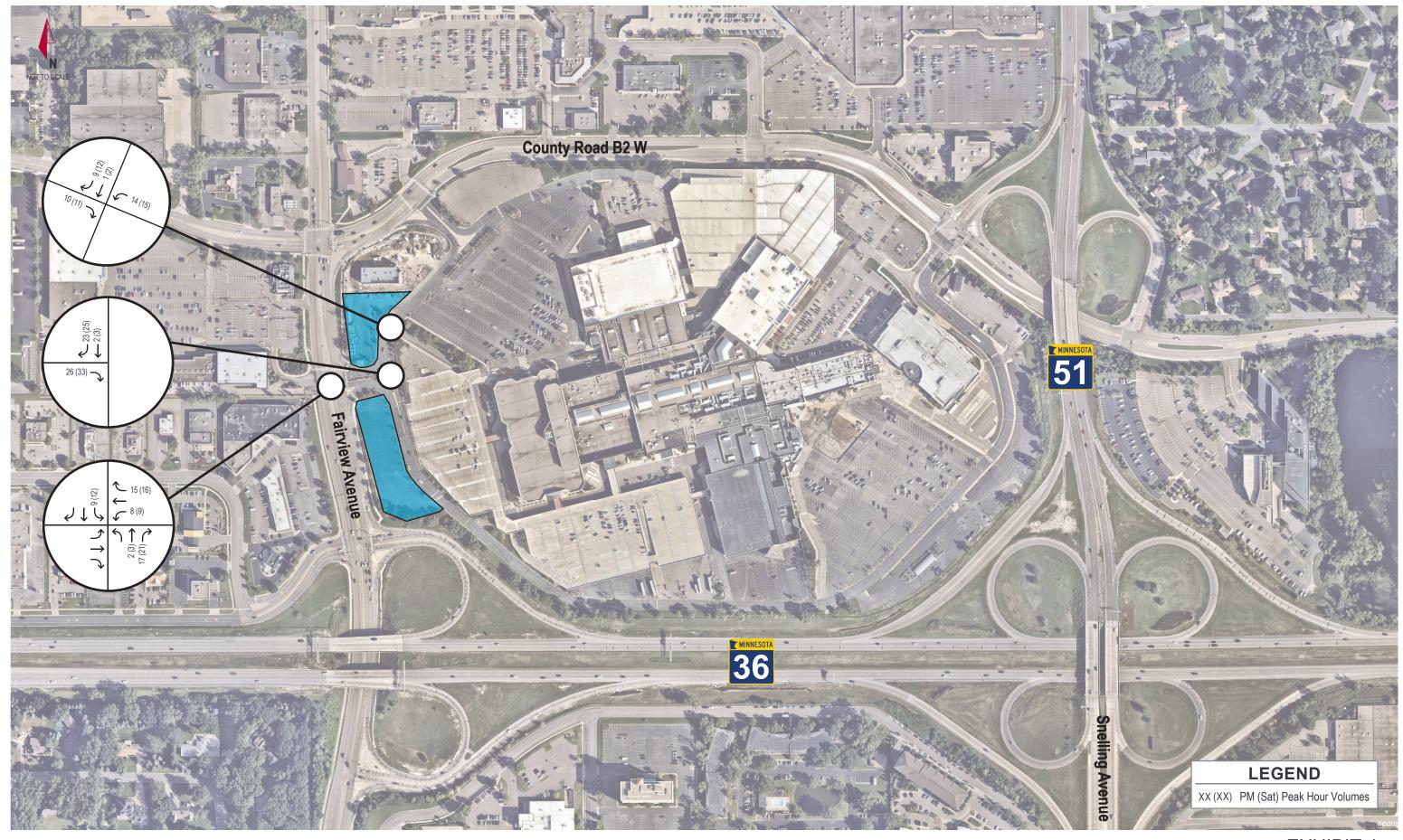


EXHIBIT 3 **PROJECT TRAFFIC DISTRIBUTION ROSEDALE CENTER** 



#### Bench Handout (1 of 2) 7B

EXHIBIT 4 PROJECT TRAFFIC ASSIGNMENT ROSEDALE CENTER

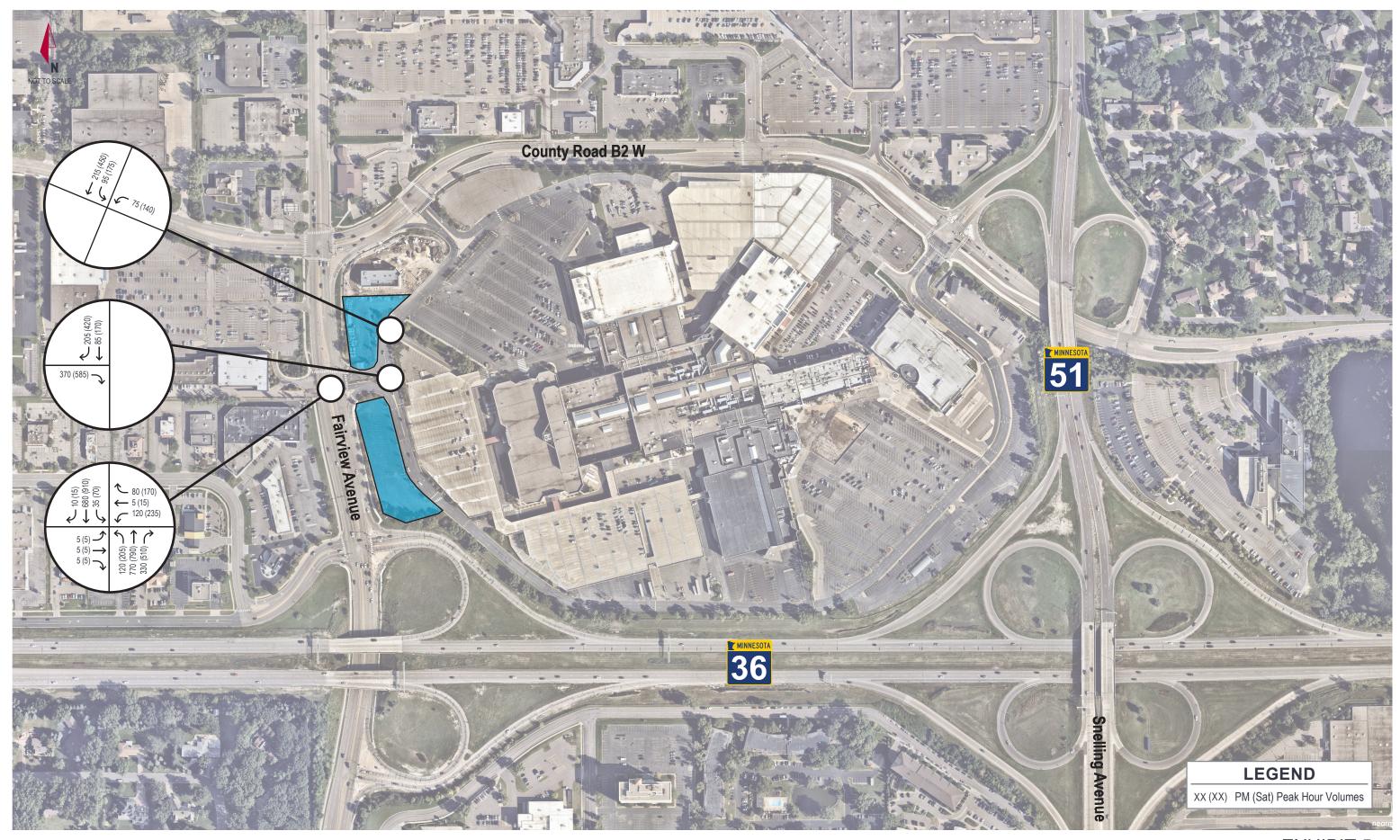


EXHIBIT 5 EXISTING (2019) TRAFFIC VOLUMES ROSEDALE CENTER



EXHIBIT 6 OPENING YEAR (2021) BACKGROUND TRAFFIC VOLUMES ROSEDALE CENTER



EXHIBIT 7 OPENING YEAR (2021) TRAFFIC VOLUMES ROSEDALE CENTER



EXHIBIT 8 OPENING YEAR (2021) TRAFFIC VOLUMES WITH TWO-WAY CONVERSION ROSEDALE CENTER

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.1	0.1	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.1	0.0	0.0	1.4	0.1	0.1	0.5	2.6	0.8	0.1	1.8	0.0
Total Del/Veh (s)	55.2	48.8	10.0	44.3	37.9	2.3	14.9	12.2	8.3	12.3	9.4	7.0

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.0
Total Delay (hr)	7.5
Total Del/Veh (s)	12.4

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.3	0.0	0.1	0.3
Total Del/Veh (s)	4.6	2.6	0.2	1.2	1.8

#### 3: Internal Ring Road Performance by movement

Movement	WBL	SBL	SBT	All
Denied Delay (hr)	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.1	0.0	0.0	0.0
Total Delay (hr)	0.1	0.1	0.0	0.2
Total Del/Veh (s)	5.5	2.0	0.8	2.0

#### **Total Zone Performance**

Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.2
Total Delay (hr)	8.0
Total Del/Veh (s)	506.3

## Rosedale Center Existing - PM Peak

#### Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	55	106	120	100	111	182	339	344	127	88	181	256
Average Queue (ft)	12	36	66	21	47	59	61	106	3	21	58	103
95th Queue (ft)	39	81	120	84	93	137	186	234	43	59	137	214
Link Distance (ft)	241	109	109			474	474	474			406	406
Upstream Blk Time (%)		0	3	0			0	0				
Queuing Penalty (veh)		0	4	0			0	0				
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			30	0				0			0	
Queuing Penalty (veh)			24	0				0			0	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	6	72
Average Queue (ft)	0	7
95th Queue (ft)	6	37
Link Distance (ft)	152	152
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

#### Intersection: 3: Internal Ring Road

Movement	WB
Directions Served	L
Maximum Queue (ft)	58
Average Queue (ft)	30
95th Queue (ft)	50
Link Distance (ft)	355
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

# Zone Summary

Zone wide Queuing Penalty: 28

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0
Denied Del/Veh (s)	0.1	0.1	0.1	0.0	0.0	0.0	0.1	0.1	0.0	1.0	0.3	0.4
Total Delay (hr)	0.1	0.1	0.0	2.4	0.2	0.2	1.0	3.5	1.2	0.3	4.6	0.1
Total Del/Veh (s)	59.5	49.0	9.3	37.1	48.0	4.0	18.7	15.8	8.7	15.3	17.9	12.2

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.1
Denied Del/Veh (s)	0.2
Total Delay (hr)	13.6
Total Del/Veh (s)	16.7

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.5	0.0	0.5	1.0
Total Del/Veh (s)	1.6	3.0	0.2	4.4	3.1

## 3: Internal Ring Road Performance by movement

Movement	WBL	SBL	SBT	All
Denied Delay (hr)	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.2	0.1	0.1	0.1
Total Delay (hr)	0.3	0.0	0.1	0.4
Total Del/Veh (s)	7.9	1.5	0.9	2.4

#### **Total Zone Performance**

Denied Delay (hr)	0.2
Denied Del/Veh (s)	0.6
Total Delay (hr)	15.1
Total Del/Veh (s)	2856.5

## Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	50	131	150	100	166	175	357	304	237	185	319	316
Average Queue (ft)	12	71	97	64	78	73	78	149	31	48	147	196
95th Queue (ft)	36	125	144	135	135	140	224	265	149	126	271	305
Link Distance (ft)	241	109	109			474	474	474			406	406
Upstream Blk Time (%)		3	12	1			0					
Queuing Penalty (veh)		7	24	0			0					
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			45	0				1	0		5	
Queuing Penalty (veh)			76	0				2	0		4	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	104	187
Average Queue (ft)	6	44
95th Queue (ft)	43	145
Link Distance (ft)	152	152
Upstream Blk Time (%)	0	2
Queuing Penalty (veh)	0	3
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

#### Intersection: 3: Internal Ring Road

Movement	WB	SB
Directions Served	L	Т
Maximum Queue (ft)	94	22
Average Queue (ft)	41	1
95th Queue (ft)	72	13
Link Distance (ft)	355	193
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

## Zone Summary

Zone wide Queuing Penalty: 116

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.1	0.1	0.0	1.4	0.0	0.0	0.5	2.7	0.8	0.1	2.0	0.0
Total Del/Veh (s)	46.9	51.3	15.8	43.1	32.9	1.9	14.7	12.4	8.6	11.7	10.2	10.7

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.0
Total Delay (hr)	7.8
Total Del/Veh (s)	12.7

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.3	0.0	0.1	0.3
Total Del/Veh (s)	2.1	2.5	0.2	1.0	1.8

#### 3: Internal Ring Road Performance by movement

Movement	WBL	SBT	All
Denied Delay (hr)	0.0	0.0	0.0
Denied Del/Veh (s)	0.1	0.0	0.0
Total Delay (hr)	0.1	0.0	0.1
Total Del/Veh (s)	5.0	0.6	1.7

#### **Total Zone Performance**

Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.1
Total Delay (hr)	8.2
Total Del/Veh (s)	2113.5

#### Rosedale Center Opening Year Background - PM

#### Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	59	93	127	99	108	167	428	331	31	54	178	290
Average Queue (ft)	12	32	64	16	47	67	78	93	1	20	64	113
95th Queue (ft)	41	73	118	73	88	137	243	220	23	46	143	229
Link Distance (ft)	241	109	109			474	474	474			406	406
Upstream Blk Time (%)		0	3	0			0					
Queuing Penalty (veh)		0	3	0			0					
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			29	0							1	
Queuing Penalty (veh)			25	0							0	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	17	65
Average Queue (ft)	1	5
95th Queue (ft)	9	33
Link Distance (ft)	164	164
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

#### Intersection: 3: Internal Ring Road

Movement	WB
Directions Served	L
Maximum Queue (ft)	61
Average Queue (ft)	31
95th Queue (ft)	51
Link Distance (ft)	355
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

## Zone Summary

Zone wide Queuing Penalty: 29

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0
Denied Del/Veh (s)	0.1	0.1	0.1	0.0	0.0	0.1	0.0	0.1	0.0	1.1	0.4	0.1
Total Delay (hr)	0.1	0.1	0.0	2.6	0.1	0.1	1.2	3.7	1.3	0.3	4.3	0.1
Total Del/Veh (s)	48.1	51.8	9.2	39.1	34.7	3.1	20.8	16.4	8.8	14.7	17.2	16.7

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.1
Denied Del/Veh (s)	0.2
Total Delay (hr)	14.0
Total Del/Veh (s)	16.8

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0
Total Delay (hr)	0.5	0.0	0.4	1.0
Total Del/Veh (s)	3.1	0.2	3.6	2.9

#### 3: Internal Ring Road Performance by movement

Movement	WBL	SBT	All
Denied Delay (hr)	0.0	0.0	0.0
Denied Del/Veh (s)	0.2	0.1	0.1
Total Delay (hr)	0.3	0.1	0.3
Total Del/Veh (s)	6.1	0.7	2.1

#### **Total Zone Performance**

Denied Delay (hr)	0.2
Denied Del/Veh (s)	0.6
Total Delay (hr)	15.3
Total Del/Veh (s)	2754.1

#### Rosedale Center Opening Year Background - SAT

## Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	54	136	147	100	214	194	351	336	199	156	293	299
Average Queue (ft)	16	83	95	58	89	86	88	125	23	43	149	176
95th Queue (ft)	42	130	145	132	162	157	204	241	119	110	272	291
Link Distance (ft)	241	109	109			474	474	474			406	406
Upstream Blk Time (%)		5	11	1			0					
Queuing Penalty (veh)		10	24	0			0					
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			44	0				0	0	0	5	
Queuing Penalty (veh)			77	0				1	0	0	4	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	59	202
Average Queue (ft)	8	44
95th Queue (ft)	42	147
Link Distance (ft)	164	164
Upstream Blk Time (%)		1
Queuing Penalty (veh)		2
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

#### Intersection: 3: Internal Ring Road

Movement	WB	SB	SB
Directions Served	L	Т	Т
Maximum Queue (ft)	87	6	9
Average Queue (ft)	42	0	1
95th Queue (ft)	69	4	8
Link Distance (ft)	355	193	193
Upstream Blk Time (%)			
Queuing Penalty (veh)			
Storage Bay Dist (ft)			
Storage Blk Time (%)			
Queuing Penalty (veh)			

# Zone Summary

Zone wide Queuing Penalty: 118

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0
Total Delay (hr)	0.1	0.1	0.0	1.6	0.0	0.1	0.5	3.1	0.9	0.1	2.2	0.0
Total Del/Veh (s)	43.5	50.3	19.2	44.0	39.1	2.4	15.3	14.0	9.0	11.9	11.5	8.7

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.0
Total Delay (hr)	8.7
Total Del/Veh (s)	13.8

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)		0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.3	0.0	0.1	0.4
Total Del/Veh (s)		2.6	0.2	1.2	1.8

## 3: Internal Ring Road Performance by movement

Movement	WBL	SBT	SBR	SER	All	
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	
Denied Del/Veh (s)	0.1	0.0	0.0	0.1	0.0	
Total Delay (hr)	0.1	0.0	0.0	0.0	0.2	
Total Del/Veh (s)	5.2	0.6	0.5	3.2	1.9	

#### **Total Zone Performance**

Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.2
Total Delay (hr)	9.2
Total Del/Veh (s)	2373.7

#### Rosedale Center Opening Year - PM

#### Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	59	92	126	100	120	242	476	307	162	82	242	286
Average Queue (ft)	17	35	69	38	52	81	91	103	8	23	72	126
95th Queue (ft)	46	82	120	113	100	176	253	218	71	61	171	240
Link Distance (ft)	241	109	109			474	474	474			406	406
Upstream Blk Time (%)		0	4	0		0	0					
Queuing Penalty (veh)		0	5	0		0	0					
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			32	0				0			1	
Queuing Penalty (veh)			31	0				0			0	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB
Directions Served	R
Maximum Queue (ft)	86
Average Queue (ft)	8
95th Queue (ft)	44
Link Distance (ft)	156
Upstream Blk Time (%)	0
Queuing Penalty (veh)	0
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

#### Intersection: 3: Internal Ring Road

Movement	WB	SE
Directions Served	L	R
Maximum Queue (ft)	63	30
Average Queue (ft)	33	9
95th Queue (ft)	56	32
Link Distance (ft)	355	106
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

# Zone Summary

Zone wide Queuing Penalty: 37

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0
Denied Del/Veh (s)	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.1	0.0	1.2	0.3	1.2
Total Delay (hr)	0.0	0.1	0.0	2.6	0.2	0.2	1.1	3.7	1.3	0.4	4.2	0.1
Total Del/Veh (s)	42.8	68.2	10.3	39.7	39.8	3.3	19.9	16.6	8.7	14.3	16.4	12.6

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.1
Denied Del/Veh (s)	0.2
Total Delay (hr)	14.0
Total Del/Veh (s)	16.4

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.6	0.0	0.5	1.1
Total Del/Veh (s)	3.8	3.1	0.3	3.9	3.0

## 3: Internal Ring Road Performance by movement

Movement	WBL	SBT	SBR	SER	All	
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	
Denied Del/Veh (s)	0.2	0.1	0.1	0.1	0.1	
Total Delay (hr)	0.3	0.1	0.0	0.0	0.4	
Total Del/Veh (s)	6.8	0.8	0.2	5.8	2.5	

#### **Total Zone Performance**

Denied Delay (hr)	0.2
Denied Del/Veh (s)	0.6
Total Delay (hr)	15.5
Total Del/Veh (s)	2929.8

#### Rosedale Center Opening Year - SAT

#### Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	38	132	132	100	182	248	382	319	191	152	288	304
Average Queue (ft)	12	80	96	63	84	90	98	132	14	48	142	184
95th Queue (ft)	36	127	141	135	146	174	253	262	93	113	254	282
Link Distance (ft)	241	109	109			474	474	474			406	406
Upstream Blk Time (%)		4	13	1		0	0	0				
Queuing Penalty (veh)		8	29	0		0	0	0				
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			47	0		0		0	0	0	5	
Queuing Penalty (veh)			90	0		0		0	0	0	4	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	142	192
Average Queue (ft)	11	48
95th Queue (ft)	67	143
Link Distance (ft)	156	156
Upstream Blk Time (%)	0	2
Queuing Penalty (veh)	0	3
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

#### Intersection: 3: Internal Ring Road

L 94 47	TR 22	R 35
	22	35
47	4	
	1	9
73	16	32
355	189	106

## Zone Summary

Zone wide Queuing Penalty: 137

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.2	0.1	0.1	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.0	0.0
Total Delay (hr)	0.1	0.1	0.0	1.5	0.1	0.1	0.5	3.1	0.8	0.2	2.3	0.0
Total Del/Veh (s)	50.9	58.4	13.5	39.9	44.7	3.0	13.9	12.9	8.0	13.0	11.3	9.1

#### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.0
Total Delay (hr)	8.6
Total Del/Veh (s)	13.0

#### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.3	0.0	0.1	0.5
Total Del/Veh (s)	2.0	2.9	0.3	1.8	1.8

#### 3: Internal Ring Road & Site Driveway Performance by movement

Movement	WBL	WBR2	SBT	SBR	SER	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.2	0.1	0.0	0.0	0.1	0.1
Total Delay (hr)	0.3	0.1	0.1	0.0	0.0	0.5
Total Del/Veh (s)	6.5	2.5	1.2	0.7	3.8	2.7

#### **Total Zone Performance**

Denied Delay (hr)	0.0
Denied Del/Veh (s)	0.2
Total Delay (hr)	9.5
Total Del/Veh (s)	747.2

#### Rosedale Center Opening Year with Two-Way Conversion - PM

## Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	55	119	134	99	131	141	231	258	192	74	222	307
Average Queue (ft)	16	42	72	33	47	69	67	120	9	23	73	140
95th Queue (ft)	44	92	131	105	93	129	157	220	79	53	164	266
Link Distance (ft)	241	130	130			474	474	474			406	406
Upstream Blk Time (%)		0	3				0					
Queuing Penalty (veh)		0	4				0					
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			30	0				0	0		1	
Queuing Penalty (veh)			29	0				0	0		0	

## Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	32	95
Average Queue (ft)	1	9
95th Queue (ft)	23	61
Link Distance (ft)	160	160
Upstream Blk Time (%)	0	0
Queuing Penalty (veh)	0	1
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

#### Intersection: 3: Internal Ring Road & Site Driveway

WB	WB	SB	SE
L	>	TR	R
69	53	14	28
25	26	0	6
51	43	10	24
331	331	184	160
	L 69 25 51	L > 69 53 25 26 51 43	L > TR 69 53 14 25 26 0 51 43 10

# Zone Summary

Zone wide Queuing Penalty: 34

### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0
Denied Del/Veh (s)	0.1	0.2	0.1	0.0	0.0	0.0	0.1	0.2	0.1	1.6	0.5	0.4
Total Delay (hr)	0.1	0.1	0.0	2.8	0.2	0.3	1.1	4.5	1.3	0.4	5.0	0.1
Total Del/Veh (s)	51.6	46.5	6.5	37.2	36.9	5.3	19.3	16.4	8.6	16.9	18.8	13.6

### 1: Fairview Ave & Driveway/Rosedale Center Driveway Performance by movement

Movement	All
Denied Delay (hr)	0.2
Denied Del/Veh (s)	0.3
Total Delay (hr)	15.7
Total Del/Veh (s)	17.2

### 2: Internal Ring Road & Rosedale Center Driveway Performance by movement

Movement	EBT	EBR	SBT	SBR	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.0	0.0	0.0	0.0	0.0
Total Delay (hr)	0.0	0.6	0.0	0.4	1.0
Total Del/Veh (s)	3.8	3.5	0.4	2.9	2.8

### 3: Internal Ring Road & Site Driveway Performance by movement

Movement	WBL	WBR2	SBT	SBR	SER	All
Denied Delay (hr)	0.0	0.0	0.0	0.0	0.0	0.0
Denied Del/Veh (s)	0.3	0.2	0.0	0.0	0.1	0.2
Total Delay (hr)	0.7	0.1	0.1	0.0	0.0	1.0
Total Del/Veh (s)	8.5	2.9	1.3	1.3	4.4	4.3

### **Total Zone Performance**

Denied Delay (hr)	0.3
Denied Del/Veh (s)	0.7
Total Delay (hr)	17.7
Total Del/Veh (s)	2768.7

### Rosedale Center Opening Year with Two-Way Conversion - SAT

### Intersection: 1: Fairview Ave & Driveway/Rosedale Center Driveway

Movement	EB	WB	WB	WB	NB	NB	NB	NB	NB	SB	SB	SB
Directions Served	LTR	L	LT	R	L	Т	Т	TR	R	L	Т	TR
Maximum Queue (ft)	55	149	167	100	162	210	376	287	272	185	317	312
Average Queue (ft)	14	83	115	77	76	97	97	166	49	58	161	197
95th Queue (ft)	42	133	168	139	131	176	232	282	197	145	276	299
Link Distance (ft)	241	130	130			474	474	474			406	406
Upstream Blk Time (%)		2	11				0				0	
Queuing Penalty (veh)		4	26				0				0	
Storage Bay Dist (ft)				50	260				250	160		
Storage Blk Time (%)			47	0	0			2	0	0	7	
Queuing Penalty (veh)			88	1	0			5	0	0	6	

### Intersection: 2: Internal Ring Road & Rosedale Center Driveway

Movement	SB	SB
Directions Served	R	R
Maximum Queue (ft)	68	163
Average Queue (ft)	4	38
95th Queue (ft)	31	121
Link Distance (ft)	160	160
Upstream Blk Time (%)		1
Queuing Penalty (veh)		2
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

### Intersection: 3: Internal Ring Road & Site Driveway

WB	WB	SB	SE
L	>	TR	R
144	67	8	33
51	31	0	8
101	51	6	30
331	331	184	160
	L 144 51 101	L > 144 67 51 31 101 51	L > TR 144 67 8 51 31 0 101 51 6

### Zone Summary

Zone wide Queuing Penalty: 132

# RESEVILLE

### INTEROFFICE MEMORANDUM

Date:	July 29, 2019
То:	Thomas Paschke, City Planner Bryan Lloyd, Senior Planner
From:	Tim O'Neill, Fire Chief / Fire Marshal
RE:	(Macy's major plat)

The Fire Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

### 1. General comments regarding the project:

The Plat approval will not have any Fire Department related impacts. However, when the outlots are developed there will likely be impacts based on building type and occupant. We will reserve comments until more is known on these issues.

### 2. Anticipated Financial Impacts of Project including Call Volume Impacts:

See above

### 3. Anticipated Non-financial Impacts of Project:

See above

### 4. Project necessitate the need for Vehicles, Facilities, or special equipment:

See above

### 5. Public Safety Concerns from Project:

See above

### 6. Public Safety Concerns Eliminated by New Project:

See above

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Fire Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

# **R** SEVILLE REQUEST FOR COUNCIL ACTION

		Date: Item No.:	August 26, 2019 7.c				
Department Approval Janué Gundlael	٦	City Manager Approval					
s b A	Adopt a resolution approving the Fairview A ubdivide the subject property into two lots puilding and an apartment facility, adopt a re- avenue Addition final plat, and adopt a reso- nultifamily residential development as a con-	for development of esolution approving slution approving th	a medical office the Fairview e proposed				
Background							
Applicant:	Reuter Walton Development, LLC and TJ	elopment, LLC and TJL Development, LLC					
Location:	2720 Fairview Avenue						
Property Owner:	ew DFC, LLC						
Open House Meeting:	N/A						
Application Review Tim	elines						
Preliminary Plat	ed complete 6/21/20 nn. Stat. §462.358 su						
Final Plat:Application received 8/13/2019; Considered complete 8/15/2019 City Action Deadline; 10/14/2019, per Minn. Stat. §462.358 subd.							
Conditional Use: Application received 6/18/2019; Considered complete 6/18/2019 City Action Deadline: 8/17/2019, per Minn. Stat. §15.99 Extended to 10/16/2019							
<b>General Site Informat</b>	tion						

Land Use Context

1

	Existing Land Use	Guiding	Zoning
Site	Outdoor storage of semi trailers	CMU	CMU-3
North	Motor vehicle repair and multi-tenant commercial	CMU	CMU-3
West	Office and medical office	CMU	CMU-3
East	Fleet and industrial uses	CMU	CMU-4
South	Office/showroom	CMU	CMU-4

Notable Natural Features: poor soils and drainage ditch along eastern edge

Planning File History: (1966) PF344: Approval of SUP allowing a motor freight terminal

(1975) PF940: Approval of variance for sign setback

(2018) PF18-028: Approval of temporary outdoor storage of semi-trailers as Interim Use

The site was originally developed in 1966 and was occupied by H & W Motor Express and Central 1

- Transport, both motor freight terminal uses. In September 2015, the City Council approved the outdoor 2
- storage by Big Blue Box of semi-trailers as an Interim Use as the property owner worked to sell the 3
- property for redevelopment. In October 2018, Brockman Trailer purchased all trailer assets of Voyd 4
- Trailers of Minnesota, which included Big Blue Box, and while the property owner indicated that a 5
- redevelopment deal was pending at that time, the continued outdoor storage of semi-trailers was again 6 approved as a renewal of the interim use.

7

On behalf of the property owner, the applicant proposes to remove the existing structure, subdivide the 8 parcel with the proposed two-lot Fairview Avenue Addition plat, and redevelop the site with a 127-unit, 9 market rate apartment complex on Lot 1 and a 40,000 square-foot, two-story office building, with one 10 floor being occupied by Tareen Dermatology, on Lot 2. The proposed preliminary plat is illustrated in 11

Attachment C, along with other development information. The proposed office development is permitted 12

- in the CMU-3 zoning district, and the proposed apartment complex requires approval as a conditional 13
- use. This RCA includes both the analysis of the proposed preliminary plat and the analysis of the 14
- proposed conditional use, as well as recommended actions for each application. 15

When exercising the "quasi-judicial" authority on subdivision and conditional use requests, the role of 16 the City is to determine the facts associated with a particular proposal and apply those facts to the legal

17 standards contained in the ordinance and relevant state law. In general, if the facts indicate the 18

- application meets the relevant legal standards and will not compromise the public health, safety, and 19
- general welfare, then the applicant is likely entitled to the approval. The City is, however, able to add 20
- conditions to subdivision and conditional use approvals to ensure that potential impacts to parks, 21
- schools, roads, storm sewers, and other public infrastructure on and around the subject property are 22
- adequately addressed. Subdivisions may also be modified to promote the public health, safety, and 23
- general welfare, and to provide for the orderly, economic, and safe development of land, and to promote 24

housing affordability for all levels. 25

Preliminary Plat Analysis Roseville's Development Review Committee (DRC) met on June 27 and 26 July 11, 2019, to review the proposed preliminary plat. Some of the comments and feedback based on 27

the DRC's review of the application are included in the analysis below, and the full comments offered 28

by DRC members are included with this RCA as Attachment D. 29

### Easements 30

- Roseville's City Engineer has indicated that the following easements will be required: 31
- 1. Drainage and utility easements at the margins of the proposed lots were not shown on the 32 preliminary plat, as required pursuant to §1103.03 of the Subdivision Code, but the easements 33 have been properly added to the revised preliminary plat and the proposed final plat. 34
- 2. City staff is coordinating with the applicant and the Rice Creek Watershed District to culvert the 35 open ditch on the east side of the subject property and improve the corridor with a bike/ 36 pedestrian pathway; the existing easement for the drainage ditch should be amended accordingly. 37
- 3. An 8-foot, public bituminous pathway will be required along Fairview Avenue. A public 38 improvement contract will be required for this work, but a pathway easement dedicated to the 39 City will be necessary for portions of the pathway that will be constructed outside of existing 40 easements or right-of-way. A draft easement provided by the applicant is included with 41 Attachment C 42

### **Proposed Lots** 43

The proposed Lot 1 is 120,738.33 square feet (i.e., about 1.77 acres) and the proposed Lot 2 is 44

<sup>45</sup> 127,558.89 square feet (or about 2.93 acres). There are no minimum area or size requirements for lots in

46 the CMU-3 zoning district.

### 47 Park Dedication

<sup>48</sup> This subdivision proposal elicits the park dedication requirement because the subject property is greater

- than one acre in size and the proposal results in a net increase of development lots. Since the existing
- <sup>50</sup> motor freight terminal coincides with Lot 2 of the Fairview Avenue Addition plat, City staff has
- determined that Lot 1 represents the new developable lot. Therefore the park dedication requirement would apply to proposed residential development on Lot 1. Pursuant to review of the proposal at its
- August 1, 2019, meeting, the Parks and Recreation Commission recommended a dedication of cash *in*
- *lieu* of land. At the current rate of \$4,000 per dwelling unit, the proposed 127-unit apartment complex
- would require a park dedication payment of \$508,000, although the actual park dedication obligation
- will depend on whether the requested conditional use approval (addressed later in this RCA) is granted
- for the proposed multifamily development and whether any conditions of approval serve to reduce the
- number of dwelling units developed.

### 59 <u>Tree Preservation</u>

- <sup>60</sup> The tree preservation and replacement plan requirements in City Code §1011.04 provide a way to
- quantify the amount of tree material being removed for a given project and to calculate the potential tree
- replacement obligation. The applicant has provided these calculations, and they are included in
- Attachment C. This preliminary calculation, based on the proposed development of the proposed lots,
- 64 would elicit the replacement of 120 caliper-inches, and the proposed landscape plans includes 195
- caliper-inches of canopy trees, in addition to 50 ornamental trees and seven evergreen trees.

### 66 Storm Water Management

- <sup>67</sup> The grading and storm water management plan illustrated in Attachment C addresses the proposed
- development on the lots as required. Like the tree preservation plan, the storm water management plan
- reviewed with a plat proposal is not intended to be approved with the plat as the final storm water
- management plan. Instead, the tree preservation and storm water management plans reviewed with a plat
- proposal are intended to demonstrate that the standard City Code requirements can be met as the
- 72 proposed project is implemented.

# 73 Final Plat Analysis

- <sup>74</sup> Because the proposed rezoning and preliminary plat were unanimously supported by the Planning
- Commission, the applicant has submitted an application for approval of the final plat, and is requesting it
- to be considered simultaneously with the preliminary plat approval. The DRC met on August 15, 2019,
- to review the final plat; staff finds the final plat to be in a form acceptable for approval at this time. If
- the City Council supports the application as proposed, there is no reason the final plat cannot be
- approved during the same meeting. Likewise, if the City Council does not support the proposal, then both of the applicant's requests for subdivision approvals can be denied during the same meeting. If,
- however, the City Council supports the proposal but wishes to require certain changes as conditions of
- approval of the preliminary plat, then consideration of the final plat can be tabled to allow the applicant
- time to incorporate the required changes into the final plat.

### 84 Conditional Use Analysis

The Zoning Code requires approval of any residential development of more than three dwelling units in 85 the CMU districts as a conditional use, but the Zoning Code does not establish density limits or other 86 requirements for residential developments in the CMU districts, nor does it establish any specific 87 conditional use approval criteria to review when considering a residential development of four or more 88 dwelling units. It is also worth noting this will be the first time such conditional use requirement is being 89 applied to a proposed residential use in the CMU district. This particular applicant has put a lot of effort 90 into developing highly refined plans in order to begin construction as soon as possible if the requested 91 approvals are granted. While the level of detail in the plans has allowed Planning Division staff to 92 confirm that they satisfy all of the pertinent zoning requirements, staff believes future applications for 93 approval of a multifamily development as a conditional use could be much more conceptual and be no

95 less valid or complete.

With this in mind, floor plans, exterior elevations, and other details are included with the materials in 96 Attachment C; while these plans help to illustrate the proposal, the specific details may not be germane 97 to the City's consideration of the request for conditional use approval. For example, the proposal to 98 build 127 dwelling units on Lot 1 of the plat would result in a residential density of about 46 units per 99 acre, with the particular mix of unit sizes illustrated in the floor plans. There is neither a specified 100 density limit nor a requirement about unit sizes to compare the proposal against, but the number and size 101 of units do influence the number of potential new residents who will drive motor vehicles and use park 102 facilities. Therefore, while the conditional use process might not speak directly to those proposed 103 details, the conditional use process is an opportunity to analyze the potential impacts of those details on 104 the area surrounding the subject property. 105

- Nevertheless, §1009.02.C of the City Code does establish a mandate that the City make five specific
   findings pertaining a proposed conditional use. Planning Division staff has reviewed the application and
   offers the following draft findings.
- *The proposed use is not in conflict with the Comprehensive Plan.* The 2030 Comprehensive Plan does not specifically identify this site for residential development, but the Planning Commission believes the proposal is generally not in conflict with the Comprehensive Plan because:
- a. It represents the Comprehensive Plan's broad goals promoting high quality reinvestment.
- b. The description of the pertinent Community Mixed-Use land use category indicates that
  "[r]esidential land uses should generally represent between 25% and 50% of the overall mixeduse area." To date, only about 2.5% of the original Twin Lakes area includes residential
  development, and the current proposal would increase that to about 4%.
- c. Among the future land use issues discussed in Planning District 10, residential development is
   recognized as an important source of support for business development in Twin Lakes.
- The proposed use is not in conflict with any Regulating Maps or other adopted plans. Planning
   Division staff has verified that the proposed five-story, market-rate, apartment complex conforms to
   the Twin Lakes Regulating Plan and the Design Standards set forth in §1005.02 of the Zoning Code
   as it pertains to building placement. The proposed apartment building will be set forward to address
   the front yard property line adjacent to Fairview Avenue, and the complex will include both
   underground and surface parking.
- 3. The proposed use is not in conflict with any City Code requirements. Based on the plans that have
   been received and reviewed thus far, staff have not uncovered any City Code conflicts, and the
   proposed apartment complex must meet all applicable City Code regulations, or the applicant must
   secure any necessary variance approvals, in order to receive the required construction permits.

- Moreover, a conditional use approval can be rescinded if the approved use fails to comply with all applicable City Code requirements or any conditions of the approval.
- 4. The proposed use will not create an excessive burden on parks, streets, and other public facilities. A traffic study has been completed, demonstrating that the proposed multifamily development on the subject property will have minimal impacts on the roadway network, and indicating that all studied intersections will operate at an acceptable level of service. Please note that the traffic study included with this RCA as part of Attachment C was prepared based on an earlier, 121-unit iteration of the apartment facility, but the City Engineer has confirmed that the marginal traffic from the additional six dwellings not modeled in the study will not affect the overall conclusions of the study.
- The dedication of cash *in lieu* of park land required as a component of the proposed plat will ensure that Roseville's parks are able to accommodate the additional need created by the new dwelling units. To further mitigate impacts to public streets and sidewalks, City staff is coordinating with the applicant, and the developer of the 20-acre tract to the east, to provide a private, non-motorized pathway connection through this development, to cross the path constructed on the culvert, so the applicant needs to program such a potential connection in their site plans.
- 5. The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.
  Consistent with the preceding findings, the Planning Commission finds that the proposed multifamily complex, if thoughtfully developed, will be a valuable addition to Twin Lakes, will not create adverse traffic impacts, will positively affect surrounding property values, and will not cause harm to the public health, safety, and general welfare, especially when compared to other uses permitted at the property.

### 151 Public Comment

The duly noticed public hearing for the preliminary plat and conditional use applications was held by the Planning Commission on August 7, 2019. No members of the public spoke for or against the proposal, and at the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval both of the proposed preliminary plat and of the proposed multifamily residential structure as a conditional use. Draft minutes of the August 7 Planning Commission meeting are included with this RCA as Attachment E. At the time this report was prepared, Planning Division staff has not received any additional questions or comments from members of the public about this application.

### 159 **POLICY OBJECTIVE**

- Facilitate residential development that is important to the success of the Twin Lakes redevelopment area, as discussed in the comprehensive plan.
- Encourage and support the development of market rate general occupancy rental housing targeted to
   more affluent renters, pursuant to the prioities identified in the 2018 Comprehensive Housing Needs
   Assessment.
- 165 **BUDGET IMPLICATIONS**
- 166 Refer to DRC comments in Attachment D.

### 167 STAFF RECOMMENDATION

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- Adopt a resolution approving the Fairview Avenue Addition preliminary plat of the property at
   2720 Fairview Avenue, based on the content of this RCA, the public record, and City Council
   deliberation, with the following conditions.
- 171a. The applicant shall amend the existing easement for the drainage ditch to account for the<br/>culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the<br/>culvert.173culvert.
- b. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the required 8-foot pathway along Fairview Avenue.
  - c. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$4,000 per dwelling unit before the approved plat will be released for recording at Ramsey County.
- Adopt a resolution approving the Fairview Avenue Addition final plat of the property at 2720
   Fairview Avenue, based on the content of this RCA, the public record, and City Council
   deliberation, with the following conditions.
  - a. The applicant shall amend the existing easement for the drainage ditch to account for the culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the culvert.
    - b. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the required 8-foot pathway along Fairview Avenue.
    - c. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$4,000 per dwelling unit before the approved plat will be released for recording at Ramsey County.
- Adopt a resolution approving the proposed multifamily residential development as a conditional
   use on Lot 1 of the Fairview Avenue Addition plat, based on the content of this RPCA, public
   input, and City Council deliberation, with the following condition.
  - a. If a public pathway is constructed on the culvert, the applicant shall incorporate a private, non-motorized pathway connection through this development, to cross the path constructed on the culvert.
- 194 **REQUESTED COUNCIL ACTIONS**
- Adopt a resolution approving the Fairview Avenue Addition preliminary plat of the property at 2720 Fairview Avenue, based on the content of this RCA, the public record, and City Council deliberation, with the following conditions.
  - a. The applicant shall amend the existing easement for the drainage ditch to account for the culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the culvert.
    - b. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the required 8-foot pathway along Fairview Avenue.
  - c. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$4,000 per dwelling unit before the approved plat will be released for recording at Ramsey County.

2. Adopt a resolution approving the Fairview Avenue Addition final plat of the property at 205 2720 Fairview Avenue, based on the content of this RCA, the public record, and City Council 206 deliberation, with the following conditions.

- a. The applicant shall amend the existing easement for the drainage ditch to account for the culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the culvert.
- b. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the 211 required 8-foot pathway along Fairview Avenue. 212
  - c. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$4,000 per dwelling unit before the approved plat will be released for recording at Ramsey County.

### 3. Adopt a resolution approving the proposed multifamily residential development as a conditional use on Lot 1 of the Fairview Avenue Addition plat, based on the content of this RCA, public input, and City Council deliberation, with the following condition.

a. If a public pathway is constructed on the culvert, the applicant shall incorporate a private, 218 non-motorized pathway connection through this development, to cross the path 219 constructed on the culvert. 220

### **Alternative Actions** 221

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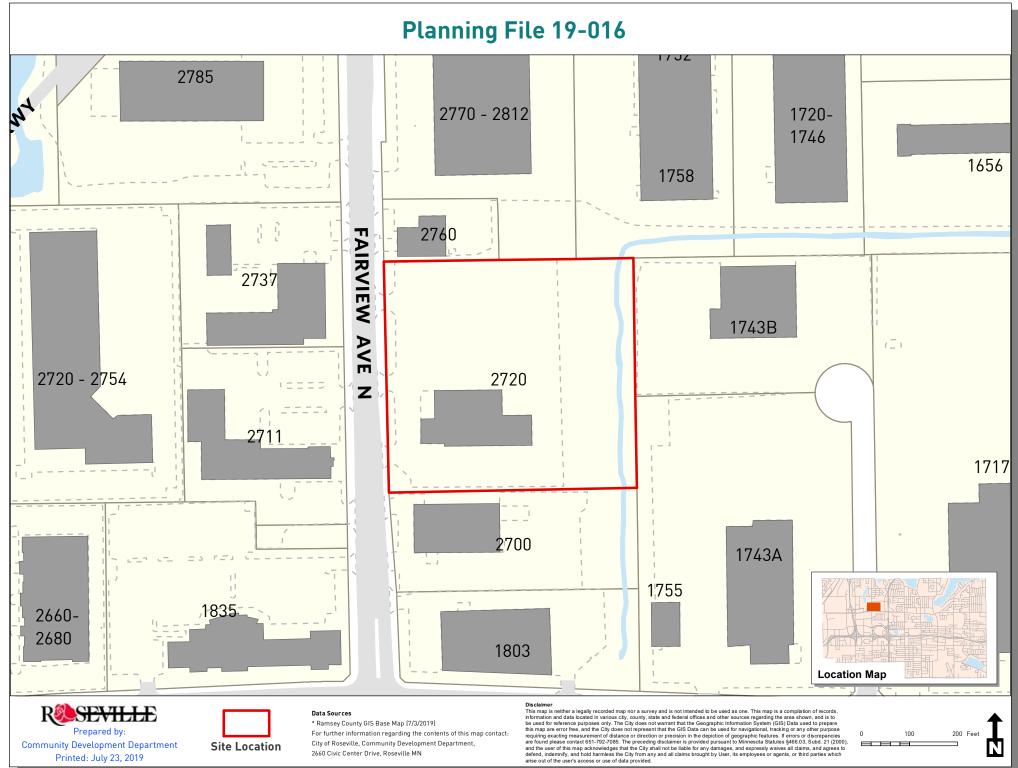
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- A) Pass a motion to table the items for future action. An action to table must be based on the 222 need for additional information or further analysis to take action on the request. Tabling beyond 223 October 14, 2019, may require extension of the action deadlines established in Minn. Stats. 15.99 224 or 462.358 subd. 3b to avoid statutory approval. 225
- B) Adopt a resolution to deny the request. A denial should be supported by specific findings of 226 fact based on the City Council's review of the application, applicable zoning or subdivision 227 regulations, and the public record. 228
- Prepared by Senior Planner Bryan Lloyd 229
  - Attachments: A: Area map
    - B: Aerial photo
    - C: Proposed subdivision, grading and drainage plan, tree replacement calculation, and traffic study
    - D: Comments from DRC

- E: Draft August 7, 2019, Planning Commission meeting minutes
- F: Draft preliminary plat approval resolution
- G: Draft final plat approval resolution
- H: Draft conditional use approval resolution



# **Attachment B for Planning File 19-016**







Site Location

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

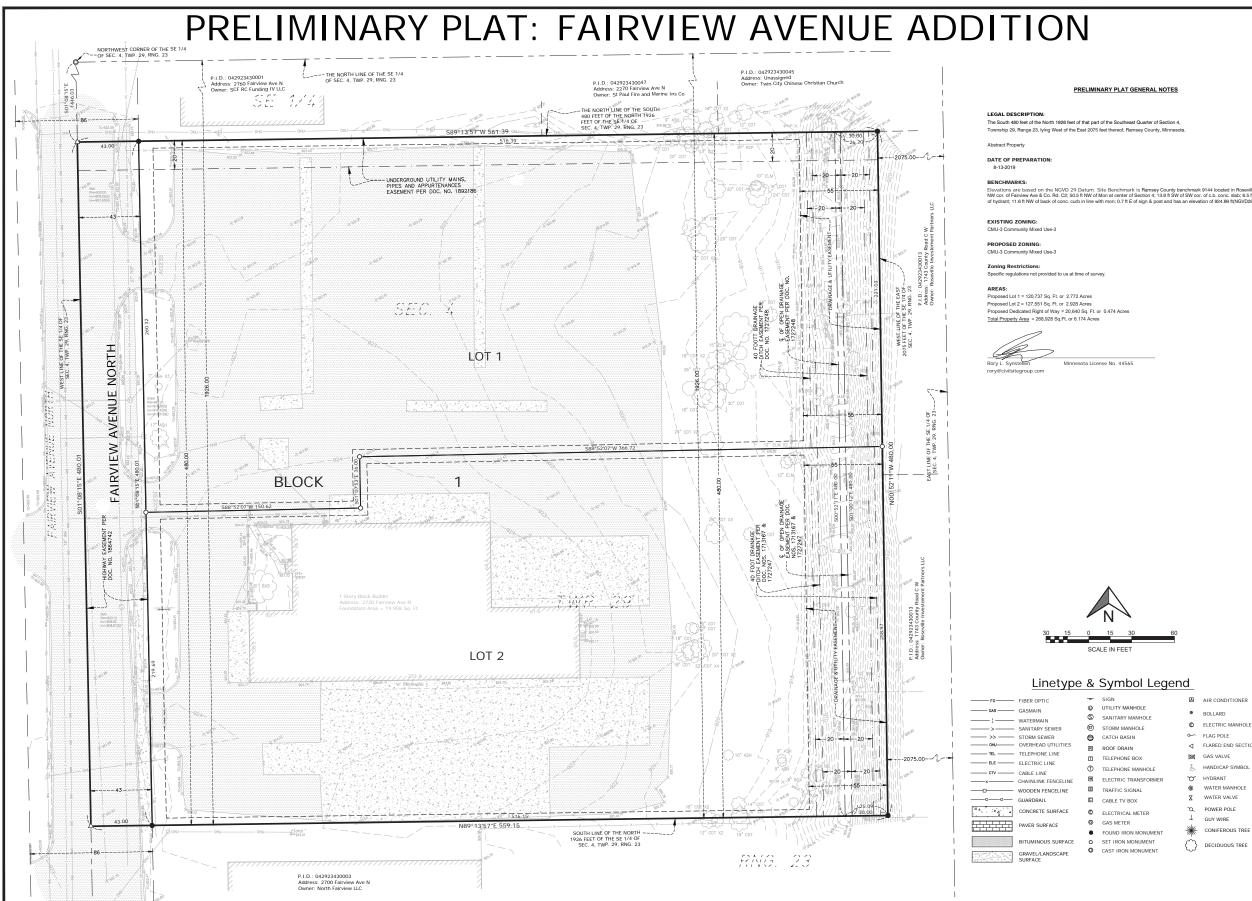
\* Ramsey County GIS Base Map (7/3/2019) \* Aerial Data: Sanborn (4/2017)

Data Sources

### Disclaimer

UISCLAIMTER 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 (IGIS) 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 §464.03, 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.

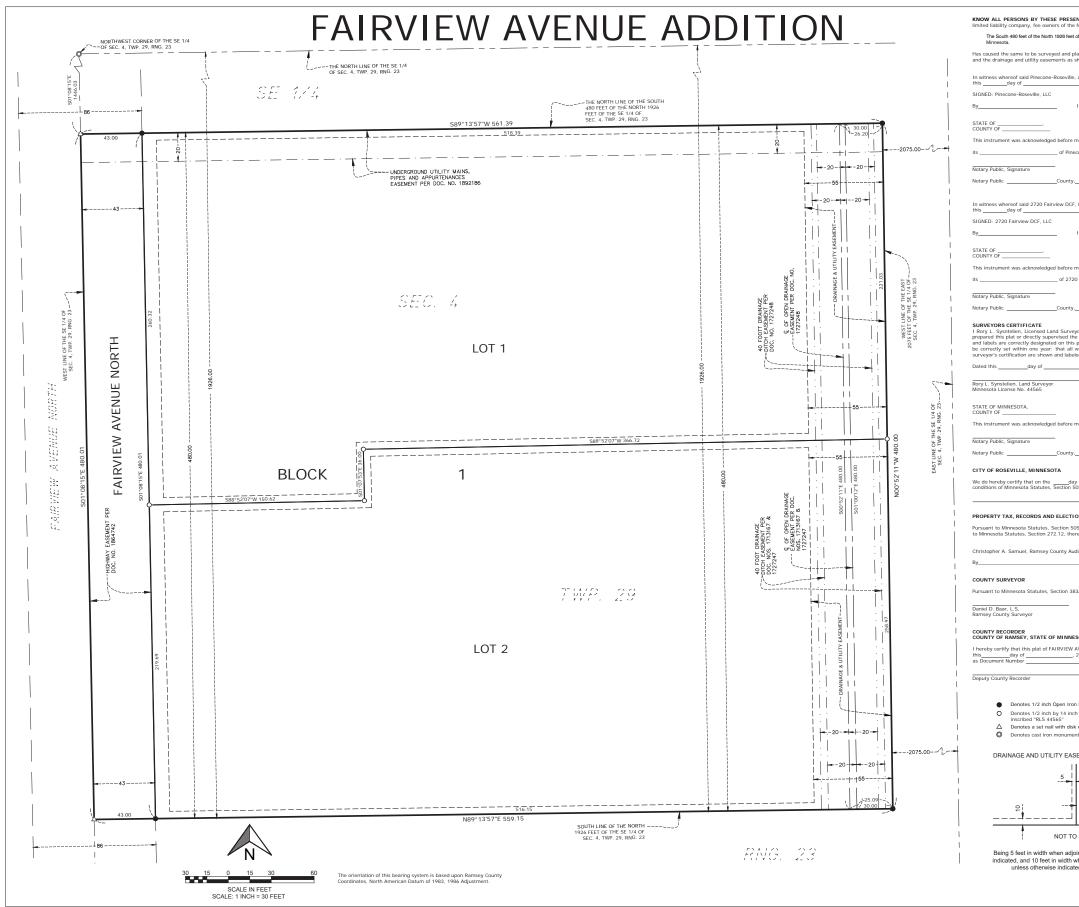




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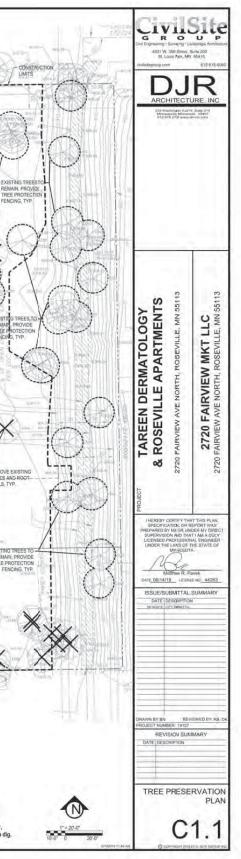
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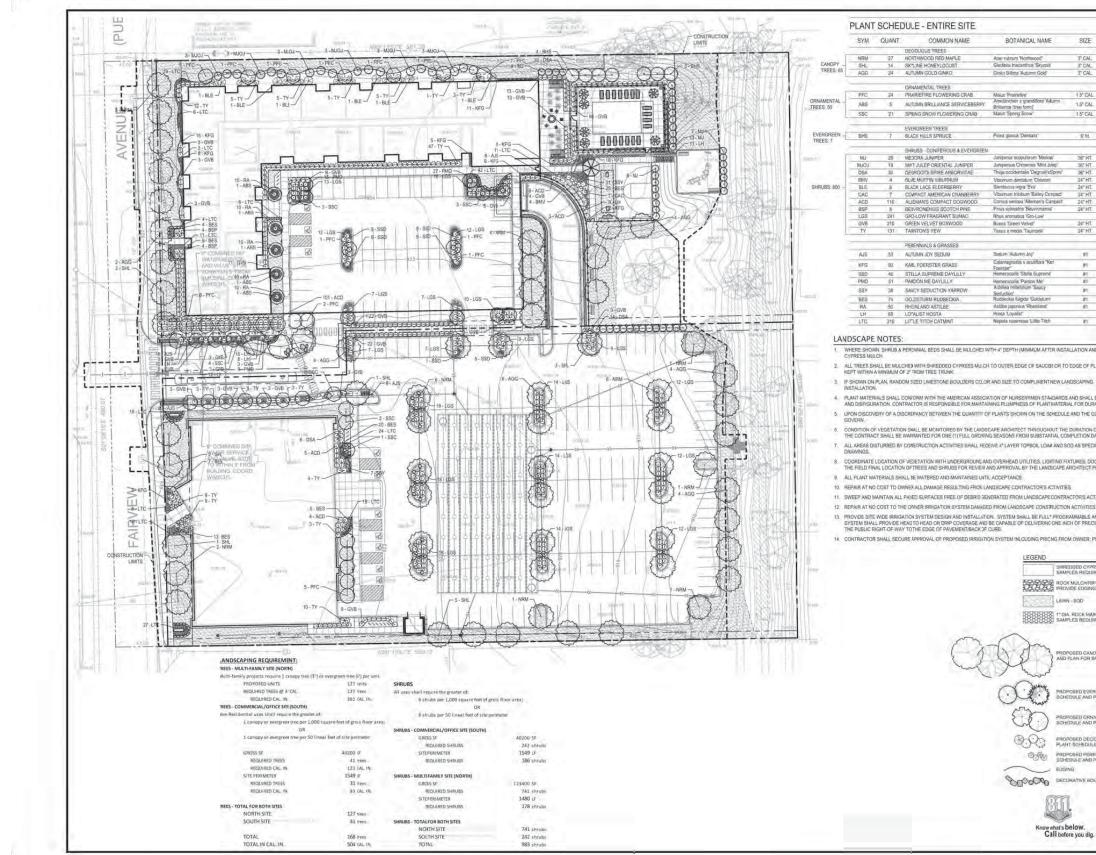




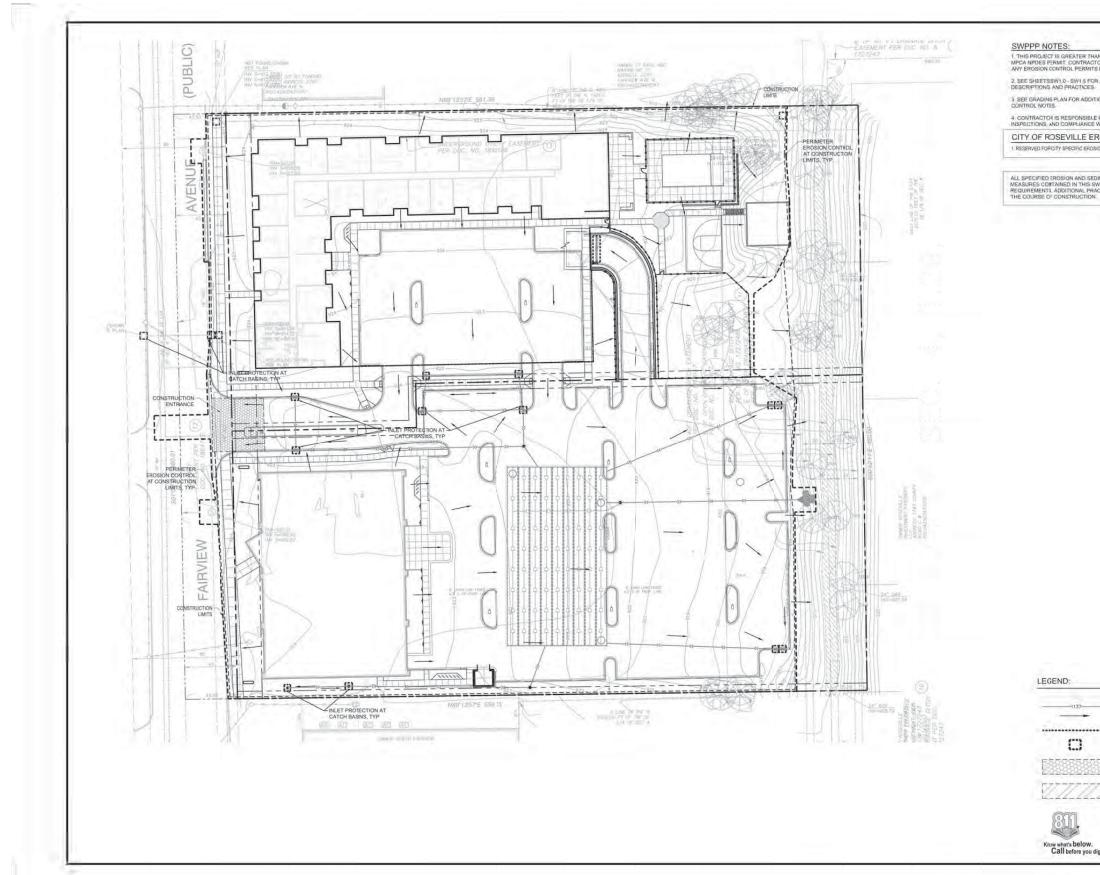
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# **TAREEN DERMATOLOGY & ROSEVILLE APARTMENTS**

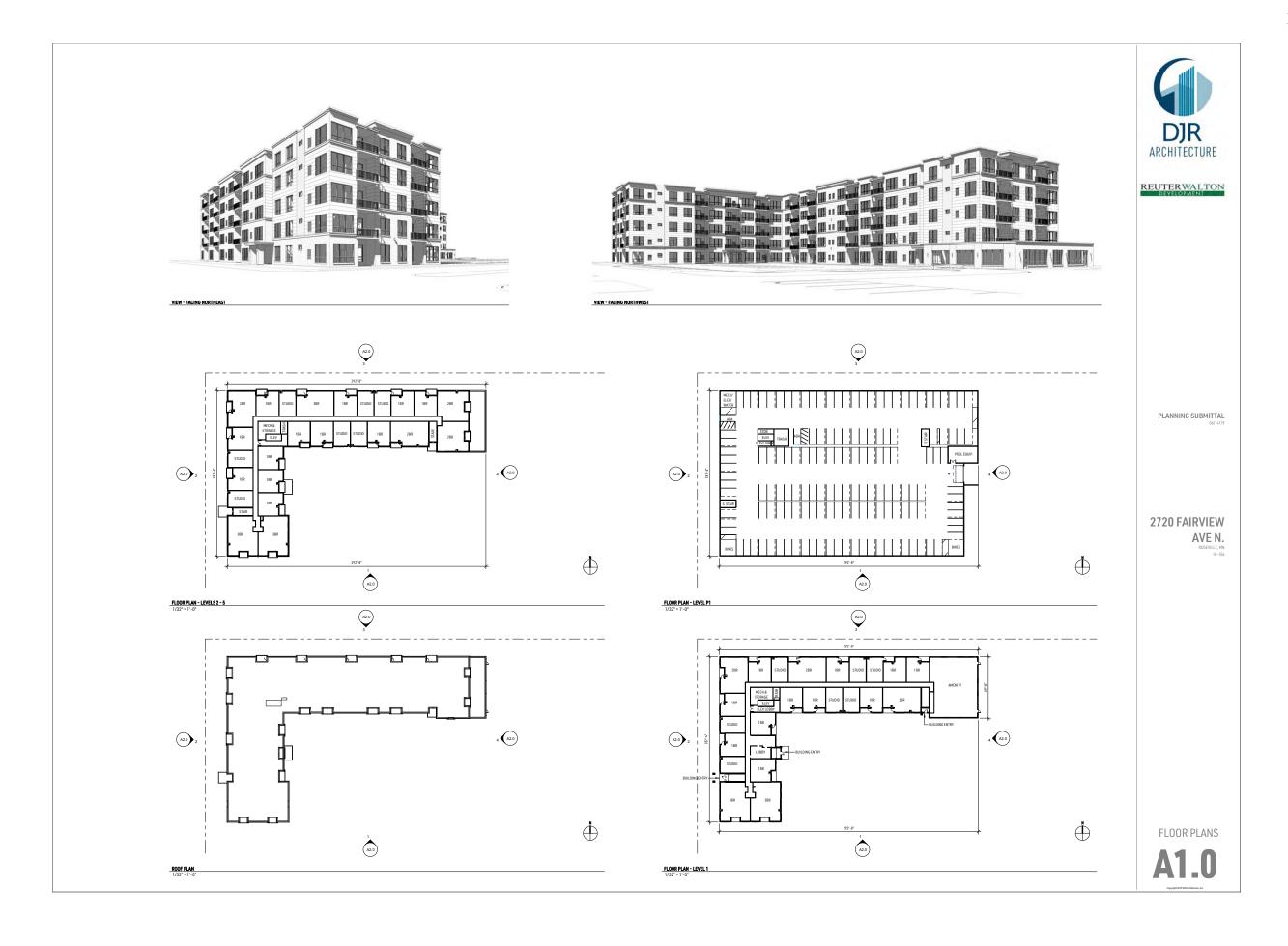
ROSEVILLE, MINNESOTA



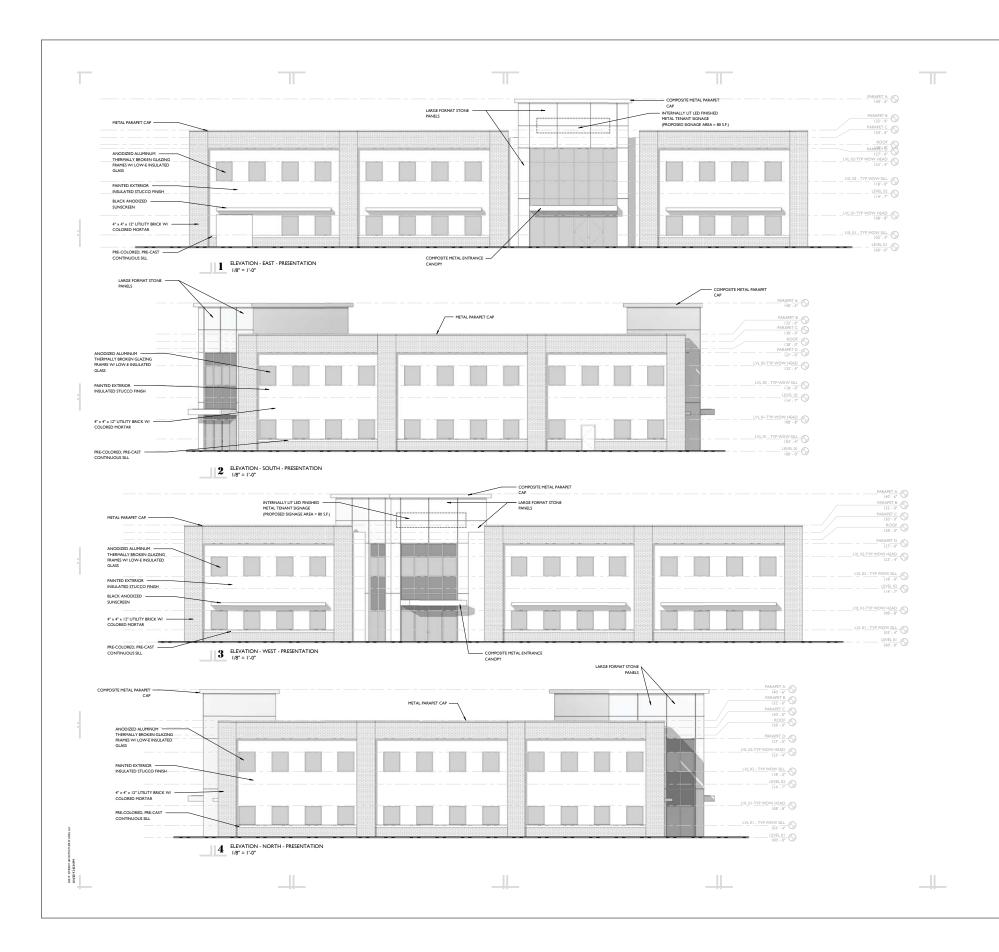
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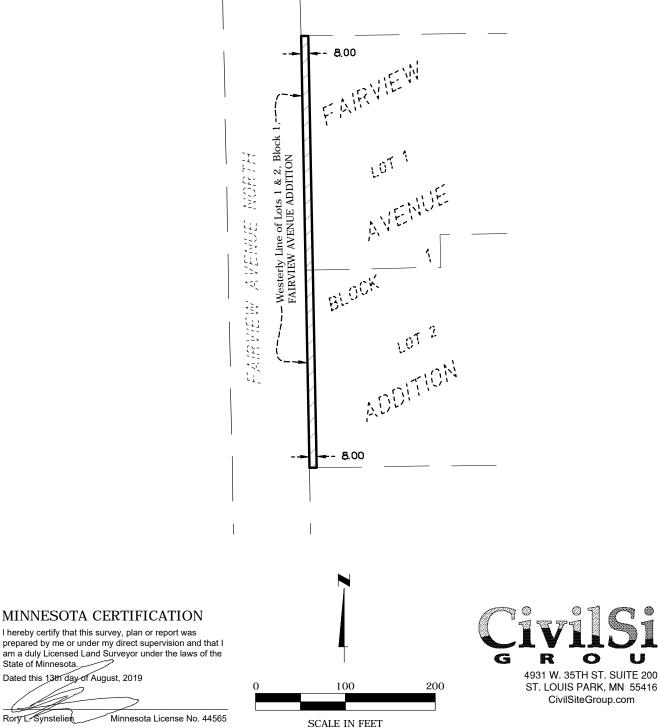


TAREEN MEDICAL CENTER ROSEVILLE MN
HEREBY CERTERY THAT THIS PLAN. SPECIFICATION, OR REPORT WAS REPRADED BY NE OR WHOER MY DIRECT SUBJECTION HAVE THE LAWS OF THE STATE OF HENRESOTA Particly Gloridan 201699 NOT FOR CONSTRUCTION
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PRELIMINARY EXTERIOR ELEVATIONS

### Trail Easement Exhibit Part of Lots 1 and Lot2, Block 1, FAIRVIEW AVENUE ADDITION Roseville, Ramsey County, Minnesota

### DESCRIPTION

An easement for trail purposes, over and across the following described property: The westerly 8.00 feet of Lot 1 and Lot 2, Block 1, FAIRVIEW AVENUE ADDITION, according to the recorded plat thereof, Ramsey County, Minnesota.



Rory L. Synsteller

Project No. 19127 SHEET 1 OF 1 Page 10 of 21

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## Memorandum

SRF No. 01912548

To:	Jesse Freihammer PE
	City Engineer/Assistant Public Works Director City of Roseville
From:	Matt Pacyna PE, Principal Ethan Bialik, Engineer
Date:	April 12, 2019
Subject:	2720 Fairview Avenue Traffic Study

### Introduction

As requested, SRF has completed a traffic study for a proposed office/residential redevelopment located at 2720 Fairview Avenue in the City of Roseville (see Figure 1: Project Location). This study will evaluate the trip generation and traffic impacts associated with the proposed medical office building and mid-rise multifamily housing apartment. The main objectives of the study are to review existing operations, evaluate potential traffic impacts of the proposed development, and recommend improvements to ensure safe and efficient operations. The following information provides the assumptions, analysis, and study recommendations offered for consideration.

### **Existing Conditions**

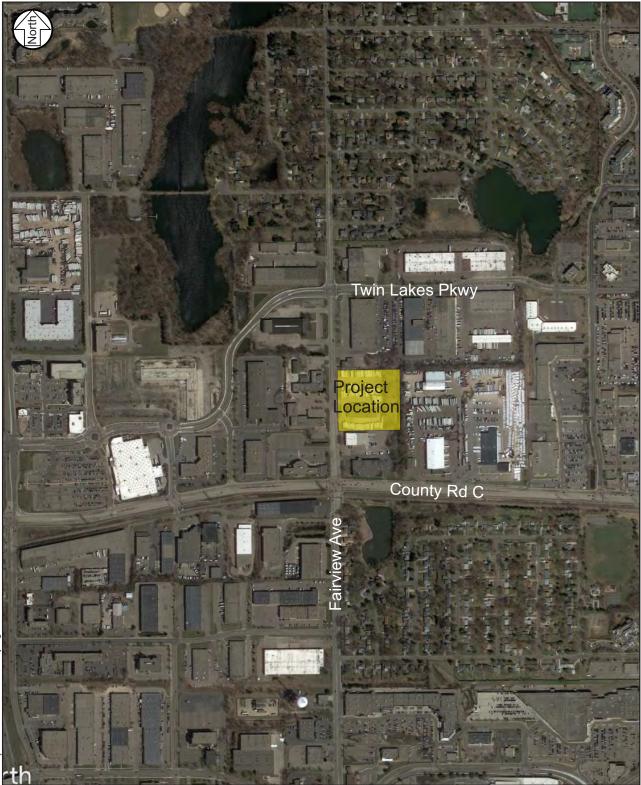
The existing conditions were reviewed to establish a baseline to compare and determine any future impacts associated with the proposed development. The evaluation of existing conditions includes peak hour intersection turning movement counts, field observations and an intersection capacity analysis.

### **Data Collection**

Weekday a.m. and p.m. peak period vehicular turning movement and pedestrian/bicyclist counts were collected at the following study intersections on Tuesday, March 12, 2019.

- Fairview Avenue/Twin Lakes Parkway
- Fairway Avenue and the three (3) existing driveways
- Fairview Avenue/County Road C

Observations were completed to identify roadway characteristics within the study area (i.e. roadway geometry, posted speed limits, and traffic controls). Currently, Fairview Avenue is a three-lane roadway with a two-way left-turn lane (TWLTL) north of County Road C and a 40-mile per hour (mph) posted speed limit. Fairview Avenue is a four lane undivided roadway south of County Road C with a speed limit of 35 mph while County Road C is a four lane divided roadway with a speed limit of 45 mph. Twin Lakes Parkway is a two lane undivided roadway with a speed limit of 30 mph.





01912548 April 2019

### **Project Location**

2720 Fairview Avenue Traffic Study City of Roseville, MN Figure 1

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Jesse Freihammer City of Roseville

The intersections of Fairview Avenue/County Road C and Fairview Avenue/Twin Lakes Parkway are signalized, while the three (3) existing driveways along Fairview Avenue are unsignalized with sidestreet stop control. Existing geometrics, traffic control, and traffic volumes are shown in Figure 2. Note that Fairview Avenue and County Road C are classified as urban minor arterials, while Twin Lakes Parkway is classified as an urban local road.

### **Intersection Operations Analysis**

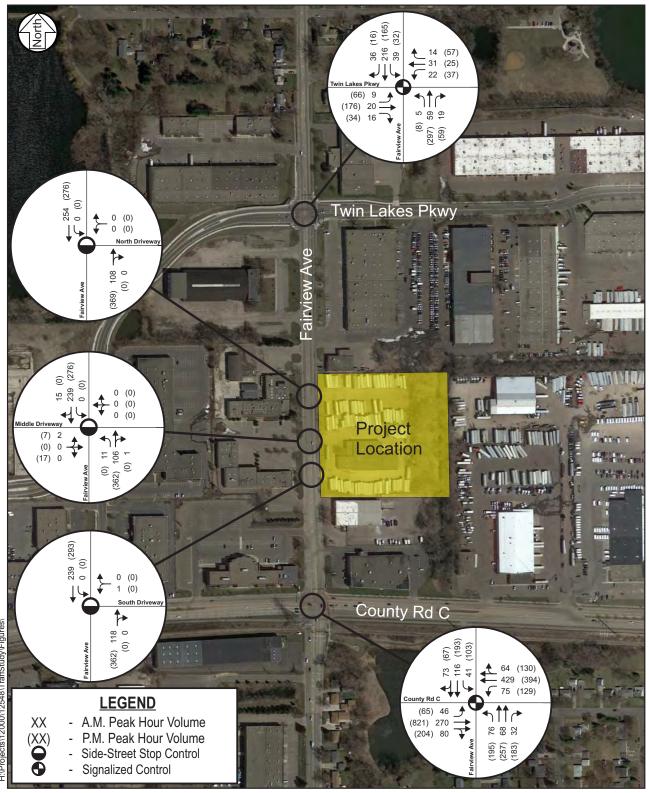
An operations analysis was conducted to determine how traffic is currently operating at the study intersections. All intersections were analyzed using Synchro/SimTraffic and the Highway Capacity Manual (HCM). Capacity analysis results identify a Level of Service (LOS) which indicates how well an intersection is operating. Intersections are ranked from LOS A through LOS F. The LOS results are based on average delay per vehicle results from SimTraffic, which correspond to the delay threshold values shown in Table 1. LOS A indicates the best traffic operation and LOS F indicates an intersection where demand exceeds capacity. Overall intersection LOS A through D is generally considered acceptable by drivers in the Twin Cities Metropolitan Area.

LOS Designation	Signalized Intersection Average Delay/Vehicle (seconds)	Unsignalized Intersection Average Delay/Vehicle (seconds)
А	≤ 10	≤ 10
В	> 10 - 20	> 10 - 15
С	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50

 Table 1.
 Level of Service Criteria for Signalized and Unsignalized Intersections

For side-street stop controlled intersections, special emphasis is given to providing an estimate for the level of service of the side-street approach. Traffic operations at an unsignalized intersection with side-street stop control can be described in two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes.

Second, it is important to consider the delay on the minor approach. Since the mainline does not have to stop, the majority of delay is attributed to the side-street approaches. It is typical of intersections with higher mainline traffic volumes to experience high levels of delay (poor levels of service) on the side-street approaches, but an acceptable overall intersection level of service during peak hour conditions.



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SRF Consulting Group, Ind

Existing Conditions

2720 Fairview Avenue Traffic Study City of Roseville, MN

01912548 April 2019 Figure 2

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Jesse Freihammer City of Roseville

Results of the existing operations analysis shown in Table 2 indicate that all study intersections operate at an acceptable LOS C or better during the a.m. and p.m. peak hours with the existing traffic control and geometric layout. Note that occasionally, eastbound queues along County Road C extend beyond Fairview Avenue, but on average queues do not extend to/through Fairview Avenue. No other significant side-street delays or queuing issues were observed in the field or the traffic simulation at the study intersections.

Intersection	A.M. Pe	ak Hour	P.M. Peak Hour		
mersection	LOS	Delay	LOS	Delay	
Fairview Avenue/County Road C	В	15 Sec.	С	26 Sec.	
Fairview Avenue/South Driveway (1)	A/A	7 Sec.	A/A	0 Sec.	
Fairview Avenue/Middle Driveway (1)	A/A	3 Sec.	A/A	4 Sec.	
Fairview Avenue/North Driveway (1)	A/A	1 Sec.	A/A	1 Sec.	
Fairview Avenue/Twin Lakes Parkway	А	5 Sec.	А	10 Sec.	

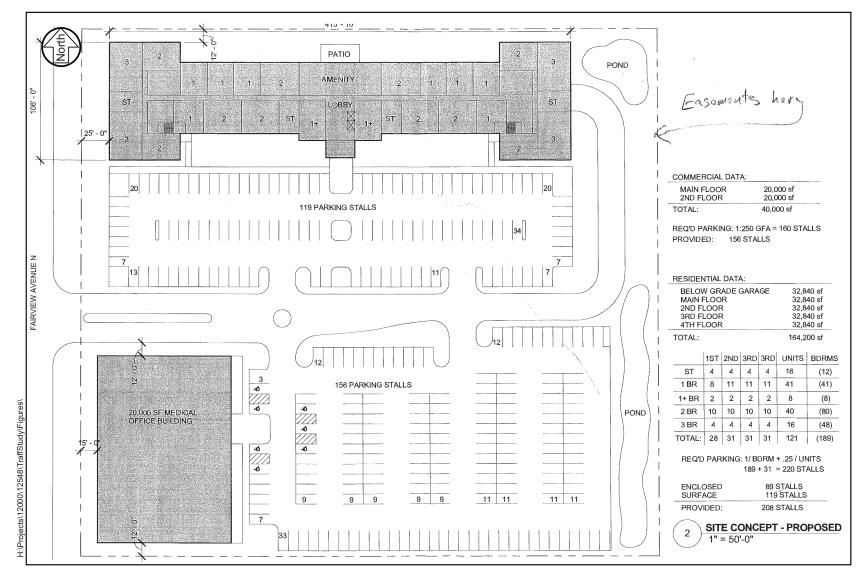
### Table 2. Existing Peak Hour Capacity Analysis

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

### **Proposed Development**

The proposed development, shown in Figure 3, includes construction of a 121-unit multifamily housing apartment with below grade parking and a 40,000 square foot medical office. New parking lots are expected to be constructed south of the apartment building and east of the medical office. The proposed development is expected to be fully constructed by the year 2021. The apartment would have 208 parking spaces between the parking garage and surface parking lot, while the medical office building would have 156 parking spaces. The existing land uses at the location of the proposed development, along with the north and south driveways will be removed. Note that the existing building was vacant during data collection.

April 12, 2019 Page 5





Site Plan 2720 Fairview Avenue Traffic Study

City of Roseville, MN

01912548 April 2019 Figure 3

Jesse Freihammer City of Roseville April 12, 2019 Page 7

### **Traffic Forecasts**

The proposed development is expected to be constructed in the year 2020. Therefore, traffic forecasts were developed for year 2021 build conditions (one year after construction). To account for general background growth in the area, an annual growth rate of one-half percent was applied to the existing peak hour traffic volumes to develop year 2021 background traffic forecasts. This growth rate is consistent with historical traffic growth in the area.

Trip generation estimates for the weekday a.m. and p.m. peak hours and a daily basis were developed using the *ITE Trip Generation Manual, 10th Edition* for the two land use scenarios. Results of the trip generation estimates, shown in Table 3, indicate that the mid-rise multifamily housing apartment is expected to generate 43 a.m. peak hour, 53 p.m. peak hour, and 658 daily trips. The medical office building is expected to generate 111 a.m. peak hour, 139 p.m. peak hour and 1,392 daily trips.

Land Lica Type (ITE Code)	Size	A.M.	Trips	P.M.	Trips	Daily
Land Use Type (ITE Code)	512e	In	Out	In	Out	Trips
Mid-Rise Multifamily Housing (221)	121-units	11	32	32	21	658
Medical-Dental Office Building (720)	40,000 SF	87	24	39	100	1,392
Totals		98	56	71	121	2,050

### Table 3. Trip Generation Estimates

A multi-use trip reduction was not applied due to the modest size of the developments and to provide a more conservative estimate of site generated trips. Upon a fully developed site, the overall total site trip generation is expected to be 154 a.m. peak hour, 192 p.m. peak hour, and 2,050 daily trips.

Trips for each land use were distributed to the adjacent roadway network based on the directional distribution shown in Figure 4. The directional distribution was developed based on a review of existing travel patterns and engineering judgment. The resultant year 2021 traffic volumes for the proposed development, which accounts for the general background growth and site generated trips, are shown in Figure 5, respectively.



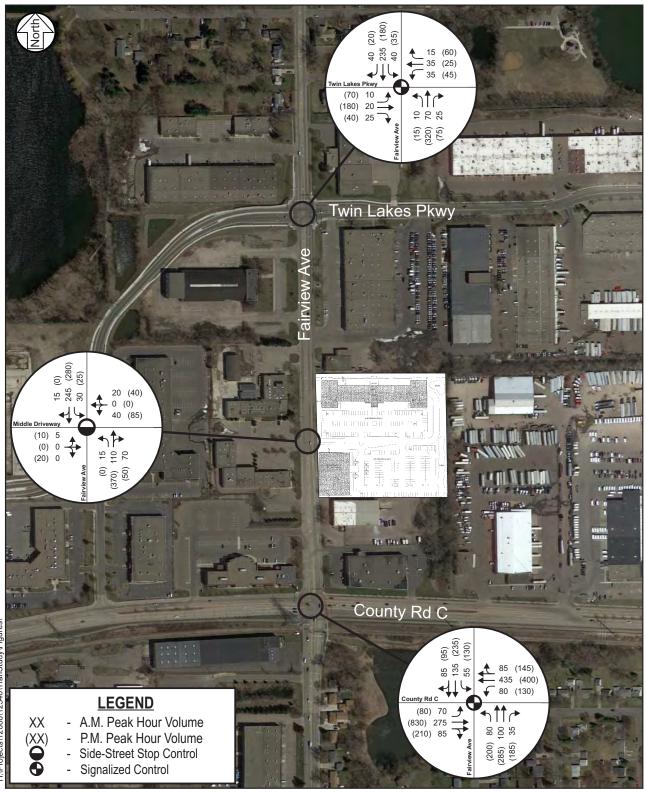


Directional Distribution 2720 Fairview Avenue Traffic Study

City of Roseville, MN

01912548 April 2019

Figure 4



SRF Consulting Group, Inc

Year 2021 Build Conditions

p, Inc. 2720 Fairview Avenue Traffic Study City of Roseville, MN Figure 5

Jesse Freihammer City of Roseville April 12, 2019 Page 10

### Year 2021 Build Condition

### **Intersection Operations Analysis**

To determine if the existing roadway network can accommodate year 2021 build traffic forecasts, a detailed traffic operations analysis was completed for the proposed development. The study intersections were once again analyzed using Synchro/SimTraffic.

Results of the year 2021 build operations analysis shown in Table 4 indicate that all study intersections are expected to operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours with the existing geometric layout and traffic control. No significant side-street delays or queuing issues are expected at the study intersections. Given the minimal overall impact of the proposed land use development, roadway network improvements are not anticipated to be needed based on a traffic capacity perspective as a result of newly generated traffic.

Table 4.	Year 2021 Build	Condition	<b>Peak Hour</b>	Capacity /	Analysis
----------	-----------------	-----------	------------------	------------	----------

Intersection	A.M. Pe	ak Hour	P.M. Peak Hour		
Intersection	LOS	Delay	LOS	Delay	
Fairview Avenue/County Road C	В	15 sec.	С	28 sec.	
Fairview Avenue/Proposed Access (1)	A/A	4 sec.	A/A	8 sec.	
Fairview Avenue/Twin Lakes Parkway	А	5 sec.	А	10 sec.	

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

### **Site and Access Review**

A review of the proposed redevelopment site plan was completed to identify any issues and recommend potential improvements with regard to site distance, traffic control and circulation. Based on field observations, there is adequate sight distance at the proposed access location on Fairview Avenue to clearly identify approaching vehicles. Special consideration should be made to limit any sight distance impacts from future landscaping and signing. No other traffic control or circulation issues are expected.

It should be noted that the proposed redevelopment plans to remove the driveways to the north and south of the existing middle driveway that will be the only remaining access under future conditions. Removing access along Fairview Avenue will help reduce potential conflicts and potentially improve safety for motorists.

Jesse Freihammer City of Roseville April 12, 2019 Page 11

### **Summary and Conclusions**

Based on the analysis, the following conclusions and recommendations are offered for your consideration:

- 1. Results of the existing operations analysis indicate that all study intersections currently operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours. No significant side-street delays or queuing issues were observed.
- 2. The proposed development consists of a 121-unit mid-rise multifamily housing apartment and a 40,000 square foot medical office building. The development is planning direct access to Fairview Avenue approximately 650 feet north of County Road C.
- 3. Results of the trip generation estimates indicate the entire proposed development site is expected to generate a total of 154 a.m. peak hour, 192 p.m. peak hour, and 2,050 daily trips.
- 4. Results of the year 2021 build operations analysis indicate that all study intersections are expected to operate at an acceptable overall LOS C or better during the a.m. and p.m. peak hours.
- 5. Given the minimal overall impact of the two land uses, roadway network improvements are not anticipated to be needed from a traffic capacity perspective as a result of newly generated traffic.
- 6. Special consideration should be made to limit any sight distance impacts from future landscaping and signing.

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### **INTEROFFICE MEMORANDUM**

Date: July 30, 2019

To: Thomas Paschke, City Planner Bryan Lloyd, Senior Planner

### From: Matthew L. Johnson, Assistant Director of Parks and Recreation

**RE:** 2720 Fairview Ave.

The Parks & Recreation Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

- 1. Occupants of the proposed 127 residential units and employees and customers from the commercial spaces in this development will increase park usage primarily within constellations B and I, Rosebrook Park, Oasis Park and Langton Lake Park.
- 2. With increased development on the north side of Co. Rd. C near Fairview, it will be important that strong and safe connections exist to larger *urban parks* (see page B-41 of Parks and Recreation System Master Plan) such as Langton Lake and Rosebrook.
- 3. This project is scheduled for a park dedication discussion and determination by the Parks and Recreation Commission meeting on Thursday, August 1, 2019. The commission's recommendation is anticipated on that date.

Thank you for the opportunity to provide feedback on this project at this time. As the project advances, Parks & Recreation Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.



### INTEROFFICE MEMORANDUM

Date:	July 29, 2019
То:	Thomas Paschke, City Planner Bryan Lloyd, Senior Planner
From:	Tim O'Neill, Fire Chief / Fire Marshal
RE:	Reuter Walton Major Plat and Conditional Use
RE:	Reuter Walton Major Plat and Conditional Use

The Fire Department reviewed the proposed plans for the project noted above and offer the following comments with regard to the project's impact on City services and/or infrastructure:

### 1. General comments regarding the project:

The medical office building will have call volume /financial impacts some of which will not be known until the services provided by perspective tenants are known. Below data will be anticipated impacts of a general use medical office building.

The 117-unit multi-family building will have impact as noted below, including additional staff time impacts for annual building/unit inspections associated with the Multi-family Inspections Program.

A project of this size will also have staff time impacts for project review, building plan review, fire suppression systems review, inspections scheduling time, and multiple construction inspection staff time impacts.

### 2. Anticipated Financial Impacts of Project including Call Volume Impacts:

Not knowing the exact makeup of the medical office building tenants and services provided we will use an average of similar business types located within the city.

Therefore, an estimated medical and fire response for the medical office part of the project will be 52 additional emergency responses annually.

The estimated medical and fire response for market rate multi-family building with 127 units and an estimated 300 additional occupants will be 40 additional emergency responses annually.

While the costs associated with administering the Multi-family Inspections program are revenue neutral this project will add an estimated 25 additional staff hours annually.

### 3. Anticipated Non-financial Impacts of Project:

Staff time for administering annual Multi-family Inspections program.

Staff time for project permit, plan review, and construction inspections.

### 4. Project necessitate the need for Vehicles, Facilities, or special equipment:

No additional vehicles, facilities, or equipment are needed for the project.

### 5. Public Safety Concerns from Project:

There are no public safety concerns at this time with the project.

### 6. Public Safety Concerns Eliminated by New Project:

The project will result in the removal of an older vacant building and conditional use semitrailer parking. Eliminating both the building and parking use is in the best interest of public safety.

Thank you for the opportunity to provide feedback and on this project at this time. As the project advances, Fire Department staff will continue to review any forthcoming plans and provide additional reviews and feedback as necessary. Please contact me should there be questions or concerns regarding any of the information contained herein.

a. Request For Approval Of A Preliminary Plat To Subdivide The Subject Property Into Two Lots For Development Of A Medical Office Building And An Apartment Facility. And For Approval Of The Proposed Multifamily Structure As A Conditional Use (PF19-016)

Chair Gitzen opened the public hearing for PF19-016 at approximately 6:45 p.m. and reported on the purpose and process of a public hearing.

Senior Planner Bryan Lloyd summarized the request as detailed in the staff report dated August 7, 2019. He indicated staff has not received any public comment for this item.

Member Pribyl asked if the traffic study took into account the proposed redevelopment of the land immediately east of this.

Mr. Lloyd did not believe so but did not look at the details of that traffic report and has relied on the assessment of it from the City Engineer.

Member Pribyl wondered what the user group is for the pathway and what is the destination or destinations of the private pathway that is being proposed as a condition.

Mr. Lloyd indicated it relates a little bit to the proposals on the property to the east which includes some apartments as well as retail, other commercial uses. He noted there is a open ditch that drains from further up north by Oasis Pond and this has been on the Watershed District's long range plans and because of imminent developments being accelerated a bit to put that entire ditch into a culvert and staff is working with the developer to turn the culverted drainage area into a public pedestrian path, making connections from north to south. The anticipation for the pathway mentioned as a condition of the apartment development would be that it is a pedestrian corridor that can catch residents early on and get them across to the pathway in order to take advantage of some of the commercial uses. He not4ed it is not intended to be a public connection through the property.

Member Kimble asked what both properties were parked at, she assumed there would be underground parking, and was there any consideration for shared parking between the two buildings.

Mr. Lloyd explained he did not know the total parking numbers and has not been a part of any conversations that have been directly about shared parking between them. From the site development plan, it looks like the parking might be more self-contained.

Member Kimble asked if the parking would get reviewed as this moved through the process.

Mr. Lloyd indicated it would.

Member Kimble asked as it relates to the Conditional Use Permit, are there any restrictions on height and what is the height of the multi-family.

Mr. Lloyd explained there are not any height restrictions in the Community Mixed Use Districts or among the considerations for Conditional Use review. He noted this is a five-story building and approximately 56 feet in height.

Mr. Paschke believed the regulating plan has a maximizing height of 65 feet so there is a cap in there that is reviewed, and the application is well under that currently.

Member Kimble asked if there were any requirements around affordable units or is this all market rate in this project.

Mr. Lloyd believed in this project it is fully market rate because the affordability requirements are not in effect at this time based on the 2030 Comprehensive Plan.

Member Kruzel indicated she was concerned with access to Langton Park because there did not seem to be a lot of open space in the development for children.

Mr. Lloyd explained there is intended to be some recreational area including play structures for younger children. More broadly there is today a connection north of the project at Terrace Drive and whether something else is introduced as another connection more mid-block as the other properties redevelop, staff does not know yet.

Member Sparby asked if there was a cap on the \$4,000 per unit for park dedication.

Mr. Lloyd thought that was the cap. The city can choose between \$4,000 per residential unit or park land up to ten percent in a residential context. That is the standard rate and a per unit fee. There is not a cap beyond that.

Member Sparby thought the park dedication fee the city charges are high and wondered what other communities charge.

Mr. Lloyd indicated he was not positive about that. It is the Parks and Recreation Commission that recommends periodic adjustments of the dedication amounts.

Member Sparby asked if the park dedication fee could be brought to the city Council to review the determination because he felt that fee will affect any project that comes to Roseville.

Mr. Lloyd thought as with similar recommendations by the Planning Commission, any recommendations by the Park and Recreation Commission is reviewed by the city Council and can change the recommendation if the city Council chooses.

Member Sparby how the condition that was proposed to provide a private, nonmotorized pathway connection through this development, to cross the path constructed on the culvert, going to account for future development in the area. He wondered if it is all going to be born by this property to do that and then later redevelopment will it be incorporated in. He was trying to figure out why that condition was being proposed.

Mr. Lloyd supposed the biggest question mark at this point is what is the timing and ultimate be of the culverting project. The goal so far is to get a non-motorized pedestrian cycling path on there and if all of that happens the residents would be served well by a connection to it and that is the idea. The condition is intended to be written in such a way that it is dependent on the construction of that path and if that never occurs the developer would not be held to creating a pathway to the ditch or the grassy patch where there is a culvert underneath.

Member Sparby wondered who will own and maintain the pathway down the road.

Chair Gitzen indicated the north/south pedestrian path is a condition or the approval for the preliminary plat and would be the public easement.

Mr. Lloyd indicated that was correct. He showed on the map the proposed public pathway that is a part of the condition along with the private pathway within the development.

Member Pribyl noted the proposed pathway along Fairview looks like it will be close to traffic within the narrow corridor and she wondered if there were any plans on making Fairview three lane rather than four lanes in the future so the boulevard could be widened.

Mr. Lloyd indicated he did not know what the plans are and there is not additional right-of-way being proposed with this platting application.

Mr. Kyle Brasser, Reuter Walton Development, noted he was at the meeting the answer any questions. He noted for clarity, the connectivity to parks and greenspace, the development will have a tot lot, playground structure, sport court and a large pet and dog area in addition to a pool. He explained the park dedication fee is large. His company did recently do a project in St. Paul that was a 93-unit project in downtown and the park dedication fee was approximately \$30,000.

Member Kimble asked if any affordable housing component was considered.

Mr. Brasser stated it was talked about early on, but it was decided to go one hundred percent market rate because it is actually a city priority to provide high end, high amenity market rate housing. There has not been any built in the city for twenty-five years and is the direction his company has taken. It has turned out that it is good in many ways because there is a complimentary like use by this one that is going to provide a lot of affordable housing and will be a nice mix of affordability within this area.

Member Kimble asked if this development will be market rate, luxury or something else.

Mr. Brasser indicated it is market rate with a high amenity level.

Member Kimble asked in regard to the office building if there will be an anchor tenant along with more office space to be leased.

Mr. Brasser indicated that was correct. He reviewed the anchor tenant with the Commission and noted this will not have shared parking because medical users have a very high parking ratio required, especially for short term visits. He reviewed the parking spaces for the residential and commercial with the Commission.

Member Sparby asked if the applicant was comfortable with the condition on the motion for the conditional use.

Mr. Brasser indicated his company was comfortable with it as it is understood by them and have spoken with city Staff regarding it.

Chair Gitzen asked if the culvert would start at Fairview and go all the way up.

Mr. Lloyd thought it might be from the north side southward and would all happen at the same time.

#### **Public Comment**

No one came forward to speak for or against this request.

#### MOTION

Member Sparby moved, seconded by Member Kimble, to recommend to the city Council approval of the Proposed Preliminary Tareen 1<sup>st</sup> Addition Plat of the property at 2720 Fairview Avenue, based on the content of this RPCA, public input, and Planning Commission deliberation, with the following conditions:

- a. The applicant shall dedicate 10-foot drainage and utility easements at the margins of the proposed parcels pursuant to §1103.03 of the Subdivision Code.
- b. The applicant shall amend the existing easement for the drainage ditch to account for the culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the culvert.
- c. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the required 8-foot pathway along Fairview Avenue.

# d. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$4,000 per dwelling unit before the approved plat will be released for recording at Ramsey County.

#### **Commission Deliberation**

Member Kimble commented on the park dedication fee noting the city is working on new developments and working in a major suburb and park dedication fee is considerably less then this but there are offsetting factors of other requirements that add to the costs and the other communities do not have an award winning park system like the City of Roseville either. She noted it costs money to have the system that the City of Roseville has. Those fees are considerably more than some of the other suburbs but sometimes the fees have to be looked at as a whole rather than just as one fee.

Member Sparby worried about any redevelopment happening when there is well over half a million dollars required by the city and it is a committee making those decisions and the Planning Commission does not know how the Parks and Recreation Department got to that number. He noted that could definitely hold up development.

Commissioner Pribyl wondered if Condition D needed to be included in the motion.

Mr. Lloyd explained park dedication is a requirement of the subdivision code and staff does not necessarily list all of the Code requirements that apply to something. The difference in a preliminary plat is that this is the time to make sure the city has everything specified that the plat will need to have or do moving forward. He thought this was a prudent, if not a necessary step.

Member Sparby explained as maker of the motion he did not want to hold up this recommendation knowing that the fee is the amount recommended by the city but he thought the city Council should take a look at it if the city is \$470,000 over the City of St. Paul for a similar development.

Chair Gitzen indicated he would support this development.

Ayes: 5 Nays: 0 Motion carried.

#### MOTION

Member Pribyl moved, seconded by Member Kruzel, to recommend to the city Council approval of the Proposed Apartment Complex as a Conditional Use at 2720 Fairview Avenue, based on the content of this RPCA, public input and Planning Commission deliberation, with the following condition: a. The applicant shall incorporate a private, non-motorized pathway connection through this development, to cross the path constructed on the culvert.

#### **Commission Deliberation**

Member Pribyl thought the private pathway requires further discussion as far as whether the north/south pathway is going to happen but if it does, she thought it would be a great addition to the neighborhood being created in this area and would support the idea of that.

Member Sparby indicated his one concern with that is how it is going to age and if it will actually come to fruition. He did not know if it made sense to add in something like "if applicable, the applicant shall incorporate a private pathway" because there are so many unknowns at this point and then at least there would be some direction.

Chair Gitzen thought the other path needed to go in before this east/west path because it is not connecting to anything. There is a condition built in somewhat, he thought.

Mr. Lloyd indicated the intention is that it does not take affect unless there is that path to connect to on the culvert. He wondered if "future" should be added to the condition before "path".

Member Sparby thought "if applicable" could be added to the condition.

Member Pribyl thought the wording "if the public path is constructed on the culvert" could be added to the beginning of the condition.

Member Pribyl amended the motion to revise condition a.

Member Pribyl moved, seconded by Member Sparby, to amend the condition to read:

a. If the public path is constructed on the culvert, the applicant shall incorporate a private, non-motorized pathway connection through this development, to cross the path constructed on the culvert.

Ayes: 5 Nays: 0 Motion carried.

Chair Gitzen asked for a vote on the previous motion.

Ayes: 5 Nays: 0 Motion carried. Chair Gitzen advised this item will be before the city Council August 26, 2019.

# 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 1 Roseville, County of Ramsey, Minnesota, was held on the 26<sup>th</sup> day of August 2019 at 6:00 p.m. 2 The following Council Members were present: ; 3 and were absent. 4 Council Member introduced the following resolution and moved its adoption: 5 **RESOLUTION NO.** 6 A RESOLUTION APPROVING THE PROPOSED FAIRVIEW AVENUE ADDITION 7 **PRELIMINARY PLAT (PF19-016)** 8 WHEREAS, Reuter Walton Development, LLC and TJL Development, LLC have submitted a 9 valid application for approval of a proposed Fairview Avenue Addition preliminary plat of the property 10 at 2720 Fairview Avenue on behalf of the property owners, Pinecone Roseville, LLC and 2720 Fairview 11 DFC, LLC; and 12 WHEREAS, the property included in the proposed Fairview Avenue Addition plat is assigned 13 Ramsey County Parcel Identification Number 04-29-23-43-0002, and is legally described as: 14 The South 480 feet of the North 1926 feet of that part of the Southeast Quarter of Section 4, 15 Township 29, Range 23, lying West of the East 2075 feet thereof, Ramsey County, Minnesota. 16 WHEREAS the proposed subdivision conforms to all of the applicable standards of the City of 17 Roseville zoning and subdivision codes; and 18 WHEREAS, the Roseville Planning Commission held the duly noticed public hearing for this 19 application on August 7, 2019, and having closed said public hearing, voted to recommend approval of 20 the proposed preliminary plat based on the public record and the Planning Commission's deliberation 21 with certain conditions; 22 NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve the 23 proposed Fairview Avenue Addition preliminary plat, based on the public record and City Council 24 deliberation, with the following conditions: 25 a. The applicant shall amend the existing easement for the drainage ditch to account for the 26 culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the culvert. 27 b. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the 28 required 8-foot pathway along Fairview Avenue. 29 c. The applicant shall pay a dedication of cash *in lieu* of park land equal to \$4,000 per dwelling unit 30 before the approved plat will be released for recording at Ramsey County. 31 32 WHEREUPON said resolution was declared duly passed and adopted.

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

1 2	Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26 <sup>th</sup> day of August 2019 at 6:00 p.m.	
3 4	The following Council Members were present:; and were absent.	
5	Council Member introduced the following resolution and moved its adoption:	
6 7 8	RESOLUTION NO A RESOLUTION APPROVING THE PROPOSED FAIRVIEW AVENUE ADDITION FINAL PLAT (PF19-016)	
9 10 11 12	WHEREAS, Reuter Walton Development, LLC and TJL Development, LLC have submitted a valid application for approval of a proposed Fairview Avenue Addition final plat of the property at 27 Fairview Avenue on behalf of the property owners, Pinecone Roseville, LLC and 2720 Fairview DFC LLC; and	20
13 14	WHEREAS, the property included in the proposed Fairview Avenue Addition plat is assigned Ramsey County Parcel Identification Number 04-29-23-43-0002, and is legally described as:	
15 16	The South 480 feet of the North 1926 feet of that part of the Southeast Quarter of Section 4, Township 29, Range 23, lying West of the East 2075 feet thereof, Ramsey County, Minnesota	
17 18 19	WHEREAS the proposed final plat conforms to all of the applicable standards of the City of Roseville zoning and subdivision codes and is substantially the same as the approved preliminary plat and	•
20 21 22	NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve the proposed Fairview Avenue Addition final plat, based on the public record and City Council deliberation with the following conditions:	on,
23 24	a. The applicant shall amend the existing easement for the drainage ditch to account for the culverting of the ditch and the construction of a pedestrian/cycling corridor on top of the culve	ert.
25 26	b. The applicant shall dedicate pathway easement(s), where necessary, to accommodate the required 8-foot pathway along Fairview Avenue.	
27 28	c. The applicant shall pay a dedication of cash <i>in lieu</i> of park land equal to \$4,000 per dwelling u before the approved plat will be released for recording at Ramsey County.	init
29	WHEREUPON said resolution was declared duly passed and adopted.	

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

1 2	Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the 26 <sup>th</sup> day of August 2019 at 6:00 p.m.			
3 4	The following Council Members were present:; and were absent.			
5	Council Member introduced the following resolution and moved its adoption:			
6 7 8 9	RESOLUTION NO A RESOLUTION APPROVING THE PROPOSED MULTIFAMILY RESIDENTIAL DEVELOPMENT AS A CONDITIONAL USE ON LOT 1 OF THE FAIRVIEW AVENUE ADDITION PLAT (PF19-016)			
10 11 12 13	WHEREAS, Reuter Walton Development, LLC and TJL Development, LLC have submitted a valid application for approval of a proposed a multifamily residential development as a conditional use on Lot 1 of the Fairview Avenue Addition on behalf of the property owners, Pinecone Roseville, LLC and 2720 Fairview DFC, LLC; and			
14 15				
16 17	The South 480 feet of the North 1926 feet of that part of the Southeast Quarter of Section 4, Township 29, Range 23, lying West of the East 2075 feet thereof, Ramsey County, Minnesota.			
18 19	WHEREAS City Code §1009.02.C establishes general standards and criteria that pertain to all conditional uses; and			
20 21 22 23	WHEREAS, the Roseville Planning Commission held the duly noticed public hearing for the request on August 7, 2019, and having closed said public hearing, voted to recommend approval of the proposed multifamily residential development based on the public record and the Planning Commission's deliberation with certain conditions; and			
24 25	WHEREAS, the Roseville City Council has made the following findings regarding the general standards and criteria established in §1009.02.C:			
26 27 28	1. The proposed use is not in conflict with the Comprehensive Plan. The 2030 Comprehensive Plan does not specifically identify this site for residential development, but the proposal is generally not in conflict with the Comprehensive Plan because:			
29	a. It represents the Comprehensive Plan's broad goals promoting high quality reinvestment.			
30 31 32 33	b. The description of the pertinent Community Mixed-Use land use category indicates that "[r]esidential land uses should generally represent between 25% and 50% of the overall mixed-use area." To date, only about 2.5% of the original Twin Lakes area includes residential development, and the current proposal would increase that to about 4%.			
34 35	c. Among the future land use issues discussed in Planning District 10, residential development is recognized as an important source of support for business development in Twin Lakes.			

## **RCA Attachment H**

- The proposed use is not in conflict with any Regulating Maps or other adopted plans. Planning
   Division staff has verified that the proposed five-story, market-rate, apartment complex
   conforms to the Twin Lakes Regulating Plan and the Design Standards set forth in §1005.02 of
   the Zoning Code as it pertains to building placement. The proposed apartment building will be
   set forward to address the front yard property line adjacent to Fairview Avenue, and the complex
   will include both underground and surface parking.
- *The proposed use is not in conflict with any City Code requirements.* Based on the plans that
   have been received and reviewed thus far, staff have not uncovered any City Code conflicts, and
   the proposed apartment complex must meet all applicable City Code regulations, or the applicant
   must secure any necessary variance approvals, in order to receive the required construction
   permits. Moreover, a conditional use approval can be rescinded if the approved use fails to
   comply with all applicable City Code requirements or any conditions of the approval.
- 4. The proposed use will not create an excessive burden on parks, streets, and other public
   facilities. A traffic study has been completed, demonstrating that the proposed multifamily
   development on the subject property will have minimal impacts on the roadway network, and
   indicating that all studied intersections will operate at an acceptable level of service.
- The dedication of cash *in lieu* of park land required as a component of the proposed plat will ensure that Roseville's parks are able to accommodate the additional need created by the new dwelling units. To further mitigate impacts to public streets and sidewalks, City staff is coordinating with the applicant, and the developer of the 20-acre tract to the east, to provide a private, non-motorized pathway connection through this development, to cross the path constructed on the culvert, so the applicant needs to program such a potential connection in their site plans.
- 5. *The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.* Consistent with the preceding findings, the proposed multifamily residential development, will be a valuable addition to Twin Lakes, will not create adverse traffic impacts, *will positively affect surrounding property values, and will not cause harm to the public health, safety, and general welfare, especially when compared to other uses permitted at the property.*
- NOW THEREFORE BE IT RESOLVED, by the Roseville City Council, to approve the
   proposed multifamily residential development as a conditional use on Lot 1 of the Fairview Avenue
   Addition, based on the public record and City Council deliberation, with the following condition:
- a. If a public pathway is constructed on the culvert, the applicant shall incorporate a private, non motorized pathway connection through this development, to cross the path constructed on the
   culvert.
- 71 WHEREUPON said resolution was declared duly passed and adopted.

# **Request for council action**

Date:	August 26,	2019
Item No.	:	7.d

Department Approva Janue Gundia	al City Manager Approval
Item Description:	Consider adoption of an ordinance amending Title 3 (Business Regulations) and Title 10 (Zoning) of the City Code to establish a business license and zoning regulations for temporary overnight shelters (PROJ-0017, Amendment 37)

## 1 BACKGROUND

8

9

- 2 In early 2019, two Roseville churches were granted Interim Use approvals to house individuals
- <sup>3</sup> experiencing homelessness during one of the late-winter months within their respective facilities. That
- 4 process sparked further discussion of whether—or how—to regulate such an activity that has not
- traditionally been common at churches and, consequently, that has not been allowed in Roseville'szoning code.
- 7 This topic has been discussed at the following public meetings:
  - December 5, 2018 Planning Commission
  - January 7, 2019 City Council
- 10 March 25, 2019 City Council
- June 17, 2019 City Council
- August 7, 2019 Planning Commission

The meetings that were held on December 5, 2018, and January 7, 2019, related to the previously noted Interim Use approvals. The meetings that occurred on March 25, 2019, and June 17, 2019, related to the Council's desire to consider streamlining the process and removing the Interim Use requirement, as that process was perceived to take too much time and was too costly for churches to undertake. Ultimately the City Council instructed Planning Division staff to bring forward amendments to the City Code that would permit such temporary overnight shelters and that would create a process by which they could be licensed and inspected for safety.

On August 7, 2019, Roseville's Planning Commission held a public hearing on the proposed zoning amendment, although no members of the public offered additional testimony at that time. Meeting minutes reflecting the discussions on all five of these dates are included with this RCA as Attachment A. Generally, the public's comments have been supportive of allowing temporary overnight shelters within churches (which are among the land uses defined as places of assembly), as well as supportive of a more streamlined, less costly process so as not to over-burden groups that are providing this needed

- community service.
- 27 The draft ordinance is included with this RCA as Attachment B and has been posted on the city's
- website in accordance with state statutes. The proposed licensing requirements adhere to the State Fire
- 29 Marshal's recommendations pertaining to temporary overnight shelters, and are incorporated in Title 3
- 30 (Business Regulations) of the City Code. The proposed zoning code amendments define the term
- <sup>31</sup> "Temporary Overnight Shelter" and identify Temporary Overnight Shelter as a permitted accessory use
- in the land use tables of zoning districts in which churches and other places of worship are allowed.

- <sup>33</sup>Because the draft ordinance is three pages in length, an ordinance summary is included with this RCA as
- 34 Attachment C.

#### 35 POLICY OBJECTIVE

Reduce the time and expense involved in establishing temproary overnight shelters in places of assembly.

#### 38 **BUDGET IMPLICATIONS**

None. Required license and inspection fees will cover staff costs.

#### 40 STAFF RECOMMENDATION

- 1. Pass an ordinance amending Title 3 (Business Regulations) and Title 10 (Zoning) of the City Code to establish a business license and zoning regulations for temporary overnight shelters.
- 43 2. Pass a motion approving an ordinance summary for publication.

#### 44 **REQUESTED COUNCIL ACTIONS**

- Pass an ordinance amending Title 3 (Business Regulations) and Title 10 (Zoning) of the City
   Code to establish a business license and zoning regulations for temporary overnight shelters.
- 47 2. Pass a motion approving an ordinance summary for publication.

#### 48 **ALTERNATIVE ACTIONS**

- <sup>49</sup> Pass a motion to table the item for action on a future agenda.
- 50 By motion, deny the proposal.
  - Prepared by: Senior Planner Bryan Lloyd
  - Attachments: A: Meeting minutes from December 5, 2018, Planning Commission January 7, 2019, City Council March 25, 2019, City Council June 17, 2019 City Council August 7, 2019, Planning Commission (draft)
    - B: Draft ordinance
    - C: Draft ordinance summary

## 1 Regular Planning Commission Meeting Minutes – Wednesday, December 5, 2018

- 2 Consider a Request by New Life Presbyterian Church for an Interim Use to Operate as
- 3 Emergency Overnight Shelter for Month of April Each Year (PF18026) Chair Murphy opened
- 4 *the public hearing for PF18-026 at approximately 6:51 p.m. and reported on the purpose and*
- 5 process of a public hearing. He advised this item will be before the City Council on January 7,
- 6 2019
- 7 City Planner Paschke summarized the request as detailed in the staff report dated December 5,8 2018.
- 9 Member Bull asked if the Interim Use Permit for the shelters in church's is required based on an10 administrative decision.
- 11 Mr. Paschke stated he stated last summer the Fire Department and Building Official went out to
- 12 one or both of the churches for inspection and was determined at that time through discussions it
- 13 was determined that churches are not designed for overnight stays. He stated the churches are
- 14 not built for or meet fire or building codes for overnight stays. In order to be allowed to have
- 15 overnight stays without making the needed improvements the church can either do the Interim
- 16 Use process or the church can submit plans to remodel to accommodate lodging rooms or those
- types of things in order to become compliant with the code because this is not a traditional,
- 18 historical or common use of a church and its facilities. The way the City supports it through the
- 19 zoning would be an Interim Use in order to allow the church to continue to do this.
- 20 Member Bull begged to differ that it is not a traditional use of a church. Many churches he
- 21 knows have done this and he feels like it is almost an underhanded move to question sanctuary
- cities and sanctuary churches with this action without broader community involvement.
- 23 Mr. Paschke indicated Member Bull was free to have that opinion regarding the Planning
- 24 Divisions interpretation of Place of Assembly and indicates that the Church can appeal the staff
- interpretation/determination to the City Council. He also stated he would disagree with the
- 26 opinion staff was underhanded in requiring the IU process for the temporary overnight homeless
- shelter and thought many on staff would also disagree.
- 28 Member Bull agreed the City Council is the place to bring that up. As a Planning Commission
- the members are here to rule on what is before them as a request, but it is good to have a
- 30 grounding as to how this requirement came about. He felt like it puts a burden on the finances of
- 31 the churches. He stated this has been happening for many years and the churches have other
- 32 programs such as lock-downs. He stated he has visited with Roseville Lutheran for their Open
- House on this matter and he saw their housing facilities. He stated he did not know the fire code
- or what would need to be amended. For the temporary purpose the church is looking for he
- thought it is a very good facility. He stated he was supportive of the effort and he was open to
- 36 hearing the views of the community and Commissioners to make a decision at the end of this.
- 37 Member Sparby asked if staff had a list of what improvements need to be made as required by
- the fire and building code.

- 39 Mr. Paschke indicated he did not have that information with him. He stated there is not an area
- in the church that is designed for housing. It is a different type of code that needs to be met in
- order to have living facilities, overnight stay, versus having it designed as open sanctuary areas
- 42 and other things. He stated the building code looks at those things much differently as does the
- 43 fire code. He noted there are exiting issues and other things that need to be taken into
- 44 consideration.
- 45 Member Sparby indicated there was not an idea of cost to make the improvements.
- 46 Mr. Paschke indicated there was not. He stated when this was brought to him, he was not aware
- this type of use was being utilized in either of the 2 churches, regardless of how long it has been
- 48 there.
- 49 Member Sparby stated the Commission received a brief rundown of the fees and the letter but
- 50 that was not part of the actual record received. He wondered if staff had a rundown of what
- 51 those fees are and is that only applicable once for the five-year Interim Use.
- 52 Mr. Paschke stated in order to go through the Interim Use process, it is treated differently than
- 53 some of the other processes the City has. He stated the City is required to conduct an open house
- 54 which has a specific fee and escrow required as a part of it because there is an expanded
- 55 notification process. The fee needs to be paid and if the City has a much larger notification, then
- the City might utilize a portion of the escrow paid. He stated in this case the escrow was not
- 57 used so the church has to pay the fee and escrow was returned. He stated there is also an
- application fee for an Interim Use and in this case both churches applied under the former
- application, so the fee was much less than the current application fee on the books.
- 60 Member Sparby stated he sees the open house fee of \$1,100 and the escrow is \$500, and the
- 61 application fee was \$675 with escrow being returned.
- 62 Member Daire asked if it has been staff's determination that this operation is unsafe and there
- 63 fore the health, safety and welfare of the community is in danger.
- 64 Mr. Paschke stated he would not say it is unsafe. He indicated he did not know if it was unsafe
- or safe for that matter. He thought there were life safety issues with having people staying
- overnight in facilities that are not appropriate for them. In order to address that the improvement
- would either need to be done to support that or there is a process that the applicant needs to go
- 68 through, Interim Use, in order to continue that type of effort, whatever it is.
- 69 Member Daire asked if Mr. Paschke considered this to be an unsafe situation in either event.
- 70 Mr. Paschke stated he would not know any differently.
- 71 Member Daire stated the powers that the City operates under, the police powers of the City,
- 72 protecting the health, safety and welfare of the residents, and if this is unsafe then he thought it is
- the City's obligation to say it is and if it is unsafe then he thought the Commission needed to
- 74 know what is needed to make it safe.
- 75 Mr. Paschke stated he has not been told it is not unsafe. He stated the Fire Department has not
- communicated to him, but the project has been discussed with staff and the Building Department.
- The use has been discussed and the Fire Department has concerns about it, but he did not hear

- the term that it is unsafe. There are issues related to with what is going on and the Fire 78
- 79 Department can work with it under the Interim Use knowing what is known today versus what
- 80 was known years ago. He stated only under the Interim Use permit will the Fire Department
- support this. 81
- Member Daire stated the point he was getting at, is this a use the City is not familiar with 82
- attached to a church. Or does this actually threaten the health, safety and welfare of people in the 83
- community or the people that use it. He thought if it is demonstrated that it is a threat to the 84
- health, safety and welfare, then the City has a leg to stand on. If the only reason is that the City 85
- is not used to having churches do this kind of thing, then he thought the City was on pretty shaky 86
- ground. He stated if it is unsafe, then there needs to be a plan to make it safe. If it is solely the 87
- use which is not under the police powers, then there are other questions that need to be answered. 88
- 89 Member Groff asked if there were any other solutions other than Interim Use with this proposal other than doing the changes and repairs to the physical structure.
- 90
- 91 Mr. Paschke indicated he did not believe so. Realistically from a Planning/Zoning perspective,
- utilizing a church for this use is prohibited and the only way around that under the Zoning 92
- context is going through the Interim Use process to allow it. This is no different from the other 93
- 94 Interim Uses the City supports. He stated this is not a use the City would consider to be typical
- or historical or traditional of a church and warrants greater scrutiny because of the type of 95
- activity that it is. He stated he got involved because the Fire Department and Building Official 96
- got involved in their inspection and concerns over it. 97
- 98 Member Groff asked if the City Council was able to waive any of the fees.
- Mr. Paschke assumed the City Council would have the ability to waive fees if chosen to do so. 99
- Staff does not have the ability nor does the Planning Commission, only recommendations can be 100
- made by the Planning Commission. 101
- 102 Member Groff understood that and thought there was a bigger question going on right here but to
- make it difficult for churches to function and do something that the church and people feel is 103
- their duty and is a big thing for the City to step in and make difficult for them. He understood 104
- Mr. Paschke is approaching this just from a statute. 105
- 106 Mr. Paschke thought this was broader than that. He did not think the City was trying to step on
- any toes with what the church is doing. He thought the City was open to it but with everything, 107
- there is a process. To be perfectly honest, he was not certain it was a good thing to have 108
- buildings designed one way and to be utilizing them in a much different manner because there 109
- are issues with that. 110
- 111 Member Groff stated the City just finished the Comprehensive Plan and there was a lot of
- discussion regarding housing and this is the very basic part of housing, the homeless. He stated 112
- 113 the Commission can look at based on statute and he thought the Commission probably needed to
- go this route, but he did not think it should be the end of this conversation because he thought 114
- this was an onerous thing to put on the churches. 115

- 116 Member Bull stated going forward with the Interim Use Permit, he did not understand how that
- 117 provides any additional health or safety to the community. All it does is put the burden of the
- 118 church registering and paying almost two thousand dollars in fees that could be utilized for other
- uses in the community. He stated staff recommendation does not include any conditions asking
- the church to do or fix. He stated he was at a loss as to why the City is requiring this. He asked
- 121 if there was an ordinance regulating temporary housing in non-residential buildings.
- 122 Mr. Paschke stated the City did not have anything that he was aware of.
- 123 Member Bull stated the Roseville Review just published an article on St. Paul passing an
- 124 Ordinance on temporary housing on this same matter to provide churches and schools to be able
- to provide shelters. He stated the other question is Roseville Statutes versus Minnesota Statutes,
- 126 Minnesota Statutes permit emergency shelters and includes institutions such as schools and
- 127 churches and inclement weather is defined as an emergency along with other hardships. He
- noted there is one section on adults and families and another one is on youths. He feels like the
- 129 City is trying to supersede what the State is putting out there as far as churches being eligible to
- 130 be emergency shelters which is the intention that is being brought forward as their use. He stated
- he was not understanding the need for it and that will be something the church will need to take
- 132 up with the City Council.
- 133 Member Sparby stated he did see a gap between what the Fire Code recommended
- improvements were and the Interim Use. If the City was pulling some of the improvements into
- the Interim Use and providing something constructive that the church could grasp onto and
- 136 therefore there was a broader thrust of the Interim Use, he would be able to take a closer look at
- 137 it. But it almost seems like the church is going through the process for no reason because the
- 138 City is not pulling in anything that was part of the Fire Code improvement. He felt there was
- something amiss of where the City started and the process the City is taking.
- 140 Applicant Representative
- 141 Mary Fran Moen, Church Administrator for United Life Presbyterian Church
- 142 Ms. Moen stated her understanding is Project Home requested United Life Presbyterian Church
- to inform the Fire Department that people were staying at the church and where in the church the
- families were staying so the Fire Department would be aware of any safety issues. She thought
- 145 the term shelter was more applicable as opposed to housing because the church does not cook.
- 146 Cold snacks are provided in the evening for the families along with cold breakfast and snacks as
- 147 the families leave for different programs. The families wash up at the programs center. The
- 148 church is strictly a relaxing and sleeping area for the families. She stated five years ago Project
- 149 Home asked the church to inform the Fire Department of the shelter and every year she has been
- 150 with the church the Fire Department has come in and inspected the building. One of the
- 151 comments that Mr. O'Neil made were the number of exists that were in the church and indicating
- it was more than what was required. She showed on a layout where the exists are located in the
- 153 church.
- 154 Ms. Moen stated Mr. O'Neil made the comment along the lines that he was very happy to see
- how open it was and more than enough ways out in case of an emergency. Her understanding
- 156 from what was said is the safety of the church is surpassed. She also invited the Fire Department

- to tour the entire building and check it for fire safety to make sure everything was up to code.
- 158 She noted the church has complied with everything the Fire Department has asked for because
- 159 safety of the church guest is important. She stated she sees this as a very historic and traditional
- use of the church with having some sanctuary issues and to show Christ's love. This is a very
- 161 tangible way that United Life is promoting what the church is seeing as their vision and mission
- and has always been part of this church's mission as far as showing Christ's love in this
- 163 community.
- 164 Ms. Moen stated homelessness is a huge problem in society right now and this is a chance for 165 Roseville to also take part in a homelessness initiative.
- Sarah Liegl, Director of Project Home at Interfaith Action of Greater St. Paul
- 167 Ms. Liegl stated she has been running project home since 2001.
- 168 Pastor Riz Prakasim, Pastor of New Life Presbyterian Church
- 169 Pastor Prakasim stated he has been leading the faith community in Roseville for the last five
- 170 years. He echoed what Ms. Moen and Ms. Liegl have stated. He stated 2.5 years ago the church
- 171 had the pleasure of inviting Chief Mathwig to their faith community for the adult education
- forum and one of the things he stated is this is a joint effort to make the communities more
- robust, safe, and cooperative. He stated there were three things the church could do from their
- 174 perspective to decrease crime and strife in the community. One of things is to provide
- transportation for people to get to work and help people to find jobs. Help people with child care
- systems and the third thing he said is this is people with housing and is certainly something the
- 177 church has been trying to do in concert with Project Home. This is one of the basic tenants of
- their faith as described in the Holy Canon. Matthew 25 explicitly says that if you see someone in
- 179 need you are obligated as a Christian to do so. That is one of the things the church has been
- trying to do in the community, trying to help out with the deficits where the church sees them to
- 181 make this a safer community for all.
- 182 Member Groff asked what other solutions other cities have found because this is not a new183 process.
- 184 Ms. Liegl stated the City of St. Paul, which the majority of their faith communities are in, Project
- 185 Home has been running under what St. Paul considers to be a similar use permit and made
- 186 Project Home go in front of the City Council, but St. Paul never made Project Home pay for the
- 187 permit or anything and at the time St. Paul asked Project Home to give PED a list of the
- 188 congregations that were within the City limits and did not make any of the congregations pay any
- 189 fees at all. Because of its size the City of St. Paul gets some ESG (Emergency Solutions Grant)
- 190 funding and St. Paul financially supports Project Home within the City of St. Paul.
- 191 Ms. Liegl stated the City of Maplewood has a similar process and she thought she did ask
- 192 Woodland Hills Church to change something about their air ducts. She stated there was not
- additional fees.
- 194 Ms. Liegl stated Project Home serves all of Ramsey County. She stated Project Home serves
- 195 mostly children with their parents and the families are local, the children go to Roseville schools.

- Member Sparby asked what are the improvements that need to be made to the church to makethe building compliant.
- 198 Ms. Moen stated Chief O'Neil told her nothing, when the Fire Chief and his crew came in and
- toured the building, they thought it had wonderful access and did not suggest any improvements.
- 200 She stated she offered to go through and have a safety inspection.
- 201 Member Sparby asked why the City of Roseville is going through the Interim Use Process if the
- building is compliant for that use. He thought that information needed to be provided before the
- 203 Commission could make a decision as to why the City would be moving forward with an Interim204 Use.
- Pastor Prakasim, stated the Interim Fire Chief is a member of the church and has raised noobjection as to what the church is doing.
- 207 Member Bull stated the MN Statutes and the way it is worded reads "The temporary housing can
- be provided for up to thirty consecutive days, up to sixty days cumulative per year". He
- 209 wondered if the church would be open to something like that so the City can be consistent with
- 210 MN Statutes should the Commission recommend that.
- 211 Ms. Moen stated April has thirty days and for Roseville Lutheran, February has even fewer days.
- 212 Chair Murphy invited the public to comment on the proposal.
- 213 <u>Public Comment</u>
- 214 Mr. John Shardlow, President Roseville Lutheran Church Council
- 215 Mr. Shardlow recognized his item is coming up next on the agenda but thought he would address
- the Commission because it is the same sort of issue. He stated he is a City planning consultant
- by profession, but he was at the meeting as a representative of the church. He indicated his
- church had no objection to communicating with the City of Roseville regarding what the church
- is doing. He thought it was in their mutual best interest that the City is aware of what the church
- is doing. He stated the Church did not object to having some sort of review and approval and
- thought it was important that is a shelter is being discussed and not lodging.
- 222 Mr. Shardlow stated volunteers are always onsite when people are there. Volunteers are at the
- shelter to feed people and is a supervised activity. The \$2,000 could be used other ways and he
- 224 hoped the church and City can discuss this. He thought the Interim Use Permit for five years is a
- 225 good thing. He thought there could be discussion of automatic renewal of the Interim Use
- 226 Permit if there are no issues or problems connected to it because he did not think problem is
- 227 going to go away. As a church, as a congregation the focus is on Roseville as a community. He
- stated this is an ongoing thing and felt is a really important part of being a community. He stated
- the church is strong supporters of the City Government and want to be partners.
- 230 Cheryl Fairbanks, Member of New Life and Volunteer for Project Home event
- 231 Ms. Fairbanks stated Project Homes is what seems to be bringing this issue forward, but she
- believed it was Commissioner Bull that brought the conversation forward earlier that the
- underlying thing is anybody staying overnight. She did not hear an answer for that and if the
- church is doing youth lock-in's or confirmation or things that the church has historically always

- done which are overnights that it too would be impacted by what the Commission is talking
- about and she would like clarification on that point.
- 237 Mr. Paschke stated he thought the issue was the extended stay time that the shelter has that
- becomes more concerning than a weekend.

# 239 Ron Moen, husband of Mary Fran Moen

- 240 Mr. Moen stated he is not a member of either church but as the Finance Director and Controller
- of the Public Housing Agency in St. Paul, housing is very near and dear to his heart. He
- indicated St. Paul has approximately 22,000 people the City provides or subsidizes housing for.
- 243 Public housing is not housing of last resort, it requires waiting lists and a waiting time of what
- can be a few months to several years. Homelessness is a huge problem throughout the Nation.
- Programs such as this are needful because Public Housing cannot do it all. These types of
- 246 programs are very necessary for the communities. He thought as Mary Fran stated this is
- 247 Roseville's opportunity to assist with a program that will benefit people in the Metro area.
- 248 <u>Warren Wolf, Member of New Life</u>
- 249 Mr. Wolf stated he has been a member of the community for the last twenty years. He
- appreciated the tone he is hearing from the Commission. He thought everyone in the room
- agreed that this is an important area where the City could really be supporting people in
- 252 Roseville and the State in dealing with housing problems. He stated part of his letter to the City
- 253 Council will suggest that maybe the City Council could be supportive by making a two thousand
- donation to this effort to help alleviate problems with housing.
- 255 <u>Mari Herbyashi, Member of New Life and volunteer for Project Home</u>
- 256 Ms. Herbyashi stated this project has been going on for over a decade at this point and at no
- 257 point have there been any safety incidents or concerns. She noted when a mailing went out for
- notification of this project happening the only people who showed up were ones in support of
- this program. She stated it has been said that this is not a common use of a church and she
- 260 wanted to push back on that statement and say there are twenty plus sites across the Twin Cities
- that participate in Project Home and many more across the State and many are churches, schools
- and synagogues. She stated the community sees this as a fundamental mission of the church.
- Chair Murphy closed the public hearing at 7:32 p.m.; as no one else appeared to speak for or against.
- 265 Commission Deliberation
- 266 Member Daire commented that last month he was not able to attend the meeting because he was
- 267 hunting up near the North Shore where he was not prepared with clothing to be able to withstand
- the temperature for more than a couple of hours. It seems to him that there are a number of
- 269 homeless people who are facing the same situation; inadequately clothed, very little place to stay,
- with almost no help, and it strikes him that he spent thirty-seven years in planning as a
- 271 professional, thirty-three of which was with the City of Minneapolis and he came to regard his
- role as being the guardian of the public good and took that seriously. He stated the City has
- almost just come through the Comprehensive Plan process of updating the 2030 plan to 2040 and
- the City was strongly urged by the Metropolitan Council to look to equity rather than equality as

an element of the Comprehensive Plan and to work it in. Equity means that everybody gets a fair

shake. He stated there are some people that cannot do that, many of those are called homeless

277 people. He stated he was not on a crusade, strikes him that in just the last month, he and his wife

- 278 have received requests for funding from The Franklin Graham Program and Samaritan's Purse
- who are collecting money for heart operations for kids who have heart defects. He wondered if
- that was a traditional endeavor for the church to take. He thought the community had the
- capability and maybe the responsibility to address some of these things.

Member Daire stated he spent a lot time over this proposal, lost some sleep over it, and also did some praying over it. He was reminded of the Scripture verse in James 4, Chapter 17 "He who knows to do good and doesn't do it to him it is sin." He thought it speaks directly to the kind of thing the City is involved in. He stated when he was on the planning staff with Minneapolis, he

- felt like everything had to be regulated, that the City couldn't have an inch of ground that was
- not under some sort of land use plan or some kind of policy statement in terms of how the City
- 288 was to address that because the City is a guardian of the public good. He stated he did not feel
- that way anymore and felt he was arrogant in that. He would like to approach this somewhat
- 290 differently. He thought the City's intent to regulate programs within churches is a slippery slope.
- Once the City Officials allow this to be regulated then what is next? He did not think it is a place
- where faith communities belong, nor does he think it is a place the City ought to put faith
- communities. He appreciated the letter sent out by Ms. Moen and thought there are a lot of
- better ways to spend \$1,770 than balancing the City's budget. He would not be at all opposed to
- 295 contributing to this process and thought it was essential. He wished more churches were
- standing up and doing what these two churches are doing. He stated if it were up to him, he
  would ask the churches to keep him informed and tell them to go for it. But that is not the course
- that was chosen by staff and it puts him in opposition to staff in this matter.
- 299 MOTION
- 300 Member Gitzen moved, seconded by Member Groff, to recommend to the City Council approval
- 301 of a 5-year INTERIM USE for New Life Presbyterian Church, 965 Larpenteur Avenue, for an
- 302 emergency overnight shelter during the month of April each year in conjunction with Project
- 303 Home, an Interfaith Action of Greater St. Paul, based on the information contained in this report,
- 304 community and neighborhood comments, and Planning Commission input.
- Member Gitzen stated he agreed with everything stated at the meeting, but he did not think the City is against the churches providing this. This is a process and should probably be a better way
- of doing this or a fee waived but he thought what the Planning Commission is charged with is to
- 308 vote on the Interim Use Permit or not vote on it and the Interim Use Permit actually supports the
- 309 church using their building for a shelter. He agreed that the City was opening a can of worms
- doing this. He did not think it is the Commission's job to determine to waive a fee or make the
- building safe. He thought the Commission's job is to either support this or not support this.
- 312 Member Groff agreed and the issue is process. The last thing he wants to see is this Interim Use
- not going through and the church not being able to have a shelter in April because the City has to
- address this someway. He thought the church needs to talk to the City Council and make it
- 315 known that the fee should be addressed.

- 316 Member Bull stated he was in favor of recommending this to the City Council for approval
- although he believed the motion that has been made as recommended is more restrictive than the
- City should have. He would like to enter a motion to amend the motion striking the portion of
- line 66 that states "during the month of April each year in conjunction with Project Home, an
- 320 Interfaith Action of Greater St. Paul" and replace that with wording "for up to thirty consecutive
- days and up to a cumulative sixty days per year".

## 322 AMENDMENT MOTION

- 323 Member Bull moved, seconded by Member Daire, to amend the motion to strike the wording
- 324 "during the month of April each year in conjunction with Project Home, an Interfaith Action of
- 325 Greater St. Paul" and replace with "for up to thirty consecutive days and up to a cumulative sixty
- days per year."
- 327 Member Bull stated the reason for the amended motion is this Interim Use is for five years and
- 328 Project Home could morph into something different. He did not want to see the church go
- through this process again just because it is replaced by a different program or if it becomes
- appropriate for the church to do this during the month of March because some other church that
- is doing March now can't do it but could do April which changes the schedule. He would like to
- leave that in the hands of the church and the program administrators to make this happen. The
- 333 Commission can still recommend granting the Interim Use Permit and still have some
- restrictions on the number of days to keep it a temporary situation.
- 335 Member Daire stated the amendment was good with him but he questioned whether the City
- should regulate a church program. He stated he would rather see no amendment at all but if this
- is the best the Commission can come up with, he trusted the City Council to be able to make a
- 338 good decision on that.
- Chair Murphy asked Ms. Moen if the proposed amendment was congruent with her group'sintent.
- 341 Ms. Moen stated she appreciated the amendment and saw it as broadening the application and
- 342 greatly appreciated the Commission's foresight on this. She did see this as congruent with what
- the church is asking.
- Chair Murphy asked Mr. Paschke if he saw any incongruences.
- 345 Mr. Paschke indicated he did not have any issues with the amendment.
- 346 Member Bull stated he picked the thirty and sixty days because that is specified in MN State347 Statutes for shelters.
- 348 Member Sparby stated he could support this but thought it was odd that the Commission was
- talking about a Statute not in front of the members. He stated he not like to insert the
- 350 Commission's judgement for that of the church. The Church asked for April and the
- 351 Commission is changing it to thirty consecutive days, up to sixty, which is broadening this. He
- 352 was fine with that, but wanted to make sure the Commission captures what the church wants at
- this point in time and not blow it up into a bigger debate about the parameters set on it. To the
- extent that the City can keep it narrow to what the church wants, he thought it has a better chance

- of success. It the Commission muddies it up too much, he thinks it is harder for people to get their heads around it.
- 357 Chair Murphy stated he was also in favor of the amendment and checking with the requester for
- the Interim Use, he believed the Commission is not blowing up the mission but perhaps giving
- the church more flexibility, as Member Bull stated, to accommodate future needs without having
- to go through the process or additional cost. He guessed this would be addressed by the City
- 361 Council within five years.
- 362 Ayes: 6
- 363 Nays: 0
- 364 Amendment motion carried.
- 365 Chair Murphy stated because the amendment motion was approved, the Commission needs to
- vote on the main motion to recommend approval for a 5-year INTERIM USE with the time
- 367 frame as amended. He asked for additional discussion.
- 368 Member Sparby stated the biggest issue with this is the City cites Section 1009.03 with three
- 369 specific criteria that must be satisfied in order to approve a proposed Interim Use. Criteria one is
- the proposed use will not impose additional costs on the public if it is necessary for the public to
- take the property in the future. Criteria two is the proposed use will not create an excessive
- burden on parks, streets, and other public facilities and Criteria three is the proposed use will not
- be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and
- 374 general welfare.
- 375 Member Sparby stated the Commission is talking about uses that might not be consistent with
- the land use designation and/or failed to meet all of the Zoning Standards established for the
- district within which being proposed. He stated the staff has not articulated on either of those
- 378 grounds as to why this fails to meet that. All he sees in this memo is that this is non-typical of a
- church use and what he has heard tonight is this is very typical of a church use for the center. On
- top of that, he has not heard any improvements that need to be made to actually get the churchcompliant. What he has heard is the church is compliant and the church needs to go through this
- process because it is non-typical and is written in the staff report without any backing
- 383 whatsoever so making the church go through the Interim Use process does not make any sense.
- Additionally, the City is limiting this to a 5-year Interim Use so the church will have to come
- back in five years unless the City Council does something drastically different. He thought the
- Commission needed to do a better job as to why the church is going through the Interim Use
- 387 process. He thought it was a good idea to get this sent up to the City Council to make a
- determination on it. He indicated he would be supporting the motion even though he did not
- 389 agree with the avenue of the Interim Use.
- 390 Member Bull agreed and indicated in spending some time looking through this, the Comp Plan
- references churches in Institutional Districts but nowhere in the City Code is church defined. He
- stated what is typical of a church is never spelled out. He stated looking at City Code 1001.05,
- has Institutional Zone but that refers to churches as places of assembly and nothing beyond that.
- 394 The property standards that are put forward for places of assembly is that it has some kind of an
- egress onto a connector type street. He stated the Code does not address this at all and he

- thought their mission is to act on this before them but he was glad the City Council typically
- 397 watches the Planning Commission meeting so the Council can get the temperament of what the
- 398 Commission is trying to portray.
- 399 Chair Murphy thanked the Commission for insightful comments. He stated when he received the
- 400 packet and read it, he thought this was pretty much of a no brainer and that the City and
- 401 Commission staff should support institutions doing this. But the Commission seems to be stuck
- in a bit of administrative mud trying to figure out if an Interim Use is needed and what is the best
- 403 way to do it. Rather than see the tentacles of City government reach inside the church, he sees a
- Fire Department and Community Development Department trying to do their jobs with lack of
   specificity addressing this issue in City Code and some level of Code tweaking and fee schedule
- 406 tweaking to recognize the times we live in are appropriate. Otherwise, he had to strongly agree
- with Member Gitzen that the Commission's job is to recommend approval or denial tonight. He
   stated he will also be in favor of the motion.
- 409 Ayes: 6
- 410 Nays: 0
- 411 Motion carried.
- 412 *Consider a Request by Roseville Lutheran Church for an Interim Use to Operate as Emergency*
- 413 *Overnight Shelter for Month of February Each Year (PF18-025) Chair Murphy opened the*
- 414 *public hearing for PF18-025 at approximately 7:53 p.m. and reported on the purpose and*
- 415 process of a public hearing. He advised this item will be before the City Council on January 7,
- 416 2019
- 417 City Planner Paschke summarized the request as detailed in the staff report dated December 5,
- 418 2018. He suggested the motion to be made should reflect the motion from the previous item to
- 419 be consistent.
- 420 Applicant Representative, John Shardlow, President Roseville Lutheran Church Council
- 421 Mr. Shardlow stated Roseville Lutheran Church would welcome the opportunity to work with
- 422 the City to try and figure out how to do this better. He appreciated the conversation.
- 423 Chair Murphy asked if the change in wording for the motion to thirty days consecutive and up to424 a cumulative sixty days per year was agreeable to them.
- 425 Mr. Shardlow stated the church is grateful for the flexibility and over time, the church may try to
- 426 make some additional improvements to try and make this a better accommodation over time. He
- thought this was something the church would like to continue to work with the community on
- 428 and are happy to be a part of that discussion.
- 429 Member Bull stated he visited and toured the facilities at Roseville Lutheran, and believed the set
- 430 up at the church is a little different than the previous one the Commission saw. The previous one
- 431 was using a great room of sorts as the shelter and Roseville Lutheran has individual rooms for
- the families and each room is equipped with smoke and carbon monoxide detectors and appear to
- 433 him to be as safe as what he has in his home.

- 434 Mr. Shardlow stated the church does appreciate the fact that the church does have the
- 435 opportunity for the families to have some privacy and that is one of the important parts of the
- 436 experience the church tries to support. He stated the church did just go through the expense of
- 437 having their kitchen licensed as a commercial facility so the church can provide food in a
- 438 meaningful way as well.
- 439 <u>Public Comment</u>
- 440 Ms. Cheryl Fairbanks, Member of New Life Presbyterian
- 441 Ms. Fairbanks stated she would like to speak in support of their fellow church, Roseville
- 442 Lutheran but she would like to propose to the Council to not make each church individually or
- institutional organization have to address this. But rather to come up with a common way for
- 444 people to go through this process whether it is once a year to apply with details and have an
- inspection but have only one process and one form and not make every organization have a
- separate proposal. That would make it easier and much more efficient.
- Chair Murphy closed the public hearing at 7:58 p.m.; as no one else appeared to speak for oragainst.
- 449 Commission Deliberation
- 450 MOTION
- 451 Member Bull moved, seconded by Member Sparby, to recommend to the City Council approval
- 452 of a 5-year INTERIM USE for Roseville Lutheran Church, 1215 Roselawn Avenue, for an
- emergency overnight shelter for up to thirty consecutive days and up to a cumulative sixty days
- 454 per year, based on the information contained in this report, community and neighborhood
- 455 comments, and Planning Commissioner Input.
- 456 Ayes: 6
- 457 Nays: 0
- 458 Motion carried.

# 1 Regular City Council Meeting Monday, January 7, 2019

- 2 Consider a Request by Roseville Lutheran Church (1215 Roselawn Avenue) and New Life
- 3 Presbyterian Church (965 Larpenteur Avenue) for an Interim Use (IU) in support of" Project
- 4 Home" to allow the hosting of 20 emergency shelter beds for homeless families (PF18-025 and
- 5 026) City Planner Paschke briefly highlighted this item as detailed in the RCA and related
- 6 attachments dated January 7, 2019.
- 7 Councilmember Etten noted at the Planning Commission meeting, it was brought up State
- 8 Statute talking about housing for thirty consecutive days or sixty cumulative days. He asked for
- 9 clarification and whether the State Statute was found by staff.
- 10 Mr. Paschke indicated he was not able to find that information and cannot confirm it within the
- 11 Statute citations that were provided in the email from Commissioner Bull. He stated he has
- 12 reviewed them a number of times but it is not to say it is not covered under State Statute
- 13 somewhere. There are a lot of links to other Statutes within the Statute sections that were
- 14 provided to him, but nothing specifically language- wise for the modification to the conditional
- 15 approval.
- 16 Councilmember Etten stated that does not limit the Council but he wanted to clarify that previous
- 17 sources at the time.
- 18 Mayor Roe offered an opportunity for public comment. He noted the actual Public Hearing
- 19 occurred at the Planning Commission meeting and the City Council has the record of that official
- 20 hearing, which are the meeting minutes along with discussion and decision from the Planning
- 21 Commission and the testimony of individuals related to the application. The City Council had
- the opportunity to view the Planning Commission meeting video as well. He noted the City
- 23 Council has also received written information from residents including emails.
- 24 <u>Public Comment</u>
- 25 <u>Mr. John Shardlow, 2988 Highcourte</u>
- 26 Mr. Shardlow stated he was at the meeting as president representing Roseville Lutheran Church
- 27 congregation. He respected the fact that the Council listened to and reviewed the minutes of the
- 28 Planning Commission meeting. He noted the Church just celebrated its 75th Anniversary. The
- 29 congregation is also acknowledging that the City has changed quite significantly while
- 30 celebrating that anniversary. He stated the congregation has reconfigured their mission and
- outreach to focus about sixty percent of resources in the local community and Project Home is
- 32 part of that.
- 33 Mr. Shardlow did not think this was an interim problem but rather, an issue that will be around
- for a long time. He did state in the letter sent to the City that he would be happy to try to find a
- simpler way of trying to deal with the issue going forward. Mr. Shardlow stated he was very
- 36 appreciative of the work staff has done and really grateful for the conversation at the Planning
- Commission meeting. There was a lot of support for the idea and a lot of support for the work
- 38 being done.

- 39 Ms. Mary Fran Moen, Church Administrator for New Life Presbyterian
- 40 Ms. Moen echoed what Mr. Shardlow stated and indicated she was at the meeting to answer any
- 41 Council questions.
- 42 Ms. Lisa Palkowitsch, 1393 Eldridge Avenue West
- 43 Ms. Palkowitsch stated she was at the meeting regarding the permit fees. She was disappointed
- 44 in the City to even consider charging permit fees for something that is a humanitarian item. She
- always thought of Roseville as one of the best places to live, has been a resident for forty-some
- 46 years, and was really disappointed to hear the City would even consider taxing this.
- 47 Ms. Mari Hirabayashi, 922 Sherwood Ave., St. Paul
- 48 Ms. Hirabayashi stated it was discussed at the Planning Commission meeting that the fees were
- 49 an immaterial consideration that may seem so to the Planning Commission and City Council, but
- 50 not to New Life Presbyterian Church. She stated New Life is a non- profit organization and
- 51 have a lot of ministries. Those fees are not immaterial to them and represent other things the
- 52 Church is not able to do because a fee is being paid for this permit.
- 53 <u>Ms. Sara Liegl, Director of Project Home Family Shelters</u>
- 54 Ms. Liegl stated Project Home has worked with congregations all across Ramsey County for
- 55 over eighteen years. She stated some cities have gone through similar processes that Roseville is
- 56 going through now, she has been to many of the meetings, and there is no other city that puts
- 57 exorbitant fees on churches and faith communities to do this service for the community. She
- noted the City of St. Paul actually pays Project Home to do this service out of the congregations.
- 59 She asked the Council to reconsider the fee as it would be a big hindrance if there is another
- 60 congregation in Roseville that would like to serve Ramsey County families. This will be a big
- 61 issue for smaller churches that are not as wealthy.
- 62 Ms. Nancy Duffrin, 2680 Oxford Street
- 63 Ms. Duffrin she is a member of the Falcon Heights Church, sometimes volunteers with New Life
- 64 Church with Project Home, and was concerned about these fees. If these churches did not do
- this, what would it cost the City of Roseville to provide these kinds of services to the homeless
- 66 population? She asked the Council to consider what New Life and Roseville Lutheran are doing
- 67 for this community that uses volunteers and are not charged for services.
- 68 Mayor Roe closed public comment.
- 69 Councilmember Willmus stated he was supportive of the mission of the two churches and
- 70 wondered about timing. Rather than going with an Interim Use process, he asked about
- amending the Code to have this as an allowable permitted use within these particular
- 72 designations. He asked what would timing look like if it was sent back to the Planning
- 73 Commission to review and then brought back to Council for consideration.
- 74 Mr. Paschke thought it would bring up a couple of questions. Process wise, it would be
- 75 approximately two to three months. He stated because this is an amendment similar processes
- have to be gone through that any individual would have to go through. He indicated that
- February would be the earliest staff could get on the Planning Commission docket with later
- 78 February or March for the City Council docket. Then it is dependent on being able to make

- 79 modifications. He thought the greater issue or concern would be related to the Building Code
- and Fire Code as it relates to that particular use and how it impacts the facility. As much as it is
- allowed as a use under zoning, there are some concerns and issues. The reason this is before the
- 82 Council to allow it, is because the building is not designed to accommodate what the churches
- 83 have. There might be some things that staff would have to work through before it would go back
- 84 to the Planning Commission.
- 85 Councilmember Etten asked what some of the issues were that have been brought forward.
- 86 Mr. Paschke stated it was his understanding, as it relates to Roseville Lutheran, that the windows
- 87 need to be egress windows and the spaces being utilized for the housing, lodging, the overnight
- stay for the homeless are not designed for that type of use under the Building or Fire Codes.
- 89 There are a number of things that would have to be reviewed and looked at to decide whether or
- not improvements would need to be made to support those uses to being permitted similar to
- 91 what Maplewood has done as it relates to their process. Modifications were made to the church
- 92 there in order for them to get a separate and distinct Certificate of Occupancy supporting that
- use, going through the Conditional Use process. He explained there are some things that can bedone but it would require time and additional money. The Interim Use process was, at least in
- 95 the short term, the best way to at least support the churches moving forward with the City's
- 96 understanding that the churches have the beds and overnight shelter. Staff did talk about ways
- 97 to modify the Code to support this in the future but that takes time as well.
- 98 Mayor Roe stated as a follow up, anything that might need to be done as a modification to the
- building, even with the Interim Use approval to cover the use on the zoning side of things, there
- still could be things that need to be done as through the building process.
- 101 Mr. Paschke answered that from an Interim Use perspective, no.
- Mayor Roe stated if there is an Interim Use and the churches want to go ahead in February andprovide shelter for people, are there modifications that need to be made.
- 104 Mr. Paschke indicated there were not as far as he was aware. He thought the issue would be if
- 105 the churches wanted these to be permanent uses. Then there becomes a conflict with the use not 106 being consistent with the Certificate of Occupancy.
- 107 Mayor Roe stated related to process, if the City has gone through an Interim Use process to the
- point of consideration by the City Council, and if the fee is supposed to have a nexus with the cost to process the application, the City is at the point where it has done all of the things to
- process the application, the City is at the point where it has done an of the things to process the application that the fee is supposed to cover. So, if a new process is started, he asked
- if there would be another fee or would the City initiate it and not charge another fee for a Zoning
- 112 Text Amendment. He indicated he would like some guidance in regard to precedence of equal
- 113 treatment of equal applicants and whether there is a concern of waiving the fee in this case, that
- there might be an issue of unequal treatment of applicants.
- 115 City Attorney Gaughan advised this is not a tax, it is a fee and a fee is a set amount to reasonably
- support the underlying regulation or program it is based on. In this particular matter, he did not
- 117 know what additional regulations would be necessary but is the first step in working through this
- issue. The fee is supposed to reasonably support the necessary operation of the regulation.

- 119 City Attorney Gaughan stated in regard to waiving a fee, waiver is typically not appropriate
- 120 because the amount that is paid is necessary for the underlying regulation so waiver on that basis
- is typically not appropriate. If there is going to be a waiver, he would strongly recommend that
- the Council clearly set forth the reasoning, basis for that waiver, so that it can be used in future
- 123 requests for waivers. He recommended the Council either distinguish this particular matter or
- 124 show some consistency.
- 125 City Manager Trudgeon stated if the Council asks staff to look at and amend the Code, that
- 126 would be under staff direction and there would be no charge for the particular beneficiaries of
- 127 that process. As far as the waiver, he would concur with the City Attorney. If the Council
- wanted to consider a waiver, the City would want to clearly define the issue. He noted
- representatives of the Church had approached staff and asked for a waiver but that is not
- 130 something staff can grant.
- 131 Mayor Roe stated at the beginning of the process with the two churches, if the decision had been
- made to pursue a Zoning Text Amendment to make this a permitted use, his understanding is that
- the fee for a Zoning Text Amendment is approximately comparable to the fee for an Interim Use.
- 134 So, he did not know if that would have been any less expensive of an approach to undertake and
- at that point, it would have been initiated by the applicant. He was not sure if that would have
- been a situation where the City would be undertaking that change necessarily and the fee wouldnot have applied.
- 138 Mr. Paschke explained the only difference would be that an open house would not have been
- needed or that fee associated with it because an Interim Use requires an Open House Hearing.
- 140 From that perspective, it is an additional process and fee before an Interim Use permit is applied
- 141 for.
- 142 Mayor Roe indicated there are a couple of things before the Council. There is the Interim Use
- approval with resolutions and the appropriate action would be to take action on those resolutions.
- 144 If the Council decided to take a different action, this would still need to be taken care of with
- 145 either a denial or tabling.
- 146 MOTION
- 147 Willmus moved, Etten seconded, adoption of Resolution No. 11564 (Attachment C) entitled, "
- 148 Resolution Approving an Interim Use for New Life Presbyterian Church to Conduct A
- 149 Temporary Emergency Overnight Homeless Shelter (PF18026)."
- 150 Council Discussion
- 151 Councilmember Willmus stated he did not care for the process the City has in regard to the use
- that New Life Presbyterian Church in Roseville is looking to carry forward. But at this point and
- time, he felt this was the best path forward with the understanding that the City Council will look
- and work with staff and the churches to see if once this permit is granted and in place, to find a
- 155 way that will be a benefit to the churches and becomes a permitted use within their zoning
- 156 designation. He thought that made sense and something that fits within the organizational
- 157 mission of the two churches so from that perspective, it makes sense.

- 158 Councilmember Willmus thought by approving the Resolution it will allow the churches to
- 159 proceed for this coming year.
- 160 Councilmember Etten concurred and felt this was a very important part of the work the churches
- are doing and he appreciates that work. He felt the City was stuck at this moment on some of the
- 162 processes and he would like to find a different way forward in the future that would move some
- 163 of the hurdles that are in the way of the churches.
- 164 Councilmember Laliberte concurred with her colleagues and thought what the churches are
- doing in the community is exactly what was hoped of them. She indicated she understood the
- 166 frustration of everyone involved but did have concerns as the City talks about working together
- and going forward for a permitted use, and what expenses that might result for the churches to
- 168 make their facilities appropriate in a permitted use. She asked the City to make that a part of the
- 169 conversation in the future as well.
- 170 Councilmember Groff agreed with all said. He noted he was previously on the Planning
- 171 Commission and had heard all of the testimony that came forward. He thought there were two
- things going on, one is dealing with the Zoning issue and the other side is how the City is viewed
- by the community and how the City takes care of the people who have the greatest needs in the
- 174 City. He stated this is a very frustrating position to be in right now. He thought the Council had
- to go forward with this and he would support the motion because it is the only way the churches
- 176 can accomplish their goals of housing the homeless in February and April of this year. He agreed
- 177 that the City needs to look at a different way to address this within zoning in the next year to
- 178 remedy this situation.
- 179 Mayor Roe echoed the comment and thought it was tremendous the churches are coming forward
- to provide this service, noting it does involve a lot of time and effort and volunteer work on the
- 181 part of both congregations. He indicated he was appreciative of that and thought the notion of
- approving and supporting the use on these sites going forward is appropriate so he was definitely
- supportive of that.
- 184 Roll Call
- 185 Ayes: Willmus, Groff, Etten, Laliberte and Roe.
- 186 Nays: None.
- 187 MOTION
- 188 Willmus moved, Etten seconded, adoption of Resolution No. 11565 (Attachment D) entitled, "
- 189 Resolution Approving an Interim Use for Roseville Lutheran Church to Conduct a Temporary
- 190 Emergency Overnight Homeless Shelter( PF18- 025)."
- 191 Roll Call
- 192 Ayes: Willmus, Groff, Etten, Laliberte and Roe.
- 193 Nays: None.
- 194 Mayor Roe agreed the City should look into making this item an approved use within the
- 195 Institutional Zone. He stated the model that came to his mind as he was thinking about this was
- 196 the Accessory Dwelling Unit.

- 197 Councilmember Willmus concurred but thought it was important for the City to initiate this
- 198 process, so no fees are incurred by the churches.
- Councilmember Etten wanted to make sure while looking at this to view potential ways to moveforward that do not create a bigger problem.
- Mayor Roe asked if the Council wanted to take an action in regard to the Interim Use fee and other fees related to these applications.
- 203 Councilmember Groff supported getting rid of this fee, if possible, for the two churches.
- 204 Councilmember Laliberte was supportive of waiving or lowering the fee because of the
- 205 particular use but she was very conscious of setting precedent and making sure that the fee the
- 206 City is charging to this applicant and other applicant coming forward on this particular Interim
- Use, is appropriate for what the City needs to be doing. She cannot say what that appropriateamount would be to cover what the City needs to do in this situation.
- 209 Mayor Roe stated that is a very good question that he was not sure could be answered at this
- 210 meeting and was not sure if action needed to be taken at this time. He believed the fee has
- already been paid as a part of the application, it was just a matter of deciding how to refund the
- money. He asked if the Council wanted this item to be brought back for further discussion with
- 213 more insight from staff or legal counsel.
- 214 Councilmember Groff stated what the Council heard tonight is that other cities are doing this
- without a fee being involved and he understood this needed to be dealt with from a statutory
- 216 point of view, but it should not be this hard to eliminate the fee. He would like to know how
- 217 other cities are doing this.
- 218 Mayor Roe thought staff could get the City Council more information on what other cities are
- doing. He thought the Council would like to have this brought back, noting this would be
- specific to this type of use and this type of district, Interim Use approval. The precedent would
- be whatever the City sets as justification for reducing or waiving a fee. The City has to be ready
- to apply to the next application going forward.
- 223 Councilmember Etten stated he would be willing to look at this further and asked staff to look at
- what the costs were on this item and bring that information forward to the Council for further discussion as well
- discussion as well.
- 226 Councilmember Willmus stated one of the things the Council has indicated to work towards is to
- try to find some common ground and change this to a permitted use within the Institutional Zone
- 228 Districts. One of the things that will be in play in the future is the need for the Interim Use
- 229 Permit to go away by the City taking action to make this a permitted use. He thought the City
- should look at the fee at that point, which is the nexus.
- 231 City Attorney Gaughan stated maybe the City could make the payment of this fee due on the
- expiration of the five-year Interim Use period, waive-able if the Interim Use becomes moot by
- 233 operation of subsequent zoning change.
- 234 Councilmember Willmus wondered if the City would have to do that for all of the Interim Uses
- that come before the City.

- 236 City Attorney Gaughan thought the nexus there is that the Council has openly deliberated its
- 237 intentions to pursue a potential amendment of zoning to make this Interim Use not necessary. If
- there is a future case similar to that, it might be an appropriate precedent. But for future cases
- where the Council has not openly deliberated making an Interim Use application obsolete, then
- there is no need for it. Also, it is recognizing the fee has been imposed but not due until the end
- of the five- year period.
- 242 Mayor Roe stated within the last few years, the City has approved an Interim Use and then
- subsequently made a zoning change that made it moot. It was not this type of use so there is that
- 244 precedent. He wanted to make sure the Council thinks through this before a decision is made on
- how this can be done.

# 1 Regular City Council Meeting Monday, March 25, 2019

- 2 Discuss Possible Changes to the City Code in Support of Temporary Overnight Homeless
- 3 Shelters
- 4 City Planner Thomas Paschke briefly highlighted this item as detailed in the RCA and related
- 5 attachments dated March 25, 2019.
- 6 Councilmember Groff stated with the information the Council received, he did not see any costs
- 7 associated with that and wondered if staff knew what other cities charged for the different types
- 8 of permits the cities have.
- 9 Mr. Paschke stated staff did not look into all the different fees structures to go through the
- 10 process. He did not know what another community would charge to go through an interim use or
- 11 conditional use. He indicated for this type of use moving forward, staff could come up with a
- 12 different fee structure and figure out what makes sense to implement.
- 13 Councilmember Groff thought that would make sense because this is a nonprofit.
- 14 Mayor Roe stated at the last discussion, he brought up the City's Accessory Dwelling Unit
- process, which he believed was a permitted use in the Code but there is still an application form.
- 16 He was not sure if it is a one- time approval that goes forward or if it is something that needs to
- be reviewed on an on- going basis. He asked Mr. Paschke to review the process.
- 18 Mr. Paschke reviewed the City process for Accessory Dwelling Units.
- 19 Mayor Roe noted the City has permitted uses in Multi- Family Districts. He wondered if that is
- somewhat parallel to this as well. He did not know if he wanted people to go through the City's
- full fledged costly Interim Use Process for this type of thing. He wondered if there was a way to
- do some sort of Limited Interim Use process for certain types of uses that are relatively
- 23 unobtrusive and do not need to have the full open house process. He thought that might be an
- 24 angle the City might want to consider as well.
- 25 Councilmember Willmus thought the second thing Mayor Roe mentioned made more sense to
- 26 him, a hybrid process pertaining to an Interim Use and structure something that way. With
- 27 respect to an accessory as a permitted use or something along those lines, he wondered at what
- 28 point does it cross the line and in effect become a conditional use?
- 29 Attorney Gaughan thought the line would get crossed once it gets beyond design standards for
- 30 how a particular structure may be constructed or screened or setback and gets into more of an
- 31 operational type of condition, how many days per year can it engage in a permitted use or staff
- 32 size.
- 33 Councilmember Willmus stated with respect to a blanket waiver or fees, based upon whether it
- 34 was for profit or nonprofit, he would want to be very careful because the City does have
- 35 organizations that are nonprofits that could be large organizations. He did not know if he would
- 36 want to go that route if thinking of that possibility. He thought that perhaps the Mayor's thought
- of a new process with an Interim Use being somewhat of the backbone of that.

- 38 Mayor Roe stated what he was thinking about in terms of the difference between a Conditional
- 39 Use and an Interim Use is that a Conditional Use is a one- time approval and is good for the life
- 40 of the property. Whereas an Interim Use typically has a five- year time limit on it as a max and
- allows the Council to revisit it. If that is something the Council deems is appropriate, Interim
- 42 Uses are typically things not normally allowed in the Code so that tends to maybe fit with this.
- 43 Councilmember Etten stated he understood the point of a hybrid Interim Use Permit. One of the
- things that is important to him is somehow having a yearly look where the Fire Department is
- 45 checking on the facility before people are housed for the next month to make sure the facility is
- 46 meeting some of the basic standards for health and safety. He did not think it should be based
- 47 on the facility being nonprofit because there could be other issues with that. He would wonder if
- it is an ongoing use, should this be reviewed every five years. He also wondered how the pieces
- 49 would fit together, ongoing safety, as well as the cost to the City.
- 50 Councilmember Etten asked if the City would still look at some sort of notification process on a
- smaller area with a cheaper mailing and the open house happening as a public hearing, or
- 52 something like that before the City Council. He thought this would be done for a new
- 53 submission only.
- 54 Councilmember Willmus indicated that would be something to look at. The other side of that is
- 55 Roseville has had a number of churches that have been doing this for quite a while without an
- issue and ultimately where he wants to get to, is something where the City is not burdening the
- 57 nonprofit with a fee structure that is impactful on what the nonprofit is doing. He would like to
- streamline the process for the nonprofit and accommodate what has been done for a number of
- years. He thought about leaning towards a new category of Interim Use that is focused on
- accommodating this type of thing. He thought that would be the goal and focus.
- 61 Councilmember Laliberte agreed with much of what her colleagues have stated. She thought a
- 62 Conditional Use process would be too cumbersome and costly. She thought there might be more
- discussion about the Permitted Accessory Use, but she was comfortable where the Council is
- 64 making suggestions at this point for maybe staff to bring something back.
- Councilmember Groff liked the conversation the Council just had because it narrows this downyet still leaves it broad enough.
- 67 Mr. Trudgeon thought the discussion was moving towards a Limited Interim Use Permit or
- something that is limited in scope that would not have the normal requirements for an open
- 69 house or extra notification. He thought it would still be a public hearing at the Planning
- 70 Commission with five-hundred- foot notification, a term of five years, and then at the end of five
- years the City would need to decide if the facility should go through the entire process again or
- 72 renew it.
- 73 <u>Public Comment</u>
- 74 Mr. John Shardlow, 2988 Highcourte
- 75 Mr. Shardlow stated he was the president of Roseville Lutheran Church Congregation and
- 76 pleased with the way the conversation has gone. He originally suggested the permitted
- Accessory Use because he thought the City could define the use itself with some inspection

- requirements. He stated if this is an Interim Use, he would suggest one of the areas where there
- 79 would be flexibility is the time period for which it would be extended or an automatic renewal if
- there were not any complaints, which would be very helpful. He stated there were nineteen
- people at the Church in February and represented seven different families. He thought the
- 82 direction the City is heading in is a good one the Church could support.
- 83 Mr. Shardlow stated there was a church that could not participate in January and his church was
- 84 asked to take that month as well as February but could not because of the sixty- day non-
- consecutive day rule. He wondered if it could be a continuous sixty days rather than thirty days
- 86 in a year.
- 87 Mayor Roe thought the Church could go sixty days with a one- day gap and would meet the law
- requirements. He stated that was something to take into consideration.
- 89 Ms. Janet Berryhill, 2673 Western Avenue N.
- 90 Ms. Berryhill stated she was at the Homework Starts at Home kickoff and heard about this. She
- 91 was at the meeting to support the City lowering the fee. She thought the church was doing the
- 92 community work that the City should be doing. She would like all of the structures as a
- community to help address homelessness and was glad the City was looking at this. She
- 94 understood there is a cost for staff time, but the church is doing work that the residents and City
- then do not have to pay for. She encouraged the City Council to consider rebating the church's
- 96 money that has already been paid.
- 97 No one else wished to make a comment.
- 98 Mayor Roe stated the City Council looked forward to this coming back to the Council with the
- 99 suggested changes.

# 1 Regular City Council Meeting Monday, June 17, 2019

- 2 Consider Changes to the City Code in Support of Temporary Overnight Homeless Shelters City
- 3 Planner Thomas Paschke and Community Development Director Gundlach briefly highlighted
- 4 this item as detailed in the RCA and related attachments dated June 17, 2019.
- 5 Mr. Paschke indicated staff's conclusion was that the Interim Use process really is not the
- 6 appropriate process given the State Statute and trying to come up with a different process would
- 7 be better suited for what staff is talking about. In essence, having the Temporary Overnight
- 8 Homeless Shelters to be somewhat of a more permitted type of use requiring less hassle and
- 9 being less cumbersome as before and also taking into thought the costs. Staff discussed and
- 10 concluded that one of the most effective and efficient ways of processing such as request would
- be to have it as a business license and would require an amendment to the Zoning Code to
- 12 stipulate that the use would be a permitted accessory use to the principal use which would be the
- 13 church itself or place of assembly. From there it would require the entity to go through and
- 14 obtain a business license. Within the business license would be all of the requirements provided
- 15 by the State Fire Marshal and previously discussed. What is before the Council is to go through
- that process through the Chapter 310 as well as the Zoning Code.
- 17 Councilmember Willmus asked what the period of time that the license or use would be valid in18 any given calendar year.
- 19 Ms. Gundlach explained the way the proposed amendment is written, a new license would be
- 20 created. The administration of such license refers back to Chapter 301, which is the general
- 21 license requirements and that section indicates those licenses are good for a calendar year. The
- 22 language staff created in Chapter 310, condition 16 is the additional requirements the City would
- impose on this license if the City did not want to use the calendar year in Chapter 301. She
- noted this is the custom condition the Council can create to their liking if the Council does not
- like what is in Chapter 301.
- 26 Councilmember Willmus asked why the City does not have a provision in place that calls
- attention to a specific number of days per calendar year, which is what he thought the groups that
- 28 came forward were speaking to.
- 29 Mayor Roe thought that was addressed in the definition in the Zoning Code.
- 30 Ms. Gundlach indicated that was addressed in Condition 14. The red language is a copy of the
- 31 State Fire Marshal's standards that the Council had been approving under the Interim Use
- 32 process. She noted Section 310 does not just list these licenses as Business Licenses, these are
- 33 listed as" activity licenses".
- Councilmember Groff specified a fee would be needed in order to have a Fire Inspection. He asked if that would be yearly.
- 36 Mr. Paschke explained the fee and inspection would be yearly unless the Council decided to
- change that duration of time for the license itself and he did not know whether the Fire Marshal
- charges or not to do an inspection. He assumed there was a fee along with an inspection prior to
- 39 the activity occurring.

- 40 Councilmember Groff asked if that would be additional fee to the basic fee.
- 41 Ms. Gundlach thought the intention of the \$ 150 fee was for the license to start the conversation
- 42 going. The Council would determine what that fee would be with a fee schedule, which would
- include processing the request and to conduct the inspection of the building. The license fee,
- 44 under the way this is written, is intended to include all costs. She noted if the Council decided to
- have the license renew annually, the fee would be paid every year. If the Council decides to
- tweak some language in Chapter 16, the Council might want to clarify the language regarding the
- 47 fee and time limit.
- 48 Councilmember Laliberte asked if the fee was to cover the City's Fire Marshal to go out and do
- 49 the inspection, questioning if the entity would get another inspection from the State Fire Marshal
- 50 and pay another fee.
- 51 Staff indicated that was correct.
- 52 Councilmember Laliberte noted there was testimony previously to churches saying it did its
- 53 month and then another church asking the City to do its month as well so she did not see that
- 54 works with the maximum of four weeks length language and wondered if there were some
- 55 thoughts or recommendations about that.
- 56 Ms. Gundlach asked for clarification on the question. She wondered if Councilmember
- 57 Laliberte was asking if the church would work with two different shelters or if the shelter would
- 58 work with two different churches.
- 59 Councilmember Laliberte remembered from the testimony that there was a church that could not
- 60 do their month so it went to a church that was already in the program, already done the four
- 61 weeks of having the folks in their facility, and were being asked to cover a month for a different
- 62 church who couldn't cover it.
- Mayor Roe thought this language limits it to one facility having four weeks in any given calendar
   year and wondered if the City wanted to look at something a little more flexible.
- Ms. Gundlach explained that condition is from the State Fire Marshal's requirement and she
- 66 would be hesitant to provide a response without the Fire Chief weighing in on it but thought the
- 67 City could customize Condition 14 of this license to address the issue.
- 68 Mr. Paschke noted the Interim Uses in place allow for up to sixty days for a calendar year.
- 69 Fire Chief O' Neill stated the Fire Department is operating under the guidelines of the State Fire
- 70 Marshal's Office which has already made exceptions to the Fire Code in allowing a four- week
- 71 period of time where the churches would not have to meet normal requirements. The church
- vould not be able to go beyond the four weeks and stay consistent with the State Fire Marshal's
- 73 Office. That would be something he would be mandated to do and has to work within the
- 74 parameters the State Fire Marshal's Office has established for the Roseville Fire Department. He
- vould recommend the City not fool with that number and leave it at four weeks.
- 76 Councilmember Etten appreciated the information and felt it was as clear as it can get. He was
- concerned about framing in churches as the church is trying to do the right thing in the world.
- He noted in regard to Condition 3 on line 70 it talks about inspections being done within five

- 79 days of temporary housing start and one mid-use inspection. He wondered if that would mean
- 80 five days before the temporary housing start or within the first five days.
- 81 Fire Chief O' Neil indicated it would be five days prior to the start.
- 82 Mayor Roe thought staff should be clearer on that language, if possible.
- 83 Councilmember Etten specified another question he had was on Condition 13, line 105; " A
- 84 maximum of 24 persons may be housed". He wondered if that was a number that was arrived at
- 85 due to the knowledge of the buildings that are being used right now, the number of people this
- 86 program typically houses or where it came from.
- Fire Chief O' Neill explained that number is a mandate from the State Fire Marshal's Office aswell.
- Mayor Roe presumed if the State Fire Marshal is requiring this of facilities in Roseville, then it is requiring this of all of the facilities in the State.
- 50 requiring this of an of the facilities in
- 91 Fire Chief O' Neill agreed.
- 92 Councilmember Etten thought the inspections should happen yearly and did not know if there
- 93 could be something worked out for a three- year license with an annual inspection and only pay
- 94 the inspection fee in years two and three in order to bring the cost down.
- Mayor Roe echoed that thought for returning entities and for new entities, the initial licensewould be for one year.
- 97 Councilmember Etten asked if Mayor Roe would consider the churches that are currently doing98 this as new or returning.
- Mayor Roe thought if the church already has an Interim Use in place that is serving the purposeof its initial license. He thought language could be developed to cover that transition situation.
- 101 Mayor Roe thought the direction would be to have staff bring back the necessary pieces of this
- with the language for 310 as well as anything else in terms of the Zoning definitions that were
- 103 mentioned in the report. Then at that point, there would be the opportunity for public feedback.
- 104 Ms. Gundlach asked for clarification that the license requirements only have to appear in front of
- the Council and the Zoning Code has to go before the Planning Commission. She also asked
- 106 whether the Council would like staff to bring those items before the Planning Commission and
- 107 then tee everything up to come back to the Council at one time. Or did the Council want to see
- 108 the actual Code amendments first before staff starts the process with the Planning Commission.
- 109 Mayor Roe thought it could all come at the same time for review and approval. He thought it
- 110 might also help the Planning Commission, for reference, to have the license language.

#### 1 Regular Planning Commission Meeting Draft Minutes – Wednesday, August 7, 2019

- 2 Request By City of Roseville To Approve Amendments To City Code Title 10 (Zoning) To
- 3 Regulate Temporary Overnight Shelters (PROJ-017, Amdt 37)
- 4 Chair Gitzen opened the public hearing for PF19-014 at approximately 7:33 p.m. and reported on
- 5 the purpose and process of a public hearing.
- 6 Senior Planner Lloyd summarized the request as detailed in the staff report dated August 7,2019.
- 8 Member Kimble asked for clarification on the table of uses, 1005-5, where the place of assembly
- 9 is conditional, the overnight shelter would only be applicable where there is an already approved
- 10 place of worship.
- 11 Mr. Lloyd indicated that was correct.
- 12 Member Kimble asked in regard to the open-endedness of the definition relative to a limited
- 13 period of time and seemed so subjective. She wondered how the city will manage expectations
- 14 around that definition.
- 15 Mr. Lloyd explained that in itself is an open-ended time frame but the licensing requirements that
- are referred to specify up to four weeks in any calendar year. There is a much more definitive
- 17 time frame involved and he thought instead of specifying that here, as a fair heads up in the
- 18 Zoning Code staff is leaving it to those licensing requirements that if it changes at some point in
- 19 the future staff does not have to remember to also change it in this amendment.
- 20 Member Pribyl assumed that most of the requirements being in the license, by changing to a
- 21 permitted use in the Zoning Code, it really takes out any process related to zoning and permitting
- 22 in that respect.
- 23 Mr. Lloyd explained there are certainly inspections that involve community development staff
- but the only reason that those overnight shelters came to the Planning Commission in the first
- 25 place was the Zoning Code did not speak to that use at all and there is the interim use process
- that is sort of the wild card that can approve almost anything and that was the only tool available
- at the time. This intends to replace that whole process. The only time the Planning Commission
- would be involved in anything about a place of assembly would be in this CMU-1 District where
- the city would have to consider a place of assembly as a Conditional Use. Otherwise it is
- 30 permitted by right and the overnight sheltering would be permitted with that license.
- Commissioner Sparby asked if the Planning Commission was looking at the wording in the Ordinance.
- 33 Mr. Lloyd explained the wording is provided as a reference to see what the licensing is shaping
- up to be. He believed what he recalled from city Council discussions, there is not much control
- or intend to make many amendments to them because it is coming directly from the State Fire
- 36 Marshal who has been making, perhaps, some exceptions to standard requirements in this
- 37 process to start with. To further deviate from that is not something the city Council is interested
- in looking at now. There could be errors to what is written and presented those corrections could
- 39 be made.

- 40 Chair Gitzen thought it was open for comment, but the Planning Commission is only looking at
- 41 the agenda item of zoning.
- 42 Member Sparby asked if there is any charge for a license in the Ordinance.

43 Mr. Paschke indicated there would be, but he did not know if that has been established yet. That

- 44 would be done by the city Council once the business license is created.
- 45 Member Sparby asked what the duration of the license would be.

46 Mr. Paschke believed it would be done annually but the city Council could create a three-year

- 47 license as well.
- 48 Member Sparby asked how four weeks came about for the duration.
- 49 Mr. Paschke explained that was directed by the State Fire Marshal. All of that language has
- 50 come from the State Fire Marshal. It might have been modified slightly to include a few bullet
- 51 points related to some of the paragraphs provided to staff but under the direction of the city Fire
- 52 Chief, staff cannot deviate from what the Fire Marshal has supported or will support as it relates
- 53 to those uses.
- 54 Member Sparby found it a little odd in this process that the place of worship is meeting all of the
- requirements but can only do it for four weeks. He indicated he was trying to understand this heaving it seems like an add situation to him
- 56 because it seems like an odd situation to him.
- 57 Chair Gitzen directed the Commission to review pages 24 and 25 of Attachment A where Fire 58 Chief O'Neill address those items.
- 59 Member Kimble found that interesting because she thought that it was for a four-week duration,
- 60 but this is for four weeks a year total. She thought if there were not any limitations then the
- actual use of the facility could be changed from a place of worship to a housing use. It seemed
- 62 there should be some sort of limitation or the building use is literally being changed.
- Mr. Paschke thought that in and of itself is a concern of the city Building Official as well. Thisis a temporary use.
- 65 Community Development Director Gundlach explained what the Commission does not have in
- 66 front of them is Sections 301.01 to 301.09, that is the administrative section of the business
- 67 license and activities chapter. That section talks about when the fee is paid and is an annual
- 68 license with what processes are involved. This license that is being created would follow those
- 69 existing administrative processes, however the Council was interested in having an avenue to not
- 70 having to review it every year. Staff did tweak the one condition into the license that states
- based on the performance of the license in prior years, the Council could make the decision to
- 72 grant a three year license and then the administrative requirements of this chapter talk about the
- fee and then that fee would be added to the fee schedule and the intention is to cover the staff
- costs for processing the license and for the Fire Marshal and the Building Official to do the
- rs inspections associated with the conditions that the Fire Marshal placed on it.

76 Member Sparby explained one of the issues that came up is that is presupposes this whole ordeal

that one of the uses of a place of assembly is not to bring in homeless people and give them a

- 78 place to stay when it is below zero. He wondered if that was a part of the Zoning Code because
- 79 that is a historic use that place of assembly have been used for.
- 80 Member Kimble did not think that a place of assembly was used for that on a permanent basis.
- 81 Chair Gitzen thought it was not a residential type or occupancy-based facility.
- 82 Member Sparby thought it made more sense to indicate if it is either allowed or not allowed. He
- thought what the city was trying to do would make this to difficult for a place of assembly to do.
- 84 Ms. Gundlach explained the city is viewing this as an activity and not a permanent use and staff
- did not think there needed to be a zoning rule other than allowing it as an accessory to a
- 86 permitted use. These conditions that the State Fire Marshal imposed does not necessarily meet
- all of the requirements. These do not meet the requirements of the Fire Code and the State Fire
- 88 Marshal stated in recognition of the public need of these uses he is willing to allow them, without
- meeting all of the Fire Code Standards subject to the conditions. She thought the idea was to
- 90 regulate an activity and are not regulating a permanent use which why it is being limited to a few
- 91 weeks a year and requiring inspections for the public health and safety aspect of it. The intention
- 92 is not to create permanency.
- 93 Mr. Lloyd thought if a church did want to find some more permanent means of housing people,
- that could be explored and build appropriate dwelling kinds of units with all of the Building
- 95 Code and fire safety incorporated into it.
- Member Pribyl indicated some churches in St. Paul offer shelter and she wondered if St. Paulused a similar approach.
- 98 Ms. Gundlach noted staff did the research on what other communities were doing and she
- thought one community did do an interim use process and the rest either did not know it was
- 100 occurring in their city or chose not to regulate them. She indicated she did not have her file in
- 101 front of her so was not sure what St. Paul was doing.
- 102 Mr. Paschke noted one had a Conditional Use process the facility had to go through as well.
- 103 Chair Gitzen thought this came a long way since the Interim Use and felt the city was trying to
- streamline it so the churches understand exactly what is needed. He wondered if there would be
- any advantage to adding a limited number of occupants to the definition right after limited time.
- 106 Mr. Lloyd thought language could be crafted such as "improvised, limited residential housing".
- 107 Chair Gitzen thought that would help so the church knew ahead of time that there is a limited108 amount of time and occupancy.
- 109 Ms. Gundlach indicated staff wanted to make sure to include the license section in the definition
- because the zoning requirements are in a completely separate chapter than the business
- 111 requirements and staff wanted to make sure that it is referring to both. The conditions from the
- 112 Fire Marshal limit it to 24 persons.
- 113 <u>Public Comment</u>
- 114 No one came forward to speak for or against this request.

#### 115 MOTION

- 116 Member Kimble moved, seconded by Member Kruzel, to recommend to the City Council
- approval the proposed Zoning Code Amendment, based on the comments and findings of this
- 118 report and the input offered at the public hearing.
- 119 Commission Deliberation
- 120 Member Kimble thought this is a good step forward and made sense.
- 121 Member Kruzel agreed and thought it was very worthwhile and easier on the churches to obtain
- 122 what is needed and have more clarity.
- 123 Member Sparby indicated he did not feel comfortable with the proposal. All of the requirements
- 124 put on the churches and not thoroughly analyzing whether that use is able to be looked at under
- 125 the place of assembly in the Zoning Code. Also, the city will be imposing a licensure fee on the
- 126 churches and did not feel comfortable recommending this.
- 127 Member Pribyl indicated she did not have any comments other than knowing the extensive
- 128 process this has already been through, she feels confident that staff and the city Council and
- 129 churches have already had quite a bit of discussion on this and she would support the motion.
- 130 Chair Gitzen indicated he would support the motion. He thought staff did a great job putting this131 together.
- 132 Ayes: 4
- 133 Nays: 1 (Sparby)
- 134 Motion carried.

1		ORDINANCE NO.
2 3 4		ORDINANCE AMENDING TITLE 3 (BUSINESS REGULATIONS) AND TITLE 10 CONING) OF THE CITY CODE TO ESTABLISH A BUSINESS LICENSE AND ZONING REGULATIONS FOR TEMPORARY OVERNIGHT SHELTERS
5	The Ci	ty Council of the City of Roseville does ordain:
6 7 8 9	Overni	<b>Section 1.</b> City Code §310.01 (License Required) of the City of Roseville, is hereby ed by establishing parameters and requiring a license for the operation of a Temporary ight Shelter. After Planning Commission and City Council consideration of Project File Amendment 37, the following section is established:
10	Chapt	er 310: Miscellaneous License Section
11	§310.0	1: License Required
12 13	-	son shall conduct or engage in any of the following businesses or activities without first ing a license:
14	а	Firearm Sales: [Unchanged]
15	b	Veterinary Hospital: [Unchanged]
16	c	Gasoline Stations: [Unchanged]
17	d	Private Gasoline Pumps: [Unchanged]
18	<u>e</u>	Theaters: [Unchanged]
19 20 21	<u>f</u>	Temporary Overnight Shelter: An area specifically designated within a place of assembly for the purpose of overnight housing of individuals on a temporary basis subject to the following conditions:
22 23		1. A telephone or other means of communication shall be provided within 50 feet of the area being used for temporary shelter.
24 25		2. Emergency responders (police and fire departments) shall be notified of the use of the buildings for temporary shelter.
26 27		3. Inspections of the entire shelter will be conducted by building inspectors and fire inspectors as follows:
28		a. At least once within the five days prior to the beginning of the licensed period, and
29		b. At least once during the licensed period.
30 31 32 33		4. Smoke alarms shall be provided in each room used for sleeping purposes and in areas giving access to rooms (i.e. hallways or corridors). The smoke alarms are required to be 120-volt, hard-wired, with battery back-up. Smoke detectors connected to automatic fire alarm systems could be used in lieu of single station smoke alarms.
34 35		5. At least one portable fire extinguisher with a rating of 2A-10BC shall be located within 75 feet of the area used for sleeping purposes.

36	6. No Smoking, cooking, candles, or open flames are allowed in the rooms used for
37	sleeping purposes.
38	7. An evacuation diagram or map shall be posted in each room used for sleeping
39	purposes.
40	8. Awake and alert adult chaperones or volunteers shall be present whenever the spaces
41	are being used for sleeping purposes.
42	9. The building being used shall meet the Minnesota State Fire Code requirements for
43	an existing Group A-3 (assembly) occupancy.
44	10. The area or rooms used for sleeping purposes shall be located on the level of exit
45	discharge (i.e. the main level or a level that has exits to grade level). Up to three steps
46	(or risers) are allowed. If these rooms cannot be located on the level of exit discharge,
47	other levels can be used (i.e. basements or second stories) if the area or space:
48	a. Has two remote means of egress from the space, and
49	b. Is protected with smoke detection connected to an automatic fire alarm system
50	throughout the building.
51	c. In lieu of the automatic fire alarm system, automatic fire sprinkler protection
52	throughout the building is acceptable.
53	11. The area used for sleeping purposes shall have access to two or more egress doors to
54	the exterior.
55	12. If the area being used for sleeping purposes utilizes a hallway or corridor, the hallway
56	or corridor is required to be one-hour fire-rated, the building is required to be
56 57	or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is
56 57 58	or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.
56 57 58 59	or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system. 13. A maximum of 24 persons may be housed in the temporary shelter at one time, not
56 57 58 59 60	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> </ul>
56 57 58 59	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> </ul>
56 57 58 59 60 61 62	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> <li>15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in</li> </ul>
56 57 58 59 60 61	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> <li>15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.</li> </ul>
56 57 58 59 60 61 62 63 64	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> <li>15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.</li> <li>14. In addition to the requirements noted in this Section, license issuance shall be in</li> </ul>
56 57 58 59 60 61 62 63 64 65	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> <li>15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.</li> <li>1.16. In addition to the requirements noted in this Section, license issuance shall be in accordance with City Code Section 301.01-301.09, except that the City Council may</li> </ul>
56 57 58 59 60 61 62 63 64 65 66	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> <li>15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.</li> <li>1.16. In addition to the requirements noted in this Section, license issuance shall be in accordance with City Code Section 301.01-301.09, except that the City Council may elect to issue the license for a period of time exceeding that stated in Section 301.06</li> </ul>
56 57 58 59 60 61 62 63 64 65	<ul> <li>or corridor is required to be one-hour fire-rated, the building is required to be protected with automatic sprinklers throughout, or the means of egress system is protected with smoke detectors connected to an automatic fire alarm system.</li> <li>13. A maximum of 24 persons may be housed in the temporary shelter at one time, not including staff, volunteers or chaperones.</li> <li>14. The maximum number of weeks per year to be used as a temporary shelter is four.</li> <li>15. The area used for sleeping purposes shall have Carbon Monoxide (CO) detection in the sleeping areas.</li> <li>1.16. In addition to the requirements noted in this Section, license issuance shall be in accordance with City Code Section 301.01-301.09, except that the City Council may</li> </ul>
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- 69 Mixed-Use Districts), and Chapter 1007 (Institutional Districts) of the City of Roseville, are
- <sup>70</sup> hereby amended to establish a definition of Temporary Overnight Shelters and to specify where
- and how they are allowed. After Planning Commission and City Council consideration of Project
- 72 File 0017, Amendment 37, the following section is established:

#### 73 Chapter 1001: Introduction

- 74 **§1001.10: Definitions**
- 75 Temporary overnight shelter: Improvised residential housing located within an existing
- 76 principal structure of a Place of Assembly land use that is intended to serve a limited number of
- persons for a limited period of time, pursuant to the licensing requirements of §310.01.F.

#### 78 Chapter 1005: Commercial and Mixed-Use Districts

#### 79 §1005.03 Table of Allowed Uses (Commercial Districts)

Table 1005-1	NB	СВ	RB-1	RB-2	Standards
Civic and Institutional Uses					
Place of assembly	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Y</u>
Accessory Uses, Buildings, and Structures					
Temporary Overnight Shelter <sup>a</sup>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<sup>a</sup> Restricted to places of assembly and pursuant to the licensing requirements of §310.01.F					

80 81005.07 F Table of Allowed Uses (Community Mixed-Use Districts)

Table 1005-5	CMU-1	CMU-2	CMU-3	CMU-4	Standards
Civic and Institutional Uses					
Place of assembly	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>Y</u>
Accessory Uses, Buildings, and Structures					
Temporary Overnight Shelter <sup>a</sup>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	

<sup>a</sup> Restricted to places of assembly and pursuant to the licensing requirements of §310.01.F

#### 81 §1007.03 Table of Allowed Uses (Institutional Districts)

Table 1007-2	INST	Standards	
Civic and Institutional Uses			
Place of assembly	<u>P</u>	<u>Y</u>	
Accessory Uses, Buildings, and Structures			
Temporary Overnight Shelter <sup>a</sup>	<u>P</u>		
<sup>a</sup> Restricted to places of assembly and pursuant to the			

licensing requirements of §310.01.F

82 Section 3. Effective Date. This ordinance amendment to the City Code shall take effect 83 upon the passage and publication of this ordinance.

Passed this  $26^{\text{th}}$  day of August 2019.

1	City of Roseville
2	ORDINANCE SUMMARY NO.
3 4 5	AN ORDINANCE AMENDING TITLE 3 (BUSINESS REGULATIONS) AND TITLE 10 (ZONING) OF THE CITY CODE TO ESTABLISH A BUSINESS LICENSE AND ZONING REGULATIONS FOR TEMPORARY OVERNIGHT SHELTERS
6 7	The following is the official summary of Ordinance No passed by the City Council of the City of Roseville on August 26, 2019:
8 9	The Roseville City Code Chapter 310 (Business Regulations) has been amended by establishing parameters and requiring a license for the operation of a Temporary Overnight Shelter.
10 11 12 13	The Roseville City Code Chapter 1001 (Introduction), Chapter 1005 (Commercial and Mixed-Use Districts), and Chapter 1007 (Institutional Districts) of the City of Roseville, are have been amended to establish a definition of Temporary Overnight Shelters and to specify where and how they are allowed.
14 15 16 17 18	A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary shall also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2180 Hamline Avenue North, and on the Internet web page of the City of Roseville (www.cityofroseville.com).

Attest:

Patrick Trudgeon, City Manager

# **Request FOR COUNCIL ACTION**

Date:	August 26,	2019
Item N	Jo.:	7.e

Department Approval

Janue Gundrach

City Manager Approval

Item Description:Consideration of a Request to Perform an Abatement for Unresolved<br/>Violations of City Code at 1986 Ryan Ave.

#### BACKGROUND

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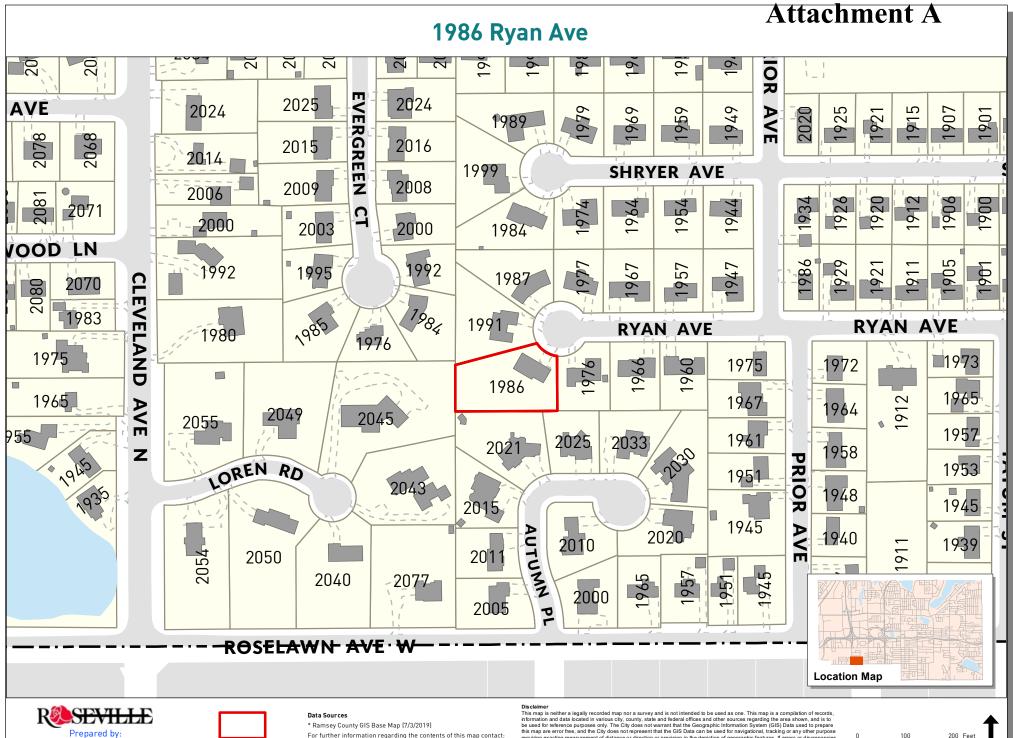
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- The subject property is currently a registered single-family rental property.
- Current violations include:
  - Storage of vehicle used in connection with a business (407.02.G.4)
  - Vehicles without current registration (407.02.G.4.b, 407.04.D)
  - Commercial vehicle parked/stored in residential zone (407.02.G.5)
- On June 13, 2019, as part of the Neighborhood Enhancement Program (NEP), staff observed the above noted violations. Staff provided notification, timeline for correction and discussed the issue with the resident.
- A re-inspection of the property on June 24, 2019 confirmed the vehicle (food truck) in violation remained on the property.
- On June 24, 2019, a notice was sent to the subject property requesting the property be brought into compliance.
- Phone correspondence was received by staff from the resident on June 26, 2019. The resident stated the food truck would be removed the weekend after the 4<sup>th</sup> of July holiday.
- An inspection on July 8, 2019 showed the vehicle remained on the property. NEP staff transferred the case to the Roseville Code Compliance Officer for further action.
- Subsequent inspections on July 23, August 2, 12 & 16, 2019, revealed the noted violations had not been corrected.
- Code Compliance staff received a complaint from a resident about this vehicle on July 24, 2019. The complainant was pleased that staff was already working on correcting the violation.
- On August 16, 2019, the vehicle was posted with a notice that a request for abatement was going to be presented before Council on August 26, 2019. A notice was also mailed to the resident and property owner of record.
- On August 19, 2019, the property owner registered the property online as a rental, claiming a relative exemption (no fee required).
- There has been no additional contact from the resident or owner since the phone correspondence on June 26, 2019.

29	• A status update will be provided at the public hearing.			
30				
31	FINANCIAL I	IMPACTS		
32				
33	City Abatem			
34	An a	batement would encompass the following:		
35	•			\$0.00
36	•	Administrative Abatement Fee per 2019 Fee Sched	ule	\$125.00
37				
38			<u>Total:</u>	<u>\$125.00</u>
39				
40	STAFF RECO	OMMENDATION		
41	Staff recomm	nends the Council direct Community Development sta	aff to abate the	e above referenced
42	public nuisance violations at 1986 Ryan Ave.			
43				
44	-	COUNCIL ACTION		
45	Direct Community Development staff to abate the public nuisance violations at 1986 Ryan Ave., by			
46	contacting a	towing contractor to remove the vehicle in violation of	of City Code.	
47				
48	The property	owner will be billed for actual and administrative cos	sts. If charges	s are not paid, staff will
49	recover costs	s as specified in Section 407.07B.		
50				
50	Prepared by:	Dave Englund, Building Official		
	Attachment:	A: Map of 1986 Ryan Ave.		
		B: Timeline of Staff actions		
		C: Cited City Code Sections		

D: Staff Correspondence and Photos



**Community Development Department** Printed: August 13, 2019

Site Location

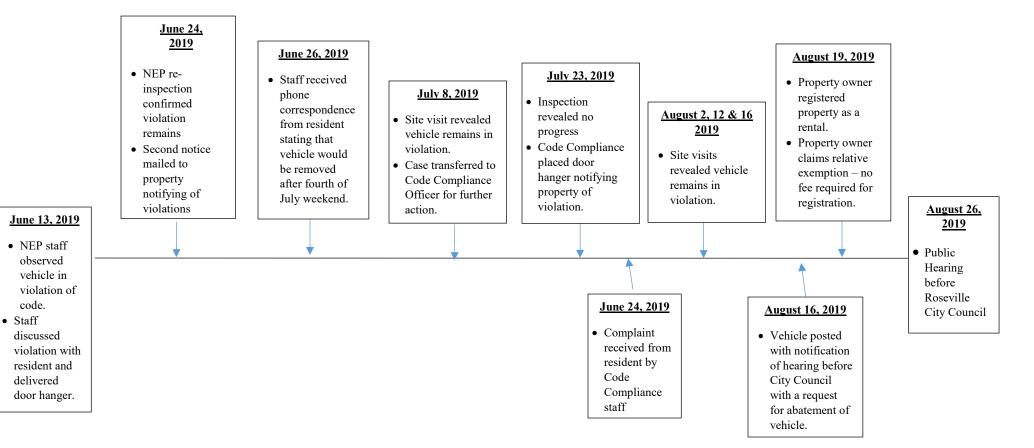
City of Roseville, Community Development Department, 2660 Civic Center Drive, Roseville MN

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a completion or records, information and data located in various city, county, state and federal offlees and other sources regarding the area shown, not is to be used for reference purposes only. The City does not ensent 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 651-792-7055. The preceding disclarities in privided pursuant to Minnesot Statutes \$465.03, \$Ubcl. 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.



### 1986 Ryan Ave.

#### ATTACHMENT B



#### **CITED CITY CODE SECTIONS**

#### **1 407.02: NUISANCES AFFECTING PUBLIC COMFORT OR REPOSE:**

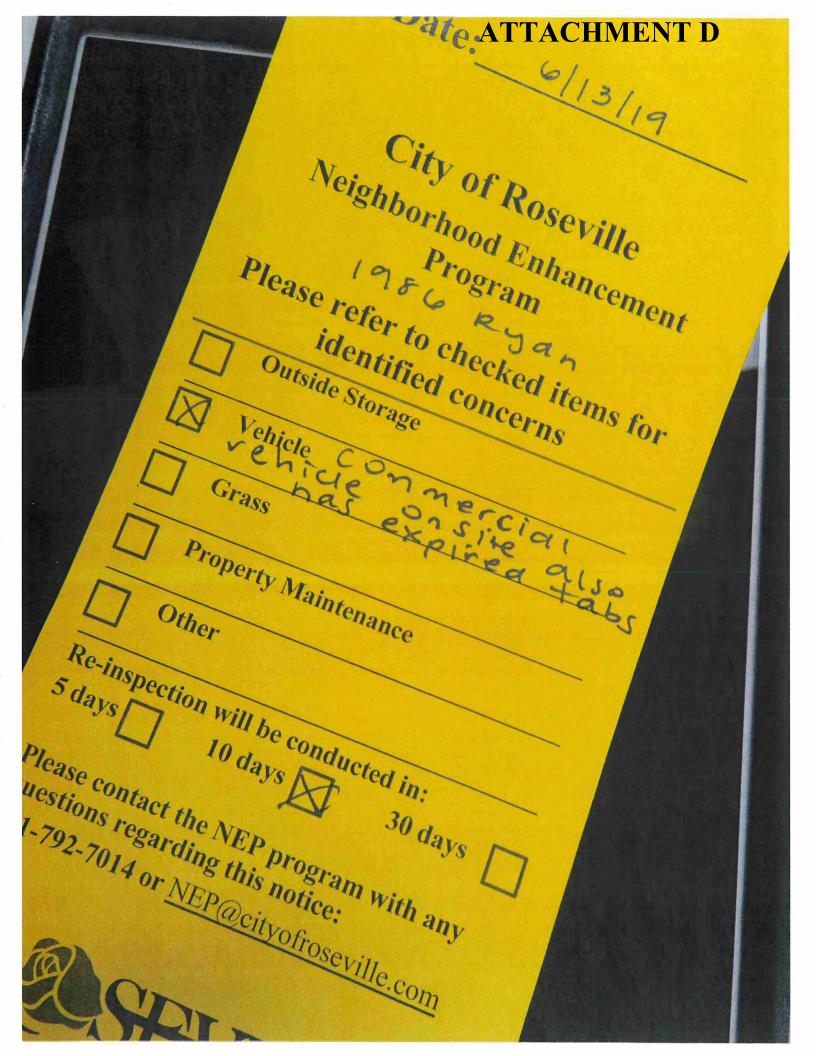
2	G. Parking and Storage: The outside parking or storage on residentially-zoned property of
3	vehicles, materials, supplies or equipment in violation of the provisions set forth:
4	
5	4. Vehicle Parking, General: No person shall cause, undertake, permit or allow the
6	outside parking and storage of vehicles in residentially-zoned property for more than 4 days
7	unless it complies with the following requirements: (Ord. 1288, 8-4-2003
8	
9	b. Vehicles must be owned by a person who is a legal resident of that
10	property and continuously maintain current registration and licensure
11	
12	5. Large/Commercial Vehicles: No person, owning, driving or in charge of any
13	vehicle with a manufacturers rated capacity of more than one ton, as specified in
14	Minnesota Statutes, may cause or permit that vehicle to be parked outside or
15	stand continuous for more than two hours on a property or public street within a
16	residential zone in the City, with the exception of the following:
17	a. Any motor truck, pickup truck, or similar vehicle being used by a public
18	utility, moving company, or similar company, which is actually being used
19	to service a residence not belonging to or occupied by the operator of the
20	vehicle; or
21	b. Any vehicle which is actually making a pick up or delivery at the location
22	where it is parked. Parking for any period of time beyond the period of
23	time reasonably necessary to provide such excepted service or to make
24	such a pick up or delivery and in excess of the two hour limit shall be
25	unlawful.
26	407.04: VEHICLES CONSTITUTING A PUBLIC NUISANCE:

A. Abandoned, Junk and Inoperable Vehicles Create Hazard: Abandoned, junk and inoperable 27 vehicles are declared to be a public nuisance creating hazard to the health and safety of the 28 public because they invite plundering, create fire hazards, attract vermin, and present 29 30 physical dangers to the safety and well-being of children and other citizens. The accumulation and outside storage of such vehicles is in the nature of rubbish, litter and 31 unsightly debris and is a blight on the landscape and a detriment to the environment. It shall 32 33 be unlawful for a person to pile, store or keep wrecked, junked, inoperable or abandoned vehicles on private or public property. 34

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D. Vehicles Without Current Registration: Except where expressly permitted by state law, any
 vehicle or other equipment, which requires registration for operation in the State of
 Minnesota, shall be deemed to be junked, inoperable or abandoned if said vehicle does not
 have attached thereto a valid registration issued by the proper State agency. (Ord. 1288, 8-4 2003)

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#### ATTACHMENT D



### **Neighborhood Enhancement Program**

06/24/2019

1986 Ryan Ave W Roseville, MN 55113

Case ENF19-273

The City previously notified you on, 06/13/19 that your property was in violation of Roseville's City Codes. The inspection revealed:

• Commercial food truck (with expired tabs) on driveway

A re-inspection of the property on 06/24/19 revealed that the request has not been complied with, specifically:

• Commercial food truck (with expired tabs) on driveway

These conditions are violations of Roseville's City Code, specifically:

• Section 407.02.G.5

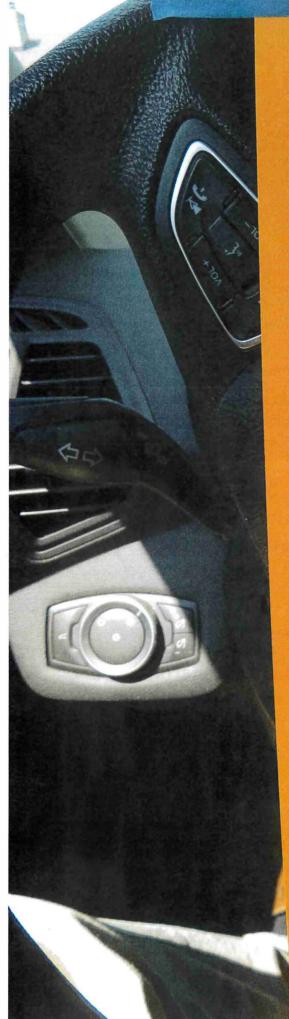
If the violation is not corrected within **10 days** of the date of this letter, your case will be forwarded over to our code enforcement officer who will move forward with further actions, including the possibility of abatement proceedings.

The purpose of the Neighborhood Enhancement Program is to enhance the value of your property, to increase the enjoyment of your neighborhood, and to assure the quality of life throughout the city. We hope that you will work with us to maintain a positive community environment.

If you have any questions regarding this matter, please contact me at 651-792-7014.

Sincerely,

Xao Vang NEP Inspector



ATTACHMENT



Address: 1986 Ryan Am

City of Roseville Community Development Department Code Compliance Division

Please refer to checked items for identified concerns

 Outside Storage
 Ocommercial Uchile Storal Outside
 Vehicle (D) Trailer Storal on grass in Grant Good.
 Property Maintenance

Other

Please see back side of this posting for more specific information.

Re-inspection will be conducted in: 5 days 10 days 30 days

Please contact staff with any questions regarding this notice: 651-792-7014 or complaints@cityofroseville.com



### **ATTACHMENT D**

August 6, 2019

Current Occupant 1986 Ryan Ave Roseville, MN 55113 Brian and Jill Ash 2550 Snelling Curv Roseville, MN 55113

Case #: ENF19-483

Dear Resident and Property Owner,

The City previously notified the property on, July 23, 2019, that your property was in violation of Roseville's City Code Section 407.02 G5 and 407.02G4 I. Thank you for the progress you have made to date. A re-inspection of the property on August 2, 2019 revealed that the initial request has not been fully complied with. Specifically:

• Outside storage of a commercial vehicle in the driveway.

These are violations of Roseville's City Code, specifically:

• 407.02 G5 which prohibits the outside storage of commercial vehicles in residential neighborhoods.

#### **Corrective Measures:**

Please make the following corrections within <u>5 days</u> of the date of this letter and continuously maintained in compliance thereafter:

• Move commercial vehicle to storage inside of a structure or remove vehicle from property.

If the violations listed are not corrected within **5 days** of the date of this letter and continuously maintained in compliance thereafter, the City will move forward with further action, including the possibility of an **administrative citation or abatement proceedings**, which could entail the expenditure of funds for which you, as the property owner, would be responsible to repay.

The City's objective is to increase the enjoyment of neighborhoods and enhance property values through enforcement of City Codes. We hope that you will work with us to maintain a positive community environment.

If you have any questions regarding this matter, or if this time frame creates a hardship for you, please contact a Code Compliance Officer at 651-792-7014 or via email at <u>complaints@cityofroseville.com</u>.

Sincerely,

Chris Bolstad Code Compliance Officers Complaints@cityofroseville.com

### **ATTACHMENT D**

Community Development Department 2660 Civic Center Drive & Roseville, Minnesota 55113 651-792-7014 & fax 651-792-7070 & www.cityofroseville.com

August 16, 2019

Case #: ENF19-483

Current Resident 1986 Ryan Ave Roseville, MN 55113 Brian and Jill Ash 2550 Snelling Curv Roseville MN 55113-3145

Dear Property Owner of Record(s):

This correspondence is in regards to ongoing public nuisance violations at the above referenced property. Our records indicate the property is owned by you. Because our records identify the violations have not been corrected, the City of Roseville intends to hold a public hearing before City Council to discuss a possible City abatement.

On June 13, 2019, June 24, 2019, July 23, 2019, and August 6, 2019 notice was posted or sent identifying the public nuisance violations and requesting your property be brought into compliance. An inspection on August 16, 2019, revealed that the violation(s) had not been corrected.

The ongoing violations include:

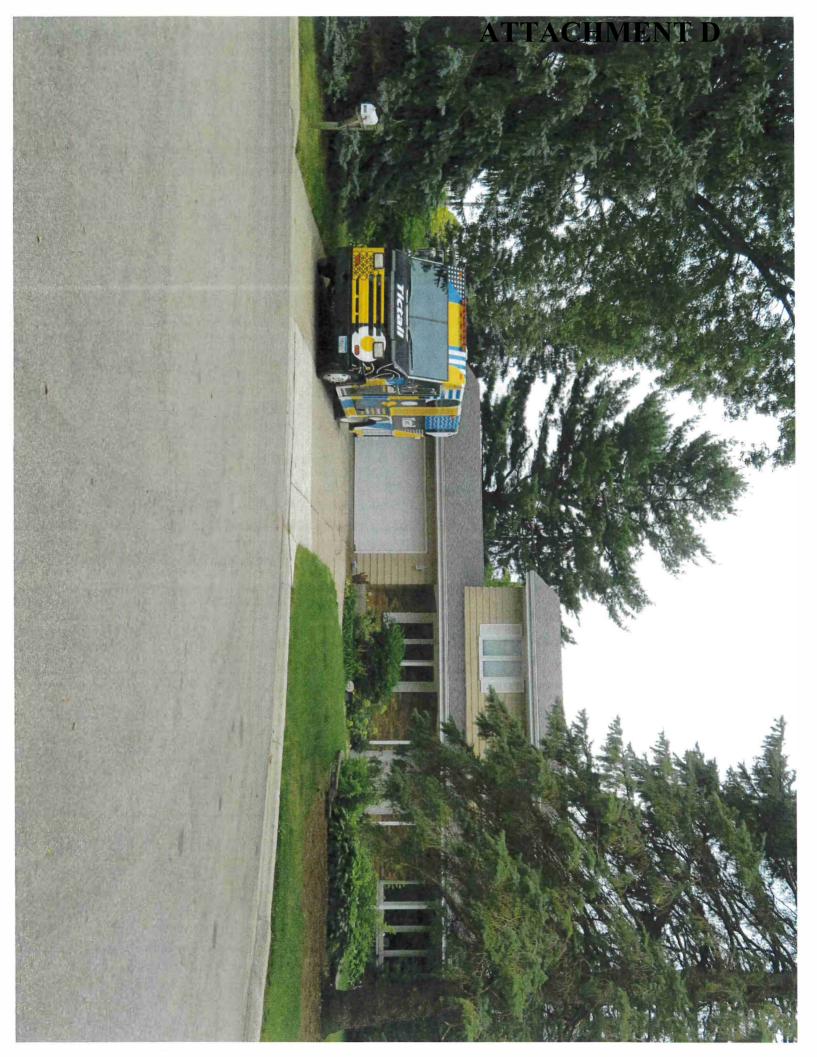
- Outside storage of commercial vehicle in the driveway.
- Property has not been registered as a rental property.

Therefore, this matter will be discussed at a public hearing before Roseville's City Council. At this public hearing, the Community Development Department will request authority from the City Council to perform a City abatement and contract with private companies to have all violations corrected and issue and Administrative Citation. This would entail the expenditure of funds for which you, as the property owner, would be responsible to repay. If the violations are corrected, by you, prior to the public hearing date, the public hearing will be cancelled and the case file closed.

This public hearing has been scheduled for the August 26, 2019, City Council meeting. City Council meetings are held in the City Council Chambers located at 2660 Civic Center Drive and begin at 6:00 p.m. I encourage you to attend this meeting. You will be given the opportunity to speak. If you have any questions regarding this matter, please contact me at 651-792-7087.

Sincerely,

Dave Englund, Codes Coordinator 651-792-7087 david.englund@cityofroseville.com



#### **Received Request for council action**

	Date:         August 26, 2019           Item No.:         7.f
Department Approval	City Manager Approval
Arcca	Para / Trugen
Item Description: Declare Vacancy on the Finance Com	nmission
<b>BACKGROUND</b> Commissioner Tara Jebens-Singh has resigned from the Fin Jebens-Singh was appointed for a term that expires March 3 office due to her resignation prior to her first meeting. Commission terms. There is now a vacancy on the Finance Commission to	1, 2021, but never took the oath of missioners are appointed to three-year
The City Council has two options to fill Commissioner the t	term:
1. Council may choose to either fill or defer filling the following language of the Uniform Commission Coo	-
201.4: TERMS E. Vacancies: Vacancies during a term s the unexpired portion of a term. A va circumstances: resignation, residence The City Council reserves the right to for any length of time deemed necess	cancy occurs in any of the following outside the city, removal or death. defer filling commission vacancies
2. Council may choose to advertise for applicants to fil According to the City's appointment policy, when a establishes a deadline for receiving applications and interview applicants. The time between the applicati be no more than 30 days.	vacancy occurs, the City Council the date of the council meeting to
<b>REQUESTED COUNCIL ACTION</b> Determine whether Council seeks to advertise the vacancy of Applications from the most recent vacancy search are attach advertise for the vacancy, the motion below would be approximately advertise for the vacancy of the	ed for review. If Council chooses to
Declare a vacancy on the Finance Commission for a term th deadline of September 27, 2019 for applications. Direct staf on the commission.	1

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Staff would schedule interviews for the October 7<sup>th</sup> Council meeting, with the Council making an appointment at the October 14<sup>th</sup> Council meeting.

Council may choose to appoint from the recent set of applicants. Staff has reached out to applicants to inquire whether they are still interested in serving. Staff will have an update at the meeting regarding those who are still interested.

Council may also choose to defer appointing to fill the term until the annual reapplication period
 at the end of March 2020.

- 43
  44 Prepared by: Rebecca Olson, Assistant City Manager
  45 A: Redacted applications
- 46 B: Applicant's Past Interest

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Full Name: Last Name: First Name: Company: Home Address: Roseville, MN 55113 Home:	Bruce Bester Bester Bruce Finance	
mail: E-mail Display As:		
First Name	Bruce	
Last Name	Bester	
Address 1		
Address 2	Field not comple	eted.
City	Roseville	
State	MN	
Zip Code	55113	
Home or Cell Pho Number	ne	
Email Address		
How many years l you been a Rosev resident?		
Parks and Recrea Planning Police Civil Servic	clusion and Engagement ation	tion
Commission prefe	erence Finance	
Commission prefe	erence Field not comple	eted.

This application is for	New Term	
If this is a student	Field not completed.	

application please list grade in school

Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	To use my financial background, skills and experience for the benefit of the City of Roseville. To help maintain and improve the City's strong financial condition. To help plan and prepare for future opportunities and challenges. Lifelong volunteer - Service in US Army as commissioned officer, various volunteer postions in Human Service Organizations, church, and civic organizations. Current volunteer with Courage Kenny Adaptive Waterski program on Lake Owasso.
What is your view of the role of this Commission?	Maintain and improve the financial stability of the City. Implement financial plans and budgets that support the strategic goals of the City. To maintain a competitive position for the City relative to property taxation - residential and commercial. To consider long term planning issues that have impact on current and future generations. Continue the award winning tradition - Distinguished Budget Presentation Award. GFOA.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	40+ years financial management experience. Most at senior or executive level. 27 years as CFO of one of Minnsota's leading human service providers. Managed and directed preparation of corporate budget of \$35,000,000. Fund accounting skills and experience. Senior financial liaison to Board of Directors. Regular monthly meetings and reports to BOD. Managed IT deparment. Developed specs for software. Assisted in software selection and implementation. Senior staff liaison to Endowment Investment Committee. Work with contracted investment managers. Establish investment policies. Worked with lobbyists on matters related funding and reimbursement rates for Opportunity Partners and statewide association of human service providers. As a consultant to statewide association, I represented that association to assist with implementation of a new statewide reimbursement formula. At stake was annual funding formula of \$200,000,000. Responsible for property, casualty and workers comp insurance. Ability to work well with people at all levels of the

	organization.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Field not completed.
Civic and Volunteer Activities	Volunteerism has been part of my entire career, starting with 3 years military service as a commissioned Army officer. Attained rank of CPT. Kiwanis - Southwest Suburban - various positions including President. Eden Prairie United Methodist Church - Sunday School teacher, Building Committee Chair, Lay Leader Served in a number of volunteer financial positions with statewide association of human service providers, including MN Day Activity Assoc, MN Assoc of Community Rehabilitation Organizations, and Assoc of Residential Resoures Minnesota. Currently a boat driver with the Courage Kenny Adaptive Waterski program on Lake Owasso.
Work Experience	US Army - CPT Signal Corps 1969-1971 Honeywell Information Systems - 1972-1974 Opportunity Partners - Controller and CFO - 1974-2013 Consultant - New Statewide rate and reimbursement - 2013-2016 Tax practice and financial advisory services- 1980-present
Education	So St Paul High School Electronic Computer Programming Institute - Certificate BA No Michigan University University of Maryland - Course credits political science
Is there additional information you would like the City Council to consider regarding your application?	Minneapolis St Paul Business Journal - CFO of the Year, Lifetime Achievement Award
	ntacted ants approximately four days before the interviews to e and location. Please indicate your preferred way to be

Preferred method to be Email contacted Please provide alternative

## phone number or email if different from above

#### Additional Information if you become Board or Commission Member Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Home/Cell Phone, Email Address
Background Authorization	Yes
Acknowledgement	Yes

Last First	Name: Name: Name: pany:	Wanda Davies Davies Wanda Finance. P&R	
	<b>e Address:</b> ville, MN 55113		
Mob	ile:		
E-ma E-ma	il: il Display As:		
	First Name	Wanda	
	Last Name	Davies	
	Address 1		
	Address 2	Field not completed.	
	City		
	State	MN	
	Zip Code	55113	
	Home or Cell Phon Number		
	Email Address		
	How many years hay you been a Rosevil resident?		
	City of Roseville Commissions Finance Human Rights, Inclusion and Engagement Parks and Recreation Planning Police Civil Service Public Works, Environment and Transportation		
	Commission prefer	nce Finance	
	Commission prefer	nce Parks & Recreation	

This application is for	New Term
-------------------------	----------

If this is a student application please list grade in school	Field not completed.
grade in school	

Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	Finance - How City funds are managed and spent has direct and real impacts on the lives of our citizenry. I feel I have useful experience and would like to be involved in those decisions. Parks & Recreation - The availability of quality green spaces is a critical factor in the quality of life here in Roseville. I'm interested in assisting in the maintenance and possible expansion of our excellent park system.
What is your view of the role of this Commission?	The Finance Commission offers advice on budgets, over all spending, cash management, and investment of city funds. The Park Commission determines which parks need improvement and works within budgetary constraints to have the greatest impact. The Commission also listens to citizen input on park needs.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I have an MBA in Finance and have worked for the past 7 years doing accounting for small businesses. I was an elected county board member in Ozaukee County WI from 2002-2005 and served on the Finance Committee for the county. I have been the treasurer of several non-profits over the years including a church, PTA, and tennis club.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	I worked for 10 years at the Schlitz Audubon Center in Bayside WI as en environmental educator and liaison with government agencies. I served on the planning board for the development of a new natural area in Mequon WI which is now a fully functioning natural area called the Mequon Nature Preserve. I also worked for 2 years in the landscaping business.
Civic and Volunteer Activities	When I lived in Mequon WI I was very active on local boards including the Tree Board, the Planning Commission, the PTA, and serving as an elected County Board member. I am hoping to become similarly involved now that I'm back in Roseville. I moved to Roseville at age 2. In 2005 I purchased the home I grew up in from my parents. This year I volunteered with Prepare and Prosper doing taxes for low income individuals

	and families.
Work Experience	2011-2019 Self-employed doing accounting for small businesses. 2005-2011 Project development for wind energy projects for Gamesa Energy. 2002-2005 Elected County Board member, Ozaukee County WI 1995-2005 Schlitz Audubon Center - environmental educator and government liaison
Education	University of MN - MBA, major finance Carleton College - BA, major political science
Is there additional information you would like the City Council to consider regarding your application?	Field not completed.
• • • • • • •	tacted nts approximately four days before the interviews to and location. Please indicate your preferred way to be
Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	Field not completed.
Additional information may	become Board or Commission Member be emailed to <u>info@cityofroseville.com</u> or delivered to City of Roseville, 2660 Civic Center Drive, Roseville, 792-7020.
Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Background Authorization	Yes
Acknowledgement	Yes

Full Name: Last Name: First Name: Company:	Sue Finney Finney Sue FI Planning
Home Address: Roseville, MN 55113	
Mobile:	
E-mail: E-mail Display As:	
First Name	Sue
Last Name	Finney
Address 1	
Address 2	Field not completed.
City	St Paul
State	MN
Zip Code	55113
Home or Cell Phone Nu	mber
Email Address	
How many years have ye been a Roseville residen	
City of Roseville Commissions Finance Human Rights, Inclusion and Engagement Parks and Recreation Planning Police Civil Service Public Works, Environment and Transportation	
Commission preference	Finance
Commission preference	Planning
This application is for	New Term

# If this is a student application *Field not completed.* please list grade in school

#### Note

There is no character limit for the fields below.

Why do you want to serve on this Commission?	To serve, build, help, support and share what I can with Roseville residents.
What is your view of the role of this Commission?	I believe that this role would require a diverse background with experience in many areas. My expertise includes: Talent Development, Organizational Development, Business Strategy and Implementation, Process Improvement, Financial Planning, Budgeting, Forecasting, Cross Functional Leadership, Internal and External Marketing, Thought Innovation.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	I am a results-driven leader with extensive experience and proven business acumen in, business and program development and execution, building strong teams and customer relationships and budgeting. Respected leader in public sector of healthcare, partnered with administration, clinical leadership and staff to ensure high quality outcomes during new program implementation. Known for integrity and delivering on promises.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	I am a results-driven leader with extensive experience and proven business acumen in, business and program development and execution, building strong teams and customer relationships and budgeting. Respected leader in public sector of healthcare, partnered with administration, clinical leadership and staff to ensure high quality outcomes during new program implementation. Known for integrity and delivering on promises.
Civic and Volunteer Activities	PROFESSIONAL / COMMUNITY • Mentor, SCORE • Board Chair, ACT Services, LLC • Member, Medical Group Management Association • Member, Executive Group of Minnesota • Member, North Central Biomedical Association – Positions held: President, Vice- President, and Secretary • Member, Association for Advancement of Medical Instrumentation (AAMI) • Committee Member, Technology Management Council • Associate Member, Minnesota Hospital Association • Associate Member, Minnesota Ambulatory Surgery Center Association • Rotarian, Paul Harris Fellow • Board Member and Treasurer, Religious Organization • Recipient, "Struthers Award of Excellence," North Central Biomedical Association • Recipient, "Distinguished Service Award," University of Minnesota Hospital & Clinics

Work Experience	Work Experience - PROFESSIONAL EXPERIENCE KELLER WILLIAMS PREMIER REALTY MARCH 2018 - PRESENT Real Estate Agent Licensed in MN and WI, guide buyers, sellers and investors of residential or commercial properties in the real estate transaction from start to finish. UNIVERSAL HOSPITAL SERVICES MARCH 2017 – NOVEMBER 2017 Technical Services Manager Under regional direction this role was responsible for facilitating the implementation of a new Biomedical Technical Services Department, a high tech, high stakes program at Hennepin County Medical Center, a level one trauma center. ACT Services, LLC (DBA Advanced Clinical Technology Services) 2001 - 2015 PRINCIPAL / MANAGER Led independent service organization providing trusted Healthcare Technology Management services to the regional community. Successfully delivered services to healthcare providers across Minnesota, Wisconsin, North Dakota, and South Dakota. Specialized in helping over 130 organizations meet organizations regulatory requirements and provide patient-centered care with safe and effective diagnostic and therapeutic treatment. Provided additional leadership to organizations during ownership transition.
Education	EDUCATION Cardinal Stritch University, MASTER'S IN BUSINESS ADMINISTRATION 2012 BACHELOR OF SCIENCE IN MANAGEMENT 2002 Brightwood Career Institute, REAL ESTATE - Licenses, MN & WI 2018 Century College, ORGANIZATIONAL LEADERSHIP DEVELOPMENT Northeast Metro Technical College / Century College, BIOMEDICAL TECHNICIAN PROGRAM CERTIFICATIONS PROJECT MANAGEMENT - Microsoft Project Management QUALITY - HQAA ID 39MR5WQU (Healthcare Quality Association on Accreditation) QUALITY - KAIZEN 6S CERTIFIED BIOMEDICAL TECHNICIAN - #4867
Is there additional information you would like the City Council to consider regarding your application?	See my Linkedin profile at: <u>https://www.linkedin.com/in/suefinney/</u>
	cted s approximately four days before the interviews to confirm ion. Please indicate your preferred way to be notified.
Preferred method to be	

Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	Field not completed.

Additional Information if you become Board or Commission Member Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Background Authorization	Yes
Acknowledgement	Yes

Last First	Name: Name: Name: pany:	/ince Trovato Trovato /ince Finance	
#226	e <b>Address:</b> 5 eville, MN 55113		
Mob	ile:		
E-ma E-ma	ail: ail Display As:		
	First Name	Vince	
	Last Name	Trovato	
	Address 1		
	Address 2		
	City	Roseville	
	State	MN	
	Zip Code	55113	
	Home or Cell Phon Number		
	Email Address		
	How many years ha you been a Rosevil resident?		
	Finance Human Rights, Inc. Parks and Recreat Planning Police Civil Service	man Rights, Inclusion and Engagement ks and Recreation nning	
Commission preference Finance		nce Finance	

# Confidential

Commission preference	Field not completed.
This application is for	New Term
If this is a student application please list grade in school	Field not completed.
Note	

There is no character limit for the fields below.

Why do you want to serve on this Commission?	I want to contribute my significant experience and knowledge of Financial Management for the benefit of the Roseville community. In addition, I feel it is important to have city leadership reflect the community at large. With the Roseville community's growing immigrant and minority populations I feel that as the son of immigrants and as a member of the Hispanic community, I bring a unique voice to the Finance Commission.
What is your view of the role of this Commission?	My view of the role of the commission is twofold. First, it is do provide expertise and advise on financial matters impacting the city for consideration by the City Council. Secondly, it is to represent city residents on financial matters by providing a unique community perspective.
What specific skills or experiences do you have that would be beneficial in serving on the advisory commission for which you are applying?	Over thirty years of financial analysis, financial consulting and financial management experience in very diverse settings, including small business through multi-national corporations as well as non-profits and educational institutions. Furthermore, as a Finance educator in both a University as well as community education setting, I have many years of experience in synthesizing complex financial issues and terminology in such a way as to be more readily understood by those without a strong financial background.
If you identified a second choice commission, please include skills or experiences that would be beneficial for serving on that commission.	Field not completed.
Civic and Volunteer Activities	I have been deeply involved in the community most recently as the Chair of the annual Silent Auction fundraiser at Roseville's Parkview Center School where we raised over \$12,000 for

# Confidential

	school supplies, equipment and activities for the school; I also helped support the remainder of the Family Fun Night fundraiser which additionally raised over \$11,000. In addition, I teach a monthly Personal Finance community education class at the Roseville branch of the Ramsey County Library which I currently lead but have also substituted for the past three years. I have also volunteered regularly for Special Olympics of Minnesota in a variety of roles for over six years. As the council is aware, I have been also active in advocating for community safety and fiscal issues over the past few years.
Work Experience	My work experience includes senior financial roles including Director and VP level in small to large firms including Medtronic, GE, Wells Fargo and TCF Bank. More recently I've had consulting roles at H.B. Fuller, Thomson Reuters, St. Jude, and the University of Minnesota. I am also currently Part-time adjunct professor at St. Mary's University of Minnesota teach graduate level courses in Finance and Accounting.
Education	I have a bachelors degree in Finance with extensive Accounting coursework and an MBA from Fordham University, majoring in Finance with a concentration in Commercial Banking. In addition, I have taken executive education program in Finance and Marketing from Northwestern University.
Is there additional information you would like the City Council to consider regarding your application?	I have included a link to my LinkedIn profile if you wanted to see further detail on my professional and educational background as well as my Civic and Volunteer activities.
	ntacted ants approximately four days before the interviews to e and location. Please indicate your preferred way to be
Preferred method to be contacted	Email
Please provide alternative phone number or email if different from above	
•	u become Board or Commission Member be emailed to info@cityofroseville.com or delivered to

Additional information may be emailed to <u>info@cityofroseville.com</u> or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville,

# Confidential

MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act	Yes
Minnesota Statute §13.601. subd. 3(b)	Email Address
Background Authorization	Yes
Acknowledgement	Yes

### Past interest from current applicants

#### Wanda Davies

June 2019-Planning Commission

# **Reserve Seville** Request for council action

Date:	August 26,	2019
Item No	.:	7.g

Department Approv	city Manager Approval
But the	Para / Trugen
Item Description:	Consider Approval to enter into a Ramsey County Cooperative Agreement to fund a full-time Criminal Sexual Conduct Crimes Investigator
response to sexual a victims/survivors fe Ramsey County lau culture so victims fe	sey County took a public stance committing to improve our community's assaults by launching a <i>Start by Believing</i> campaign to change our culture so bel empowered to report their abuse. In partnership with local law enforcement, nched a Sexual Assault Justice Initiative with two primary goals: to change our bel empowered to report their abuse and to develop an infrastructure of response comes for victims – one response at a time.
<ul> <li>Department, and prostary</li> <li>A significant staying contrastructure</li> <li>Victims/surve the investigation facilitate that</li> <li>These cases have difficulties</li> <li>Although off agencies ope of sharing in</li> </ul>	was conducted across Ramsey County, to include the Roseville Police oduced several highlights: <i>t number of victims/survivors who report to law enforcement have difficulty</i> <i>tected with the investigation and eventually drop out.</i> <i>vivors experience long waiting periods with little information about the status of</i> <i>tion or prosecution.</i> <i>ult advocacy organizations can help victims/survivors stay connected to the</i> <i>n and prosecution, but criminal justice professionals often need to reach out to</i> <i>are complex to investigate and prosecute, and some law enforcement agencies</i> <i>ly meeting staffing needs to assure thorough, robust investigations.</i> <i>fenders may commit sex offenses in various communities, law enforcement</i> <i>erate with separate data management systems and do not have a simple method</i> <i>aformation on offenders.</i> <i>sexual assault cases requires specific experience and training.</i>
<ul> <li>Implement b response to professional</li> <li>Assure law e address thes</li> <li>Facilitate co</li> </ul>	duced several recommendations: sest practices that ensure victims/survivors a compassionate and thorough their reports of sexual violence, focusing on measuring the work of the s rather than on conviction outcomes. enforcement, prosecution, and advocacy agencies are adequately staffed to be cases. communication among law enforcement agencies about trends and case to assure repeat offenders are held accountable.
<ul> <li>Implement fe</li> </ul>	formalized training and experience expectations for both law enforcement and on sexual violence, trauma, and current best practices.

With the established baseline from the review, continue to monitor and measure progress in best practices across disciplines.

36 The Ramsey County Attorney's Office has been moving forward to implement system change since 37 the report was published in 2018 and the Roseville Police Department has been an active participant. 38 39 Earlier this year, Ramsey County Attorney John Choi spoke to the City about the Roseville Police 40 Department's staffing related to investigations. Mr. Choi inquired if the Roseville Police Department 41 would be receptive to additional staffing, especially related to investigating criminal sexual conduct 42 and sex trafficking offenses. Staff replied that the City would be interested in a partnership with the 43 Ramsey County Attorney's Office. 44 45 In 2018, the average yearly case load per Roseville detective was 211 cases- a 12% increase from 46 2016. The International Chiefs of Police (IACP) has indicated an annual case load per detective 47

should range from 120-180 cases in order to maximize effectiveness of the investigator.

Currently, the Roseville Police Department investigates sex trafficking crimes when overtime funds
become available. Three successful details have taken place over the past year which were made
possible by a donation from the Roseville Police Foundation, Roseville Visitor's Association,
Rotary-Roseville and Grace Church-Roseville. A three-pronged approach- Education, Enforcement
and Rescue/Recovery- has been in operation. The new detective will streamline the approach,
allowing the police department to better serve victims and hold offenders accountable.

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The Roseville Police Department is the only suburban Ramsey County police agency being offered this grant opportunity by the Ramsey County Attorney's Office. The St. Paul Police Department previously received a grant similar to this from the county attorney's office and the Ramsey County Sheriff's Office received a grant from a state or federal agency to add one investigator.

61

The Cooperative Agreement indicates that Ramsey County Attorney's Office will pay the City of Roseville an amount not to exceed \$89,000 and the City of Roseville will assign one new full-time Sex Crimes Detective to the Roseville Police Department for the purpose of investigating reports of criminal sexual conduct and sex trafficking crimes for a period of one calendar year, beginning 1/1/20. The detective will be expected to work closely with the Ramsey County Attorney's Office regarding any open cases.

68

69 Communications between the Ramsey County Attorney's Office and the Roseville Police

Department indicated the City of Roseville will agree to a moral commitment to fund this additional
 investigator in subsequent years if the grant is accepted.

72 The city attorney has reviewed and approved the Cooperative Agreement attached to this RCA.

# 73 **POLICY OBJECTIVE**

74 The Police Department continues to apply Problem Solving Policing principles by accepting a grant

<sup>75</sup> from the Ramsey County Attorney's Office to fund a full-time Sex Crimes Detective for twelve

<sup>76</sup> months. Accepting the grant will allow the Roseville Police Department to better serve the victims of

these horrible crimes by applying victim centered and trauma informed responses to the

78 investigations.

#### 79 **BUDGET IMPLICATIONS**

80 The grant amount not to exceed \$89,000 will cover the salary and benefits to backfill the selection of

one detective to investigate sex crimes and sex trafficking. The Sex Crimes Detective will be

selected from within the current officers and the \$89,000 will supply the salary and benefits to hire a

<sup>83</sup> new police officer to backfill this position in the Patrol Unit.

In 2020, the Police Department's proposed operating budget already has funding that will cover the

associated specialty pay, equipment and training costs necessary for the position, approximately

\$19,325. These additional costs are contained in the overall Police Department line items in the

proposed 2020 budget. As obligated by accepting the grant, the City of Roseville must cover all

associated costs beginning in 2021.

<sup>89</sup> The estimated costs of funding the Sex Crimes Detective in 2020 are summarized here:

90	Estimated Budget: CSC Detective	
	Salary + Benefits	\$89,000.00
91	Specialty Pay	\$4,500.00
92	Uniform (incl. vest)	\$3,700.00
	Training	\$3,000.00
93	Cell phone	\$600.00
0.4	Body Worn Camera	\$1,400.00
94	Handgun	\$600.00
95	Taser	\$1,150.00
	Radio	\$4,375.00
96	Total Costs:	\$108,325.00
97	RCAO Grant	-\$89,000.00
97	Amount to be covered by RPD's	
98	proposed 2020 budget and other	
	funding sources	\$19,325.00

99

#### 100 STAFF RECOMMENDATION

101 Staff recommends Council approve the Cooperative Agreement between the Ramsey County

102 Attorney's Office and the City of Roseville.

#### 103 **Requested Council Action**

<sup>104</sup> The Roseville Police Department is seeking Council approval of the Cooperative Agreement and

authorization of the appropriate signatures.

Prepared by: Rick Mathwig, Chief of Police

Attachment: A: Cooperative Agreement with Ramsey County

# **Cooperative Agreement**

This Agreement is between Ramsey County Attorney's Office, ("RCAO" or "County") and City of Roseville ("City").

#### 9 **1. Term**

RAMSEY COUNTY

1 2

7

8

10 1.1. The term of this Agreement is from January 1, 2020 – December 31, 2020.

#### 11 **2.** Scope of Service

- In partnership with the City, and in furtherance of the County's Start by Believing initiative, the
   County agrees to fund the City in the amount and manner described in Section 3 of this Agreement in
   consideration for the City to undertake and complete the following described actions:
- 15 2.1. That no later than January 1, 2020, the City of Roseville ("City") will assign one new full-time Sex Crime Investigator ("Investigator") to the Roseville Police Department ("RPD") for the 16 purpose of investigating reports of criminal sexual conduct and sex trafficking crimes for a 17 18 period of one year. Since it is the intent of the parties to increase the capacity of the RPD to 19 investigate reports of criminal sexual conduct and sex trafficking, at all times during the term of 20 this Agreement, this full-time Investigator will be assigned by the RPD in addition to the 21 personnel complement of sex crime investigators regularly assigned and maintained to 22 investigate such crimes. Further, the Investigator will work closely as needed with a designated 23 Ramsey County prosecutor regarding any open cases the Investigator works on during the term 24 of this Agreement.
- 2.2. That the City will complete and submit quarterly reports to the RCAO in a format mutually
  agreed upon by the parties. The parties agree that at a minimum each quarterly invoice and
  accompanying report shall include the following information regarding the Investigator's time
  and effort: supporting payroll reports, related costs in support of each invoice, number of cases
  investigated, number of cases referred for prosecution, characteristics of the assault
  investigated, and any other data agreed to by the parties. Quarterly reports will be submitted
  with each quarterly invoice in the manner prescribed in section 3.2.
- 32 2.3. This agreement is subject to emergency recall. All City personnel remain under the City's direction and control, and will be subject to police emergency recalls for service, activation of 33 34 any Tactical Alert throughout the City, and/or as officer necessities arise elsewhere in the City 35 provided that the City must notify either the County Attorney or the First Assistant County 36 Attorney within 36 hours of a decision made under this Section 2.3 that results in any reduction 37 of the Investigator hours assigned pursuant to this Agreement. Emergency recall/tactical 38 alert/officer necessity decisions are within the City's discretion and are not subject to question 39 or liability under this Agreement.

#### 40 **3.** Cost

- 3.1.
  The County shall pay the City a not to exceed amount of \$89,000.00 over the life of the contract.
- 43

- 44 In the event the City utilizes the Investigator in a manner deemed by the RCAO to be contrary to or
- 45 different than that described in Section 2.1, the County hereby reserves the right to immediately stop 46 all future payments.

#### 47 3.2.

49

- 48 The County shall pay the City the following unit rates:
- 50 Four Quarterly Payments each of \$22,250.00 billable by the City on the last regular business day of 51 each calendar quarter beginning the quarter ending March 31, 2020.

#### 52 4. General Contract/Agreement Terms and Conditions

- 53 4.1. Data Practices
- 544.1.1.The Parties shall comply with the provisions of the Minnesota Government Data55Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, any state rules56adopted to implement the Act and statutes, as well as federal statutes and regulations on57data privacy.

#### 58 4.2. Indemnification and Insurance

- 594.2.1.Each party agrees that it will be responsible for its own acts and the acts of its employees,<br/>elected officials, and agents as they relate to this Agreement and for any liability resulting<br/>therefrom, to the extent authorized by law, and shall not be responsible for the acts of the<br/>other parties or their employees, elected officials, and agents, or for any liability resulting<br/>therefrom. Each party's liability shall be governed and limited by the Municipal Tort<br/>Claims Act, Minn. Stat. Chapter 466 and other applicable law.
- 65 4.2.2. Each Party agrees to defend, indemnify and hold harmless the other Parties, their 66 employees, elected officials, and agents from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys fees, 67 68 resulting directly or indirectly from any act or omission of the indemnifying party, its employees, elected officials, or agents, in the performance or failure to perform its 69 70 obligations under this Agreement. Nothing herein shall be deemed a waiver by any Party 71 of its limitations on liability, defenses or immunities under Minnesota Statutes, Chapter 72 466, or other state or federal law.
- 4.2.3. Each Party warrants that it is able to comply with the aforementioned indemnity
  requirements through commercial insurance or a self-funding program.
- 4.2.4. All insurance policies or self-insurance certificates shall be open to inspection by the
   other Parties and copies of the policies or certificates of self-insurance shall be submitted
   to a Party upon written request.

#### 78 4.3. Audit

83

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the City,
upon request, shall make available to the County, the State Auditor, or the County's ultimate funding
source, a copy of the Agreement, and the books, documents, records, and accounting procedures and
practices of the City relating to this Agreement.

#### 84 4.4. Force Majeure

85 Neither party shall be liable for any loss or damage incurred by the other party as a result of events 86 outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms,

- flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national
  emergency.
- 89 4.5. Termination
- 904.5.1. Either party may terminate this Agreement without cause upon giving at least thirty (30)91calendar days written notice thereof to the City.
- 92
  93
  94
  4.5.2. In the event this Agreement is terminated for any reason, the City shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.
- 95 4.6. Interpretation of Agreement; Venue
- 96 4.6.1.
- 97 The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All
   98 litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in
   99 Ramsey County, Minnesota.
- 100 4.6.2.

113

- The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or
   unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this
   Agreement.
- 104 4.7. **Alteration**
- 105 Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid 106 only after it has been reduced to writing and signed by both parties.

#### 107 4.8. Entire Agreement

- 108The written Agreement, including all attachments, represent the entire and integrated agreement109between the parties hereto and supersede all prior negotiations, representations or contracts, either110written or oral. No subsequent agreement between the County and the City to waive or alter any of111the provisions of this Agreement shall be valid unless made in the form of a written Amendment to112this Agreement signed by authorized representatives of the parties.
- 114 115 **Ramsey County Attorney's Office City of Roseville** 116 117 By: By: Its: County Attorney, Ramsey County Attorney's Office Its: Mayor, City of Roseville 118 119 120 Approved as to form Approved as to form 121 122 By: \_\_\_\_\_ By: \_\_\_\_\_ 123 124 Date: Date: 125 126 127 By: Its: City Manager, City of Roseville 128 129 130 Date:

# **Request for council action**

Date: A	August 26,	2019
Item No	o.:	7.h

#### Department Approval

City Manage	r Approval
fam /	Trucken

Item Description: Discussion about Hotel/Motel Regulations

#### 1 BACKGROUND

- 2 Roseville currently has 11 hotels with one additional hotel under construction. In recent years, there
- has been a noticeable increase in police calls for service and code-related issues for three hotels, the
- 4 Key Inn, Norwood Inn, and Motel 6. There have been numerous illegal activities occurring on those
- <sup>5</sup> properties. Due to lax management of these hotels, these criminal conditions continue to occur.
- <sup>6</sup> Attachment A shows the police calls for Roseville hotels since 2015. In addition, Roseville and
- 7 Ramsey County receive regular complaints regarding the unsafe and unsanitary conditions in these
- 8 three hotels.
- 9 As a result of this continuing problem, the City of Roseville is advocating for municipalities to
- 10 regulate and license hotels directly. Under current state statutes, hotels are regulated through a public
- health authority. Ramsey County currently serves as Roseville's public health authority and inspects
- and regulates health and sanitation condition for hotels. Roseville is looking for legislative
- authority to more broadly regulate and license hotels and motels, especially to take public safety
- 14 concerns into account.
- <sup>15</sup> In the last legislative session, Representatives Becker-Finn and Senator Marty introduced a bill to
- allow municipal hotel licensing. The bill did not receive a legislative hearing prior to the session
- ending in May. The bill is still able to be heard once the Legislature convenes for its 2020 session.
- <sup>18</sup> In the interim, staff has been working on several other ways to address the problem hotels. In July,
- <sup>19</sup> the City Manager, along with staff from Community Development, Police, and Fire Departments
- 20 met with Ramsey County Environmental Health staff to discuss how to better address the chronic
- criminal, health, and sanitary conditions in Roseville's hotels. As a result of the meeting, County
- and City staff will work together to better coordinate inspections and sharing of information. City
- staff is also working with County Environmental Health staff on how they can strengthen their
- regulations on how to hold hotel operators that are repeat offenders more accountable. This will be
- an ongoing initiative that staff hopes will lead to an improvement of the conditions of hotels.
- Staff has also been considering amendments to the Chapter 511 of the City Code covering repeat nuisances. Staff has drafted amendments to the Chapter 511 for initial City Council comment and consideration. The proposed amendment will list distinct standards for repeat nuisances for lodging establishments (hotels and motels) in Roseville. The draft language (Attachment B) would:
- Create a threshold of ten calls for service within a 30-day period before the City would charge for repeat nuisance service call fee.
- The ordinance would exempt lodging establishments from the repeat nuisance service call fee for medical emergencies and domestic assault incidents consistent with the current exemptions of other properties in the city from the repeat nuisance service call fees.

- Similar to other properties, repeat nuisance service call fees may be waived if the owner of
   the lodging establishment enters into and complies with a memorandum of understanding
   with the City that addresses the underlying causes for the nuisance conduct and provides for
   a course of action to alleviate the nuisance conduct.
- The draft amendment to Chapter 511 also creates a separate category for repeat nuisances for businesses and multi-family housing over 4 units. This will allow for the City Council to consider a different threshold for busy commercial properties and high-density residential properties. At this time staff does not have a specific threshold for number of calls in mind for these types of properties before the repeat nuisance service call fee starts, but is bringing the idea forward for City Council consideration and input.
- Consistent with previous City Council discussion, the draft amendment changes the time
   frame for nuisance violations from 365 days (one year) to 720 days (two years) for
   residential properties. Under the current draft amendment, this time frame would only apply
   to residential properties with 4 or fewer units.
- Although the specific fees charged to lodging establishment for repeat nuisance service calls • 49 would not be contained in Chapter 511, for discussion purposes staff is proposing that the 50 residential properties repeat nuisance fee remains at \$250. For commercial and multi-family 51 properties, the fee would be \$1,000. For commercial lodging establishments, the owner 52 would be charged \$2,500. In addition, after discussion with the City Attorney, it is felt that 53 the fee should be structured in an amount to recover our costs. Therefore, per his suggestion 54 the language that is currently in the ordinance allowing the City to collect up to \$2,000 to 55 cover costs for the repeat nuisance service call has been removed. Staff will continue 56 working on determining the proper fee amount for each category, but welcomes City Council 57 input on the fee levels. 58

#### 59 **POLICY OBJECTIVE**

To ensure the safety of users of Roseville's hotels. In addition, due to the extreme burden hotels can put on police services, it is imperative that the City has regulations in place to hold hotel owners and managers accountable to maintain safe and sanitary conditions in their hotels.

- 63 **BUDGET IMPLICATIONS**
- <sup>64</sup> Not applicable at this time.

#### 65 STAFF RECOMMENDATION

This subject is being brought forward for informational purposes. However, asks the City Council to review the information and provide input and direction regarding hotel and motel regulations

68 **REQUESTED COUNCIL ACTION** 

Review the attached information and provide input and direction regarding hotel and motel regulations.

Prepared by:	Patrick Trudgeon, City Manager (651) 792-7021
Attachments:	<ul><li>A: Police calls for service to Roseville Hotels 2016-2019</li><li>B: Draft Amendment to Chapter 511 Repeat Nuisance Service Call</li></ul>

Police Response Calls to Roseville Hotels							
	2015	2016	2017	2018	2019 YTD	Total	
Country Inn and Suites	28	17	22	22	12	101	
Courtyard By Marriott	23	15	17	18	8	81	
Fairfield Inn	24	24	17	23	9	97	
Hampton Inn	n/a	14	37	26	31	108	
Holiday Inn Express	24	17	33	23	13	110	
Home 2 Suites	2	11	34	43	16	106	
Key Inn	74	118	184	154	87	617	
Marriott Residence Inn	33	28	20	18	11	110	
Motel 6	364	456	417	498	325	2060	
Norwood Inn	159	160	259	248	194	1020	
RADISSON	80	86	106	121	68	461	
Grand Total	811	946	1146	1194	774	4871	

Average Police Response Calls Per Month to Hotels						
	2015	2016	2017	2018	2019	
Country Inn and Suites	2.33	1.42	1.83	1.83	1.71	
Courtyard By Marriott	1.92	1.25	1.42	1.50	1.14	
Fairfield Inn	2.00	2.00	1.42	1.92	1.29	
Hampton Inn	0.00	1.17	3.08	2.17	4.43	
Holiday Inn Express	2.00	1.42	2.75	1.92	1.86	
Home 2 Suites	0.17	0.92	2.83	3.58	2.29	
Key Inn	6.17	9.83	15.33	12.83	12.43	
Marriott Residence Inn	2.75	2.33	1.67	1.50	1.57	
Motel 6	30.33	38.00	34.75	41.50	46.43	
Norwood Inn	13.25	13.33	21.58	20.67	27.71	
RADISSON	6.67	7.17	8.83	10.08	9.71	
Grand Total	67.58	78.83	95.50	99.50	110.57	

# CHAPTER 511 REPEAT NUISANCE SERVICE CALL

### SECTION:

- 511.01: Purpose and Application
- 511.02: Definition of Nuisance Conduct
- 511.03: Repeat Nuisance Service Call Fee
- 511.04: Notice
- 511.05: Delinquent Payment and Fee Recovery
- 511.06: Enforcement
- 511.07: Right to Appeal
- 511.08: Legal Remedies Nonexclusive
- 511.09: Exceptions and Affirmative Defenses

# 511.01: PURPOSE and APPLICATION:

The purpose of this Chapter is to permit the City to best protect the public safety, health, and welfare of the entire Roseville community. The City finds that repeat service calls to the same property or location for nuisance events or activities, as defined herein, result in an undue drain on City resources and therefore prevent police, public safety, and other city services from appropriately responding to the broader public safety, health, and welfare needs of the City's residents.

The City further finds that repeat nuisance calls for service occur at both residential and commercial properties. In the City's experience, the drain on public safety resources for response to commercial properties and lodging establishments are far greater than that for residential properties. In addition, the City finds that commercial properties and lodging establishments which by their nature predominantly involve invited guests on a for-profit arrangement, are in a heightened position to resolve repeat nuisance activity without the need for draining City resources.

The purpose of this Chapter is to protect the public safety, health and welfare and to prevent and abate repeat service response calls by the City to the same property or location for nuisance service calls, as defined herein, which may prevent police, public safety, or other city services from reaching other residents of the City.

<u>Therefore</u>, <u>I</u>it is the intent of the City, by the adoption of this Chapter, to impose and collect service call fees from the owner or occupant, or both, of property to which City officials must repeatedly respond for any repeat nuisance event or activity that generates extraordinary costs to the City. The repeat nuisance service call fee is intended to cover cost over and above the cost of providing normal law or code enforcement services and police protection.

This Chapter shall apply to all owners and occupants of private property which is the subject or location of the repeat nuisance service call by the City.

This Chapter shall apply to any repeat nuisance service calls as set forth herein made by a City of Roseville employee, including a police officer, community service officer, firefighter, and/or code enforcement employee.

# **511.02: DEFINITION OF NUISANCE CONDUCT:**

For purposes of this Chapter, the term "nuisance conduct" means any activity, conduct or condition occurring within the City that annoys, injures or endangers the reasonable safety, health, morals, comfort or repose of any member of the public, or will tend to alarm, anger or disturb others. Nuisance conduct includes but is not limited to the following:

- A. Any activity, conduct, or condition defined as a public nuisance under any provision of the City Code or Minnesota State laws;
- B. Any activity, conduct, or condition in violation of any provision contained in Title 4,5,6 or 9 of the City Code;
- C. Any conduct, activity or condition constituting a violation of Minnesota state laws prohibiting or regulating prostitution, gambling, controlled substances or use of firearms; and/or
- D. Any conduct, activity, or condition constituting disorderly conduct as defined under Chapter 609 of Minnesota Statutes.

# 511.03: REPEAT NUISANCE SERVICE CALL FEE

<u>A. Repeat Nuisance Service Call Fee (Residential)</u> The City may impose a repeat nuisance service call fee upon the owner or occupant of private property if the City has rendered services or responded to the property on three or more occasions within a period of (365720) days in response to or for the abatement of nuisance conduct. The repeat nuisance service call fee shall be as established by the City Fee Schedule in Section 314.052 of the City Code.

B. Repeat Nuisance Service Call Fee (Businesses, including multi-family housing over 4 units).

The City may impose a repeat nuisance service call fee upon the owner or occupant of private property if the City has rendered services or responded to the property on three or more occasions within a period of (365) days in response to or for the abatement of nuisance conduct. The repeat nuisance service call fee shall be as established by the City Fee Schedule in Section 314.052 of the City Code.

C. Repeat Nuisance Service Call Fee (Commercial Lodging Establishments) The City may impose a repeat nuisance service call fee upon the owner or occupant of private property if the City has rendered services or responded to the property on 10 or more occasions within a period of (30) days in response to or for the abatement of nuisance conduct. The repeat nuisance service call fee shall be as established by the City Fee Schedule in Section 314.052 of the City Code.

# **511.04: NOTICE**

No repeat nuisance service call fee may be imposed against an owner or occupant (or both with the owner and occupant each being responsible for a separate repeat nuisance service call fee) of property without first providing such owner or occupant with written notice of the previous nuisance service calls prior to the latest nuisance service call rendered by the City upon which the fee is imposed. The written notice shall:

- A. Identify the nuisance conduct that has occurred on the property, and the dates of the nuisance conduct activity or condition;
- B. State that the owner or occupant may be subject to a repeat nuisance service call service fee if a third nuisance call is rendered to the property for any further nuisance conduct;
- C. State that the City has the right to seek other legal remedies or actions for abatement of the nuisance conduct; and
- D. Be served upon such owner and/or occupant by certified mail at the last known address of such person. Service of such notice shall be deemed complete upon mailing.

# **511.05: DELINQUENT PAYMENT and FEE RECOVERY**

The repeat nuisance service call fee shall be due within thirty (30) days after a billing statement is mailed by the City to the owner and/or occupant of the property responsible for the payment of the fee at such person's last known address. If the fee is not paid within such 30 day period, it will be deemed delinquent and a ten percent (10%) penalty shall be added to the repeat nuisance service call fee. If the repeat nuisance service call fee becomes delinquent, the City shall have, in addition to all other remedies available at law or in equity for the collection of such fee, the following remedies:

- A. Seek a monetary judgment and collection thereof from such owner and/or occupant, or
- B. Assess the property which was the subject of the nuisance conduct pursuant to Minn. Stat. § 429.101.

Failure of a person to pay a repeat nuisance service call fee shall be grounds for the denial of a license which is related to the nuisance conduct for which the repeat nuisance service call fee was imposed.

# **511.06: ENFORCEMENT**

The City Council authorizes the <u>City Manager</u>, Police Chief, Fire Chief, or the Community Development Director, or their designees (collectively referred to herein as the "City Enforcement Officials"), to administer and enforce this Chapter.

# 511.07: RIGHT TO APPEAL

When the City mails the billing statement by certified mail for the repeat nuisance service call fee, the City will inform the owner and/or occupant of their right to request a hearing.

The owner and/or occupant upon whom the fee is imposed must request a hearing within ten (10) business days of the mailing of the billing statement, excluding the day the statement is mailed. The request for a hearing must be in writing and mailed or hand-delivered to the City Manager's

Office. The hearing will occur within fourteen (14) days of the date of the request. If the owner and/or occupant fails to request a hearing within the time and in the manner required under this Section, the right of such person to a hearing is waived.

The hearing shall be conducted by a hearing officer selected by the City Manager in an informal manner and the Minnesota Rules of Civil Procedure and Rules of Evidence shall not be strictly applied. After considering all evidence submitted, the hearing officer shall make written Findings of Fact and Conclusions regarding the nuisance conduct and the imposition of the repeat nuisance service call fee. The Findings of Fact and Conclusions shall be served upon the owner and/or occupant by certified mail within ten (10) days of the hearing.

If the owner and/or occupant fails to appear at the scheduled hearing, the right of such person to a hearing is waived and the repeat nuisance service call fee shall be payable in accordance with Section 511.05 above. If the hearing officer determines that the repeat nuisance service call fee is warranted, the person or persons responsible for the fee shall pay the fee within ten (10) business days following the date that the written Findings of Fact and Conclusions are mailed. If the repeat nuisance service call fee is not paid within said ten (10) day period, it shall be deemed delinquent and the provisions of Section 511.05 pertaining to delinquent payments shall apply.

# **511.08: LEGAL REMEDIES NONEXCLUSIVE**

Nothing in this Chapter will be construed to limit the City's other available legal remedies, including criminal, civil, injunctive or others, for any violation of the law which may constitute nuisance conduct.

# **511.09: EXCEPTIONS AND AFFIRMATIVE DEFENSES**

**MEDICAL EMERGENCIES:** Repeat nuisance service call fees shall not be imposed for any medical-related emergency response except for medical-related emergencies that are violations of Minn. Stat. Section 609.78 Subd. 4 (Misuse of 911).

**DOMESTIC ASSAULT INCIDENTS**: Repeat nuisance service call fees shall not be imposed against the victim for a response to circumstances involving domestic assault incidents or order for protection violations.

VICTIM OF NUISANCE CONDUCT: A repeat nuisance service call fee shall not be imposed against the victim of the nuisance conduct for which a response nuisance service call was made. RENTAL PROPERTIES: At the discretion of the City Enforcement Officials, repeat nuisance service call fees may be waived against an owner or occupant of rental property who has:

- A. Commenced eviction proceedings against the tenant or tenants responsible for the nuisance conduct, conditions or characteristics, or
- B. Entered into and complied with a memorandum of understanding with the City that addresses the underlying causes for the nuisance conduct and provides a course of action to alleviate the nuisance conduct.

COMMERCIAL BUSINESS PROPERTY: At the discretion of the City Enforcement Officials, repeat nuisance service call fees may be waived against an owner or occupant of property upon which a commercial business is being operated who has entered into and complied with a memorandum of understanding with the City that addresses the underlying causes for the nuisance conduct and provides a course of action to alleviate the nuisance conduct.

### (Ord. 1396, 9-20-2010)

<u>COMMERCIAL LODGING ESTABLISHMENT:</u> At the discretion of the City Enforcement Officials, repeat nuisance service call fees may be waived against an owner of a commercial lodging establishment who has entered into and complied with a memorandum of understanding with the City that addresses the underlying causes for the nuisance conduct and provides a course of action to alleviate the nuisance conduct.

Dress and France	
Proposed Fees	
Repeat Nuisance-Residential	\$250
on the third and each additional call beyond the third call within 720 days	
Repeat Nuisance- Businesses, including multi-family housing over 4 units)	\$1,000
on third and each additional call beyond the third call within 365 days	
Repeat Nuisance – Commercial Lodging Establishments	\$2,500
on the tenth and each additional call beyond the tenth call within 30 days	



# **REQUEST FOR COUNCIL ACTION**

Date: August 26, 2019 Item No.: 9.a

Department Approval

Cttat K. mill

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 claims
- <sup>3</sup> has been submitted to the City for payment.
- 4

Check Series #	Amount
ACH Payments	\$799,012.93
93939-94092	\$1,090,036.70
Total	\$1,889,049.63

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

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: 8/20/2019 - 2:18 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
93997	08/08/2019	Boulevard Landscaping	Contract Maintenance	Sandstrom Land Management, LL	C Streetscape Maintenance	3,166.66
				Contract	Maintenance Total:	3,166.66
0	08/08/2019	Boulevard Landscaping	Operating Supplies	MIDC Enterprises- CC	Irrigation Supplies	13.32
0	08/08/2019	Boulevard Landscaping	Operating Supplies	North Hgts Hardware Hank-CC	Saw Blade Sharpening	36.00
94079	08/15/2019	Boulevard Landscaping	Operating Supplies	St. Paul Regional Water Services	Meter Reading-Acct: 063137-1272 L	160.30
94079	08/15/2019	Boulevard Landscaping	Operating Supplies	St. Paul Regional Water Services	Meter Reading-Acct: 0631330-1201	170.95
94079	08/15/2019	Boulevard Landscaping	Operating Supplies	St. Paul Regional Water Services	Meter Reading-Acct: 0631323-1121	178.05
0	08/08/2019	Boulevard Landscaping	Operating Supplies	Suburban Ace Hardware-CC	Weed Whip Supplies, Gas Tank	141.98
94085	08/15/2019	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Lawn Service	823.00
94085	08/15/2019	Boulevard Landscaping	Operating Supplies	Trugreen L.P.	Lawn Service	988.00
				Operating	g Supplies Total:	2,511.60
				Fund Tota	al:	5,678.26
94086	08/15/2019	Building Improvements	Repairs & Maintenance	TruNorth Painting, Inc.	City Hall Painting-Finance, Commun	14,850.00
				Repairs &	• Maintenance Total:	14,850.00
				Fund Tota	al:	14,850.00
0	08/14/2019	Charitable Gambling	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	6.72
				Federal In	ncome Tax Total:	6.72
0	08/14/2019	Charitable Gambling	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emplo	7.43

		had Data Erred Name			Attachmen		
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
				FICA En	- nployee Ded. Total:	9.16	
0 0	08/14/2019 08/14/2019	Charitable Gambling Charitable Gambling	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emplo PR Batch 00001.08.2019 Medicare Ei	7.43 1.73	
				FICA En	- nployers Share Total:	9.16	
0	08/14/2019	Charitable Gambling	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	1.10	
				MN State	e Retirement Total:	1.10	
0	08/14/2019	Charitable Gambling	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	7.15	
				PERA E	mployee Ded Total:	7.15	
0 0	08/14/2019 08/14/2019	Charitable Gambling Charitable Gambling	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo PR Batch 00001.08.2019 Pera additio	7.15 1.10	
				PERA E	- mployer Share Total:	8.25	
0	08/14/2019	Charitable Gambling	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	4.16	
				State Inc	ome Tax Total:	4.16	
				Fund Tot	al:	45.70	
93976	08/08/2019	Community Development	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	151.58	
				Advertis	- ing Total:	151.58	
93981 0	08/08/2019 08/08/2019	Community Development Community Development	Building Surcharge Building Surcharge	Mn Dept of Labor & Industry Muska Electric Co	Building Permit Surcharges Electrical Permit Refund-2330 Dale S	4,189.06 1.00	
				Building	- Surcharge Total:	4,190.06	
0 0	08/13/2019 08/13/2019	Community Development Community Development	Credit Card Fees Credit Card Fees	US Bank-Non Bank US Bank-Non Bank	June Terminal Charges June Terminal Charges	1,180.23 2,643.57	

		healt Data Eurod Nama	Assessed Name		Attachmen	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amoun
				Credit Car	- d Fees Total:	3,823.80
94012	08/14/2019	Community Development	Development Escrow	Alliant Engineering	Return of Unused Escrow Fee	1,500.00
94013	08/14/2019	Community Development	Development Escrow	Ed Farr Architects	Return of Unused Preliminary Plat Re	2,500.00
94014	08/14/2019	Community Development	Development Escrow	Golden Valley Land Company	Return of Unused Preliminary Plat Es	1,210.00
94015	08/14/2019	Community Development	Development Escrow	Greater Metropolitan Housing Corp	Return of Unused Preliminary Plat Es	2,500.00
94015	08/14/2019	Community Development	Development Escrow	Greater Metropolitan Housing Corp	Return of Unused Preliminary Plat Es	1,720.00
94016	08/14/2019	Community Development	Development Escrow	Interstate Development	Return of Unused Preliminary Plat Es	2,500.00
94017	08/14/2019	Community Development	Development Escrow	Java Properties	Return of Unused Preliminary Plat Es	2,500.00
94018	08/14/2019	Community Development	Development Escrow	Jeff Moore	Return of Unused Preliminary Plat Es	1,500.00
94019	08/14/2019	Community Development	Development Escrow	Rose of Sharon Manor, Inc.	Return of Unused Open House Escrov	500.00
94020	08/14/2019	Community Development	Development Escrow	Sambatek, Inc.	Return of Unused Preliminary Plat &	1,986.45
94021	08/14/2019	Community Development	Development Escrow	Sathre-Berquist	Return of Unused Preliminary Plat Es	2,500.00
94022	08/14/2019	Community Development	Development Escrow	TPI Hospitality	Return of Unused Preliminary Plat Es	2,500.00
94023	08/14/2019	Community Development	Development Escrow	University of Northwestern	Return of Unused Conditional Use Es	1,000.00
				Developm	ent Escrow Total:	24,416.45
0	08/08/2019	Community Development	Electrical Inspections	Tokle Inspections, Inc.	Electrical Inspections-July	6,932.20
				Electrical	Inspections Total:	6,932.20
0	08/08/2019	Community Development	Electrical Permits	Muska Electric Co	Electrical Permit Refund-2330 Dale S	32.00
				Electrical	- Permits Total:	32.00
0	08/14/2019	Community Development	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	4,042.93
				Federal Inc	- come Tax Total:	4,042.93
0	08/14/2019	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	2,362.50
0	08/14/2019	Community Development	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare EI	552.53
				FICA Emp	loyee Ded. Total:	2,915.09
0	08/14/2019	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emplo	2,362.50
0	08/14/2019	Community Development	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El	552.53
				FICA Emp	- loyers Share Total:	2,915.09

					Attachment	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
94001	08/08/2019	Community Development	Heating Permits	Patrick Sinclair	Mechanical Permit Refund-3015 Higł	50.34
				Heatir	g Permits Total:	50.34
94050	08/15/2019	Community Development	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emple	540.00
				HRA	Employer Total:	540.00
0	08/15/2019	Community Development	ICMA Def Comp	ICMA Retirement Trust 457-30	022' PR Batch 00001.08.2019 ICMA Defe	1,125.46
				ICMA	– Def Comp Total:	1,125.46
0	08/13/2019	Community Development	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	665.18
				Medic	al Ins Employee Total:	665.18
0	08/13/2019	Community Development	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	6,008.60
				Medic	al Ins Employer Total:	6,008.60
93981	08/08/2019	Community Development	Miscellaneous Revenue	Mn Dept of Labor & Industry	Building Permit Surcharges-Retentior	-82.64
				Misce	- Ilaneous Revenue Total:	-82.64
0	08/14/2019	Community Development	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	373.01
				MN S	ate Retirement Total:	373.01
0	08/14/2019	Community Development	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	845.00
				MND	- CP Def Comp Total:	845.00
0	08/08/2019	Community Development	Operating Supplies	Suburban Ace Hardware-CC	Keys	8.34
				Opera	- ting Supplies Total:	8.34
0	08/14/2019	Community Development	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	2,527.39
				PERA	Employee Ded Total:	2,527.39
0	08/14/2019	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	2,527.39

		hook Data Fund Nama			Attachmen	nt A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/14/2019	Community Development	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera additio	388.81
				PERA	Employer Share Total:	2,916.20
0 94007	08/08/2019 08/08/2019	Community Development Community Development	Professional Services Professional Services	Time Saver Off Site Secretarial, Verizon Wireless	Inc Planning Commission Meeting Minut Cell Phones	218.55 53.43
				Profess	ional Services Total:	271.98
0	08/14/2019	Community Development	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	1,850.93
				State Ir	ncome Tax Total:	1,850.93
				Fund T	otal:	66,518.99
0	08/13/2019	Contracted Engineering Svcs	Credit Card Fees	US Bank-Non Bank	June Terminal Charges	239.92
				Credit	- Card Fees Total:	239.92
93939 93939 94034 94084 94084	08/08/2019 08/08/2019 08/15/2019 08/15/2019 08/15/2019	Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs Contracted Engineering Svcs	Deposits Deposits Deposits Deposits Deposits	Accent Homes, Inc. Accent Homes, Inc. City Therapy Services TJB Homes, Inc. TJB Homes, Inc.	Erosion Control Escrow Refund-671 ' Erosion Control Escrow Refund-655 ' Erosion Escrow Refund-1975 Clevela Erosion Control Escrow Refund-670 ' Erosion Control Escrow Refund-646 '	3,000.00 2,780.00 2,560.00 5,455.00 5,330.00
				Deposi	- ts Total:	19,125.00
0	08/14/2019	Contracted Engineering Svcs	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	787.38
				Federal	Income Tax Total:	787.38
0 0	08/14/2019 08/14/2019	Contracted Engineering Svcs Contracted Engineering Svcs	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple PR Batch 00001.08.2019 Medicare E	410.33 95.96
				FICA E	Employee Ded. Total:	506.29
0 0	08/14/2019 08/14/2019	Contracted Engineering Svcs Contracted Engineering Svcs	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	95.96 410.33

					Attachmen	it A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				FICA E	mployers Share Total:	506.29
0	08/13/2019	Contracted Engineering Svcs	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	1,251.56
				Medica	I Ins Employer Total:	1,251.56
0	08/14/2019	Contracted Engineering Svcs	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	66.90
				MN Sta	te Retirement Total:	66.90
0	08/14/2019	Contracted Engineering Svcs	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	115.00
				MNDC	P Def Comp Total:	115.00
0	08/14/2019	Contracted Engineering Svcs	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	434.88
				PERA I	Employee Ded Total:	434.88
0 0	08/14/2019 08/14/2019	Contracted Engineering Svcs Contracted Engineering Svcs	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera additio PR Batch 00001.08.2019 Pera Emplo	66.90 434.88
				PERA I	- Employer Share Total:	501.78
0	08/14/2019	Contracted Engineering Svcs	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	342.56
				State In	come Tax Total:	342.56
				Fund To	- otal:	23,877.56
0 0 0	08/08/2019 08/15/2019 08/15/2019	Fire Vehicles Revolving Fire Vehicles Revolving Fire Vehicles Revolving	Minor Equipment Minor Equipment Minor Equipment	Ancom Communications, Inc. Jefferson Fire & Safety, Inc. Jefferson Fire & Safety, Inc.	Radio Supplies Vehicle Supplies Vehicle Supplies - Equipment Total:	1,090.00 3,500.00 2,095.00 6,685.00
				IMIIIOI I	equipment total.	0,085.00
				Fund T	otal:	6,685.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachmer Invoice Desc.	nt A Amount
93976	08/08/2019	General Fund	Advertising	Lillie Suburban Newspaper Inc	Notices-Acct: 262	213.00
				Advertisii	ng Total:	213.00
					-	
94027	08/15/2019	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	237.05
94027	08/15/2019	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	126.45
94027	08/15/2019	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	105.90
93944	08/08/2019	General Fund	Clothing	Aspen Mills Inc.	Uniform Supplies	200.75
				Clothing	· Fotal:	670.15
0	08/08/2019	General Fund	Conferences	HealthSource-CC	Conference Registration-O'Connor, V	390.00
0	08/08/2019	General Fund	Conferences	Hilton Hotels-CC	Conference Lodging	917.80
0	08/08/2019	General Fund	Conferences	MN Fire Chiefs-CC	Conference Registration	325.00
0	08/08/2019	General Fund	Conferences	MN Fire Chiefs-CC	Conference Registration	325.00
0	08/08/2019	General Fund	Conferences	Park N Go-CC	Conference Parking	78.26
0	08/08/2019	General Fund	Conferences	Parking Ramp-CC	Conference Parking	12.00
0	08/08/2019	General Fund	Conferences	Parking Ramp-CC	Conference Parking	10.00
0	08/08/2019	General Fund	Conferences	Trimet-CC	Conference Transportation	10.00
				Conference	ees Total:	2,068.06
94028	08/15/2019	General Fund	Contract Maint - Vehicles	Astleford International Trucks	Vehicle Repair	3,504.23
94083	08/15/2019	General Fund	Contract Maint - Vehicles	Sweeper Services, LLC	Street Sweeper Repair	572.14
0	08/08/2019	General Fund	Contract Maint - Vehicles	Village Auto-CC	Vehicle Repair	2,211.63
94092	08/15/2019	General Fund	Contract Maint - Vehicles	Zahl Petroleum Maintenance Co	Vehicle Repair	1,095.50
				Contract 1	Maint - Vehicles Total:	7,383.50
94060	08/15/2019	General Fund	Contract Maint City Hall	McGough Facility Management, L	I Facility Management	1,048.25
94060	08/15/2019	General Fund	Contract Maint City Hall	McGough Facility Management, L	, e	25.49
94078	08/15/2019	General Fund	Contract Maint City Hall		C City Hall Ground Care-June 2019	1,690.00
94078	08/15/2019	General Fund	Contract Maint City Hall	6, ,	C City Hall Ground Care-July 2019	1,690.00
94086	08/15/2019	General Fund	Contract Maint City Hall	TruNorth Painting, Inc.	City Hall Painting-P&R	2,750.00
0	08/15/2019	General Fund	Contract Maint City Hall	Yale Mechanical, LLC	Condenser Service	530.95
0	00/15/2017	General I und	Contract Manne City Han	Tale Meenamear, ELE		550.75
				Contract 1	Maint City Hall Total:	7,734.69
94060	08/15/2019	General Fund	Contract Maint City Garage	McGough Facility Management, L	I Facility Management	104.25
				Contract	Maint City Garage Total:	104.25

					Attachmen	t A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/15/2019	General Fund	Contract Maintenance	Alex Air Apparatus, Inc.	Valve Repair	163.00
0	08/15/2019	General Fund	Contract Maintenance	Muska Electric Co	Ballast Replacement	533.26
94005	08/08/2019	General Fund	Contract Maintenance	Upper Cut Tree Service	2019 Diseased & Hazardous Tree Rer	792.00
94089	08/15/2019	General Fund	Contract Maintenance	US Digital Designs	G2 FSA Annual Service Agreement	8,087.40
94007	08/08/2019	General Fund	Contract Maintenance	Verizon Wireless	Cell Phones	418.76
				Contr	act Maintenance Total:	9,994.42
94073	08/15/2019	General Fund	Contract Maintenence	Ramsey County	Emergency Pre-Emption System Serv	3,415.09
				Contr	act Maintenence Total:	3,415.09
0	08/13/2019	General Fund	Credit Card Fees	US Bank-Non Bank	June Terminal Charges	136.52
0	08/13/2019	General Fund	Credit Card Fees	US Bank-Non Bank	June Terminal Charges	6.62
				Credi	- t Card Fees Total:	143.14
0	08/13/2019	General Fund	Employer Insurance	Sourcewell-Non Bank	Health Insurance Premium-July 2019	798.00
0	08/13/2019	General Fund	Employer Insurance	Sourcewell-Non Bank	Health Insurance Premium-July 2019	798.00
				Empl	- oyer Insurance Total:	1,596.00
0	08/14/2019	General Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	34,232.16
				Feder	al Income Tax Total:	34,232.16
0	08/14/2019	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El	4,951.61
0	08/14/2019	General Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	7,795.97
				FICA	Employee Ded. Total:	12,747.58
0	08/14/2019	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare Er	4,951.61
0	08/14/2019	General Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	7,795.97
				FICA	Employers Share Total:	12,747.58
94065	08/15/2019	General Fund	Financial Support	11 5	enter Remittance ID: 0015528480	307.33
94065	08/15/2019	General Fund	Financial Support	MN Child Support Payment C	enter Remittance ID: 0015005038	387.63
94065	08/15/2019	General Fund	Financial Support	MN Child Support Payment C	enter Remittance ID: 0015005038-Medical	61.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachmen Invoice Desc.	it A Amount
				Fii	nancial Support Total:	756.07
0	08/15/2019	General Fund	Flex Spending Day Care		Dependent Care Reimbursement	1,200.00
				Fle	ex Spending Day Care Total:	1,200.00
0 0 0	08/08/2019 08/08/2019 08/15/2019	General Fund General Fund General Fund	Flex Spending Health Flex Spending Health Flex Spending Health		Flexible Benefit Reimbursement Flexible Benefit Reimbursement Flexible Benefit Reimbursement	147.28 2,400.00 110.46
				Fle	- ex Spending Health Total:	2,657.74
94050	08/15/2019	General Fund	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplo	3,366.25
				HI	- RA Employer Total:	3,366.25
0	08/15/2019	General Fund	ICMA Def Comp	ICMA Retirement Trust 457	7-30022' PR Batch 00001.08.2019 ICMA Defe	2,807.04
				IC	MA Def Comp Total:	2,807.04
0	08/15/2019	General Fund	Life Ins. Employer	LELS	PR Batch 00001.08.2019 LELS 112 U	-51.00
				Li	fe Ins. Employer Total:	-51.00
0 0	08/13/2019 08/13/2019	General Fund General Fund	Medical Ins Employee Medical Ins Employee	Sourcewell-Non Bank Sourcewell-Non Bank	Health Insurance Premium-July 2019 Health Insurance Premium-July 2019	3,671.95 1,694.26
				M	edical Ins Employee Total:	5,366.21
0	08/13/2019	General Fund	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	48,464.80
				M	edical Ins Employer Total:	48,464.80
0	08/08/2019	General Fund	Minor Equipment	Amazon.com- CC	Paper Shredder	266.26
				M	inor Equipment Total:	266.26
94025 0 0	08/15/2019 08/08/2019 08/08/2019	General Fund General Fund General Fund	Miscellaneous Miscellaneous Miscellaneous	AE Sign Systems, Inc. Byerly's- CC Target- CC	Nameplates Department Head Retreat Supplies Candy for Commissioners in Parade	59.97 6.99 103.10

					Attachmer	nt A	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
				Miscella	neous Total:	170.06	
0	08/14/2019	General Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	4,586.46	
				MN State	e Retirement Total:	4,586.46	
0	08/14/2019	General Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	9,218.56	
				MNDCP	Def Comp Total:	9,218.56	
0	08/15/2019	General Fund	Motor Fuel	Mansfield Oil Company of Gains	vi] Fuel	7,617.91	
0	08/15/2019	General Fund	Motor Fuel	Mansfield Oil Company of Gains		8,308.00	
0	08/13/2019	General Fund	Motor Fuel	MN Dept of Revenue-Non Bank	Fuel Tax-June 2019	136.52	
				Motor Fu	uel Total:	16,062.43	
0	08/08/2019	General Fund	Office Supplies	Office Depot- CC	Office Supplies	26.69	
				Office St	upplies Total:	26.69	
0	08/08/2019	General Fund	Operating Supplies	Amazon.com- CC	Phone Chargers	90.39	
0	08/08/2019	General Fund	Operating Supplies	Amazon.com- CC	Coffee Supplies	23.92	
93945	08/08/2019	General Fund	Operating Supplies	Baringer Family Farm, Inc.	Family Night Out Vendor	1,386.00	
0	08/08/2019	General Fund	Operating Supplies	Best Buy- CC	CSO Supplies	30.05	
0	08/08/2019	General Fund	Operating Supplies	Byerly's- CC	Hiring Supplies	105.47	
0	08/08/2019	General Fund	Operating Supplies	Caribou Coffee- CC	Hiring Supplies	60.08	
0	08/08/2019	General Fund	Operating Supplies	Carid-CC	CSO Supplies	163.02	
93950	08/08/2019	General Fund	Operating Supplies	CES Imaging	SSP Minimum	40.00	
93953	08/08/2019	General Fund	Operating Supplies	Commercial Asphalt Co	Asphalt Supplies	4,828.53	
0	08/08/2019	General Fund	Operating Supplies	Costco-CC	Station Supplies	153.32	
0	08/08/2019	General Fund	Operating Supplies	Costco-CC	Kids Safety Camp Supplies	97.40	
94041	08/15/2019	General Fund	Operating Supplies	Emergency Response Solutions	Face Piece Replacement Lens	228.13	
0	08/08/2019	General Fund	Operating Supplies	Evident Inc-CC	Evidence Supplies	60.15	
0	08/08/2019	General Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	37.20	
0	08/15/2019	General Fund	Operating Supplies	Grainger Inc	Line Cord	76.95	
93967	08/08/2019	General Fund	Operating Supplies	Corey Hedges	Family Night Out Vendor	250.00	
0	08/08/2019	General Fund	Operating Supplies	McDonalds-CC	Call-Out Meals	27.92	
0	08/08/2019	General Fund	Operating Supplies	Microsoft-CC	Investigations Software	10.73	
0	08/08/2019	General Fund	Operating Supplies	Nelsons Cheese & Deli-CC	Hiring Supplies	81.59	
0	08/08/2019	General Fund	Operating Supplies	Panera Bread-CC	Hiring Supplies	103.62	
94072	08/15/2019	General Fund	Operating Supplies	Precise MRM, LLC	Pooled Data, Network Access Fee	529.80	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachmen Invoice Desc.	t A Amount
93991	08/08/2019	General Fund	Operating Supplies	Rainbow Party Arts	Family Night Out Vendor	750.00
94074	08/15/2019	General Fund	Operating Supplies	RCM Equipment Company, LLC	Python Cinch Strap	15.86
94075	08/15/2019	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	1,373.54
94075	08/15/2019	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	1,517.25
93992	08/08/2019	General Fund	Operating Supplies	RCM Specialties, Inc.	Emulsion	907.55
0	08/15/2019	General Fund	Operating Supplies	Chris Rice	Parking Reimbursement	10.00
0	08/08/2019	General Fund	Operating Supplies	Royal Canin-CC	K9 Supplies	179.94
0	08/08/2019	General Fund	Operating Supplies	Suburban Ace Hardware-CC	Station Supplies	18.77
0	08/08/2019	General Fund	Operating Supplies	Target- CC	Kids Safety Camp Supplies	27.14
				Operating	- Supplies Total:	13,184.32
0	08/15/2019	General Fund	Operating Supplies City Garage	Fikes, Inc.	Restroom Supplies	62.00
0	08/08/2019	General Fund	Operating Supplies City Garage	Northern Tool & Equip- CC	Chem Injectors, Gloves	60.11
0	08/08/2019	General Fund	Operating Supplies City Garage	Suburban Ace Hardware-CC	Garage Supplies	7.51
				Operating	- Supplies City Garage Total:	129.62
0	08/14/2019	General Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	32,193.72
				PERA Em	- ployee Ded Total:	32,193.72
0	08/14/2019	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	44,548.75
0	08/14/2019	General Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera additio	1,151.41
				PERA Em	- ployer Share Total:	45,700.16
0	08/13/2019	General Fund	Postage	Pitney Bowes - Non Bank	June Postage	3,000.00
				Postage To	- Dtal:	3,000.00
94029	08/15/2019	General Fund	Professional Services	Background Investigation Bureau,	Applicant Profiles	71.70
0	08/15/2019	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn	I General Civil Matters	16,507.00
0	08/08/2019	General Fund	Professional Services	Erickson, Bell, Beckman & Quinn	Prosecution Service	13,458.00
94059	08/15/2019	General Fund	Professional Services	MapCertain, LLC	Customized Floor Plan	2,000.00
93978	08/08/2019	General Fund	Professional Services	Masa Consulting, Inc.	Behavioral Health Consultation	1,250.00
93980	08/08/2019	General Fund	Professional Services	Metropolitan Courier Corp.	Courier Service	723.00
94066	08/15/2019	General Fund	Professional Services	MN Dept of Labor and Industry	Annual Elevator Operation	200.00
94068	08/15/2019	General Fund	Professional Services	Newtrax, Inc.	Roseville Area South Loop	1,207.43
94073	08/15/2019	General Fund	Professional Services	Ramsey County	Election Contract Quarterly Payment	17,335.00
0	08/08/2019	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	Human Rights Commission Meeting	336.30
0	08/08/2019	General Fund	Professional Services	Time Saver Off Site Secretarial, Inc	c City Council Meeting Minutes (Three	1,123.25

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
				Professio	nal Services Total:	54,211.68	
0	08/13/2019	General Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	7.74	
				Sales Tax	- Payable Total:	7.74	
0	08/14/2019	General Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	15,626.69	
				State Inco	ome Tax Total:	15,626.69	
94090	08/15/2019	General Fund	Telephone	Verizon Wireless	Cell Phones	314.84	
94007	08/08/2019	General Fund	Telephone	Verizon Wireless	Cell Phones	29.06	
94007	08/08/2019	General Fund	Telephone	Verizon Wireless	Cell Phones	175.05	
				Telephon	e Total:	518.95	
93973	08/08/2019	General Fund	Training	League of MN Cities	Preventing Harassment Training	15.00	
0	08/08/2019	General Fund	Training	MN State Colleges-CC	Recertification Class	100.00	
0	08/08/2019	General Fund	Training	PayPal-CC	Investigation Training	235.00	
0	08/08/2019	General Fund	Training	S. T. Action Pro, Inc-CC	Ammo	5.41	
0	08/08/2019	General Fund	Training	Target- CC	Hiring Supplies	33.30	
0	08/08/2019	General Fund	Training	Vimeo-CC	Race: The Power of an Illusion Movi	2.99	
				Training Total:		391.70	
0	08/15/2019	General Fund	Union Dues Deduction	LELS	PR Batch 00001.08.2019 Sergeant Ur	357.00	
0	08/15/2019	General Fund	Union Dues Deduction	LELS	PR Batch 00001.08.2019 LELS 112 U	1,720.72	
0	08/15/2019	General Fund	Union Dues Deduction	LELS	PR Batch 00001.08.2019 LELS Unio	102.00	
94058	08/15/2019	General Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.08.2019 IOUE Union	262.78	
0	08/15/2019	General Fund	Union Dues Deduction	Roseville Firefighters Local 5051	PR Batch 00001.08.2019 IAFF Union	975.00	
				Union Du	es Deduction Total:	3,417.50	
0	08/08/2019	General Fund	Utilities	Xcel Energy	New Fire Station	1,879.77	
0	08/08/2019	General Fund	Utilities	Xcel Energy	Traffic Signals & Streetlights	1,729.38	
				Utilities 7	- Fotal:	3,609.15	
0	08/15/2019	General Fund	Utilities - City Garage	Xcel Energy	Garage/PW Building	81.28	

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amoun	
				Utilities -	- City Garage Total:	81.2	
0	08/15/2019	General Fund	Utilities - City Hall	Xcel Energy	City Hall Building	7,579.47	
				Utilities	- City Hall Total:	7,579.47	
0	08/15/2019	General Fund	Utilities - Old City Hall	Xcel Energy	Fire Station #2	177.88	
				Utilities	- Old City Hall Total:	177.88	
94024	08/15/2019	General Fund	Vehicle Supplies & Maintenance	1st Ayd Corporation	Vehicle Supplies	284.67	
0	08/08/2019	General Fund	Vehicle Supplies & Maintenance	Best Buy- CC	Vehicle Supplies	30.05	
94030	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Boyer Trucks	Vehicle Supplies	121.34	
94033	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Cintas Corporation	Uniform Supplies	29.80	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Factory Motor Parts, Co.	Thermostat	20.03	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	31.78	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	FleetPride Truck & Trailer Parts	Vehicle Supplies	32.05	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Vehicle Supplies	83.72	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Vehicle Supplies	78.38	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Grainger Inc	Vehicle Supplies	22.99	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	135.50	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	132.67	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Napa Auto Parts	Vehicle Supplies	4.11	
93994	08/08/2019	General Fund	Vehicle Supplies & Maintenance	Regions Hospital	Supply Charges	32.80	
0	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Rigid Hitch Incorporated	Vehicle Supplies	245.85	
0	08/08/2019	General Fund	Vehicle Supplies & Maintenance	Snap On-CC	Vehicle Supplies	188.50	
94088	08/15/2019	General Fund	Vehicle Supplies & Maintenance	Ultimate Safety Concepts, Inc.	Vehicle Supplies	63.60	
				Vehicle S	Supplies & Maintenance Total:	1,537.84	
0	08/08/2019	General Fund	Volunteer Recognition	Dunkin Donuts-CC	Natural Resource Event Supplies	40.14	
				Voluntee	r Recognition Total:	40.14	
				Fund Tot	al:	369,355.03	
					~ ~ ~		
0	08/08/2019	General Fund Donations	General - Donations	Byerly's- CC	Sheet Cake	47.99	
0	08/08/2019	General Fund Donations	General - Donations	Fastsigns-CC	Signs	602.97	
0	08/08/2019	General Fund Donations	General - Donations	Hugo Feed Mill-CC	Parade Supplies	124.53	
0	08/08/2019	General Fund Donations	General - Donations	Target- CC	Supplies	12.89	

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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/08/2019	General Fund Donations	General - Donations	Twin Cities Inflatables-CC	Inflatable Rentals	580.00
				Genera	- Donations Total:	1,368.38
0	08/08/2019	General Fund Donations	K-9 - Supplies	Whistle-CC	Monthly Fee	9.95
				K-9 - S	upplies Total:	9.95
				Fund T	- otal:	1,378.33
94036 94069 94069	08/15/2019 08/15/2019 08/15/2019	Golf Course Golf Course Golf Course	Contract Maintenance Contract Maintenance Contract Maintenance	Club Car, LLC On Site Companie-OSSTC On Site Companie-OSSTC	Maintenance Agreement-July 2019 Restroom Rental Restroom Rental	120.00 99.00 99.00
				Contra	- et Maintenance Total:	318.00
0	08/13/2019	Golf Course	Credit Card Fees	US Bank-Non Bank	June Terminal Charges	1,176.89
				Credit	Card Fees Total:	1,176.89
0	08/14/2019	Golf Course	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	871.90
				Federa	Income Tax Total:	871.90
0 0	08/14/2019 08/14/2019	Golf Course Golf Course	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple PR Batch 00001.08.2019 Medicare E	749.26 175.24
				FICA I	Employee Ded. Total:	924.50
0 0	08/14/2019 08/14/2019	Golf Course Golf Course	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare Ei PR Batch 00001.08.2019 FICA Emple	175.24 749.26
				FICA I	Employers Share Total:	924.50
94050	08/15/2019	Golf Course	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplc	170.00
				HRA E	mployer Total:	170.00
0	08/15/2019	Golf Course	ICMA Def Comp	ICMA Retirement Trust 457-300	022' PR Batch 00001.08.2019 ICMA Defe	175.00

					Attachmen	t A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				ICMA D	ef Comp Total:	175.00
0	08/13/2019	Golf Course	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	305.08
				Medical	- Ins Employee Total:	305.08
0	08/13/2019	Golf Course	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	1,259.00
				Medical	- Ins Employer Total:	1,259.00
93948	08/08/2019	Golf Course	Merchandise For Sale	Capitol Beverage Sales, LP	Concession Items for Resale	160.00
93951	08/08/2019	Golf Course	Merchandise For Sale	Coffee Mill, Inc.	Coffee Supplies	553.00
93959	08/08/2019	Golf Course	Merchandise For Sale	Epoch Eyewear	Sunglasses for Resale	109.96
93964	08/08/2019	Golf Course	Merchandise For Sale	Gourmet Parlor Pizza, Inc.	Concession Items for Resale	98.20
0	08/08/2019	Golf Course	Merchandise For Sale	Hornungs Pro Golf Sales, Inc.	Golf Supplies for Resale	152.30
0	08/08/2019	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Items for Resale	262.09
0	08/08/2019	Golf Course	Merchandise For Sale	Restaurant Depot- CC	Concession Items for Resale	406.00
93999	08/08/2019	Golf Course	Merchandise For Sale	Shamrock Group, Inc.	Concession Items for Resale	59.87
94003	08/08/2019	Golf Course	Merchandise For Sale	SRIXON/Cleveland Golf/XXIO	Golf Supplies For Resale	136.50
				Merchandise For Sale Total:		1,937.92
0	08/14/2019	Golf Course	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	65.31
				MN State	e Retirement Total:	65.31
0	08/14/2019	Golf Course	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	50.00
				MNDCP	- Def Comp Total:	50.00
93942	08/08/2019	Golf Course	Operating Supplies	Arete Industries	Golf Course Supplies	1,809.00
0	08/08/2019	Golf Course	Operating Supplies	Authorized Commercial-CC	Ice Machine Filters	254.21
0	08/08/2019	Golf Course	Operating Supplies	Fikes, Inc.	Restroom Supplies	236.50
0	08/08/2019	Golf Course	Operating Supplies	Menards-CC	Ladder	209.99
0	08/08/2019	Golf Course	Operating Supplies	MTI Distributing, Inc.	Golf Course Supplies	416.37
0	08/08/2019	Golf Course	Operating Supplies	MTI Distributing, Inc.	Golf Course Supplies	337.73
94076	08/15/2019	Golf Course	Operating Supplies	Reinders Inc.	Golf Course Supplies	260.00
0	08/08/2019	Golf Course	Operating Supplies	Restroom Strategic-CC	Drinking Fountain Filters	149.98
0	08/08/2019	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Golf Course Supplies	31.49
0	08/08/2019	Golf Course	Operating Supplies	Suburban Ace Hardware-CC	Fasteners	3.92
0	08/08/2019	Golf Course	Operating Supplies	Trophy Depot-CC	Ladies League Supplies	183.50

					Attachment		
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
94008	08/08/2019	Golf Course	Operating Supplies	The Vernon Company	Uniform Supplies	91.98	
0	08/08/2019	Golf Course	Operating Supplies	Webstaurant Store-CC	Chafer Lids	34.51	
				Operating	g Supplies Total:	4,019.18	
0	08/14/2019	Golf Course	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo	424.53	
				PERA Er	nployee Ded Total:	424.53	
0	08/14/2019	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	424.53	
0	08/14/2019	Golf Course	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera additio	65.31	
				PERA Er	nployer Share Total:	489.84	
93999	08/08/2019	Golf Course	Rental	Shamrock Group, Inc.	Concession Supplies	12.89	
				Rental To	- otal:	12.89	
0	08/13/2019	Golf Course	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	3,781.96	
				Sales Tax	- Payable Total:	3,781.96	
0	08/14/2019	Golf Course	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	452.59	
				State Inco	ome Tax Total:	452.59	
0	08/13/2019	Golf Course	Use Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	82.95	
				Use Tax I	– Payable Total:	82.95	
94045	08/15/2019	Golf Course	Vehicle Supplies & Maintenance	Frontier Ag & Turf	Tine	183.23	
0	08/15/2019	Golf Course	Vehicle Supplies & Maintenance	MTI Distributing, Inc.	Vehicle Supplies	45.91	
				Vehicle S	- Supplies & Maintenance Total:	229.14	
				Fund Tota	al:	17,671.18	
94063 94063	08/15/2019 08/15/2019	HRA Property Abatement Program HRA Property Abatement Program	Payments to Contractors Payments to Contractors	Miller Lawn & Tree Miller Lawn & Tree	Lawn Service-2424 Irene Street Lawn Service-1786 Centennial Drive	75.00 127.50	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachmen Invoice Desc.	Amoun
				Paym	ents to Contractors Total:	202.5
				Fund	Total:	202.50
93957	08/08/2019	Information Technology	Contract Maintenance	DC Group, Inc	Freight/Shipping/Disposal	186.7
				Contr	act Maintenance Total:	186.75
0	08/14/2019	Information Technology	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	6,112.17
				Feder	al Income Tax Total:	6,112.17
93943 94011	08/08/2019 08/08/2019	Information Technology Information Technology	Fiber Maintenance & Locates Fiber Maintenance & Locates	Arvig, Inc. Zayo Group LLC	Fiber Maintenance Acct: 000305657 Fiber Maintenance	280.00 3,379.34
				Fiber	Maintenance & Locates Total:	3,659.34
0 0	08/14/2019 08/14/2019	Information Technology Information Technology	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	877.18 3,750.64
				FICA	- Employee Ded. Total:	4,627.82
0 0	08/14/2019 08/14/2019	Information Technology Information Technology	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple PR Batch 00001.08.2019 Medicare El	3,750.64 877.18
				FICA	Employers Share Total:	4,627.82
94050	08/15/2019	Information Technology	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplc	1,170.00
				HRA	- Employer Total:	1,170.00
0	08/15/2019	Information Technology	ICMA Def Comp	ICMA Retirement Trust 457-30	0022' PR Batch 00001.08.2019 ICMA Defe	225.00
				ICMA	A Def Comp Total:	225.00
0 93952 93969 93975	08/08/2019 08/08/2019 08/08/2019 08/08/2019	Information Technology Information Technology Information Technology Information Technology	Internet Internet Internet Internet	Cologix, Inc Comcast Hurricane Electric Level 3 Communications. LLC	Fiber Cross Connect Business Services Transit Service Monthly Fee Internet	48.03 91.90 40.70 121.37

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					Attachmen		
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
				Internet	- t Total:	302.00	
0	08/13/2019	Information Technology	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	438.98	
				Medica	- l Ins Employee Total:	438.98	
0	08/13/2019	Information Technology	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	13,278.55	
				Medica	I Ins Employer Total:	13,278.55	
0	08/14/2019	Information Technology	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	605.97	
				MN Sta	- te Retirement Total:	605.97	
0	08/14/2019	Information Technology	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	200.00	
				MNDC	P Def Comp Total:	200.00	
0 0 0 94004 94004	08/08/2019 08/08/2019 08/08/2019 08/08/2019 08/08/2019	Information Technology Information Technology Information Technology Information Technology Information Technology	Operating Supplies Operating Supplies Operating Supplies Operating Supplies Operating Supplies	Amazon.com- CC JEFA-CC Monoprice.Com-CC Staples Advantage, Inc. Staples Advantage, Inc.	Battery Technology Supplies Cable Push Pins Office Supplies	19.99 228.89 45.79 1.78 42.94	
				Operati	ng Supplies Total:	339.39	
0	08/14/2019	Information Technology	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo	3,938.80	
				PERA I	- Employee Ded Total:	3,938.80	
0 0	08/14/2019 08/14/2019	Information Technology Information Technology	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera additio PR Batch 00001.08.2019 Pera Emplo	605.97 3,938.80	
				PERAL	- Employer Share Total:	4,544.77	
0	08/14/2019	Information Technology	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	2,733.25	
				State In	- come Tax Total:	2,733.25	
93940	08/08/2019	Information Technology	Telephone	Allstream	Telephone	686.92	
AP-Checks for App	maxial (8/20/2010	2.12 DM				Page 18	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Attachment A Amount
94007	08/08/2019	Information Technology	Telephone	Verizon Wireless	Cell Phones	469.19
				Telej	phone Total:	1,156.11
				Func	l Total:	48,146.72
93977	08/08/2019	IT: Inventory - ALL	Inventory - ALL	Marco Technologies, LLC	Camera Supplies	5,083.67
				Inve	ntory - ALL Total:	5,083.67
				Func	l Total:	5,083.67
0	08/08/2019	IT: Other Agency Capital	Computer Equipment	Wpsantennas.com- CC	Computer Supplies	553.89
				Com	puter Equipment Total:	553.89
93957 0	08/08/2019 08/08/2019	IT: Other Agency Capital IT: Other Agency Capital	Minor Equipment Minor Equipment	DC Group, Inc SHI International Corp	Freight/Shipping/Disposal Computer Supplies	4,380.70 5,066.72
				Mino	or Equipment Total:	9,447.42
				Func	Total:	10,001.31
93957	08/08/2019	IT: Other Agency Operational	Contract Maintenance	DC Group, Inc	Freight/Shipping/Disposal	850.75
				Cont	ract Maintenance Total:	850.75
94011	08/08/2019	IT: Other Agency Operational	Fiber Maint. & Locates	Zayo Group LLC	Fiber Maintenance	1,435.22
				Fibe	Maint. & Locates Total:	1,435.22
0 93969 93975	08/08/2019 08/08/2019 08/08/2019	IT: Other Agency Operational IT: Other Agency Operational IT: Other Agency Operational	Internet Charges Internet Charges Internet Charges	Cologix, Inc Hurricane Electric Level 3 Communications. LL	Fiber Cross Connect Transit Service Monthly Fee C Internet	541.97 459.30 1,369.68
				Inter	net Charges Total:	2,370.95

					Attachmer	nt A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/08/2019	IT: Other Agency Operational	Minor Equipment	SHI International Corp	Computer Supplies	2,130.00
				Mino	r Equipment Total:	2,130.00
93940	08/08/2019	IT: Other Agency Operational	PSTN-PRI Access/DID Allocation	Allstream	Telephone	2,747.69
				PSTN	-PRI Access/DID Allocation Total:	2,747.69
				Fund	Total:	9,534.61
93957 0	08/08/2019 08/08/2019	IT: Roseville Capital IT: Roseville Capital	Minor Equipment Minor Equipment	DC Group, Inc SHI International Corp	Freight/Shipping/Disposal Computer Supplies	961.62 423.28
				Mino	r Equipment Total:	1,384.90
				Fund	Total:	1,384.90
94061	08/15/2019	License Center	Conferences	MDRA	Annual MDRA Meeting Registration	120.00
				Confe	erences Total:	120.00
0	08/14/2019	License Center	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	3,108.67
				Feder	al Income Tax Total:	3,108.67
0 0	08/14/2019 08/14/2019	License Center License Center	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple PR Batch 00001.08.2019 Medicare El	2,606.97 609.70
				FICA	Employee Ded. Total:	3,216.67
0 0	08/14/2019 08/14/2019	License Center License Center	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	609.70 2,606.97
				FICA	Employers Share Total:	3,216.67
94050	08/15/2019	License Center	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplo	740.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachment	t A Amount
		i unu i unu				
				HRA	- Employer Total:	740.00
0	08/13/2019	License Center	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	1,235.60
				Medic	al Ins Employee Total:	1,235.60
0	08/13/2019	License Center	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	8,444.56
				Medic	al Ins Employer Total:	8,444.56
0	08/14/2019	License Center	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	409.23
				MN S	tate Retirement Total:	409.23
0	08/14/2019	License Center	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	1,841.00
				MND	- CP Def Comp Total:	1,841.00
0	08/08/2019	License Center	Office Supplies	MinnCor Industries-CC	Office Supplies	175.00
				Office	- Supplies Total:	175.00
0	08/08/2019	License Center	Operating Supplies	Pakor-CC	Passport Photo Paper	1,137.96
				Opera	ting Supplies Total:	1,137.96
0	08/14/2019	License Center	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	2,587.01
				PERA	Employee Ded Total:	2,587.01
0 0	08/14/2019 08/14/2019	License Center License Center	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo PR Batch 00001.08.2019 Pera additio	2,587.01 398.00
				PERA	Employer Share Total:	2,985.01
0	08/08/2019	License Center	Postage	USPS-CC	Passport Postage	470.40
				Postag	- ze Total:	470.40
0	08/15/2019	License Center	Professional Services	Quicksilver Express Courier	Courier Service	240.90

					Attachmen		
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amoun	
				Professi	onal Services Total:	240.90	
0	08/13/2019	License Center	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	1,132.97	
				Sales Ta	x Payable Total:	1,132.97	
0	08/14/2019	License Center	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	1,619.82	
				State Inc	- come Tax Total:	1,619.82	
0	08/15/2019	License Center	Transportation	Quicksilver Express Courier	Courier Service	1,340.41	
				Transpo	- rtation Total:	1,340.41	
0	08/15/2019	License Center	Utilities	Xcel Energy	License Center	812.90	
				Utilities	Total:	812.90	
				Fund To	- tal:	34,834.78	
93956	08/08/2019	Municipal Community Band	Professional Services	Davanni's	End of Summer Celebration Supplies	366.67	
				Professi	- onal Services Total:	366.67	
				Fund To	- tal:	366.67	
0 0 0	08/08/2019 08/15/2019 08/08/2019	P & R Contract Mantenance P & R Contract Mantenance P & R Contract Mantenance	Clothing Clothing Clothing	Corporate Connection, Inc. Patti Sullivan Patti Sullivan	Uniform Supplies Clothing Reimbursement Boots Reimbursement	509.57 18.74 69.99	
				Clothing	g Total:	598.30	
0	08/14/2019	P & R Contract Mantenance	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	2,936.33	
				Federal	Income Tax Total:	2,936.33	
0	08/14/2019	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare E	507.83	

					Attachment A	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/14/2019	P & R Contract Mantenance	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	2,171.30
				FICA E	- Employee Ded. Total:	2,679.13
0	08/14/2019	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emplo	2,171.30
0	08/14/2019	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare En	507.83
0	08/14/2019	P & R Contract Mantenance	FICA Employers Share	IRS EFTPS- Non Bank	Payroll Federal Tax Deposit	14.68
				FICA E	Employers Share Total:	2,693.81
94050	08/15/2019	P & R Contract Mantenance	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplc	200.00
				HRA E	- mployer Total:	200.00
0	08/13/2019	P & R Contract Mantenance	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	74.67
				Medica	- l Ins Employee Total:	74.67
0	08/13/2019	P & R Contract Mantenance	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	6,536.87
				Medica	I Ins Employer Total:	6,536.87
0	08/14/2019	P & R Contract Mantenance	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	242.61
				MN Sta	- te Retirement Total:	242.61
0	08/14/2019	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	226.02
0	08/14/2019	P & R Contract Mantenance	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	620.00
				MNDC	P Def Comp Total:	846.02
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	Amazon.com- CC	Weed Whip Supplies	101.95
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	Amazon.com- CC	Beverage Dispensers	454.16
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	Cub Foods- CC	Arboretum Supplies	17.94
94044	08/15/2019	P & R Contract Mantenance	Operating Supplies	Fra-Dor Inc.	Black Dirt	701.50
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	Home Depot- CC	Shop Supplies	45.24
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	Menards-CC	Park Supplies	49.07
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	NAPA Auto Parts-CC	Shop Supplies	16.48
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Park Supplies	87.47
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Arboretum Supplies	25.64
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	North Hgts Hardware Hank-CC	Sign Supplies	1.87

		Fund Nome	Assessed Name		Attachmen	t A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/08/2019	P & R Contract Mantenance	Operating Supplies	Suburban Ace Hardware-CC	Fountain Supplies	13.20
				Operating	Supplies Total:	1,514.52
0	08/14/2019	P & R Contract Mantenance	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo	1,626.11
				PERA En	- pployee Ded Total:	1,626.11
0 0	08/14/2019 08/14/2019	P & R Contract Mantenance P & R Contract Mantenance	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo PR Batch 00001.08.2019 Pera additio	1,626.11 250.17
				PERA En	- pployer Share Total:	1,876.28
93997 93997	08/08/2019 08/08/2019	P & R Contract Mantenance P & R Contract Mantenance	Professional Services Professional Services	Sandstrom Land Management, LL4 Sandstrom Land Management, LL4	-	800.00 800.00
				Profession	- nal Services Total:	1,600.00
0	08/14/2019	P & R Contract Mantenance	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	1,488.93
				State Inco	me Tax Total:	1,488.93
94007 94007	08/08/2019 08/08/2019	P & R Contract Mantenance P & R Contract Mantenance	Telephone Telephone	Verizon Wireless Verizon Wireless	Cell Phones Cell Phones	315.01 68.53
				Telephone	- Total:	383.54
94058	08/15/2019	P & R Contract Mantenance	Union Dues Deduction	Local Union 49	PR Batch 00001.08.2019 IOUE Unio	245.00
				Union Du	es Deduction Total:	245.00
0	08/08/2019	P & R Contract Mantenance	Utilities	Xcel Energy	P&R	5,131.53
				Utilities T	`otal:	5,131.53
0	08/08/2019	P & R Contract Mantenance	Vehicle Supplies & Maintenance	Westin Automotive-CC	Vehicle Supplies	296.16
				Vehicle S	upplies & Maintenance Total:	296.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attach Invoice Desc.	ment A Amount
				Fund Tot	al:	30,969.81
0	08/08/2019	Park Renewal 2011	Capital Outlay	Stantec Consulting Services Inc.	Parks Renewal Progam	962.83
				Capital C	Putlay Total:	962.83
0	08/15/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	P & R Renewal Program	378.09
0	08/15/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	P & R Renewal Program	1,364.89
0	08/15/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	P & R Renewal Program	17,925.43
0	08/15/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	P & R Renewal Program	931.00
0	08/15/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	P & R Renewal Program	1,296.81
0	08/08/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Parks Renewal Progam	332.50
0	08/08/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Parks Renewal Progam	903.26
0	08/08/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Parks Renewal Progam	637.81
0	08/08/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Parks Renewal Progam	1,165.86
0	08/08/2019	Park Renewal 2011	Contractor Payments	Stantec Consulting Services Inc.	Parks Renewal Progam	1,777.13
				Contracto	or Payments Total:	26,712.78
0	08/15/2019	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	P & R Renewal Program	3,785.79
0	08/08/2019	Park Renewal 2011	Professional Services	Stantec Consulting Services Inc.	Parks Renewal Progam	22,062.91
				Professio	nal Services Total:	25,848.70
				Fund Tot	al:	53,524.31
0	08/14/2019	Police Grants	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inc	c 188.40
				Federal I	ncome Tax Total:	188.40
0	08/14/2019	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare F	a 25.95
0	08/14/2019	Police Grants	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emp	49.90
				FICA Em	ployee Ded. Total:	75.85
0	08/14/2019	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emp	49.90
0	08/14/2019	Police Grants	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare E	
						20.90

					Attachmen		
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
				FICA	Employers Share Total:	75.85	
94050	08/15/2019	Police Grants	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplo	88.99	
				HRA	Employer Total:	88.99	
0	08/13/2019	Police Grants	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	23.29	
				Medic	al Ins Employee Total:	23.29	
0	08/13/2019	Police Grants	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	173.64	
				Medic	al Ins Employer Total:	173.64	
0	08/14/2019	Police Grants	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	28.98	
				MN S	tate Retirement Total:	28.98	
0	08/14/2019	Police Grants	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	19.24	
				MND	- CP Def Comp Total:	19.24	
0	08/14/2019	Police Grants	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	170.70	
				PERA	Employee Ded Total:	170.70	
0 0	08/14/2019 08/14/2019	Police Grants Police Grants	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera additio PR Batch 00001.08.2019 Pera Emplo	8.12 229.62	
				PERA	Employer Share Total:	237.74	
0	08/14/2019	Police Grants	State Income Tax	MN Dept of Revenue-Non Bar	k PR Batch 00001.08.2019 State Incom	84.74	
				State	Income Tax Total:	84.74	
0	08/15/2019	Police Grants	Union Dues Deduction	LELS	PR Batch 00001.08.2019 LELS 112 U	13.28	
				Union	- Dues Deduction Total:	13.28	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachmen Invoice Desc.	it A Amount
				Fund	Total:	1,180.70
0	08/08/2019	Police Forfeiture Fund	Professional Services	AT&T-CC	Wireless Service	78.13
				Profe	- ssional Services Total:	78.13
				Fund	- Total:	78.13
0	08/08/2019	Police Vehicle Revolving	Capital Outlay	Crye Precision-CC	Tactical Supplies	96.30
				Capita	al Outlay Total:	96.30
				Fund	Total:	96.30
0 0	08/08/2019 08/08/2019	Recreation Donations Recreation Donations	Operating Supplies Operating Supplies	North Shore Gym-CC Sherwin Williams - CC	Climbing Ropes Paint Supplies	538.16 652.10
				Opera	ting Supplies Total:	1,190.26
				Fund	- Total:	1,190.26
0 93976	08/08/2019 08/08/2019	Recreation Fund Recreation Fund	Advertising Advertising	Chinook Book-CC Lillie Suburban Newspaper Inc	Advertising Rosefest-Acct: 262	533.60 369.00
				Adver	- tising Total:	902.60
93995	08/08/2019	Recreation Fund	Collected Insurance Fee	Leola Rempel	Chanhassen Dinner Theater Trip Refu	2.00
				Collec	- cted Insurance Fee Total:	2.00
0	08/14/2019	Recreation Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	5,551.48
				Feder	al Income Tax Total:	5,551.48
93961 94047	08/08/2019 08/15/2019	Recreation Fund Recreation Fund	Fee Program Revenue Fee Program Revenue	Suzette Foroozan Mary Jean Glende	Key Deposit Refund Key Deposit Refund	50.00 50.00

					Attachment	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
93995	08/08/2019	Recreation Fund	Fee Program Revenue	Leola Rempel	Chanhassen Dinner Theater Trip Refu	4.00
93995	08/08/2019	Recreation Fund	Fee Program Revenue	Leola Rempel	Chanhassen Dinner Theater Trip Refu	192.00
				Fee P	rogram Revenue Total:	296.00
0	08/14/2019	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare En	1,070.47
0	08/14/2019	Recreation Fund	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	4,577.05
				FICA	Employee Ded. Total:	5,647.52
0	08/14/2019	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare En	1,070.47
0	08/14/2019	Recreation Fund	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	4,577.05
				FICA	Employers Share Total:	5,647.52
94050	08/15/2019	Recreation Fund	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplo	1,370.00
				HRA	Employer Total:	1,370.00
0	08/15/2019	Recreation Fund	ICMA Def Comp	ICMA Retirement Trust 457-3	0022' PR Batch 00001.08.2019 ICMA Defe	500.00
				ICM	- A Def Comp Total:	500.00
0	08/13/2019	Recreation Fund	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	859.04
				Medi	cal Ins Employee Total:	859.04
0	08/13/2019	Recreation Fund	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	9,416.42
				Medi	- cal Ins Employer Total:	9,416.42
0	08/08/2019	Recreation Fund	Memberships & Subscriptions	When I Work-CC	Monthly Fee	92.50
				Mem	- berships & Subscriptions Total:	92.50
0	08/14/2019	Recreation Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	459.35
				MN S	- State Retirement Total:	459.35
0	08/14/2019	Recreation Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	1,708.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachr Invoice Desc.	ment A Amour
				MNDC	P Def Comp Total:	1,708.5
0	08/08/2019	Recreation Fund	Office Supplies	Office Depot- CC	Office Supplies	106.4
				Office S	Supplies Total:	106.4
0	08/08/2019	Recreation Fund	Operating Supplies	Amazon.com- CC	No Receipt-D. Cash	31.9
0	08/08/2019	Recreation Fund	Operating Supplies	Amazon.com- CC	Run for the Roses Supplies	35.2
0	08/08/2019	Recreation Fund	Operating Supplies	Amazon.com- CC	Summer Spec Supplies	16.3
0	08/08/2019	Recreation Fund	Operating Supplies	Amazon.com- CC	Floor Mats	54.6
0	08/08/2019	Recreation Fund	Operating Supplies	Amazon.com- CC	Floor Mats	54.6
0	08/08/2019	Recreation Fund	Operating Supplies	Barnes & Noble-CC	HANC Supplies	8.5
0	08/08/2019	Recreation Fund	Operating Supplies	Best Buy- CC	Picnic Shelter Freezer	236.2
0	08/08/2019	Recreation Fund	Operating Supplies	Budget Signs-CC	Rosefest Supplies	215.7
0	08/08/2019	Recreation Fund	Operating Supplies	Cost Plus World Market-CC	Nature Kitchen Supplies	19.9
0	08/08/2019	Recreation Fund	Operating Supplies	Cub Foods- CC	Staff Training Lunch Supplies	277.7
0	08/08/2019	Recreation Fund	Operating Supplies	Cub Foods- CC	Staff Training BBQ Supplies	58.4
0	08/08/2019	Recreation Fund	Operating Supplies	Cub Foods- CC	HANC Supplies	1.9
0	08/08/2019	Recreation Fund	Operating Supplies	Cub Foods- CC	Natures Kitchen Supplies	137.0
0	08/08/2019	Recreation Fund	Operating Supplies	Dairy Queen-CC	Discovery Expedition Prizes	10.7
0	08/08/2019	Recreation Fund	Operating Supplies	Davis Lock & Safe-CC	Keys	80.9
0	08/08/2019	Recreation Fund	Operating Supplies	Dollar Tree-CC	Summer Spec Supplies	5.3
0	08/15/2019	Recreation Fund	Operating Supplies	Fikes, Inc.	Restroom Supplies	88.5
0	08/08/2019	Recreation Fund	Operating Supplies	Frattallones-CC	Summer Spec Supplies	3.3
0	08/08/2019	Recreation Fund	Operating Supplies	Fun Express-CC	DYP Supplies	99.8
0	08/08/2019	Recreation Fund	Operating Supplies	Fun Express-CC	July 4th Supplies	580.7
0	08/08/2019	Recreation Fund	Operating Supplies	Fun Jumps, Inc-CC	Inflatables Rental	145.0
94046	08/15/2019	Recreation Fund	Operating Supplies	Gary Carlson Equipment, Corp.	Seal, O-Ring	72.1
0	08/15/2019	Recreation Fund	Operating Supplies	Grainger Inc	Oval Supplies	12.1
0	08/15/2019	Recreation Fund	Operating Supplies	Grainger Inc	Oval Supplies	33.2
0	08/15/2019	Recreation Fund		Grainger Inc	Oval Supplies	46.
0	08/15/2019	Recreation Fund	Operating Supplies	Grainger Inc		40.1 52.2
0	08/08/2019	Recreation Fund	Operating Supplies	-	Oval Supplies	
0	08/08/2019	Recreation Fund	Operating Supplies	Home Depot- CC	HANC Supplies	37. 62.:
)	08/08/2019		Operating Supplies	Joe's Sporting Goods-CC	Fish Finders Supplies	54.
		Recreation Fund	Operating Supplies	Joe's Sporting Goods-CC	Fish Finders Supplies	
)	08/08/2019	Recreation Fund	Operating Supplies	Menards-CC	Oval Supplies	19.
0	08/08/2019	Recreation Fund	Operating Supplies	Michaels-CC	Summer Spec Supplies	34.3
0	08/08/2019	Recreation Fund	Operating Supplies	Michaels-CC	Fish Finders Supplies	54.3
0	08/08/2019	Recreation Fund	Operating Supplies	Michaels-CC	Program Supplies	6.:
93982	08/08/2019	Recreation Fund	Operating Supplies	MN Historical Society	Fort Snelling Field Trip	300.0
0	08/08/2019	Recreation Fund	Operating Supplies	Music Go Round-CC	Sound Supplies	335.9
0	08/08/2019	Recreation Fund	Operating Supplies	Music Go Round-CC	Sound Supplies	32.1

					Attachmen	t A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/08/2019	Recreation Fund	Operating Supplies	Office Depot- CC	Parade Supplies	33.11
0	08/08/2019	Recreation Fund	Operating Supplies	Office Depot- CC	Office Supplies	95.54
0	08/08/2019	Recreation Fund	Operating Supplies	PayPal-CC	Oval Supplies	11.42
94070	08/15/2019	Recreation Fund	Operating Supplies	Performance Plus LLC	Mask Fit	68.00
0	08/08/2019	Recreation Fund	Operating Supplies	PetSmart-CC	Program Supplies	57.94
93988	08/08/2019	Recreation Fund	Operating Supplies	Proforma	Uniform Supplies	215.82
0	08/08/2019	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Senior Club Supplies	22.47
0	08/08/2019	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Staff Training Lunch Supplies	220.43
0	08/08/2019	Recreation Fund	Operating Supplies	Restaurant Depot- CC	Roll In Movies Supplies	28.19
0	08/15/2019	Recreation Fund	Operating Supplies	Rink Systems Inc	Oval Supplies	68.05
0	08/08/2019	Recreation Fund	Operating Supplies	Sams Club-CC	Dance Recitals & Staff Training	124.24
0	08/08/2019	Recreation Fund	Operating Supplies	Sams Club-CC	Dance Recitals & Staff Training	55.74
0	08/08/2019	Recreation Fund	Operating Supplies	Smart Box-CC	Rec Connect Storage	176.27
0	08/08/2019	Recreation Fund	Operating Supplies	Suburban Ace Hardware-CC	Sound Supplies	32.18
0	08/08/2019	Recreation Fund	Operating Supplies	Target- CC	Summer Spec. Supplies	19.99
0	08/08/2019	Recreation Fund	Operating Supplies	Target- CC	Roll-In Movies Supplies	51.53
0	08/08/2019	Recreation Fund	Operating Supplies	Target- CC	Volunteer Supplies	3.49
0	08/08/2019	Recreation Fund	Operating Supplies	Target- CC	Summer Spec Supplies	3.18
0	08/15/2019	Recreation Fund	Operating Supplies	Voss Lighting	Lighting Supplies	51.90
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	HANC Supplies	43.00
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	Credit	-8.02
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec Supplies	110.71
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	LIT Program Supplies	11.82
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	Booster Seats for City Vans	161.58
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	Program Supplies	67.46
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	Program Supplies	3.34
0	08/08/2019	Recreation Fund	Operating Supplies	Walmart-CC	Summer Spec Supplies	24.09
				Operating	- Supplies Total:	5,071.51
0	08/14/2019	Recreation Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	3,470.33
				PERA Em	- ployee Ded Total:	3,470.33
0	08/14/2019	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera additio	533.90
0	08/14/2019	Recreation Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	3,470.33
				PERA Em	- ployer Share Total:	4,004.23
93987	08/08/2019	Recreation Fund	Postage	Postmaster-Mailing Requirements	Brochure Postage-Acct: 2437	6,080.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachme Invoice Desc.	Amount
				Postage	Fotal:	6,080.10
0	08/08/2019	Recreation Fund	Professional Services	Mary Grams Basnight	Volleyball Officiating	48.00
93946	08/08/2019	Recreation Fund	Professional Services	Louise Beaman	Volleyball Officiating	240.00
0	08/08/2019	Recreation Fund	Professional Services	Breanna Burmester	Volleyball Officiating	98.00
0	08/08/2019	Recreation Fund	Professional Services	Chad Charboneau	Volleyball Officiating	48.00
94035	08/15/2019	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Monthly Cleaning-July	3,855.60
94035	08/15/2019	Recreation Fund	Professional Services	The Cleaning Authority, Inc.	Window Cleaning-July	1,500.00
0	08/08/2019	Recreation Fund	Professional Services	Jeff Crosby	High School Girls Basketball Camp	543.50
93954	08/08/2019	Recreation Fund	Professional Services	Zander Culver	Basketball Camp	3,468.00
93954	08/08/2019	Recreation Fund	Professional Services	Zander Culver	Basketball Camp	2,108.00
0	08/08/2019	Recreation Fund	Professional Services	Lois Cunningham	Chair Yoga Instruction	277.20
0	08/08/2019	Recreation Fund	Professional Services	Mark Emme	Volleyball Officiating	442.00
0	08/08/2019	Recreation Fund	Professional Services	Elizabeth Fletcher	Chair Yoga Instruction	575.40
93966	08/08/2019	Recreation Fund	Professional Services	Anna Green	Volleyball Officiating	240.00
0	08/08/2019	Recreation Fund	Professional Services	Highland Products-CC	Barricade Tape	411.89
93968	08/08/2019	Recreation Fund	Professional Services	Pat Hubbard	Volleyball Officiating	408.00
93970	08/08/2019	Recreation Fund	Professional Services	Tom Imhoff	Volleyball Officiating	192.00
93974	08/08/2019	Recreation Fund	Professional Services	Jessica Lee	Ensemble Music Classes	2,142.00
0	08/15/2019	Recreation Fund	Professional Services	Willie McCray	Umpire Service	1,204.00
0	08/08/2019	Recreation Fund	Professional Services	Willie McCray	Umpire Service	4,026.00
0	08/08/2019	Recreation Fund	Professional Services	Willie McCray	Umpire Service	3,010.00
0	08/08/2019	Recreation Fund	Professional Services	Willie McCray	Umpire Service	2,100.00
93983	08/08/2019	Recreation Fund	Professional Services	Bob Nielsen	Big Band Loading/Unloading	200.00
94000	08/08/2019	Recreation Fund	Professional Services	Chris Simdorn	High School Football Camp	2,709.00
94000	08/08/2019	Recreation Fund	Professional Services	Chris Simdorn	Youth Football Camp	3,591.00
0	08/08/2019	Recreation Fund	Professional Services	Kathie Urbaniak	Volleyball Officiating	444.00
0	08/08/2019	Recreation Fund	Professional Services	JoAnne Wilson	Volleyball Officiating	216.00
				Professio	onal Services Total:	34,097.59
93984	08/08/2019	Recreation Fund	Rental	On Site Companie-OSSTC	Restroom Rental	152.00
93984	08/08/2019	Recreation Fund	Rental	On Site Companie-OSSTC	Restroom Rental	102.00
93984	08/08/2019	Recreation Fund	Rental	On Site Companie-OSSTC	Restroom Rental	77.00
				Rental To	otal:	331.00
0	08/13/2019	Recreation Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,233.18
				Sales Tax	x Payable Total:	2,233.18

Attachment A

Check Number	Chask Data	Fund Name	Assount Name	Vandar Nama	Attachmen	
Check Number	Check Date		Account Name	Vendor Name	Invoice Desc.	Amount
0	08/14/2019	Recreation Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	2,733.20
				State Inco	ome Tax Total:	2,733.20
94007	08/08/2019	Recreation Fund	Telephone	Verizon Wireless	Cell Phones	100.57
				Telephon	e Total:	100.57
0 0	08/08/2019 08/08/2019	Recreation Fund Recreation Fund	Transportation Transportation	MN Historical Society-CC Jack Schugel	Field Trip Parking Mileage Reimbursement	12.00 252.30
				Transport	ation Total:	264.30
94058	08/15/2019	Recreation Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.08.2019 IOUE Unio	105.00
				Union Du	- ues Deduction Total:	105.00
0	08/15/2019	Recreation Fund	Utilities	Xcel Energy	Nature Center	696.53
				Utilities 7	- Fotal:	696.53
				Fund Tota	al:	91,746.92
0	08/08/2019	Risk Management	Employer Insurance	Delta Dental Plan of Minnesota	Dental Insurance Premium-July 2019	8,092.32
				Employer	- Insurance Total:	8,092.32
0	08/08/2019	Risk Management	Professional Services	Samba Holdings Inc	MVR Service Fee	9.00
				Professio	nal Services Total:	9.00
94057	08/15/2019	Risk Management	Sewer Department Claims	League of MN Cities Ins Trust	LMCIT Claim #: 90071	1,734.52
				Sewer De	- epartment Claims Total:	1,734.52
				Fund Tota	al:	9,835.84
0	08/13/2019	Sanitary Sewer	Credit Card Fees	Bluefin Payment Systems-Non Ba	n June 2019 UB Payments.com Charges	5,272.76
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Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Cred	t Card Fees Total:	5,272.76
0	08/14/2019	Sanitary Sewer	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Incc	1,410.67
				Fede	ral Income Tax Total:	1,410.67
0 0	08/14/2019 08/14/2019	Sanitary Sewer Sanitary Sewer	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	225.28 963.35
				FICA	Employee Ded. Total:	1,188.63
0 0	08/14/2019 08/14/2019	Sanitary Sewer Sanitary Sewer	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	225.28 963.35
				FICA	Employers Share Total:	1,188.63
94050	08/15/2019	Sanitary Sewer	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplc	483.99
				HRA	Employer Total:	483.99
0	08/15/2019	Sanitary Sewer	ICMA Def Comp	ICMA Retirement Trust 457-3	0022' PR Batch 00001.08.2019 ICMA Defe	35.00
				ICM	A Def Comp Total:	35.00
0	08/13/2019	Sanitary Sewer	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	1,077.18
				Medi	cal Ins Employee Total:	1,077.18
0	08/13/2019	Sanitary Sewer	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	3,238.64
				Medi	cal Ins Employer Total:	3,238.64
94062	08/15/2019	Sanitary Sewer	Metro Waste Control Board	Metropolitan Council	Water-Sept 2019	262,513.70
				Metr	o Waste Control Board Total:	262,513.70
0	08/14/2019	Sanitary Sewer	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	147.52
				MN	State Retirement Total:	147.52

					Attachmer	ıt A	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
0	08/14/2019	Sanitary Sewer	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	134.51	
				MNDCP	Def Comp Total:	134.51	
0 0	08/15/2019 08/15/2019	Sanitary Sewer Sanitary Sewer	Operating Supplies Operating Supplies	Fastenal Company Inc. Flexible Pipe Tool Company	Supplies Bulldog Nozzle Repair	65.15 357.50	
				Operating	g Supplies Total:	422.65	
0	08/14/2019	Sanitary Sewer	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	958.63	
				PERA Er	mployee Ded Total:	958.63	
0 0	08/14/2019 08/14/2019	Sanitary Sewer Sanitary Sewer	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ PR Batch 00001.08.2019 Pera additio	958.63 147.52	
				PERA Er	- mployer Share Total:	1,106.15	
0	08/15/2019	Sanitary Sewer	Professional Services	Gopher State One Call	FTP Tickets	311.85	
				Professio	- onal Services Total:	311.85	
93979	08/08/2019	Sanitary Sewer	Sewer SAC Charges	Metropolitan Council	SAC Charges-July 2019	108,246.60	
				Sewer SA	AC Charges Total:	108,246.60	
0	08/14/2019	Sanitary Sewer	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	705.82	
				State Inc	ome Tax Total:	705.82	
94058	08/15/2019	Sanitary Sewer	Union Dues Deduction	Local Union 49	PR Batch 00001.08.2019 IOUE Unio	120.76	
				Union De	ues Deduction Total:	120.76	
0	08/15/2019	Sanitary Sewer	Utilities	Xcel Energy	Sanitary Sewer Lift Station	1,153.91	
				Utilities '	Total:	1,153.91	

		Fund Name	Account Name		Attachmer	nt A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Fund	Total:	389,717.60
93949	08/08/2019	Solid Waste Recycle	Building & Structures	Cemstone Products Co, Inc.	Organic Compost Bin Slab Project	850.00
				Build	ing & Structures Total:	850.00
0	08/14/2019	Solid Waste Recycle	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Incc	184.59
				Feder	ral Income Tax Total:	184.59
0 0	08/14/2019 08/14/2019	Solid Waste Recycle Solid Waste Recycle	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple PR Batch 00001.08.2019 Medicare Et	126.99 29.71
				FICA	Employee Ded. Total:	156.70
0 0	08/14/2019 08/14/2019	Solid Waste Recycle Solid Waste Recycle	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emplo PR Batch 00001.08.2019 Medicare Et	126.99 29.71
				FICA	Employers Share Total:	156.70
0	08/14/2019	Solid Waste Recycle	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	10.28
				MN S	State Retirement Total:	10.28
0	08/08/2019	Solid Waste Recycle	Operating Supplies	Amazon.com- CC	Trash Bags	59.28
				Oper	ating Supplies Total:	59.28
0	08/14/2019	Solid Waste Recycle	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	66.83
				PERA	A Employee Ded Total:	66.83
0 0	08/14/2019 08/14/2019	Solid Waste Recycle Solid Waste Recycle	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera additio PR Batch 00001.08.2019 Pera Emplo	10.28 66.83
				PERA	A Employer Share Total:	77.11
0 0	08/15/2019 08/15/2019	Solid Waste Recycle Solid Waste Recycle	Professional Services Professional Services	Eureka Recycling Eureka Recycling	Curbside Recycling Revenue Share	38,801.16 6,525.62

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Attachmen Invoice Desc.	t A Amount
				Profes	- sional Services Total:	45,326.78
0	08/14/2019	Solid Waste Recycle	State Income Tax	MN Dept of Revenue-Non Ban	k PR Batch 00001.08.2019 State Incom	94.72
				State I	ncome Tax Total:	94.72
				Fund 7	- Fotal:	46,982.99
94064 94078 94078	08/15/2019 08/15/2019 08/15/2019	Storm Drainage Storm Drainage Storm Drainage	BMP Maintenance - 2019 BMP Maintenance - 2019 BMP Maintenance - 2019	_	nc. Weed Control LLC Drainage Correction-809 Millwood A LLC Mowing County road B2 Lot	285.00 455.00 65.00
				BMP	- Maintenance - 2019 Total:	805.00
0	08/08/2019	Storm Drainage	Conferences	ASCE-CC	Stormwater Control Measures Trainin	530.00
				Confe	- rences Total:	530.00
93986 0	08/08/2019 08/15/2019	Storm Drainage Storm Drainage	Contract Maintenance Contract Maintenance	Plaisted Co WSB & Associates, Inc.	Spring Sweepings Haul Pond Maintenance	660.00 6,483.25
				Contra	- act Maintenance Total:	7,143.25
0	08/14/2019	Storm Drainage	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Incc	1,201.11
				Federa	I Income Tax Total:	1,201.11
0 0	08/14/2019 08/14/2019	Storm Drainage Storm Drainage	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emplo PR Batch 00001.08.2019 Medicare El	778.39 182.05
				FICA	- Employee Ded. Total:	960.44
0 0	08/14/2019 08/14/2019	Storm Drainage Storm Drainage	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple PR Batch 00001.08.2019 Medicare E	778.39 182.05
				FICA	- Employers Share Total:	960.44
94050	08/15/2019	Storm Drainage	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplo	183.76

					Attachment A	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				HRA Em	- ployer Total:	183.76
0	08/15/2019	Storm Drainage	ICMA Def Comp	ICMA Retirement Trust 457-30022	2' PR Batch 00001.08.2019 ICMA Defe	52.50
				ICMA De	- ef Comp Total:	52.50
0	08/13/2019	Storm Drainage	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	197.22
				Medical I	ns Employee Total:	197.22
0	08/13/2019	Storm Drainage	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	2,288.76
				Medical I	ns Employer Total:	2,288.76
0	08/14/2019	Storm Drainage	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	108.75
				MN State	Retirement Total:	108.75
0	08/14/2019	Storm Drainage	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	69.74
				MNDCP	- Def Comp Total:	69.74
93953 93962 0 0 94002 0	08/08/2019 08/08/2019 08/08/2019 08/08/2019 08/08/2019 08/08/2019	Storm Drainage Storm Drainage Storm Drainage Storm Drainage Storm Drainage Storm Drainage	Operating Supplies Operating Supplies Operating Supplies Operating Supplies Operating Supplies Operating Supplies	Commercial Asphalt Co Fra-Dor Inc. Harbor Freight Tools-CC Menards-CC Specialized Environmental Tech, I Walmart-CC	Asphalt Supplies Pavement Repair Material Hitch Rack St. Croix & Benett Pond Intake Pump N Stumps-CY Cutlery, Paper Cups	365.70 656.15 81.58 237.61 400.00 35.00
				Operating	- Supplies Total:	1,776.04
0	08/14/2019	Storm Drainage	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	706.96
				PERA En	- nployee Ded Total:	706.96
0 0	08/14/2019 08/14/2019	Storm Drainage Storm Drainage	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo PR Batch 00001.08.2019 Pera additio	706.96 108.75
				PERA En	- nployer Share Total:	815.71

			Account Name		Attachment A	
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/15/2019	Storm Drainage	Professional Services	Gopher State One Call	FTP Tickets	311.85
94055 0	08/15/2019 08/15/2019	Storm Drainage	Professional Services Professional Services	L&S Electric, Inc. Yale Mechanical, LLC	Motor Repair St. Croix Pump Station Service	11,103.00 836.95
0	08/15/2019	Storm Drainage	Piolessional Services	fale Mechanical, LLC	St. Croix Pump Station Service	830.93
				Professio	nal Services Total:	12,251.80
0	08/14/2019	Storm Drainage	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	554.48
				State Inco	- ome Tax Total:	554.48
94058	08/15/2019	Storm Drainage	Union Dues Deduction	Local Union 49	PR Batch 00001.08.2019 IOUE Unio	87.22
				Union De	ues Deduction Total:	87.22
				Fund Tot	al:	30,693.18
0	08/14/2019	Telecommunications	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Inco	494.86
				Federal I	ncome Tax Total:	494.86
0	08/14/2019	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare Ei	108.35
0	08/14/2019	Telecommunications	FICA Employee Ded.	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Empl	463.30
				FICA En	ployee Ded. Total:	571.65
0	08/14/2019	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare EI	108.35
0	08/14/2019	Telecommunications	FICA Employers Share	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 FICA Emple	463.30
				FICA En	- pployers Share Total:	571.65
94050	08/15/2019	Telecommunications	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emplc	161.50
				HRA Em	- ployer Total:	161.50
0	08/13/2019	Telecommunications	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	289.82
				Medical	- Ins Employee Total:	289.82
0	08/13/2019	Telecommunications	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	901.35

					Attachmen	t A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				Medical	Ins Employer Total:	901.35
0	08/08/2019	Telecommunications	Memberships & Subscriptions	Star Tribune-CC	Subscription	19.99
				Member	- ships & Subscriptions Total:	19.99
0	08/14/2019	Telecommunications	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	74.75
				MN Stat	e Retirement Total:	74.75
0	08/14/2019	Telecommunications	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	360.00
				MNDCI	• Def Comp Total:	360.00
0	08/15/2019	Telecommunications	Operating Supplies	North Suburban Access Corp	Outlet Installation	618.00
				Operatir	g Supplies Total:	618.00
0	08/14/2019	Telecommunications	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	485.95
				PERA E	mployee Ded Total:	485.95
0 0	08/14/2019 08/14/2019	Telecommunications Telecommunications	PERA Employer Share PERA Employer Share	PERA-Non Bank PERA-Non Bank	PR Batch 00001.08.2019 Pera Emplo PR Batch 00001.08.2019 Pera additio	485.95 74.75
				PERA E	mployer Share Total:	560.70
0	08/15/2019	Telecommunications	Professional Services	North Suburban Access Corp	Municipal Production Services	1,061.27
				Professio	onal Services Total:	1,061.27
0	08/14/2019	Telecommunications	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	267.54
				State Inc	- come Tax Total:	267.54
				Fund To	- tal:	6,439.03
93941	08/08/2019	Water Fund	Accounts Payable	KATHLEEN ANDERSON	Refund Check	95.30
						D 20

						Attachment A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
94026	08/15/2019	Water Fund	Accounts Payable	SHEILA ARNETT	Refund Check	124.57
93947	08/08/2019	Water Fund	Accounts Payable	TOM & SARAH BRENHOLT	Refund Check	194.45
94031	08/15/2019	Water Fund	Accounts Payable	MICHELE CARTIER	Refund Check	188.79
94032	08/15/2019	Water Fund	Accounts Payable	JOSHUA CHAVEZ	Refund Check	80.37
94037	08/15/2019	Water Fund	Accounts Payable	JEREMIAH CONNALLY	Refund Check	117.41
93958	08/08/2019	Water Fund	Accounts Payable	DEL CO LIMITED PARTNERSH	I Refund Check	190.46
94039	08/15/2019	Water Fund	Accounts Payable	MARIA DEWEY	Refund Check	142.04
94040	08/15/2019	Water Fund	Accounts Payable	PATRICK DEZIEL	Refund Check	20.47
94042	08/15/2019	Water Fund	Accounts Payable	JOEL & JILL ERICKSON	Refund Check	169.65
94043	08/15/2019	Water Fund	Accounts Payable	JESSE FAVRE	Refund Check	118.92
93963	08/08/2019	Water Fund	Accounts Payable	AARON GJELHAUG	Refund Check	82.33
93965	08/08/2019	Water Fund	Accounts Payable	LAWRENCE GRAY	Refund Check	69.00
94048	08/15/2019	Water Fund	Accounts Payable	JUSTIN HOBAN	Refund Check	65.15
94049	08/15/2019	Water Fund	Accounts Payable	SCOTT & LORI HORVIK	Refund Check	80.37
94051	08/15/2019	Water Fund	Accounts Payable	<b>REYNA IRAUSQUIN DE PINA</b>	Refund Check	120.30
94052	08/15/2019	Water Fund	Accounts Payable	ZOE JENKINS	Refund Check	65.65
93971	08/08/2019	Water Fund	Accounts Payable	KEUNSUK JEONG	Refund Check	167.66
94053	08/15/2019	Water Fund	Accounts Payable	WYLIE BAKER & JERI ZUBER	Refund Check	251.68
94054	08/15/2019	Water Fund	Accounts Payable	MICHAEL & TERRI KAASE	Refund Check	243.79
93972	08/08/2019	Water Fund	Accounts Payable	JAYNE KALLENBACH	Refund Check	2.49
94056	08/15/2019	Water Fund	Accounts Payable	JASON LANGER	Refund Check	20.47
94067	08/15/2019	Water Fund	Accounts Payable	DANIEL MORGAN	Refund Check	142.65
93985	08/08/2019	Water Fund	Accounts Payable	VERLE PAUL	Refund Check	56.90
94071	08/15/2019	Water Fund	Accounts Payable	TAMMY PETERSON	Refund Check	79.97
93990	08/08/2019	Water Fund	Accounts Payable	EMILY RAHKOLA	Refund Check	84.58
93993	08/08/2019	Water Fund	Accounts Payable	RICHARD REDISKE	Refund Check	68.55
94077	08/15/2019	Water Fund	Accounts Payable	BERNARD ROBICHAUD	Refund Check	123.05
93996	08/08/2019	Water Fund	Accounts Payable	BRENT ROGERS	Refund Check	174.21
94080	08/15/2019	Water Fund	Accounts Payable	DOLORES STAFFORD	Refund Check	53.31
94081	08/15/2019	Water Fund	Accounts Payable	JOSEPH STEFFEN	Refund Check	100.81
94082	08/15/2019	Water Fund	Accounts Payable	REBECCA STREITZ	Refund Check	61.50
94006	08/08/2019	Water Fund	Accounts Payable	ROSALIE VALENTO	Refund Check	202.40
94009	08/08/2019	Water Fund	Accounts Payable	GERALD WALEK	Refund Check	60.12
94010	08/08/2019	Water Fund	Accounts Payable	JOHN WARNER	Refund Check	294.40
94091	08/15/2019	Water Fund	Accounts Payable	TROY WEST	Refund Check	165.63
				Accounts	Payable Total:	4,279.40
93960	08/08/2019	Water Fund	Clothing	Ferguson Enterprises Inc #1657	Meter Supplies	33.10
0	08/08/2019	Water Fund	Clothing	Harbor Freight Tools-CC	Tool Supplies	53.66
0	08/08/2019	Water Fund	Clothing	Menards-CC	Lathe	15.46

					Attachmen		
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount	
				Cloth	ing Total:	102.22	
0	08/14/2019	Water Fund	Federal Income Tax	IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Federal Incc	1,862.75	
				Feder	al Income Tax Total:	1,862.75	
0 0	08/14/2019 08/14/2019	Water Fund Water Fund	FICA Employee Ded. FICA Employee Ded.	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	276.56 1,182.47	
				FICA	Employee Ded. Total:	1,459.03	
0 0	08/14/2019 08/14/2019	Water Fund Water Fund	FICA Employers Share FICA Employers Share	IRS EFTPS- Non Bank IRS EFTPS- Non Bank	PR Batch 00001.08.2019 Medicare El PR Batch 00001.08.2019 FICA Emple	276.56 1,182.47	
				FICA	Employers Share Total:	1,459.03	
94050	08/15/2019	Water Fund	HRA Employer	ING ReliaStar	PR Batch 00001.08.2019 HRA Emple	240.51	
				HRA	Employer Total:	240.51	
93989	08/08/2019	Water Fund	Hydrant Meter Deposits	Rachel Contracting	Hydrant Meter Refund	1,100.00	
				Hydr	ant Meter Deposits Total:	1,100.00	
0	08/15/2019	Water Fund	ICMA Def Comp	ICMA Retirement Trust 457-3	0022' PR Batch 00001.08.2019 ICMA Defe	65.00	
				ICM	- A Def Comp Total:	65.00	
0	08/13/2019	Water Fund	Medical Ins Employee	Sourcewell-Non Bank	Health Insurance Premium-July 2019	226.22	
				Medi	- cal Ins Employee Total:	226.22	
0	08/13/2019	Water Fund	Medical Ins Employer	Sourcewell-Non Bank	Health Insurance Premium-July 2019	2,552.09	
				Medi	- cal Ins Employer Total:	2,552.09	
93989	08/08/2019	Water Fund	Miscellaneous Revenue	Rachel Contracting	Hydrant Meter Refund	-40.00	
				Misc	- ellaneous Revenue Total:	-40.00	

					Attachmer	nt A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
0	08/14/2019	Water Fund	MN State Retirement	MSRS-Non Bank	PR Batch 00001.08.2019 Post Employ	173.95
				MN State	Retirement Total:	173.95
0	08/14/2019	Water Fund	MNDCP Def Comp	Great West- Non Bank	PR Batch 00001.08.2019 MNDCP De	259.99
				MNDCP	Def Comp Total:	259.99
0	08/15/2019	Water Fund	Operating Supplies	Able Hose & Rubber Inc	Couplers, Nipples	36.44
94038	08/15/2019	Water Fund	Operating Supplies	Davis Lock & Safe Inc	Keys	20.97
0	08/15/2019	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	1,750.50
0	08/15/2019	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	405.54
0	08/15/2019	Water Fund	Operating Supplies	Ferguson Waterworks #2516	Meter Supplies	204.52
0	08/08/2019	Water Fund	Operating Supplies	Northern Tool & Equip- CC	Tools	62.98
0	08/08/2019	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Cables, Cleaning Supplies	95.90
0	08/08/2019	Water Fund	Operating Supplies	Suburban Ace Hardware-CC	Power Equipment Parts	45.07
				Operating	g Supplies Total:	2,621.92
0	08/14/2019	Water Fund	PERA Employee Ded	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	1,130.80
				PERA Er	nployee Ded Total:	1,130.80
0	08/14/2019	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera Employ	1,130.80
0	08/14/2019	Water Fund	PERA Employer Share	PERA-Non Bank	PR Batch 00001.08.2019 Pera additio	173.95
				PERA Er	nployer Share Total:	1,304.75
0	08/15/2019	Water Fund	Professional Services	Gopher State One Call	FTP Tickets	311.85
94069	08/15/2019	Water Fund	Professional Services	On Site Companie-OSSTC	Restroom Rental	208.00
94087	08/15/2019	Water Fund	Professional Services	Twin City Water Clinic, Inc.	Coliform Bacteria-July Samples	600.00
				Professio	nal Services Total:	1,119.85
0	08/13/2019	Water Fund	Sales Tax Payable	MN Dept of Revenue-Non Bank	Sales/Use Tax	2,852.92
93989	08/08/2019	Water Fund	Sales Tax Payable	Rachel Contracting	Hydrant Meter Refund	-22.41
				Sales Tax	Payable Total:	2,830.51
94079	08/15/2019	Water Fund	St. Paul Water	St. Paul Regional Water Services	Water	497,205.76

					Attachmer	nt A
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Amount
				St. Paul V	Vater Total:	497,205.76
0	08/14/2019	Water Fund	State Income Tax	MN Dept of Revenue-Non Bank	PR Batch 00001.08.2019 State Incom	867.98
				State Inco	ome Tax Total:	867.98
94007	08/08/2019	Water Fund	Telephone	Verizon Wireless	Cell Phones	40.01
				Telephon	e Total:	40.01
94058	08/15/2019	Water Fund	Union Dues Deduction	Local Union 49	PR Batch 00001.08.2019 IOUE Unio	194.24
				Union Du	ues Deduction Total:	194.24
0 0	08/13/2019 08/13/2019	Water Fund Water Fund	Water - Roseville Water - Roseville	City of Roseville- Non Bank MN Dept of Revenue-Non Bank	June 2019 City Water Bills Sales/Use Tax	1,711.59 42.28
				Water - R	oseville Total:	1,753.87
93989	08/08/2019	Water Fund	Water - Roseville Consumption	Rachel Contracting	Hydrant Meter Refund	-303.85
				Water - R	oseville Consumption Total:	-303.85
0	08/15/2019	Water Fund	Water Booster St. Ph. 2	Magney Construction, Inc.	Booster Station Improvements	81,987.93
				Water Bo	oster St. Ph. 2 Total:	81,987.93
				Fund Tota	al:	604,493.96
0	08/15/2019	Workers Compensation	Insurance	WCRA	Workers Compensation Administratio	5,691.39
				Insurance	Total:	5,691.39
93955 93955 93998	08/08/2019 08/08/2019 08/08/2019	Workers Compensation Workers Compensation Workers Compensation	Professional Services Professional Services Professional Services	Damarco Solutions, LLC Damarco Solutions, LLC SFM	Administrative Charges Right-To-Know Service Fee Admin Charge-\$632.00 Paid on 7/3/1	22.00 750.00 22.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Invoice Desc.	Attachment A Amount
					Professional Services Total:	794.00
					Fund Total:	6,485.39
					Report Total:	1,889,049.63

# **R** SEVILLE REQUEST FOR COUNCIL ACTION

Date: August 26, 2019 Item No.: 9.b

Department Approval

that K. mill

City Manager Approval

Par / Trage

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

#### 1 BACKGROUND

- 2 City Code section 103.05 establishes the requirement that all general purchases or contracts in excess
- of \$5,000 be separately approved by the City Council, independent of the budget process or other
- 4 statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize
- 5 the sale of surplus vehicles and equipment. Attachment A-1 includes a list of items submitted for
- 6 Council review and approval.
- 8 Staff will note that unless noted otherwise, all items contained in this report were previously identified
- 9 and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review
- during the most recent budget cycle. This information package included a CIP Project/Initiative
- summary which identified the type of purchase, estimated cost, funding source, and other supporting
- narrative. Where applicable, these project/initiative summaries are included with *Attachment A-2*.
- 13

7

- 14 *Attachment B* includes a summary-to-date of the CIP purchases for 2019.
- 15

## 16 **POLICY OBJECTIVE**

17 Required under City Code 103.05.

## 18 FINANCIAL IMPACTS

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

#### 21 STAFF RECOMMENDATION

- Staff recommends the City Council approve the submitted purchases or contracts for service and where
- <sup>23</sup> applicable; authorize the sale/trade-in of surplus items.

## 24 **REQUESTED COUNCIL ACTION**

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

27 28

Prepared by:Chris Miller, Finance DirectorAttachments:A1: Over \$5,000 Items for Purchase or Sale/Trade-in<br/>A2: CIP Project/Initiative summary (if applicable)<br/>B: 2019 CIP Purchase Summary

#### General Purchases or Contracts

				Budget	P.O.	Budget /
<b>Division</b>	<u>Vendor</u>	<b>Description</b>	<u>Key</u>	<u>Amount</u>	<u>Amount</u>	<u>CIP</u>
Streetscape	Century Fencing	Cedar Fencing	(a)	\$ 39,000	\$ 17,515	Budget

#### <u>Key</u>

(a) Cedar fencing in right-of-way; between Grandview and County Road B2

## Sale of Surplus Vehicles or Equipment

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

# **City of Roseville**

2019 Summary of Scheduled CIP Items

# Updated July 31, 2019

	Council	P.O.	Budget	YTD	
	<u>Approval</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual</u>	Difference
Administration		<b>^</b>	<b>^</b>	<b>.</b>	<b>.</b>
N/A Dimension		\$ -	\$ -	\$ -	\$ -
Finance	10/22/2019	45.000	70.000	4.026	(5.0(4
Software Acquisition Central Services	10/22/2018	45,000	70,000	4,036	65,964
Copier & Postage Machine Lease			82,000	45,609	36,391
Police		-	82,000	45,009	30,391
Marked Squad Car Replacements	1/14/2019	118,865	165,000	73,228	91,772
Unmarked Vehicle Replacement	1/14/2019	25,702	24,000		24,000
Vehicle Tools & Equipment	1/14/2017		21,680	14,484	7,196
Vehicle/Body-Worn Cameras		_	1,000		1,000
Sidearms, Long-Guns, Non-Lethal Equip.		_	9,350	12,474	(3,124)
Tactical Gear		_	6,500		6,500
Crime Scene Equipment		-	3,000	-	3,000
Radio Equipment	1/14/2019	28,210	26,000	28,210	(2,210)
Office Equipment		-	7,400	-	7,400
Office Furniture		-	2,100	-	2,100
Fire			,		,
Medic Unit		-	105,000	113,044	(8,044)
Apparatus IT Equipment		-	26,000	7,034	18,966
Portable and mobile radios		-	20,000	8,231	11,770
Personal Protective Equipment		-	40,000	-	40,000
Hose nozzles		-	12,000	-	12,000
Air Monitoring Equipment		-	5,000	-	5,000
Rescue/Training Equipment		-	6,500	-	6,500
Conference Room Furnitures		-	5,000	-	5,000
Training Room Equipment		-	4,500	-	4,500
Second Floor Washer/Dryer		-	1,400	-	1,400
Public Works					
#109 Dump Truck	1/7/2019	195,363	200,000	179,760	20,240
#143 Portable Line Striper	4/22/2019	7,497	10,000	7,497	2,503
#111 Bobcat, Hydro Hammer	1/7/2019	6,115	8,000	6,115	1,886
Street Signs	1/20/2010	-	10,000	3,987	6,013
Large Format Scanner	1/28/2019	7,785	10,000	7,800	2,200
Tire Changer	1/7/2019	13,839	15,000	13,839	1,161
Vehicle Analyzer Update		-	1,000	-	1,000
Jib Crane		-	7,500	-	7,500
Parks & Recreation	2/25/2010	41 701	65 000		65 000
#510 Water Truck Replace 1996 Ford Tractor	2/25/2019	41,701	65,000 41,000	-	65,000 41,000
Zero Turn Mower (1999)	1/7/2019	- 9,897	41,000 9,500	-	41,000 9,500
#520 Single Axle Trailer (1997)	1///2019	9,09/	9,300 5,000	-	9,300 5,000
$\pi 520$ single Axic Hallel (1997)		-	5,000	-	5,000

# **City of Roseville**

2019 Summary of Scheduled CIP Items

# Updated July 31, 2019

	Council	P.O.	Budget	YTD	5.00
	<u>Approval</u>	<u>Amount</u>	<u>Amount</u>	<u>Actual</u>	<u>Difference</u>
General Facility Improvements	2/25/2010	00.050	00.000	10 210	71 792
Heat Recovery Unit (Maint)	2/25/2019 2/25/2019	88,850 18,218	90,000 20,000	18,218	71,782 20,000
HVAC Controls (Maint)	4/22/2019	9,472	20,000	9,472	20,000 5,528
Flooring (Maint.)	2/25/2019	9,472 86,110	120,000	9,472 86,110	3,528 33,890
Roof Rehab/Replace (Park Maint.) Fuel System Tank Replacement	2/23/2019	80,110	220,000	80,110	220,000
Gymnastics Center Equipment		-	6,500	-	220,000 6,500
Arena: Dehumidification		-	-	-	95,000
Arena: Restroom Remodel		-	95,000 80,000	-	93,000 80,000
OVAL: Micro Processors		-	80,000 20,000	-	20,000
OVAL: Micro Processors OVAL: Zamboni (2003)	1/7/2019	134,708	140,000	-	20,000
	1///2019	134,708	3,000	-	3,000
Fire Station Security System		-	3,000 9,000	-	3,000 9,000
Fire Station Air Monitoring Sensors Information Technology		-	9,000	-	9,000
			49,450		40.450
Computers (Notebooks, Desktop, Mobile)		-		-	49,450
Monitor/Display MS Office License		-	8,745	-	8,745
		-	11,700	-	11,700
Desktop Printers/Copiers/Scanners		-	18,200	-	18,200
Network Switches/Routers (Roseville)		-	$18,000 \\ 60,000$	-	$18,000 \\ 60,000$
Servers - Host - Shared (5)	Various	46,163	95,000	56,073	
Storage Area Network Nodes- Shared (8) Power/UPS - Server Room & Closets	various	40,105		30,075	38,927
		-	19,700 9,180	-	19,700 9,180
Surveillance Cameras (53) Fiber Network Extension		-	-	-	
		-	27,500	-	27,500
Park Improvements Playground Areas			125,000		125,000
PIP Items	Various	35,100	200,000	- 39,491	123,000
Natural Resources	various	55,100	40,000	39,491	40,000
Street Improvements		-	40,000	-	40,000
Mill & Overlay		_	1,100,000	72,430	1,027,570
Street Lighting		-	1,100,000	72,430	1,027,370
Signal Pole Painting			20,000	12,831	7,169
Pathways & Parking Lots			20,000	12,051	7,105
General Repairs/Improvements		-	180,000	24,365	155,635
City Hall Parking Lot		-	500,000		500,000
Nature Center Parking Lot		-	20,000	_	20,000
Communications			20,000		20,000
Conference Room Equipment		-	5,000	-	5,000
General Audio/Visual Equip		-	5,000	-	5,000
Council Chambers		-	12,000	-	12,000
License Center			12,000		12,000
General Office Equipment		-	4,800	-	4,800
Facility Improvements (TBD)		-		29,947	(29,947)
Community Development					(2),) (7)
Inspections Vehicle		-	23,000	_	23,000
Computer/Monitor Replacements		-	2,500	5,260	(2,760)
Office Furniture		_	1,000		1,000
		_	1,000	_	1,000

# **City of Roseville**

2019 Summary of Scheduled CIP Items

# Updated July 31, 2019

	Council <u>Approval</u>	P.O. <u>Amount</u>	Budget <u>Amount</u>	YTD <u>Actual</u>	<u>Difference</u>
MSA Streets					
General MSA Improvements		-	770,000	775	769,225
Co.Rd. C West to Long Lake Road		-	500,000	-	500,000
I35W Managed Lane Storm Sewer		-	25,000	-	25,000
Water					
#222 F150 4x4		-	30,000	-	30,000
#213 Utility Mobile Workshop Van	9/24/2018	26,850	40,000	26,850	13,150
Replace/Upgrade SCADA System		-	35,000	-	35,000
#236 Trailer		-	5,000	-	5,000
Transit Cargo Van	3/25/2019	24,858	30,000	7,813	22,188
Asset Management System		-	30,000	-	30,000
Booster Station Rehabilitation		-	900,000	593,274	306,726
Water main replacement		-	100,000	8,007	91,993
Sanitary Sewer					
Water Truck	2/25/2019	41,701	60,000	7,813	52,188
Replace/Upgrade SCADA System		-	35,000	-	35,000
Asset Management System		-	30,000	-	30,000
Galtier Lift Station Rehab		-	50,000	-	50,000
Fernwood Lift Station Rehab		-	540,000	18,342	521,658
Sewer main repairs		-	900,000	1,038,440	(138,440)
I & I reduction		-	30,000	-	30,000
Storm Sewer					
#103 Ford F350 w/Plow	1/7/2019	61,064	65,000	36,768	28,232
#122 Wheel Loader	10/22/2018	217,223	220,000	217,057	2,943
#130 Steamer	2/11/2019	17,538	20,000	17,538	2,462
#165 5-ton Trailer	7/22/2019	15,708	15,000	-	15,000
Replace/Upgrade SCADA System		-	35,000	-	35,000
Asset Management System		-	30,000	-	30,000
Pond improvements/Infiltration	Various	47,898	300,000	9,140	290,860
Storm Sewer Replacement/Rehabilitation	2/11/2019	48,400	400,000	30,994	369,006
Golf Course					
Greens Mowers		-	30,000	-	30,000
		-	-	-	-

Total - All Items

\$9,624,705 \$2,892,354 \$6,732,351

# **Request for council action**

Date:	August 26,	2019
Item N	lo.:	9.c

Department Approv	al City Manager Approval
Item Description:	Approve resolution to award contract for the Library Entrance Road Modifications Project

#### 1 **BACKGROUND**

- 2 In 2010 the parking lot at Ramsey County Library located at 2180 Hamline Avenue was
- <sup>3</sup> reconstructed to provide additional parking and a drive-thru drop off for book returns. As part of
- 4 this reconstruction, a new driveway entrance onto Hamline Avenue was added on the north side of
- 5 the parking lot.
- <sup>6</sup> Over the past few years concerns about this driveway location have been conveyed to Ramsey
- 7 County and Roseville staff. The existing driveway is close to the Commerce Street intersection
- 8 which creates conflicts with left turning traffic. Southbound Hamline Avenue drivers who want to

9 go into the library by taking a left either cause traffic to back up on Hamline Avenue since they do

10 not have a dedicated left turn lane or they use the left turn lane for northbound Hamline Avenue to

11 Commerce Street which creates a conflict. This has resulted in many close calls.

12 To address the traffic safety issue Ramsey County and Roseville staff have worked to relocate the

<sup>13</sup> north driveway to the intersection at Commerce Street as shown in Attachment C. The north

<sup>14</sup> driveway would be closed off. A new driveway would be constructed north to the Commerce Street

<sup>15</sup> intersection. All traffic would be directed through the signal light at this intersection, eliminating the

16 conflicting turning movements. Staff has worked with Ramsey County to finalize the site plan to

meet the needs of the Library. A Cooperative Construction Agreement was approved by Council on

August 12, 2019 which identifies who will pay for the improvements. Per the agreement, all costs

<sup>19</sup> for the construction on the new library entrance and all maintenance will be paid by Ramsey County.

20 The City of Roseville will provide the design engineering and construction oversite.

The final estimated construction cost of the library project was \$181,585.00, with one alternate

estimated at \$10,000.00.

Bids were opened for the proposed project on August 20, 2019. There bids were received and are as follows:

BIDDER	Base Bid	Alternate 1
All Phase Contracting	\$238,110.60	\$10,152.00
Park Construction Co.	\$252,970.95	\$10,700.00
Meyer Contracting, Inc.	\$260,000.50	\$6,428.00
Engineer's Estimate	\$181,585.00	\$10,000.00

<sup>25</sup> The lowest bid received was approximately 29.58% above the estimated cost of the project.

<sup>26</sup> Per the agreement, Ramsey County has reviewed the bid and has recommended that the Roseville

27 City Council award the base bid only to the lowest responsible bidder. Based on the County's

- recommendation, City staff is recommending that a contract be awarded to All Phase Contracting for 28 the base bid. 29
- Should the project get awarded, the project should be completed by the end of October this year. 30

#### **POLICY OBJECTIVE** 31

The Transportation Plan identifies the following goal and policy: Create a safe and efficient 32

- roadway network, able to accommodate the existing and projected demand for automobile capacity 33 and to reduce roadway congestion. Policy 3.3: Identity, evaluate and correct problems of 34
- congestion in high-traffic areas and recurrent accident sites. 35
- City policy is to cooperate with other agencies for mutual benefit whenever possible. 36

#### **BUDGET IMPLICATIONS** 37

All construction costs for the project will be paid by Ramsey County. City of Roseville staff will 38 oversee the contract and the construction. 39

#### **STAFF RECOMMENDATION** 40

- Staff recommends that the City Council approve a resolution awarding contract to All Phase 41
- Contracting in the amount of \$238,110.60 for the Library Entrance Road Modifications Project. 42

#### **REQUESTED COUNCIL ACTION** 43

Approve a resolution awarding a contract to All Phase Contracting in the amount of \$238,110.60 for 44 the Library Entrance Road Modifications Project. 45

Prepared by: Jesse Freihammer, City Engineer Attachments:

- A: Resolution
- B: Location Map
- C: Site Plan

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

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

1 2 3 4	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 26 <sup>th</sup> day of August, 2019, at 6:00 p.m.						
<del>4</del> 5	The following members were present: ; and and the following were absent: .						
6	8 1 7	6					
7	Member introduced the following resoluti	on and moved its ado	ption:				
8							
9	RESC	LUTION No.					
10							
11		WARDING CONTR					
12	FOR LIBRARY ENTRA	<b>NCE ROAD MODI</b>	FICATION				
13							
14							
15	WHEREAS, pursuant to advertisement for	-		· 1			
16	and specifications thereof on file in the o	0					
17	received on Tuesday, Augusts 20, 2019, at	1 . 1		ording to law			
18	and the following bids were received comp	lying with the adverti	sement:				
19							
	BIDDER	Base Bid	Alternate 1				
	All Phase Contracting	\$238,110.60	\$10,152.00				
	Park Construction Co.	\$252,970.95	\$10,700.00				
	Meyer Contracting, Inc.	\$260,000.50	\$6,428.00				
	<i>Engineer's Estimate</i> \$181,585.00 \$10,000.00						

20

WHEREAS, it appears that All Phase Contracting, is the lowest responsible bidder at the tabulated price of \$238,110.60 and;

23

WHEREAS, Ramsey County has concurred with the low bid and recommends approval the base bid only to the lowest responsible bidder and;

26

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

- The Mayor and City Manager are hereby authorized and directed to enter into a contract with All Phase Contracting for \$238,110.60 in the name of the City of Roseville for the above improvements according to the plans and specifications thereof heretofore approved by the City Council and on file in the office of the City Manager.
- The City Manager is hereby authorized and directed to return forthwith to all bidders
   the deposits made with their bids except the deposits of the successful bidder and the

- 37 next lowest bidder shall be retained until contracts have been signed.
- NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville,
  Minnesota:
- 41
- 42 The motion for the adoption of the foregoing resolution was duly seconded by Member, and
- 43 upon vote being taken thereon, the following voted in favor thereof: ; and and the
- 44 following voted against the same: .
- 45
- 46 WHEREUPON said resolution was declared duly passed and adopted.

Award Contract for Library Entrance Road Modifications

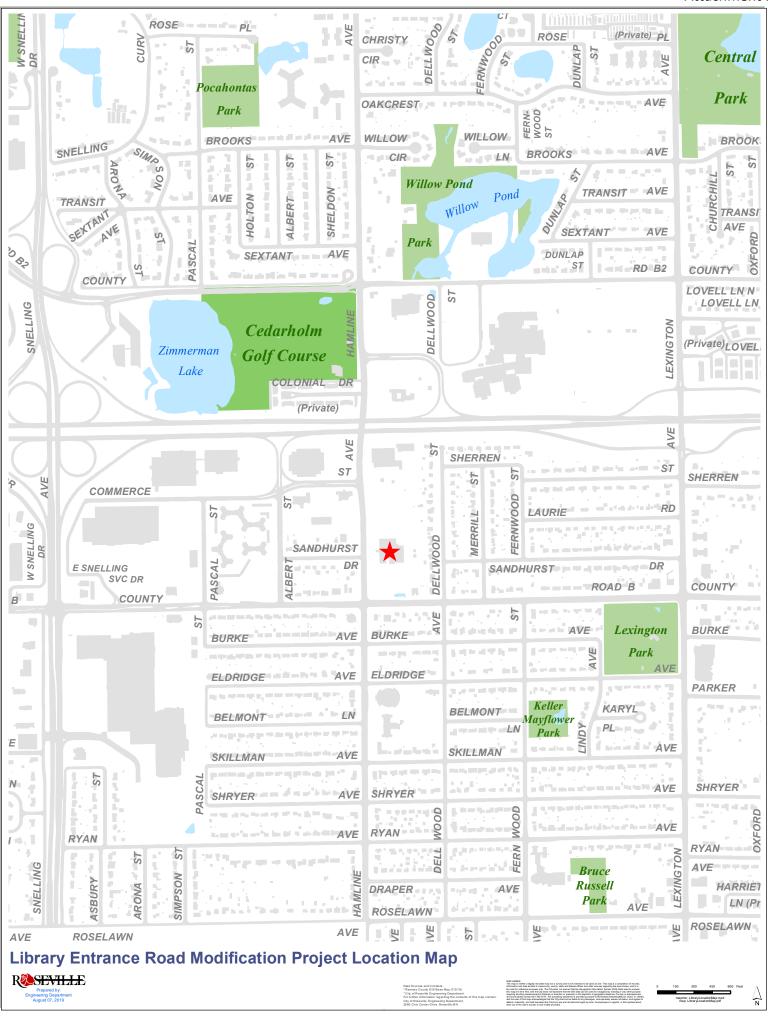
STATE OF MINNESOTA) ) ss COUNTY OF RAMSEY )

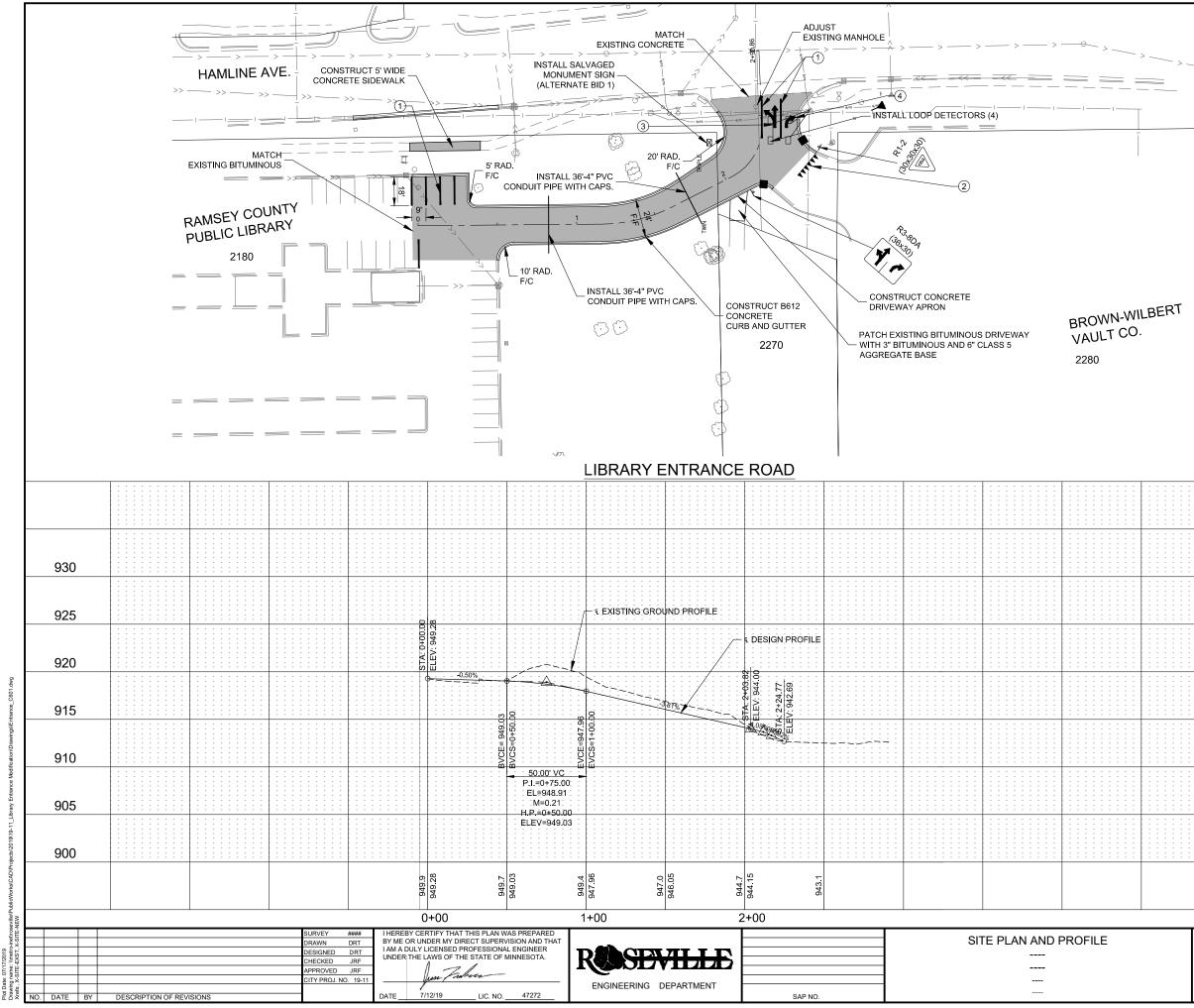
I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 26<sup>th</sup> day of August, 2019, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 26<sup>th</sup> day of August, 2019.

Patrick Trudgeon, City Manager

(SEAL)





	PAVEMENT MARKING LEGEND	
1	4" SOLID, WHITE	
2	PAVEMENT MARKING, YIELD LINE, WHITE	$\mathbf{\nabla} \mathbf{\nabla} \mathbf{\nabla} \mathbf{\nabla} \mathbf{\nabla}$
3	PAVEMENT MESSAGE, LT. TURN THRU ARROW	ム
4	PAVEMENT MESSAGE, RT. TURN ARROW	r

#### NOTES:

ALL MARKINGS AND MESSAGES SHALL BE MULTI COMPONENT.
 SEE SIGN DETAIL ON DETAIL SHEET FOR INSTALLATION OF ALL SIGNS.





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9 11 SHEET NO. OF SHEETS

# **Request for council action**

Date:	August 26,	2019
Item N	No.:	9.d

Department Ag	pproval
l Ce	

City Manager Approval Par / Tragen

Item Description: Approve 411 South Owasso Boulevard Encroachment Agreement

### 1 **BACKGROUND**

- 2 As part of a new home construction at 411 South Owasso Boulevard, a retaining wall was partially
- <sup>3</sup> constructed within a city utility easement. The utility easement is 7.5 feet wide along the northeast
- <sup>4</sup> side of the parcel and is used for a storm sewer pipe that takes drainage from South Owasso
- 5 Boulevard. The retaining wall is not constructed over the pipe as the pipe is offset to the east of the
- 6 centerline of the easement on the adjacent parcels easement.
- 7 The owner is seeking an after the fact encroachment agreement to keep the retaining wall partially
- 8 within the easement. Since the pipe is not under the retaining wall and the City still has access to the
- <sup>9</sup> end of the pipe, staff is comfortable in allowing the encroachment. There should be little need to
- <sup>10</sup> utilize the entire width of the easement unless there was significant issues with the pipe. If there is a
- need to fully utilize the easement for any reason in the future, the encroachment agreement protects
- the City from additional costs due the retaining wall.
- 13 Staff has worked with the property owner and has drafted an encroachment agreement with the
- property owner for a "private facility" encroaching on the city easement.

## 15 **POLICY OBJECTIVE**

- The agreement indemnifies the City from any damages to the property owner's property due to the regular use of the easement. It also requires the property owner to assume responsibility for the cost of the retaining wall should the City need to work in the easement. In the event the property owner
- does not remove the retaining wall when the City needs to access the easement, the agreement gives
- does not remove the retaining wall when the City needs to access the easement, the agreement gives the City the right to assess the costs of the retaining wall against the property over a five year period
- of time with interest. By entering into the agreement the property over a five year period
- 22 Minnesota Statutes Chapter 429.
- <sup>23</sup> The City Attorney has reviewed the agreement.

## 24 FINANCIAL IMPACTS

<sup>25</sup> There is no public financial participation requested.

# 26 STAFF RECOMMENDATION

27 Staff is requesting that Council approve 411 South Owasso Boulevard Encroachment Agreement.

## 28 **REQUESTED COUNCIL ACTION**

29 Consider motion to approve 411 South Owasso Boulevard Encroachment Agreement.

Jesse Freihammer, Asst. Public Works Director/City EngineerA: Encroachment AgreementB: Encroachment Exhibit

- Prepared by: Attachments:

### ENCROACHMENT AGREEMENT

THIS AGREEMENT IS MADE this \_\_\_\_\_ day of \_\_\_\_\_\_, 2019, by and between, Jay Dacey Trustees and Kristin Dacey Trustees, ("Owner"), and the City of Roseville, a municipal corporation ("City");

### WITNESSETH THAT:

WHEREAS, the Owner is the owner of real property located in Roseville, Minnesota, legally described as follows, to wit:

The Southwesterly 95 feet of the Northeasterly 180 feet of Lot 4,

A.K. Barnum's Garden Lots, Ramsey County, Minnesota (the

"Owner's Property"); and

WHEREAS, the City is the owner of a utility easement which was dedicated to the City, a portion of which easement lies within an area legally described as follows, to wit:

> The west 7.5 feet of the following described easement; Commencing at the most easterly corner of Lot 4, A.K. Barnum's Garden Lots, Ramsey County, Minnesota; Thence Northwesterly along the northeasterly lot line of said Lot 4 a distance of 30 feet; thence southwesterly parallel with the southeasterly lot line of said Lot 4 a distance of 85 feet to the point of beginning of said 15 foot utility easement center line; thence northwesterly parallel with the northeasterly lot line of said Lot 4 a distance of 250 feet and there terminating. (the "Right- of- way"), and

WHEREAS, the Owner desires to construct and maintain a retaining wall as shown in Exhibit A attached hereto ("Retaining Wall") for the benefit of the Owner's Property;

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the parties agree as follows:

1. The Owner shall have the right to construct, maintain and repair the Retaining Wall, subject to the terms and conditions of this Agreement.

2. The Retaining Wall shall be constructed, maintained and repaired by the Owner at the Owner's sole cost and expense holding the City free and clear of same. The Owner shall maintain the Retaining Wall in a neat, clean and safe condition.

3. The Owner shall be responsible for obtaining and paying for all permits, variances, approvals, costs, fees and other expenses necessary to construct, maintain and repair the Retaining Wall. The Owner shall construct, maintain and repair the Retaining Wall in compliance with all laws, rules, regulations, codes and ordinances imposed by all governmental authorities which have jurisdiction over the Right of way Area.

4. The Owner hereby covenants and agrees to release, indemnify, defend and hold the City, and its mayor, council, officers, employees and agents, harmless from and against any and all claims, losses, liabilities, demands, actions, judgments, damages, penalties, fines, costs and expenses (including attorney's fees incurred by the City) arising out of or related to: (a) the construction, maintenance and repair of the Retaining Wall (b) the existence of the Retaining Wall on the right- of- way, (c) The Owner's use of the Retaining Wall and the right- of- way, and (d) any breach by the Owner of the covenants and agreements in this Agreement.

5. In the event that the Retaining Wall is substantially damaged or totally destroyed, is removed from the right- of- way, or the Owners fail to comply with any of the Owner's

obligations under this Agreement, the Owners shall remove any remaining portions of the Retaining Wall which are located within the right- of- way and the Owners right to construct, maintain and repair the right- of- way shall terminate. The Owners agree to complete such removal at their own cost and in accordance with all applicable laws, codes and regulations pertaining thereto. In the event that the Retaining Wall is not removed the City shall have the right, upon giving the Owner thirty (30) days prior written notice, to remove the Retaining Wall in which case the Owner shall be responsible for the costs thereof. Any amounts due hereunder shall be fully paid within thirty (30) days following the delivery of written demand therefor upon the Owner. If payment is not received the City shall assess the Owner for the costs over a 5 year period with interest.

6. The Owners hereby waive all rights they have by virtue of Minnesota Statutes Chapter 429 to a public hearing before the City Council, any appeal of the assessment in court or otherwise to challenge the amount or validity of the assessment or the procedures used by the City in levying the assessments for the Project and hereby release the City, its mayor, councilmembers, employees, agents, and contractors, from any and all liability related to or arising out of the levying of said Assessment Amount and the Project.

7. The covenants and agreement contained herein shall be binding upon and inure to the benefit of the parties hereto, and their successors and assigns, and shall run with the land.

8. Except for the Owners right to construct, maintain and repair the Retaining Wall as provided herein, the City shall continue to have all of the rights and privileges which have been granted to the City by the dedication of the Utility Easement referenced above.

9. Any notice to be given by either party upon the other under this Agreement shall be properly given if mailed to the other by United States registered or certified mail, return

receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other addressed as follows:

If to the City:

City of Roseville Roseville City Hall 2660 Civic Center Drive Roseville, MN 55113 Attn: City Manager

If to the Owner:

Jay Dacey 411 South Owasso Boulevard Roseville, MN 55113 IN WITNESS WHEREOF, the undersigned parties have signed this Agreement as of the date set forth above.

		a			
		By:			_
			Its		_
		Dru			
		Ву:	Its		-
STATE OF MINNESOTA	)		113		
	) ss.				
COUNTY OF RAMSEY	)				
		1 1 1 1	1.0 (1)		c
The foregoing ins					
the	_, 2019, by _ and				
a	on behal	f of said	01		,
	, 011 0 01101			·	
		Notary	Public		

	City: CITY OF ROSEVILLE, a municipal corporation	
	By: Mayor	
	By: City Manager	
STATE OF MINNESOTA ) ) ss.		

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_\_, 2019, by \_\_\_\_\_\_ and \_\_\_\_\_ the Mayor and City Manager of the City of Roseville, a municipal corporation, on behalf of said municipal corporation.

)

Notary Public

This Document Was Drafted By:

COUNTY OF RAMSEY

Erickson, Bell, Beckman & Quinn, P.A. Attorneys-at-Law 1700 West Highway 36 Suite 100 Roseville, MN 55113 Telephone: 651-223-4999

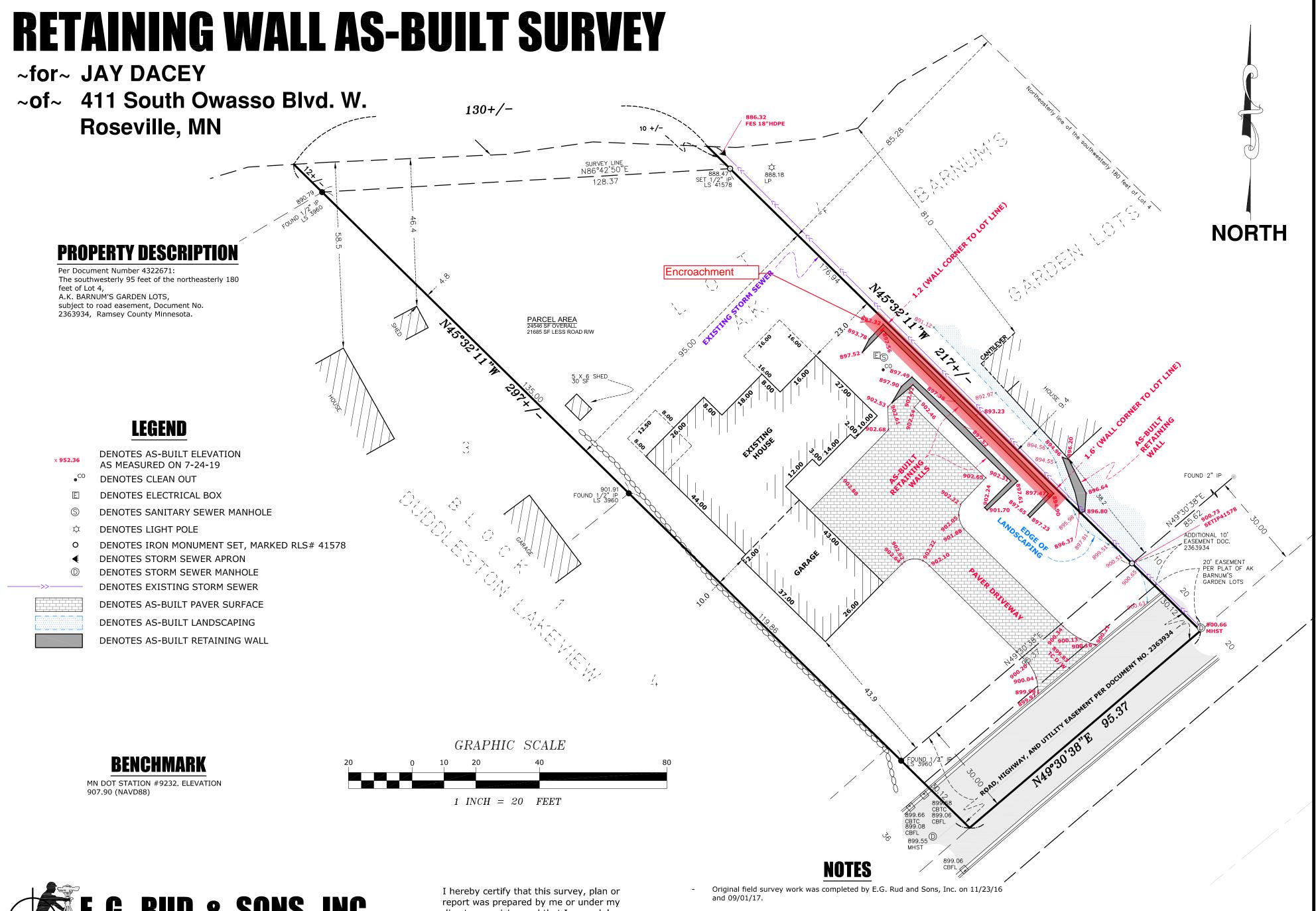
### **CONSENT OF MORTGAGEE**

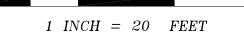
North Star Bank, having an interest of mortgagee in the real property described in the foregoing Public Improvement Contract (the "Contract"), hereby consents to the Contract, subjects and subordinates its interest in the real property to the Contract, and agrees to abide and be bound by the terms and conditions of the Contract with respect to the Mortgagee's interest in the real property.

IN WITNESS WHEREOF, the undersigned has caused this Consent to be executed as of \_\_\_\_\_\_, 2019.

	Associated Bank N.A.
	By: Its:
STATE OF) OUNTY OF) ss.	
The foregoing instrument was acknowle , by Bank N.A., a Minnesota banking corporation, o	edged before me this day of, , the of Associated n behalf of the corporation.
	Notary Public
THIS INSTRUMENT WAS DRAFTED BY:	
Erickson, Bell, Beckman & Quinn, P.A.	

Attorneys at Law Suite 110 1700 West Highway 36 Roseville, MN 55113 (651) 223-4999







direct supervision and that I am a duly Registered Land Surveyor under the laws of

the State of Minnesota. JASON E. RUD

Date: 7/30/19 License No. 41578

attorney's title opinion.

As-built field survey work was completed by E.G. Rud and Sons, Inc. on 7/24/19.

Bearings shown are on Ramsey County Coordinates.

Curb shots are taken at the top and back of curb.

This survey was prepared without the benefit of title work. Additional

easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an

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# **Request for council action**

Date: August 20	6, 2019
Item No.:	9.e

Department Approva	1 City Manager Approval
Item Description:	Approve Contract for Engineering Services for Rehabilitation of Galtier Lift

# 1 BACKGROUND

- 2 Staff has identified a need to rehabilitate the Galtier Sanitary Sewer Lift Station due to the age and
- <sup>3</sup> condition of the structure and components. This lift station is located on the east side of Galtier
- <sup>4</sup> Street just south of South Owasso Boulevard. The lift station currently serves over 600 homes and
- 5 businesses in the area. This lift station has been identified as a priority for replacement according to
- 6 the City's 2015 Lift Station Needs Study.
- 7 Staff has developed a scope of work for the engineering services needed to rehabilitate this lift
- 8 station based on the feasibility report. This includes preliminary engineering including: design and
- 9 preparation of bid documents, construction administration and inspection services, and preparation
- of operations manuals for this lift station. The schedule we proposed will allow us to award the
- project this fall with construction beginning summer of 2020.

Station

- 12 Staff received a proposal from Bolton & Menk, Inc. to complete engineering services for this project.
- 13 Bolton & Menk, Inc. has worked with the City staff on a number of other projects in the past. Bolton
- <sup>14</sup> & Menk, Inc. provided a cost of \$48,500 to complete the engineering services for this project. This
- amount is within 2019 budget (\$50,000 in the 2019 Sanitary Sewer CIP) and lines up with the
- estimated engineering costs from the City's previous Lift Station Needs Study and the feasibility
   report.
- 18 Staff has also identified the Long Lake Sanitary Sewer Lift Station as the next station needing
- rehabilitation. In order to further define the needs and estimate costs for that project, staff is
- <sup>20</sup> proposing a feasibility report for the station be completed. Bolton & Menk, Inc. has provided the
- 21 City with a proposal of \$6,800 to complete this study. This study will be included in the same
- 22 engineering services contract.
- 23 Staff is recommending award of the contract to Bolton & Menk, Inc.

## 24 **POLICY OBJECTIVE**

- 25 Staff plans and recommends the timely replacement of infrastructure to provide continuous
- <sup>26</sup> uninterrupted sanitary sewer service to all properties in Roseville. Staff seeks to find the most cost
- 27 effective purchasing opportunities to meet budgetary and operational objectives.

## 28 **BUDGET IMPLICATIONS**

- <sup>29</sup> This improvement will be funded by the Sanitary Sewer Utility fund. The \$55,300 for engineering
- <sup>30</sup> services is included in the 2019 adopted budget. \$48,500 from the 2019 Sanitary Sewer CIP and

<sup>31</sup> \$6,800 from the Professional Services account from the Sanitary Sewer Operating budget which has

<sup>32</sup> \$27,800 remaining (original \$80,000 budget).

<sup>33</sup> The estimated cost for the Galtier Sanitary Sewer Lift Station construction is \$500,000.00 and will

<sup>34</sup> be further refined through the design phase of the project. This is a capital need included in the 2020 <sup>35</sup> capital improvement plan.

# 36 STAFF RECOMMENDATION

<sup>37</sup> Staff recommends award of a contract to Bolton & Menk, Inc. for engineering services for the

rehabilitation of the Galtier Sanitary Sewer Lift Station and Long Lake Sanitary Sewer Lift Station
 feasibility report.

# 40 **REQUESTED COUNCIL ACTION**

<sup>41</sup> Consider motion to approve an engineering services contract to Bolton & Menk, Inc., in an amount

not-to-exceed \$55,300 for engineering services for reconstruction of the Galtier Sanitary Sewer Lift
 Station and Long Lake Sanitary Sewer Lift Station feasibility report.

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

Attachments: A: Standard Professional Services Agreement

B. Proposal Letter – Galtier Sanitary Sewer Lift Station

C. Proposal Letter - Long Lake Sanitary Sewer Lift Station feasibility report

# **Standard Agreement for Professional Services**

This Agreement ("Agreement") is made on the 26th day of August, 2019, between the City of Roseville, a municipal corporation (hereinafter "City"), and Bolton and Menk, Inc., a domestic corporation (hereinafter "Consultant").

# **Preliminary Statement**

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

The City and Consultant agree as follows:

- 1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
- 2. *Term.* The term of this Agreement shall be from August 26, 2019 the date of signature by the parties notwithstanding.
- 3. *Compensation for Services.* The City agrees to pay the Consultant a not-to-exceed amount of \$55,300.00 as compensation as described in Exhibit A attached hereto for the Work, subject to the following:
  - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
  - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

## 4. City Representative and Special Requirements:

- A. The Public Works Director shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.
- B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit C attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit C.

- 5. *Method of Payment.* The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
  - A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
  - B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

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

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
- B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
- 6. *Project Manager and Staffing.* The Consultant has designated Seth Peterson ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.
- 7. *Standard of Care.* All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
- 8. *Audit Disclosure.* Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

- 9. *Termination.* This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
- 10. *Subcontractor.* The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
- 11. *Independent Consultant.* At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
- 12. *Non-Discrimination.* During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
- 13. *Assignment*. The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
- 14. *Services Not Provided For*. No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
- 15. *Compliance with Laws and Regulations.* The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
- 16. *Waiver*. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. *Indemnification.* To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

# 18. Insurance.

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

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owed vehicles.

- C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
  - (i) Personal injury with Employment Exclusion (if any) deleted;
  - (ii) Broad Form Contractual Liability coverage; and
  - (iii) Broad Form Property Damage coverage, including Completed Operations.
- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.

- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
  - (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
  - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
  - (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
  - (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

- 19. *Ownership of Documents.* All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
- 20. *Annual Review.* Prior to January 1 of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
- 21. *Conflicts.* No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
- 22. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota.

- 23. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
- 24. *Severability*. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
- 25. *Notices.* Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City:	City of Roseville Roseville City Hall 2660 Civic Center Drive Roseville, MN 55113 Attn: City Manager
If to Consultant:	Bolton and Menk, Inc. 12224 Nicollet Avenue Burnsville, MN 55337-1649 Attn: <u>Seth Peterson</u>

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

26. *Entire Agreement.* Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement and its exhibits. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: none.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

\_\_\_\_\_

By: \_\_\_\_\_ Mayor

By: \_\_\_\_\_ City Manager

Ву:\_\_\_\_\_

Its:\_\_\_\_\_



Real People. Real Solutions.

12224 Nicollet Avenue Burnsville, MN 55337-1649

> Ph: (952) 890-0509 Fax: (952) 890-8065 Bolton-Menk.com

August 12, 2019

Mr. Luke Sandstrom Civil Engineer City of Roseville 2660 Civic Center Drive Roseville, MN 55113

Re: Galtier Lift Station Roseville, Minnesota

Dear Mr. Sandstrom:

Thank you for providing us this opportunity to assist you with the rehabilitation plans for the Galtier Lift Station. Bolton & Menk, Inc., has the technical expertise, experience and resources to complete this project for the City and we appreciate your consideration.

Based on our understanding, the project will consist of the following major components:

- Replacement of existing pumps
- Replacement of existing piping and valves
- Existing structure to remain, assumes that existing structure lid will be reused
- Recoating of existing wet well structure
- New control panel and SCADA equipment
- New permanent, natural gas-driven backup generator
- Miscellaneous piping and site work

Since the plan is to reuse the existing structure we do not anticipate a need to complete any soil borings at the site and we have not included soil borings in our design tasks or fee estimate.

We have identified three (3) tasks in order to complete the work as described above. A summary of the tasks is described below:

### Task 1 – Preliminary Design Phase

- Kickoff meeting
- Assemble and review existing site data (surveys, preliminary plans, as-built information, etc.)
- Topographic survey (completed by City)
- Complete preliminary design summary

### Task 2 – Final Design Phase

- Prepare final plans and specifications
- Design review meetings with City staff
- Construction cost estimates
- Bidding services

### Task 3 – Construction Phase

- Construction administration
- Construction observation
- Construction staking (completed by City if any needed)
- Coordinating start-up services
- Record drawings

We plan to use a project team similar to the teams we have assembled for the past lift station projects we have completed for the City of Roseville. Seth Peterson, P.E., will serve as the primary contact for the lift station improvements and Jacob Humburg, P.E. will serve as lead design engineer. Sheldon Sorensen, P.E., from Barr Engineering, will provide the electrical and controls engineering for this project. Mr. Sorensen has worked with Bolton & Menk, Inc., for nearly 20 years on a variety of projects ranging from lift station upgrades to large wastewater treatment facilities. This team has worked together on the past four lift station projects in Roseville.

We propose to complete the above design and construction phase services for a total estimated fee of \$48,500. The following is a summary of our fees:

# Design Phase

Preliminary Design Phase	\$7,000
Final Design Phase	<u>\$17,000</u>
Subtotal Not-to-Exceed Fixed Fee	\$24,000
Construction Phase	
Construction Administration	\$10,000
Construction Observation	\$13,000
Record Drawings	<u>\$1,500</u>
Subtotal Estimated Fee	\$24,500
	¢ 40 <b>5</b> 00

Total Estimated Fee ......\$48,500

Because the engineer has no direct control over the scheduling or operations of the project contractor, construction phase services described in this proposal are estimated based on similar projects and are proposed to be provided on an hourly basis at the rates noted.

We do not expect there to be any permit fees required for this project since this is an existing lift station. However, should any permits be required, Bolton & Menk will assist the City in application process and the permit application fees shall be the responsibility of the City.

The schedule for this is based on the City's proposed timeline with the project bidding in late Fall 2019 and construction taking place in 2020, probably in the summer months.

Mr. Luke Sandstrom Date: August 12, 2019 Page: 3

Thank you for the opportunity to present this proposal. We look forward to working with you and your staff. If you need any additional information or have any questions on the above, please do not hesitate to give me a call at (612) 803-5223.

Respectfully submitted,

Bolton & Menk, Inc.

SAN X PO

Seth A. Peterson, PE Senior Principal Environmental Engineer



Real People. Real Solutions.

12224 Nicollet Avenue Burnsville, MN 55337-1649

> Ph: (952) 890-0509 Fax: (952) 890-8065 Bolton-Menk.com

August 20, 2019

Mr. Luke Sandstrom Civil Engineer City of Roseville 2660 Civic Center Drive Roseville, MN 55113

Re: Long Lake Lift Station Roseville, Minnesota

Dear Mr. Sandstrom:

Thank you for providing us this opportunity to assist you with evaluating construction costs for the future replacement of the Long Lake sanitary lift station. Bolton & Menk, Inc., has the technical expertise, experience and resources to complete this project for the City and we appreciate your consideration.

The Long Lake Lift Station is an existing wet well/dry well type station, housing two (2) 220-gpm pumps. The City has performed regular maintenance and updates on the station in the last decade including replacing pumps in 2011. The station is situated in the right-of-way of Long Lake Rd., extremely close to the street and the City has experienced flooding issues with this station in the past. The City is looking to relocate and replace the existing station with a submersible pump station set at a higher elevation.

Based on our understanding, we will complete a feasibility study to the examine the various steps needed to replace the Long Lake Lift Station as described above and provide an estimated cost opinion for the improvements.

The study will consist of a site visit with our project team and then preparation of the feasibility study. The study will include a proposed site layout, construction sequence and cost opinion for the Long Lake Lift Station. We propose to complete the feasibility study for a total estimated fee of \$6,800.

Thank you for the opportunity to present this proposal. We look forward to working with you and your staff. If you need any additional information or have any questions on the above, please do not hesitate to give me a call at (612) 803-5223.

Respectfully submitted,

Bolton & Menk, Inc.

Seth A. Peterson, PE Principal Environmental Engineer

N:\Proposals\Roseville\Long Lake Lift Station\Long Lake LS Feasibility Study Scope and Fee Letter.docx

# SEVILLE **REQUEST FOR COUNCIL ACTION**

Date: August 26, 2019 Item No.: 9.f

# Department Approval City Manager Approval Para / Trucke Item Description: Approve Amendments to City Council and Advisory Commission Rules of Procedure

#### BACKGROUND 1

- 2
- Each year, the City Council reviews the City Council and Advisory Commission Rules of Procedures for 3
- ways to best conduct City business. The Rules of Procedures were last modified on January 08, 2018. 4
- Currently the Rules of Procedure lists agenda items for City Council Agendas under Rule 12. Items 10 5
- (Council and City Manager Communications, Reports and Announcements) and 11 (City Manager Future 6
- Agenda Review and Councilmember Initiated Future Agenda Items) of the agenda are frequently 7
- informally combined at the meetings. Council has requested these items be officially combined in the 8
- Rules of Procedures. 9

#### **REQUESTED COUNCIL ACTION** 10

- Approve the changes to the City Council and Advisory Commission Rules of Procedures specifically to 11
- Rule 12, Agenda. 12

# Prepared by: Patrick Trudgeon, City Manager

Attachments: A: City Council and Advisory Commission Rules of Procedure (with edits)

B: Draft proposed updated agenda

1	Revised January 8, 2018August 26, 2019
2 3	
5	
4	<b>Roseville City Council</b>
5	and Advisory Commission
6	Rules of Procedure
7	
8	
9	<b>Rules Pertaining to Both the City Council and Commissions:</b>
10	
11	Rule 1 Rosenberg's Rules of Order
12	The City adopts Rosenberg's Rules of Order for all meetings.
13	Dula 2 Electronia and/au Danan Aganda Dashata
14 15	Rule 2 Electronic and/or Paper Agenda Packets
15 16	In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.
10	electronically, when leasible.
18	Rule 3 Public Comment
19	The City will receive public comment at meetings in accordance with the following guidelines:
20	5 1 5 55
21	a. Public Comment at the beginning of a meeting and not pertaining to an agenda
22	item is for the purpose of allowing the public the opportunity to express their
23	viewpoints about policy issues facing their City government. Comments will
24	be limited to 3 minutes per speaker or a different amount of time at the
25	discretion of the chair.
26	
27	b. Public Comment pertaining to agenda items is for the purpose of allowing any
28 29	member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that
29 30	agenda item and before discussion and deliberation. These public comments
31	are also limited to 3 minutes per speaker or a different amount of time at the
32	discretion of the chair.
33	
34	c. Members of the public are always free, and encouraged, to reduce to writing
35	their comments about city business and to submit written comments before,
36	during, or after a meeting.
37	
38	d. Signs may be held and displayed during meetings but only at the back of the
39	Council Chambers so that the view of the seated audience is not obstructed.
40	
41 42	e. Public comment, like staff and Council or commission member comments,
42 42	will pertain to the merits of an issue; personal attacks will be ruled out of order.
43 44	
44 45	

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- 46 47
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.
- 48

# 49 Rule 4 Issue and Meeting Curfew

- 50 The City recognizes that meetings are for the benefit of the citizens of Roseville so meetings will
- end by 10:00 p.m. Meetings may be extended upon the majority vote of the City Council or
- 52 commission members present, but at no time will a meeting run past 11:00 p.m. If business
- remains on the agenda, the Council or commission may continue the meeting to a future date or
- 54 table such items until the next meeting, if needed.
- 55

# 56 Rule 8 Recording of Meetings

- 57 Except for closed executive sessions authorized under state law, all meetings of the City Council
- and commissions shall be shown live when technically possible and recorded in their entirety for
- replaying on the municipal cable channel and for web streaming except when the City Council
- 60 directs by motion otherwise.
- 61

# 62 **<u>Rule 9 Suspension of Rules</u>**

- Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations
   upon a 2/3s vote of the members present.
- 65 66 **Rule 10 Effective Date**
- These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.
- 69
- 70
- 71 72

# **Rules Pertaining to the City Council Only**

# 73 Rule 11 Timing of Council Packet Formation and Delivery

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

### 77 78 **Rule 12 Agenda**

- 79 The following shall be the order of business of the City Council:
- 80 81 1) Roll Call
- 82 2) Pledge of Allegiance
- 83 3) Approve Agenda
- 84 4) Public Comment
- 855) Recognitions and Donations
- 866) Items Removed from Consent Agenda
- 87 7) Business Items\*
- 88 8) Approval of Minutes

89	9) Consent Agenda
90 91	9)10) Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager.
92	10) Council and City Manager Communications, Reports and Announcements
93 94	11) City Manager Future Agenda Review and Councilmember Initiated Future Agenda Items
95 96 97	<u>12)11)</u> Adjourn
98 99 100	* Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Council Actions, as appropriate.
101 102	The Council will schedule a 10-minute break approximately two hours after the start of meeting.
103 104 105 106	Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:
108 107 108 109	A Councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;
110 111 112 113 114	A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, with a copy of the email to the other Councilmembers, no later than noon of the Wednesday preceding the council meeting. That agenda item will be included on the agenda for the next council meeting under the heading "Councilmember Initiated Future Agenda Items" for notice purposes only, not
115 116 117	for action or removal from future agendas, but will not be an action item. The item will become a regular council agenda item (i.e., for discussion and action) at the subsequent council meeting, or;
118 119 120 121 122	A Councilmember may request the addition of an agenda item at the same meeting at which the item is to be addressed. However, the addition of an agenda item shall require the approval of a majority of the Councilmembers present.
122 123 124 125 126 127 128 129	<b>Rule 13 City Council Task Force or Subcommittee Formation</b> The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

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# City Council Agenda

6:00 pm

# **City Council Chambers**

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

- 1. Roll Call
- 2. Pledge of Allegiance
- 3. Approve Agenda
- 4. Public Comment
- 5. Recognitions and Donations
- 6. Items Removed from Consent Agenda
- 7. Business Items
- 8. Approval of Minutes
- 9. Approve Consent Agenda
- 10. Future Agenda Review, Communications, Reports, and Announcements – Council and City Manager
- 11. Adjourn

# **Request for council action**

Date: August 2	6, 2019
Item No.:	9.g

Department Approval	City Manager Approval
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Item Description:Approve Contract for Engineering Services for Stormwater Best Management<br/>Practice (BMP) Maintenance Abatement at 2300 and 2420 Cleveland Ave.

## 1 **BACKGROUND**

- <sup>2</sup> The City Council approved an abatement for 2300 & 2420 Cleveland Ave at the July 22, 2019
- <sup>3</sup> Council Meeting due to lack of stormwater best management practice (BMP) maintenance.
- <sup>4</sup> Staff has developed a scope of work for the engineering services needed to inspect, document, and
- <sup>5</sup> execute the maintenance at the subject properties. This includes an inspection, documentation of
- 6 findings, preparation of bid documents, construction administration, final inspection, and preparation
- 7 of a maintenance plan.
- 8 Staff selected HR Green, Inc., to perform the abatement services. HR Green has a history of high
- 9 quality work and the ability to work with varying City timelines. The agreement will be paid on a
- time and materials basis for services rendered to bring the BMPs back to their original design and
- functionality. These costs will be assessed to the property owner as part of the abatement.
- 12 Staff is recommending award of the contract to HR Green, Inc.

# 13 **POLICY OBJECTIVE**

- <sup>14</sup> City Code requires the maintenance of stormwater BMPs. Maintenance keeps the BMP operating as
- designed to provide water quality benefits and also reduce localized drainage and flooding concerns.

# 16 **BUDGET IMPLICATIONS**

17 The Stormwater Utility Fund will fund the upfront costs for maintenance. The estimated cost

included under the scope of work for the two abatements is \$75,000 - \$105,000. The property

owners will be billed for the actual maintenance and administrative costs, including consultant fees,

related to the approved abatement. Estimated consultant fees could be as much as \$20,000 if the

21 property owner does not step in at any point of the abatement. If charges are not paid, staff would

recover costs as specified in Section 407.08.B.

# 23 STAFF RECOMMENDATION

24 Staff recommends award of a contract to HR Green, Inc. for engineering services for the inspection,

documentation, and maintenance of private stormwater BMPs.

# 26 **REQUESTED COUNCIL ACTION**

- 27 Consider motion to approve an engineering services contract to HR Green, Inc., on a time and
- materials basis for engineering services to inspect, document, and maintain the private stormwater
- 29 BMPs.

Prepared by:	Ryan Johnson, Environmental Specialist	
Attachments:	A: Standard Professional Services Agreement with Exhibit A & B	

# **Standard Agreement for Professional Services**

This Agreement ("Agreement") is made on the 26th day of August 2019, between the City of Roseville, a municipal corporation (hereinafter "City"), and HR Green, Inc., a domestic corporation (hereinafter "Consultant").

# **Preliminary Statement**

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

The City and Consultant agree as follows:

- Scope of Work Proposal. The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
- 2. *Term.* The term of this Agreement shall be from August 26, 2019 the date of signature by the parties notwithstanding.
- 3. *Compensation for Services.* The City agrees to pay the Consultant on a time and materials basis as compensation as described in Exhibit A attached hereto for the Work, subject to the following:
  - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
  - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

## 4. City Representative and Special Requirements:

- A. The Public Works Director shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.
- B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit B attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit B.

- 5. *Method of Payment.* The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
  - A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
  - B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

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

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
- B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
- 6. *Project Manager and Staffing.* The Consultant has designated Shawn Tracy ("Project Contacts") to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.
- 7. *Standard of Care.* All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
- 8. *Audit Disclosure.* Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.

- 9. *Termination.* This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
- 10. *Subcontractor.* The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
- 11. *Independent Consultant.* At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
- 12. *Non-Discrimination.* During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
- 13. *Assignment*. The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
- 14. *Services Not Provided For*. No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
- 15. *Compliance with Laws and Regulations.* The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
- 16. *Waiver*. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. *Indemnification.* To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

# 18. Insurance.

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

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owed vehicles.

- C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
  - (i) Personal injury with Employment Exclusion (if any) deleted;
  - (ii) Broad Form Contractual Liability coverage; and
  - (iii) Broad Form Property Damage coverage, including Completed Operations.
- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.

- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
  - (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
  - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
  - (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

- 19. *Ownership of Documents.* All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
- 20. *Annual Review.* Prior to January 1 of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
- 21. *Conflicts.* No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
- 22. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota.
- 23. *Counterparts.* This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

- 24. *Severability*. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
- 25. *Notices.* Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City:	City of Roseville Roseville City Hall 2660 Civic Center Drive Roseville, MN 55113 Attn: City Manager
If to Consultant:	HR Green, Inc. 2550 University Avenue West, Suite 400N St. Paul, MN 55114 Attn: Shawn Tracy

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

26. *Entire Agreement.* Unless stated otherwise in this Provision 26, the entire agreement of the parties is contained in this Agreement and its exhibits. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: none.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

# CITY OF ROSEVILLE

By: \_\_\_\_\_ Mayor

By: \_\_\_\_\_ City Manager

HR Green, Inc.

By: \_\_\_\_\_

Its: \_\_\_\_\_

# Exhibit A

# Stormwater Best Management Practice (BMP) Maintenance

# **Abatement Process Scope of Work**

# Task 1: Inspection

- 1. Meeting with City Staff
  - a. City will provide any documents on file prior to meeting
- 2. Consultant inspects BMPs on subject property
- 3. Consultant creates inspection report of findings and provides recommended maintenance activities with opinion of cost
- 4. Written Notice to Proceed is required from City to proceed to Task 2

# Task 2: Bidding

- 5. Meeting with City Staff (if required)
- 6. Consultant creates bid documents for maintenance as described in Task 1 Inspection Report
- 7. Consultant will let project or receive quotes (solicit quotes from minimum three contractors)
  - a. Quotes are acceptable for projects greater than \$5,000 but less than \$150,000
  - b. Bid process applies for all projects equal to or greater than \$150,000
- 8. Consultant reviews bids and selects appropriate low bid contractor
- 9. Consultant supplies City with a memo outlining the Bid Tab, Name of Selected Contractor, and estimated date(s) of maintenance
- 10. Written Notice to Proceed is required from City to proceed to Task 3

# Task 3: Construction/Maintenance

- 11. Meeting with City Staff (if required)
- 12. City hires contractor to perform maintenance activities
- 13. Consultant oversees maintenance contractor activities
- 14. Consultant asbuilts the BMPs, post maintenance
- 15. Consultant creates Maintenance Agreement for subject property (if currently not on file)
- 16. Consultant creates Maintenance Plan for subject property (if currently not on file)
- 17. Consultant provides Memo to City documenting actual maintenance activities for each BMP

# Task 4: Closeout

- 18. Meeting with City staff (if needed)
- 19. Consultant receives written closeout from City

# Exhibit B

# Stormwater Best Management Practice (BMP) Maintenance

# **Special Provisions**

There are no special provisions.