



# City Council Meeting Agenda

Monday, January 5, 2009

5:15 p.m.

City Council Chambers

*(Times are Approximate)*

## Public Reception

*(Coffee & Cake in the Lobby)*

5:15 p.m.

## City Council Oaths of Office

*(City Council Chambers)*

6:00 p.m.

National Anthem

Minnesota Boychoir

Councilmember Tammy Pust

- Swearing In by Taylor and Connor Norton  
Children of Councilmember Pust
- Recognition of family & friends
- Remarks

Councilmember Jeff Johnson

- Swearing In by Craig Hanson, Senior Pastor  
Roseville Lutheran Church
- Recognition of family & friends
- Remarks

6:30 p.m.    1.    **Roll Call**

Voting & Seating Order for January:  
Roe; Johnson; Pust; Ihlan; Klausung

6:32 p.m.    2.    **Approve Agenda**

6:35 p.m.    3.    **Public Comment**

6:40 p.m.    4.    **Council Communications, Reports, Announcements and  
Housing and Redevelopment Authority Report**

5.    **Recognitions, Donations**

6:45.m.    6.    **Approve Minutes**

a. Approve Minutes of 12/15/08 Regular Meeting

- 6:50 p.m.    **7. Approve Consent Agenda**
  - a. Resolution Designating Official Bank Depositories
  - b. Resolution Designating Official Bank Signatories
  - c. Designate 2009 Legal Newspaper
  - d. Renewal of Electrical Inspection Services Contract
  - e. Designate 2009 Weed Inspector
  - f. Approve City Sign Permits for 2009
  - g. Authorize Solicitation of Donations for Parks and Recreation Special Events
  
- 7:00 p.m.    **8. Consider Items Removed from Consent**
- 9. General Ordinances for Adoption**
- 10. Presentations**
- 11. Public Hearings**
- 12. Business Items (Action Items)**
  
- 7:10 p.m.    a. Designate 2009 Acting Mayor
- 7:20 p.m.    b. Confirm Appointment to the Housing and Redevelopment Authority Board
  
- 13. Business Items – Presentations/Discussions**
  
- 7:30 p.m.    a. Discuss City Council Rules of Procedures
- 7:45 p.m.    b. Discuss City Council Liaisons
- 8:00 p.m.    c. Discuss City Council Strategic Planning
  
- 8:15 p.m.    **14. City Manager Future Agenda Review**
- 15. Councilmember Initiated Items for Future Meetings**
- 16. Adjourn**

*Some Upcoming Public Meetings.....*

Tuesday	Jan 6	6:30 p.m.	Parks & Recreation Commission
Wednesday	Jan 7	6:30 p.m.	Planning Commission
Monday	Jan 12	6:00 p.m.	City Council Meeting
Tuesday	Jan 13	7:00 p.m.	Human Rights Commission
Monday	Jan 19	-	MLK Jr. City Offices Closed
Tuesday	Jan 20	6:00 p.m.	Housing & Redevelopment Authority
Monday	Jan 26	6:00 p.m.	City Council Meeting
Tuesday	Jan 27	6:30 p.m.	Public Works, Environment & Transportation

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

Date: 1/05/09

Item: 6.a

Minutes of 12/15/09

No Attachment

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

Date: 1/05/09  
Item No.: 7.a

Department Approval

City Manager Approval

*Chris K. Miller*

*W. J. Mahinen*

Item Description: Designation of Official Bank Depositories for 2009

1 **BACKGROUND**

2 State Statute requires the City to designate official bank depositories for which city funds may be deposited  
3 and held for safekeeping.

4  
5 The attached resolution lists those institutions that will be used for various banking services. The  
6 institutions are selected on a bid basis.

7 **POLICY OBJECTIVE**

8 The designation of official bank depositories is required under State Statute.

9 **FINANCIAL IMPACTS**

10 Not applicable.

11 **STAFF RECOMMENDATION**

12 Staff recommends approval of the attached resolution.

13 **REQUESTED COUNCIL ACTION**

14 Adopt the attached resolution designating the official bank depositories for 2009.

15

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution designating the official depositories for 2009



53 WITNESS MY HAND officially as said Manager and the corporate seal of the City this 5<sup>th</sup> day of January,  
54 2009.

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William J. Malinen  
City Manager

(SEAL)

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

Date: 1/05/09  
Item No.: 7.b

Department Approval

City Manager Approval



Item Description: Designation of Official Bank Signatories for 2009

1 **BACKGROUND**

2 State Statute requires the City to designate officials with the authority to sign checks for payment of goods  
3 and services. This includes checks processed through the City's payroll and accounts payable systems.

4  
5 Traditionally, the Mayor, City Manager, and Finance Director have been designated as authorized  
6 individuals.

7 **POLICY OBJECTIVE**

8 The designation of official bank signatories is required under State Statute.

9 **FINANCIAL IMPACTS**

10 Not applicable.

11 **STAFF RECOMMENDATION**

12 Staff Recommends that Mayor Craig Klausing, City Manager Bill Malinen, and Finance Director Chris  
13 Miller be designated as official signatories for 2009.

14 **REQUESTED COUNCIL ACTION**

15 Adopt the attached resolution designating the Mayor, City Manager, and Finance Director as official  
16 signatories for 2009.

17

Prepared by: Chris Miller, Finance Director

Attachments: A: Resolution designating the Mayor, City Manager, and Finance Director as official signatories for 2009



18 **EXTRACT OF MINUTES OF MEETING**  
19 **OF THE CITY COUNCIL**  
20 **CITY OF ROSEVILLE**  
21 **RAMSEY COUNTY, MINNESOTA**

22  
23 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville,  
24 County of Ramsey, Minnesota was duly held on the 5<sup>th</sup> day of January, 2009 at 6:00 p.m.

25  
26 The following members were present: . The following were absent:

27  
28 Member introduced the following resolution and moved its adoption:

29  
30 **RESOLUTION NO. \_\_\_\_\_**

31  
32 **RESOLUTION OF DESIGNATION OF BANK SIGNATORIES**

33  
34 NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseville that the following  
35 persons are designated official signatories for the City of Roseville for 2009:

- 36  
37 ❖ Craig D. Klausning, Mayor  
38 ❖ William J. Malinen, City Manager  
39 ❖ Christopher K. Miller, Finance Director  
40

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

43  
44 Whereupon said resolution was declared duly passed and adopted.

45  
46 STATE OF MINNESOTA )  
47 ) SS  
48 COUNTY OF RAMSEY )  
49

50 I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of  
51 Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes  
52 of a regular meeting of said City Council held on the 5<sup>th</sup> day of January, 2009 with the original thereof on  
53 file in my office.

54  
55 WITNESS MY HAND officially as said Manager and the corporate seal of the City this 5<sup>th</sup> day of January,  
56 2009.

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58  
59 \_\_\_\_\_  
60 William J. Malinen  
61 City Manager

(SEAL)

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

Date: 1/05/09  
Item No.: 7.c

Department Approval

City Manager Approval



Item Description: Designate 2009 Legal Newspaper

**BACKGROUND**

Minnesota statutes require cities to annually designate a legal newspaper for publication of ordinances and other notices. Cities are not required to seek bids each year, so this year, as in 2006 staff requested quotes from the newspapers for 2009 and 2010. Although the City may not designate a newspaper for more than one calendar year, we requested the information for two years to reduce staff work and allow the City to project costs.

The City requested information from the Pioneer Press, Roseville Review, Star Tribune and Sun Focus. The Roseville Review was the only newspaper to respond.

<b>Newspaper:</b>	<b>Roseville Review</b>
Cost of Sample Notices	\$79.50
Distribution in Roseville	9,785
Percent Circulation in Roseville	69.18%
Publication Frequency	Weekly
Lead Time To Submit Legal	3 days
Method For Ad Proof	Fax
Method for Affidavit of Publication	Mail
Access to Archived Affidavits	No

**FINANCIAL IMPLICATIONS**

The 2009 budget includes funds for legal notices. In 2008 the City spent approximately \$1937.77 in Legal Notices.

**REQUESTED COUNCIL ACTION**

Motion designating the only bidder, the Roseville Review, as the legal newspaper for the City of Roseville for 2009.

Prepared by: Bill Malinen  
Attachment: A. Roseville Review Legal Newspaper Information

## Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800  
December 12, 2008

William J. Malinen, City Clerk  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

Dear Mr. Malinen:

Thank you for the opportunity to bid on public notice publication services for the City of Roseville. Lillie Suburban Newspapers has been serving the needs of the Roseville area for 34 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Roseville area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Roseville area residents look to the *Roseville Review* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Roseville Review* has the official legal designation of Little Canada, Maplewood and the Roseville Area School District.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Brenda Boogren, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

[legals@lillienews.com](mailto:legals@lillienews.com)

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

Year 2009:	\$3.00 per column inch for a one-time publication \$2.75 per column inch for each additional publication
Year 2010:	\$3.10 per column inch for a one-time publication \$2.95 per column inch for each additional publication

Thank you for considering the *Roseville Review* as the official legal newspaper for the City of Roseville for 2009. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives  
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review  
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review

DEC 16 2008

## City of Roseville LEGAL NEWSPAPER INFORMATION

The following information is provided to the City of Roseville for consideration in the selection of legal newspaper for 2009 and 2010:

- |  |                 |                 |
|--|-----------------|-----------------|
| 1) Cost of one time publication of each of the enclosed notices: | 2009            | 2010            |
| • Public Hearing Notice  | \$ <u>21.00</u> | \$ <u>21.70</u> |
| • Notice of Hearing on Improvement                               | \$ <u>19.50</u> | \$ <u>20.15</u> |
| • Ordinance  | \$ <u>24.00</u> | \$ <u>24.80</u> |
| • Advertisement for Bids   | \$ <u>15.00</u> | \$ <u>15.50</u> |
- 
- |  |       |             |
|--|-------|-------------|
| 2) The number of papers distributed in Roseville by the following means: | Daily | Weekly      |
| • Mailed to residents  | _____ | <u>119</u>  |
| • Delivered to single family and town homes                              | _____ | <u>8386</u> |
| • Delivered to apartments  | _____ | <u>227</u>  |
| • Retail/public outlets  | _____ | <u>1055</u> |
- 
- |  |         |
|--|---------|
| 3) The percentage of 2008 circulation that was within the Roseville City limits: | 69.18 % |
|--|---------|
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- |  |        |
|--|--------|
| 4) Minimum lead time for submitting a legal ad to the newspaper: | * Days |
| <i>* DEADLINE IS FRIDAY 3PM FOR MONDAY PUBLICATION</i>           |        |
- 
- |  |  |
|--|--|
| 5) Method that ad proof is made available: | <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Fax <input type="checkbox"/> Email |
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|--|--|
| 6) Affidavit of publication is available by: | <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email |
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- |  |   |
|--|---|
| 7) Affidavits of publication archived electronically:  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If yes, explain how City Staff can access the archive: |   |

The above information is provided for the following newspaper:

Newspaper: ROSEVILLE REVIEW Contact: JEFF ENRIGHT Title: Publisher  
 Address: 2515 E 7<sup>th</sup> AVE City, State & Zip Code: N. ST. PAUL MN 55109  
 Phone: 651-777-8800 Fax: 651-727-8288 Email: JEFF@R16HT@LilliesNews.com

I affirm that this newspaper meets the requirements of a qualified newspaper as specified by MN Stat 331A.02. My signature below certifies, under penalty of law, that all of the above information is accurate and complete.

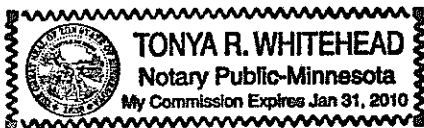
*Jeff Enright* PUBLISHER  
(Authorized Signature and Title)

State of Minnesota  
 County of Ramsey

Subscribed and sworn to before me this 15<sup>th</sup> day of December, 2008.

Seal

*Tonya R. Whitehead*  
(Notary Public)



1  
2 **REQUEST FOR CITY COUNCIL ACTION**  
3

4 DATE: 01-05-2009

5 ITEM NO: 7.d

6  
7 Department Approval:

8 Manager Approved:

9  
10 *P. Trudgen*

*W. Mahinen*

11  
12 **Item Description: Electrical Inspection Service Renewal 2009**  
13

14 **1.0 BACKGROUND:**

- 15  
16 1.1 Attached is an annual service agreement used with the City's electrical inspection  
17 contractor. Seven cities [Roseville, Arden Hills, Little Canada, North Oaks, North  
18 St. Paul, Shoreview and Brooklyn Center] contract with Tokle Inspections, Inc.  
19 and have a similar contract for services.  
20  
21 1.2 The proposed service contract with Tokle Inspections, Inc. and owner Peter Tokle  
22 includes a requirement that the contractor maintains his insurance schedule,  
23 provides an annual report and carries an electrician's license.  
24  
25 1.3 There are no changes in the permit fee schedule for 2009. The fee structure is  
26 applicable in all seven cities. The City passes the costs of doing business on to the  
27 electrical contractor as part of the electrical permit charge. The City retains 20%  
28 of the electrical permit fee, passing the remaining 80% on to Tokle Inspections,  
29 Inc.  
30  
31 1.4 The Council annually considers this service contract and accepts any comments  
32 from the applicant or interested persons.  
33

34 **2.0 STAFF COMMENT:**

- 35  
36 2.0 Staff has reviewed the alternatives, particularly jointly hiring a contractor or  
37 adding another inspector to handle both electrical and some building inspection  
38 activities. While this may pay for itself, there is no guarantee that building levels  
39 will be as high as previous years. The staff recommends that this alternative is  
40 premature. This alternative should be evaluated annually as the service contract  
41 comes up for review.  
42

43 **3.0 STAFF RECOMMENDATION:**

- 44  
45 3.1 Staff recommends approval of the 2009 one-year service agreement with Tokle  
46 Inspections, Inc. (which includes the 2009 Electrical Permit Fee Schedule) and  
47 for the agreement to be reviewed annually.  
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**4.0 SUGGESTED COUNCIL ACTION:**

4.1 By motion approve the 2009 Service Agreement with Tokle Inspections, Inc and authorize the Mayor and City Manager to sign the agreement, after review by the City Attorney.

Attachments: A- Proposed Consultant Services Contract  
B -2009 Permit Fee Schedule

**Agreement A**  
**CITY OF ROSEVILLE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**CONSULTANT SERVICES AGREEMENT**

THIS IS AN AGREEMENT entered into the 1st day of January, 2009 by and between the City of Roseville, Minnesota, hereinafter referred to as the City, and Tokle Inspections Incorporated, a corporation organized and existing under the laws of the State of Minnesota, hereinafter referred to as the Consultant.

WITNESSETH:

WHEREAS, the City desires to hire the Consultant to render certain technical and professional assistance in connection with such undertakings of the City in regard to City electrical and other construction within the corporate limits; said services are:

1. Electrical inspection services based on Minnesota State Building Code; and
2. Other inspection services as needed.

NOW THEREFORE, the parties hereto do mutually agree as follows:

1. Scope of Service. The Consultant shall perform all the necessary professional services provided under this agreement as follows:
  - a. Review electrical plans for sites and building plans;
  - b. Provide all required on-site inspection services in relation to each permit;
  - c. Retain all pertinent records and copies of permits and correspondence related to each permit and make them available to the City upon request;
  - d. Have open office hours each business day during which the property owners and staff may work with the inspectors;
  - e. Coordinate work (as necessary) with inspection work of the City through the Building Permits Coordinator.
  - f. Provide an annual report summarizing permit activity.
2. Term. The inspection agreement shall be effective upon the approval date of the City Council and continue through the last day of the calendar year or until terminated by either party upon a 30-day written notice thereof, whichever is less.
3. Compensation. The fees for the Consultant services shall be based on eighty percent (80%) of the permit fees as shown in Exhibit A (attached)

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within 30 days following receipt of a monthly invoice for services performed.

4. Insurance. The consultant shall secure and maintain the following minimum insurance:
  - a. Worker’s compensation insurance as required by Minnesota law;
  - b. General and Professional Liability Insurance in the amount of at least \$500,000 each negligent act, error or omission and \$1,000,000 aggregate each insured;
  - c. The insured’s policy shall not be cancelled until after 30 days written notice to the City of the insured’s intention to cancel this insurance.

The consultant shall deposit with the City certificates evidencing that the above insurance is in effect and maintained.

5. Indemnification. The parties shall indemnify and hold harmless each other and their officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney’s fees and expenses of litigation) arising out of any action of the respective parties in the performance of the service of this contract.

6. Assignment. This agreement, being intended to secure licensed electrical inspection services from employees of the consultant, shall not be assigned, sublet or transferred without the written consent of the City.

7. Additional Work or Studies. The City Community Development Director may request additional service (not to exceed \$1,000) at the same compensation rate shown in the Electrical Permit Fee schedule.

Work on services or reviews (not to exceed \$1,000) not related to projects mentioned in Article 1 may also be requested by the Community Development Director at the same compensation rate, provided the cost of such review is covered by project application fees or is itemized in the City Community Development Department approved budget.

Additional work on services or reviews, which exceed \$1,000, must be submitted to the City Manager for approval prior to commencement of work.

8. Conflict of Interest. The consultant agrees to immediately alert the city Community Development Director of possible contractual conflicts of interest in representing the city, as well as property owners or developers on the same project. Conflicts of interest may be grounds for termination of this Agreement as per Article 2.



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This AGREEMENT was adopted by the City Council of the City of Roseville, Minnesota, on this 5th day of January, 2009.

Attest:

CITY OF ROSEVILLE

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

This AGREEMENT was accepted by \_\_\_\_\_  
on the \_\_\_ day of \_\_\_\_\_ 2009.

TOKLE INSPECTIONS, INC.

\_\_\_\_\_  
Peter Togle, President

1  
2 **2009 Electrical Permit Fees**  
3



- 4 A. Minimum fee for each separate inspection of: an installation, replacement,  
 5 alteration or repair: \$35.00  
 6  
 7 B. Services, changes of service, temporary services, additions, alterations or repairs  
 8 on either primary or secondary services (shall be computed separately):  
 9

Description	Amount	
0 to 300 amp	\$50.00	
301 to 400 amp	58.00	
401 to 500 amp	72.00	
501 to 600 amp	86.00	
601 to 800 amp	114.00	
801 to 1,000 amp	142.00	
1,001 to 1,100 amp	156.00	
1,101 to 1,200 amp	170.00	
Add \$14 for each add'l 100 amps		

- 10  
 11 C. Circuits, installation of additions, alterations, or repairs of each circuit or sub-  
 12 feeder (shall be computed separately). Includes circuits fed from sub-feeders  
 13 and includes the equipment served, except as provided for in (D) through (K):  
 14

Description	Amount	
0 to 30 amp	\$ 8.00	
31 to 100 amp	10.00	
101 to 200 amp	15.00	
201 to 300 amp	20.00	
301 to 400 amp	25.00	
401 to 500 amp	30.00	
501 to 600 amp	35.00	
601 to 700 amp	40.00	
Add \$5 for each add'l 100 amps		

## City of Roseville 2009 Fee Schedule

- 16 **D.** Maximum fee for single-family dwelling shall not exceed \$150.00 if not over  
17 200-ampere capacity. This includes service, feeders, circuits, fixtures and  
18 equipment. The maximum fee provides for not more than two rough-in  
19 inspections and the final inspection per dwelling. Additional inspections are at  
20 the re-inspection rate.  
21
- 22 **E.** Maximum fee on an apartment building shall not exceed \$60.00 per dwelling  
23 unit. A two-unit dwelling (duplex) maximum fee is charged per unit as separate  
24 single-family dwellings.  
25
- 26 **F.** The maximum number of 0 to 30 ampere circuits to be paid on any one athletic  
27 field lighting standard is 10.  
28
- 29 **G.** In addition to the above fees:  
30 - A charge of \$3.00 will be made for each street lighting standard.  
31 - A charge of \$4.00 will be made for each traffic signal standard. Circuits  
32 originating within the standard will not be used when computing fees.  
33
- 34 **H.** In addition to the above fees, all transformers and generators for light, heat and power  
35 shall be computed separately at \$8.00 plus \$.40 per KVA up to and including 100  
36 KVA. 101 KVA and over at \$.30 per KVA. The maximum fee for any transformer or  
37 generator in this category is \$80.00.  
38
- 39 **I.** In addition to the above fees, all transformers for signs and outline lighting shall  
40 be computed at \$7.00 for the first 500 VA or fraction thereof per unit, plus \$.70  
41 for each additional 100 VA or fraction thereof.  
42
- 43 **J.** In addition to the above fees (unless included in the maximum fee filed by the  
44 initial installer) remote control, signal circuits and circuits of less than 50 volts  
45 shall be computed at \$10.00 per each 10 openings or devices of each system  
46 plus \$5.00 for each additional 10 or fraction thereof.  
47
- 48 **K.** In addition to the above fees, the inspection fee for each separate inspection of a  
49 swimming pool shall be computed at \$35.00. Reinforcing steel for swimming  
50 pools requires a rough-in inspection.  
51
- 52 **L.** For the review of plans and specifications of proposed installations, there shall  
53 be a minimum fee of \$150.00 up to and including \$30,000 of electrical estimate,  
54 plus 1/10 of 1% on any amount in excess of \$30,000. To be paid by permit  
55 applicant.  
56
- 57 **M.** When re-inspection is necessary to determine whether unsafe conditions have  
58 been corrected and such conditions are not subject to an appeal pending before  
59 any Court, a re-inspection fee of \$35.00 may be assessed in writing by the  
60 Inspector.  
61
- 62 **N.** For inspections not covered herein, or for requested special inspections or  
63 services, the fee shall be \$35.00 per man hour, including travel time, plus \$.25

## City of Roseville 2009 Fee Schedule

64 per mile traveled, plus the reasonable cost of equipment or material consumed.  
65 This section is also applicable to inspection of empty conduits and such jobs as  
66 determined by the City.  
67

68 **O.** For inspection of transient projects, including but not limited to carnivals and  
69 circuses, the inspection fees shall be computed as follows:  
70

71 - Power supply units according to Item "B" of fee schedule. A like fee will  
72 be required on power supply units at each engagement during the season,  
73 except that a fee of \$35.00 per hour will be charged for additional time spent  
74 by the Inspector if the power supply is not ready for inspections as required  
75 by law.  
76

77 - Rides, Devices or Concessions shall be inspected at their first appearance  
78 of the season and the inspection fee shall be \$35.00 per unit.  
79

80 **P.** The fee is doubled if the work starts before the permit is issued.  
81

1 **REQUEST FOR CITY COUNCIL ACTION**

2  
3 Date: 01/05/09  
4 Item No: 7.e

5 Department Approval:

Manager Approved:

6 

7 

8  
9  
10  
11 **Item Description: DESIGNATION OF ASSISTANT WEED INSPECTOR FOR 2009**

12  
13  
14  
15 **1.0 REQUESTED ACTION:**

16  
17  
18 1.1 Under Minnesota Statutes, the Mayor is the designated Weed Inspector of the City. The  
19 Mayor may however appoint assistant(s) to perform the statutorily required weed  
20 inspection duties of the City.

21  
22 1.2 Mayor Klausung is herein requesting that the Council appoint the City of Roseville  
23 Community Development Department Codes Coordinator as his assistant to perform all  
24 weed inspection duties.

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26  
27 **2.0 BACKGROUND:**

28  
29  
30 2.1 Under Minnesota Statutes, Section 18.80, the Mayor is designated to be the City Weed  
31 Inspector.

32  
33 2.2 Minnesota Statutes allows the appointment of “assistants” to perform the statutory weed  
34 duties of the Mayor. This action takes place the first week of the new year at which time  
35 the Mayor appoints the assistant(s).

36  
37  
38 **3.0 SUGGESTED COUNCIL ACTION:**

39  
40  
41 Approve by motion the appointment of the City of Roseville Community Development  
42 Department Codes Coordinator as the duly authorized and designated Assistant Weed  
43 Inspector for the calendar year 2009, pursuant to Minnesota Statutes 18.80.

44  
45 Attachment: Memo Designating Assistant Weed Inspector



**OFFICE OF THE MAYOR**

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Memo

To: William J. Malinen, City Manager  
Patrick Trudgeon, Community Development Director  
Don Munson, Codes Coordinator

Re: Designation of Assistant Weed Inspector for 2009

Date: January 5, 2009

Under Minnesota Statute Section 18.80, the Mayor is designated to be the City Weed Inspector. The statute allows the appointment of "assistants" to perform the statutory weed duties of the Mayor. Annually in the first week of the new year, the Mayor appoints the assistant(s).

I, Mayor Craig Klausing, do hereby designate the City of Roseville Community Development Department Codes Coordinator as the duly authorized and designated Assistant Weed Inspector for the City of Roseville, pursuant to Minn. Statute 18.80, for the calendar year 2009.

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Craig D. Klausing, Mayor  
City of Roseville

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

Date: 1/05/09  
Item No.: 7.f

Department Approval

City Manager Approval



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Item Description: Annual City Sign Permits for 2009

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1 **BACKGROUND**

2 The City Council annually approves sign permits for City events held throughout the year by multiple  
3 City Departments. The City Code, Signage Section 1009.003A2 states “City and Public Signs: Except  
4 for traffic-related signage, all permanent city, school or other governmental unit signage including flags  
5 must be approved by the City Council.”

6  
7 For 2009 the Departments prepared the attached list of signage requirements for the entire year,  
8 recognizing that some events may change dates or times slightly.

9  
10 The signs and displays must adhere to setback provisions, except for directional signage, which may be  
11 at the property line.

12 **STAFF RECOMMENDATION**

13 Staff recommends the Council approve the 2009 sign permit for City uses and promotions as listed in  
14 the attached summary.

15

16 **REQUESTED COUNCIL ACTION**

17 By motion, approve the 2009 sign permit for City uses and promotions as listed in the 2009 Sign  
18 Summary, dated 01/5/09.

19

Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A: Listing of Temporary Signage

EVENT/ACTIVITY	SIGN DESCRIPTION	LOCATION	TIMING
PR - Rink Attendants Wanted	<ul style="list-style-type: none"> <li>4 x 4 two-sided display</li> </ul>	<ul style="list-style-type: none"> <li>at 6 warming house locations</li> </ul>	<ul style="list-style-type: none"> <li>As needed November / Dec</li> </ul>
PR - Golf Course Specials	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> </ul>	<ul style="list-style-type: none"> <li>attached to clubhouse and I.D. sign</li> <li>attached to fence along Hwy 36</li> </ul>	<ul style="list-style-type: none"> <li>April - October</li> </ul>
PR - Skating Center Events	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> <li>Directional Signage</li> </ul>	<ul style="list-style-type: none"> <li>Various</li> <li>"Roseville Glows" Program</li> </ul>	<ul style="list-style-type: none"> <li>December- New Years Eve</li> <li>Major state/national / international events as scheduled</li> <li>FOF Matching Campaign</li> <li>Jan through February winter Fests</li> </ul>
PR - Discover Your Parks Series	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> </ul>	in front of each scheduled park	<ul style="list-style-type: none"> <li>6 different parks, May - August</li> </ul>
PR - Community Halloween Party	<ul style="list-style-type: none"> <li>4 x 8 sign on plywood</li> <li>directional signage</li> </ul>	HANC CP Dale Street Arboretum area	<ul style="list-style-type: none"> <li>October</li> </ul>
PR - Earth Day	<ul style="list-style-type: none"> <li>4 x 8 sign</li> <li>Directional signage</li> </ul>	HANC	<ul style="list-style-type: none"> <li>April</li> </ul>
PR - Garden Tour & Holiday Rose Tour	<ul style="list-style-type: none"> <li>directional signage</li> </ul>	Depending on which homes are selected	<ul style="list-style-type: none"> <li>July</li> <li>November</li> </ul>
PR - Passport to Play	<ul style="list-style-type: none"> <li>4 x 8 sign on plywood</li> </ul>	in front of each programmed park	<ul style="list-style-type: none"> <li>May - August</li> </ul>
PR - Summer Staff Recruitment	<ul style="list-style-type: none"> <li>4 x 8 sign on plywood</li> </ul>	Rotated among parks system-wide	<ul style="list-style-type: none"> <li>March - May</li> </ul>
PR - Summer Theatre Performance	<ul style="list-style-type: none"> <li>Directional signage</li> </ul>	In front and near event venue	<ul style="list-style-type: none"> <li>May - August</li> </ul>
PR - Rosefest events including Parade, Run/Roll for the Roses, Tour de Roses	<ul style="list-style-type: none"> <li>Traffic information signs</li> </ul>	<ul style="list-style-type: none"> <li>Along and near route</li> </ul>	<ul style="list-style-type: none"> <li>June/July</li> </ul>
PR - FORHANC AND FORPARKS Holiday Craft Fair/Boutique	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> <li>directional signage</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> <li>Civic Center and C and Woodhill, entrance to Skating Center</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>Periodically October - December</li> </ul>
PR - Art Series/Art and Craft Show	<ul style="list-style-type: none"> <li>Directional signage</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> <li>Civic Center and C and Woodhill, entrance to Skating Center</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>Periodically March - November</li> </ul>
PR - Wild Rice Festival	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> <li>directional signage</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>September</li> </ul>
PR - Summer Special Events at Amphitheatre	<ul style="list-style-type: none"> <li>Directional Signage</li> </ul>	Central Park Lexington and Amphitheatre area	<ul style="list-style-type: none"> <li>May - August</li> </ul>
CD - Home and Garden Fair	<ul style="list-style-type: none"> <li>directional signage</li> </ul>	along north and southbound Fairview Ave. and east and westbound Cty Rd B	<ul style="list-style-type: none"> <li>February</li> </ul>
PD - Recruiting Police Reserves	<ul style="list-style-type: none"> <li>5 x 5 two-sided display</li> </ul>	In front of City Hall	<ul style="list-style-type: none"> <li>As needed</li> </ul>
FD - Recruiting Fire Fighters	<ul style="list-style-type: none"> <li>5 x 5 two-sided display</li> </ul>	in front of each station	<ul style="list-style-type: none"> <li>As needed</li> </ul>
FD - Fire Dept. Booya	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> </ul>	in front of each station	<ul style="list-style-type: none"> <li>September/October</li> </ul>
FD - Fire Dept. Open Houses	<ul style="list-style-type: none"> <li>Approximately 4x8 ft. sign on plywood on side of City Vehicle</li> <li>4x4 two-sided display</li> </ul>	Located on Fire Dept. property	<ul style="list-style-type: none"> <li>Anticipated Summer/Fall</li> </ul>



<b>FD</b> – Blood Pressure Clinic	<ul style="list-style-type: none"> <li>• 7'x4' aluminum sign announcing upcoming clinics</li> </ul>	Roseville Fire Station 3	<ul style="list-style-type: none"> <li>• Year Round</li> </ul>
<b>PW</b> - Roseville Visitors Association “Welcome to Roseville Signs”	<ul style="list-style-type: none"> <li>• 1 x 3 signs</li> </ul>	County Road B2 Larpenteur Avenue	<ul style="list-style-type: none"> <li>• Year Round</li> </ul>

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

Date: 1/05/09  
Item No.: 7.g

Department Approval

City Manager Approval



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Item Description: Authorization to Seek Donations for Various Parks and Recreation  
Special Events

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1 **BACKGROUND**

2 The City Council established a policy in February of 1997 requiring Council approval of formal  
3 written request for donations to the City. The City has annually requested support from community  
4 groups and businesses for several special events. A typical letter of request is attached. The  
5 activities that the authorization is requested to seek donations for include:

6 Volunteer Recognition Banquet – February-March

7 Earth Day –April

8 Spring Celebration – March-April

9 Summer Concert Series-- May-August

10 Community Art Program –March -August

11 Rosefest – June-July

12 Discover Your Parks – June – August

13 July 4th Party in the Park – July

14 Battle of the Bands – July

15 Mosquito Festival – July-August

16 Movies in the Park – July-August

17 Halloween Event -- October

18 Holiday Event – December

19 New Year's Eve Event- December

20  
21 **POLICY OBJECTIVE**

22 The following is the City of Roseville's policy regarding the solicitation of donations. To avoid  
23 conflict of interest or appearance of impropriety, the solicitation of donations by City staff is not  
24 permitted except by authorization of the City Council. The Council approves all the donations  
25 received.

26 **FINANCIAL IMPACTS**

27 Approved donations for these events may result in a budget reduction.

28

29 **STAFF RECOMMENDATION**

30 Staff recommends the authorization as per City policy for the requesting of donations for the  
31 following special events:

- 32 Volunteer Recognition Banquet – February/March
- 33 Earth Day –April
- 34 Spring Celebration – March-April
- 35 Summer Concert Series-- May-August
- 36 Community Art Program –March -August
- 37 Rosefest -- June-July
- 38 Discover Your Parks – June – August
- 39 July 4th Party in the Park – July
- 40 Battle of the Bands – July
- 41 Mosquito Festival – July-August
- 42 Movies in the Park – July-August
- 43 Halloween Event -- October
- 44 Holiday Event – December
- 45 New Year’s Eve Event- December

46

47 **REQUESTED COUNCIL ACTION**

48 Motion authorizing the City Manager or his designee to send letters requesting support for:

- 49 Volunteer Recognition Banquet – February/March
- 50 Earth Day –April
- 51 Spring Celebration – March-April
- 52 Summer Concert Series-- May-August
- 53 Community Art Program –March -August
- 54 Rosefest -- June-July
- 55 Discover Your Parks- June – August
- 56 July 4th Party in the Park – July
- 57 Battle of the Bands – July
- 58 Mosquito Festival – July-August
- 59 Movies in the Park – July-August
- 60 Halloween Event -- October
- 61 Holiday Event – December
- 62 New Year’s Eve Event- December

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Prepared by: Lonnie Brokke, Director of Parks and Recreation

Attachments: A: Sample Letter

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September 26, 2008

Dear Friends of Roseville's Parks and Recreation:

On Saturday, October 25, the Roseville Parks and Recreation Department is holding its annual Halloween Spook-tacular at the Harriet Alexander Nature Center. This fun event features a Haunted Hayride, a bonfire, Halloween games and activities, live nighttime animals, free refreshments, treat bags, and much more! It is the kind of evening families look forward to attending each year.

The true success of the Halloween Spook-tacular depends upon the generous contributions of Roseville area businesses like yours. We ask you to consider providing a financial donation, gift certificate, or the gift of a product to be used for our Halloween Spook-tacular event. Your contributions help to make this event a fun-filled celebration as well as a valuable learning experience for children and their families.

Contributing businesses will be gratefully acknowledged during this Halloween celebration. Checks can be made payable to the City of Roseville - Halloween Celebration and returned in the enclosed postage paid envelope. Please call Debbie Cash at 651-792-7163 with any questions or for the pick up of a donated product.

Thank you very much for your generous consideration.

Sincerely,

Bill Malinen  
Roseville City Manager

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

Date: January 5, 2009  
Item No.: 12.a

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Department Approval

City Manager Approval

*WJ Malinen*

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Item Description:                      Appoint Acting Mayor for 2009

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1    **BACKGROUND**

2  
3    Minnesota State Statute 412.121, Acting Mayor, requires cities to annually designate an acting  
4    mayor among the Council members. The acting mayor shall perform the duties of the mayor  
5    during the disability or absence of the mayor, or in the case of a vacancy, until a successor has  
6    been appointed.

7  
8    **REQUESTED COUNCIL ACTION**

9    Motion designating the 2009 Acting Mayor

10  
**Prepared by:    William J. Malinen, City Manager**

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

Date: 1/05/2009  
Item No.: 12.b

Department Approval

City Manager Approval



Item Description: Confirm Appointment to Fill Roseville Housing and Redevelopment Authority (RHRA) Board Vacancy

**BACKGROUND**

HRA Commissioner Tammy Pust term ended with her term as Council Member as of the end of 2008. Ms. Pust has indicated that she is able to serve another term on the RHRA Board. Per Minnesota Statute 469.003 Subdivision 6, any member of the governing body of a city may be appointed and may serve as a commissioner of the authority for the city. The council of any city which appoints members of the city council as commissioners may set the terms of office of a commissioner to coincide with the commissioner's term of office as a council member. It is expected that the Mayor will be making the appointment to the RHRA at the January 5, 2009 City Council meeting and the City Council will need to adopt a resolution confirming the appointment.

**REQUESTED COUNCIL ACTION**

Adopt a resolution confirming the appointment of Tammy Pust to the RHRA Board with a term that will expire at the end of Council Member Pust's current term as Council Member, that is, the first council Meeting in 2013 following the 2012 General Election.

Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071

Attachments: A: Mayors Certificate of Appointment  
B: Resolution confirming appointment of Tammy Pust to Roseville HRA



CITY OF ROSEVILLE  
STATE OF MINNESOTA

MAYOR'S CERTIFICATE OF APPOINTMENT OF  
COMMISSIONER OF THE  
HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF ROSEVILLE

Pursuant to state law, I hereby appoint Tammy Pust as a Member of the Roseville Housing and Redevelopment Authority to fill a vacancy. As provided by law, this appointment is subject to Council Approval. Tammy Pust will fill an unexpired term expiring at the end of Council Member Pust's current term as Council Member, that is, the first council Meeting in 2013 following the 2012 General Election.

Witness my hand as the Mayor of the City of Roseville, Minnesota this 5<sup>th</sup> day of January, 2009.

---

Mayor Craig D. Klausing

**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 5<sup>th</sup> day of January, 2009, at 6:00 p.m.

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

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION # \_\_\_\_\_

**RESOLUTION APPROVING MAYOR’S APPOINTMENT OF  
COUNCILMEMBER TAMMY PUST  
TO THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR  
THE CITY OF ROSEVILLE FOR A TERM TO EXPIRE IN 2013**

WHEREAS, Minnesota Statutes 469.003 Subdivision 6, states that “any member of the governing body of a city may be appointed and may serve as a commissioner of the authority for the city. The council of any city which appoints members of the city council as commissioners may set the terms of office of a commissioner to coincide with the commissioner’s term of office as a council member,” and

WHEREAS, on October 23, 2006, Councilmember Pust was appointed to start a new term that would normally expire on September 23, 2011, but was revised by City of Roseville Resolution No. 10446 at that time to coincide with her term on the City Council, ending as of the first City Council meeting of 2009, and

WHEREAS, Councilmember Pust’s term of appointment to the Roseville HRA board has thus expired, and

WHEREAS, Councilmember Pust was re-elected on November 7, 2008, and takes office in January 2009, and

WHEREAS, the Mayor has submitted for this Council’s consideration the appointment to the HRA board of Councilmember Tammy Pust, with a term expiring as of the first City Council meeting of 2013, following the 2012 General Election;

NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council that the City Council approves the Mayor’s appointment of Councilmember Tammy Pust to the Roseville HRA Board.

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

Whereupon said resolution was declared duly passed and adopted.



1  
2  
3  
**City Manager's Certificate of  
Filing Resolution on Appointment of  
Roseville HRA Board Member**

4 I, the undersigned, being the duly appointed and acting City Manager of the City of Roseville,  
5 Minnesota, hereby certify that on the 5<sup>th</sup> day of January, 2009, I caused a certified copy of Resolution  
6 No. \_\_\_\_\_ having been duly adopted by the Roseville City Council on January 5, 2009, to be filed  
7 in the office of the Commissioner of the Department of Employment and Economic Development of the  
8 State of Minnesota by mailing such resolution, postage prepaid, to said Commissioner in care of Mr.  
9 Dan McElroy, Department of Employment and Economic Development, 332 Minnesota Street, Suite  
10 E200, St. Paul, Minnesota 55101-1351.

11 Witness my hand as the Roseville City Manager and the official seal of the City this \_\_\_\_ day of  
12 \_\_\_\_\_, 2009.

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William J. Malinen  
City Manager  
City of Roseville, Minnesota

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22  
23  
24 (SEAL)



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

Date: January 5, 2009  
Item No.: 13.a

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Department Approval

City Manager Approval

*WJ Malinen*

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Item Description:      Discussion of City Council Rules and Procedures

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1    **BACKGROUND**

2

3    Each year, the Council adopts Council Rules and Procedures for ways to best conduct City  
4    business. Rules are reviewed annually

5

6    **REQUESTED COUNCIL ACTION**

7

8    Discussion and adoption of Council rules and procedures.

9

**Prepared by:**    **William J. Malinen, City Manager**  
**Attachments:**    A: 2008 Rules

# **Roseville City Council**

## **Rules of Procedure**

### **April 21, 2008**

#### **Rule 1 Roberts' Rules of Order**

The Council adopts the most recent edition of Roberts' Rules of Order for all Council meetings.

#### **Rule 2 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 Councilmembers adequate time to study an issue and seek answers to questions.

#### **Rule 3 Agenda**

The following shall be the order of business of the City Council:

- 1) Roll Call
- 2) Approve Agenda
- 3) Public Comment
- 4) Council Communications, Reports, Announcements, HRA Report
- 5) Recognitions, Donations, Communications
- 6) Approval of Minutes
- 7) Consent Agenda
- 8) Items Removed from Consent
- 9) General Ordinances
- 10) Presentations
- 11) Public Hearings
- 12) Business Items – Action
- 13) Business Items – Presentation/Discussion
- 14) City Manager Future Agenda Review
- 15) Councilmember Initiated Future Agenda Items
- 16) Adjourn

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:

A councilmember may, at a council meeting, request that an action item be placed on a future council agenda, or;

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 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;

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.

#### **Rule 4 Electronic and/or Paper Agenda Packets**

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

#### **Rule 5 Public Comment**

The City Council will receive public comment at Council meetings in accordance with the following guidelines:

- a. Public Comment at the beginning of a Council meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Presentations will be limited to 5 minutes per speaker.
- b. Public Comment pertaining to agenda items is for the purpose of allowing any 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 agenda item and before Council discussion and deliberation. These public comments are also limited to 5 minutes per speaker.
- c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments to the Council or staff before, during, or after a Council meeting.
- d. Signs may be held and displayed during Council Meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.
- e. Public comment, like staff and Councilmember comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.
- f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

### **Rule 6 Issue and Meeting Curfew**

City Council meetings generally occur on the second, third and fourth Monday of the month beginning at 6:00 p.m. The Council recognizes that meetings are for the benefit of the citizens of Roseville so Council meetings will end by 10:00 p.m. If a time sensitive item has not been addressed by 10:00 p.m., Council meetings may be extended upon the vote of the City Council, but at no time will a meeting run past 11:00 p.m. If Council business remains of the agenda, the Council may continue the meeting to a future date or table such items until the next meeting, if needed.

To ensure that meetings finish their business in a timely manner, the Council will not consider new items for discussion after 10:00 p.m.

### **Rule 7 City Council Task Force or Subcommittee Formation**

The Council shall, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the full Council. 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.

### **Rule 8 Recording of Meetings**

Except for closed executive sessions authorized under state law, all meetings of the City Council 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 directs by motion otherwise.

### **Rule 9 Suspension of Rules**

Pursuant to Section 25 of Roberts' Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the City Council.

### **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.

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

Date: January 5, 2009  
Item No.: 13.b

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Department Approval

City Manager Approval

*WJ Malinen*

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Item Description:      Discussion of Council Liaisons

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1    **BACKGROUND**

2    Each year the Council reviews, discusses and appoints Councilmembers to various commissions,  
3    community groups, task forces and other groups, as needed.

4    **REQUESTED COUNCIL ACTION**

5  
6    Discussion of Council Liaisons could include:

- 7
- 8        • Are there additional groups appropriate to have a Council or staff liaison?
  - 9        • What is the policy for selection and rotation of councilmembers to these groups?
  - 10       • What are the expectations (frequency, type of information) for reporting to the Council?
  - 11       • How active of a role do liaisons play?
  - 12       • Should a Councilmember serve as a voting member or an ex-officio liaison to the HRA?
- 13

**Prepared by:    William J. Malinen, City Manager**

**Regular City Council Meeting****Monday, April 28, 2008****Page 20**

studies to market values of contiguous properties. City Attorney Anderson noted that, since those studies were referenced but not presented, that the record remain open for receipt of those studies and sources, as identified by Ms. Cavanaugh and requested by Councilmembers, and being relied upon by individual Councilmembers on which to base a portion of their findings.

- CUP Criteria 6.6: Even though part of the regulatory scheme, the Council majority was not convinced that all thefts were reported, with pawnshops creating an opportunity for additional thefts and related crime.
- CUP Criteria 6.6: Perceptions that a pawnshop and similar businesses were considered highly regulated functions, increasing the necessity for police calls in the vicinity of a public school, putting children more at risk.
- CUP Criteria 6.6: The perception that the addition of another pawnshop in the community would have a negative impact on city resources, calling for more police activity for monitoring, not just responding to incidents; with one percent of a pawnshop business indicated to be receipt of stolen merchandise, representing a higher percentage than a general business operation.

Pust moved, Roe seconded, directed staff to provide written notice to the applicant extending the 60-day review period for the Request by Red Dog Holdings LLC, d/b/a Cash-N-Pawn for a Conditional Use Permit to allow a Pawn Shop at 2181 – 2195 Snelling Avenue (PF08-014); and directed staff and the City Attorney's office to draft a Resolution formally outlining findings for denial.

**Roll Call [60-day extension]**

**Ayes:** Ihlan; Roe; Pust; and Klausing.

**Nays:** None.

Mayor Klausing opined that a future review and discussion of density and placement of such uses made sense in the regulatory scheme; however, didn't support such a finding as a basis for turning down this request.

**Roll Call [motion to deny]**

**Ayes:** Ihlan; Roe; and Pust.

**Nays:** Klausing.

**Motion carried.**

**13. c. Discussion on Council Liaisons**

Councilmember Roe had requested in January of 2008, discussion of City Council liaison positions. Staff provided a comprehensive list of current staff and City Council memberships and appointments.

Councilmember Roe questioned whether the City Council wanted to have more formalized relationships with any other organizations.



Discussion included where to draw the line with formal and/or informal relationships with government or non-governmental agencies; informal attendance at meetings; when formal reports were called for; and how to identify those organizations solely linked to City government, similar to discussions of organizations to be listed on "Welcome to Roseville" signage.

Pust moved, Klausing seconded, appointment of Councilmember Roe as primary liaison to the North Suburban Communications Commission (NSCC).

**Roll Call**

**Ayes:** Ihlan; Roe; Pust; and Klausing.

**Nays:** None.

Further discussion included the alternate position to the NSCC, and suggested that the position be opened up for public appointment.

Mayor Klausing asked for consideration as an alternate to that body, in light of the legislative and decision-making issues currently before the body.

Additional discussion included Mayor Klausing's involvement in the Northeast Diagonal Transit Committee, an area of interest for him, and the current informality of meetings, but potential for more formal consideration by the City Council in the future; liaison or membership positions differing in intent; non-authorized attendance by Councilmembers at various meetings based on their representation, individual or as a City representative, and whether the City Council needed to be aware of individual service on various commissions if not representing the City Council.

Councilmember Pust opined the need for the City Council to have a more formalized relationship with the Roseville School District and the Mounds View School District; to allow for cooperative ventures and cost-sharing opportunities

Councilmember Roe noted the need for the City Council to be aware of such items as the Roseville School Board's adoption of a guiding document of position, as adopted last year in their Master Plan, and the need for those types of informational items to complete links between the community and school district.

Councilmember Ihlan noted that she served on the Ramsey County League of Local Governments (RCLLG) and advised of that body's encompassing membership with school districts and other City councils, possibly negating the need for a City presence on school boards. Councilmember Ihlan noted that most of their events this year had been of an educational nature; but advised that, when policy information was discussed by the Board, she would report to the City Council on those items.

Mayor Klausing asked Councilmembers to allow him time to consider the time commitment to the NSCC for his personal consideration in serving as an alternate, or whether it would be more advantageous to have a member of the public serving as an alternate.

**8. Consider Items Removed from Consent**

**9. General Ordinances for Adoption**

**10. Presentations**

**11. Public Hearings**

**14. City Manager Future Agenda Review**

City Manager Malinen briefly reviewed the draft of future agenda meetings, specifically those items coming up at the May 12 and May 19, 2008 meetings, in addition to interviews for City Council and HRA vacancies. Mr. Malinen noted that a joint meeting of the Public Works, Environment and Transportation Commission was scheduled for the June 9, 2008 meeting.

Further discussion included the status of the proposed agenda for a joint meeting with the Roseville School District Board; and whether a date had been established for the meeting, with Mr. Malinen advising that staff was still working with calendar schedules of individual Councilmembers.

**15. Councilmember-Initiated Items for Future Meetings**

Councilmember Pust reminded the public of the upcoming application deadlines for the City Council and HRA vacancies and encouraged residents to apply for either seat.

Councilmember Roe, noting the extensive agenda for the upcoming May 12, 2008 agenda, suggested that if possible, staff relocate any items possible to the May 19, 2008 meeting agenda.

**16. Adjourn**

The meeting was adjourned at 9:35 p.m.

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

Date: 4/28/08

Item: 13.c

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Department Approval

City Manager Approval

*W. Malinen*

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Item Description: Discussion of Council Liaisons

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1 **BACKGROUND**

2

3 At the January 7, 2008 City Council meeting, Councilmembers discussed Council liaisons.

4 Based on that discussion, staff put together a comprehensive list of current Council  
5 memberships.

6

7 **REQUESTED COUNCIL ACTION**

8 This information is provided for your discussion.

**Prepared by:** Bill Malinen, City Manager

**Attachments:** A: January 7, 2008 Request for Council Action  
B: January 7, 2008 Minutes  
C: 2008 Council Membership/Liaison List

**ROSEVILLE**  
**Request for Council Action**

**Date: January 7, 2008**  
**Item Number: 11.c**

Department Approval	Manager Approval	Agenda Section
	<i>W. J. Malina</i>	
<b>Item Description:</b>		
<b>Discussion of Council Liaisons</b>		

Background:

At the October 15, 2007, Council meeting Councilmember Dan Roe requested a discussion of individual Council liaisons and reporting assignments to commissions, community groups and the Housing and Redevelopment Authority.

On April 23, 2001 the Council, by resolution (attached), assigned Councilmembers as liaisons to various commissions, committees or task forces.

Since 2001, the Council has appointed Councilmembers on an as needed basis.

Council Action Requested:

Discussion of Council Liaisons could include:

- Are there additional groups appropriate to have a Council or staff liaison?
- What is the policy for selection and rotation of councilmembers to these groups?
- What are the expectations (frequency, type of information) for reporting back to the Council?
- How active of a role would the liaisons play?
- Should a Councilmember serve as a voting member or as an ex-officio liaison to the HRA?

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

\* \* \* \* \*

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 23rd day of April, 2001, at 6:30 p.m.

The following members were present: Klausing, Maschka, Mastel, Goedeke and Kysylyczyn, and the following were absent: none.

Member Klausing introduced the following resolution and moved its adoption:

**RESOLUTION 9881**

**ESTABLISHING CITY COUNCIL\STAFF LIAISON ASSIGNMENTS**

WHEREAS, the City Council annually considers formal designation of liaisons to outside organizations;  
and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby proposes the attached list of coordination assignments including the primary liaison assignments and the general oversight assignments.

The motion for the adoption of the foregoing resolution was duly seconded by Member Goedeke, and upon a vote being taken thereon, the following voted in favor thereof: Klausing, Maschka, Mastel, Goedeke and Kysylyczyn, and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

## **Roseville City Council**

### **Coordination Assignments – 2001**

#### **Local Governments/Agencies - Mayor John Kysylyczyn**

##### Policy Liaison Assignment

- *Roseville Fire Relief Association – Mayor John Kysylyczyn, Member*

##### General Oversight Assignments

- Chamber of Commerce
- Zoning Code Amendment Task Force

#### **National/State/County Associations – John Goedeke**

##### Policy Liaison Assignment

- *Ramsey County League of Local Government – John Goedeke, Member/President*

##### General Oversight Assignments

- Ramsey County
- National League of Cities – Delegate
- League of Minnesota Cities

#### **Joint Powers Organizations – Dean Maschka**

##### Policy Liaison Assignments

- *35 W Coalition – Dean Maschka Representative (alternate – John Kysylyczyn)*
- *North Suburban Telecommunications Commission- Barb Mastel, Member (alternate – Dean Maschka)*
- *North East Diagonal Transit (Alternate John Goedke)*

##### General Oversight Assignments

- Northwest Youth and Family Services
- Grass Lake Water Management Organization

#### **City Appointed Task Forces and Commissions – Barb Mastel (Designated Acting Mayor)**

##### Policy Liaison Assignments

- *Parks and Recreation Commission – Barb Mastel, Representative*

##### General Oversight Assignments

- Police Civil Service Commission
- Human Rights Commission
- Ethics Commission

#### **Regional/Intergovernmental – Craig D. Klausung**

##### Policy Liaison Assignments

- *Municipal Legislative Commission – Craig D. Klausung, Representative*

##### General Oversight Assignments

- Roseville School District
- Mounds View School District
- Planning Commission

**Staff Assignments- 2001**

**Rice Creek Watershed District  
Technical Advisory Committee  
Grass Lake Water Management  
Technical Advisory Committee  
Capitol Regions Watershed District  
Technical Advisory Committee  
Suburban Rate Authority  
Emergency Services Director  
Tobacco Compliance Project  
35W Corridor Committee**

**Debra Bloom**

**Debra Bloom**

**Debra Bloom**

**Ed Burrell\Brenda Davitt**

**Carol Sletner\Paul Wood**

**Paul Wood\Carol Sletner**

**Dennis Welsch**

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 23rd day of April, 2001, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 23rd day of April, 2001.

  
\_\_\_\_\_  
Edward L. Burrell, Acting City Manager

SEAL



**Regular City Council Meeting**  
**Monday, January 07, 2008**  
**Page 8**

**c. Discuss City Council Liaisons**

Councilmember Roe introduced discussion of individual Council liaisons and reporting assignments for advisory commissions, community groups and the HRA, opining that communication had improved between and among the bodies. Councilmember Roe noted that previous discussions had been initiated on ways to improve communication between the City Council and School Board, to achieve

more cooperative ventures. Councilmember Roe also sought individual Council comment on reporting practices of liaisons to the full Council, to ensure strategic planning was implemented with all available information and considering impacts to and of all parties.

Staff had provided references from a 2001 resolution in their report that had assigned Councilmembers to various commissions, committees and/or task forces.

Mayor Klausing opined his interest in keeping citizen advisory commissions citizen-driven. Mayor Klausing expressed enthusiasm in receiving regular reports from liaisons.

Discussion included current liaison service by Councilmembers and current time consumption; areas of interest to the Council as a whole; and those areas not being pursued that could be important.

Councilmember Pust suggested, at a minimum, an update of the 2001 list of liaison activities, as part of the public record, and links the Council maintained with other agencies and organizations (i.e., Northwest Youth and Family Services).

Mayor Klausing requested that individual Councilmembers provide staff with their liaison and representation on various boards for creation of an updated list of active service.

Councilmember Pust suggested that the discussion and representation include strategic planning with listed priorities, and which groups would further the interests of the City and those priorities.

Mayor Klausing concurred; and noted they should be incorporated into the 2009 budget cycle, with potentially including inter-suburban groups specifically focused on first-ring suburbs, with membership funds available in the 2008 Budget for *Imagine Roseville 2025* contingency funds.

Councilmember Kough noted upcoming decisions (September 31, 2008) for cable franchise fees, and impacts to the City and staff.

Mayor Klausing reminded individual Councilmembers to provide their service records to staff for further discussion at a future meeting.

Specific discussion on appointments to the HRA included policy considerations; circumstances; Mayoral appointments; and individual mayoral preference.

Councilmember Roe suggested that individual Councilmembers, when providing their service groups to staff, include their thoughts on other groups that may be beneficial to the City.

## 2008 Council Memberships/Liaisons

### Current Memberships:

Mayor Klausung	Fire Relief Association ( <i>required by state statute</i> ) (1 x mo) Roseville Armory Citizen's Committee for the National Guard's local units ( <i>no regular meetings; they do have public events as announced at council meetings</i> )
Councilmember Ihlan (Council appointed/requested only)	Ramsey County League of Local Governments (1 x mo plus meeting prep time and email discussions) Nature Center Study Task Force (1 x mo plus meeting prep time and email discussions) Comprehensive Plan Steering Committee (1 x mo plus meeting prep time and email discussions)
Councilmember Kough	North Suburban Communications Commission
Councilmember Pust	Housing and Redevelopment Authority (1 x mo, Value to Council: Consistency in communication and policy direction) North West Youth & Family Services Board of Directors (1 x mo, Value to Council: Policy input for cost-effective programming) Roseville Community Foundation (VP) (2 x Qtrly, one business meeting, one meeting to review grant apps) North Suburban Senior Council (unofficial liaison for 2 yrs, serve as attorney) (1 x mo for 2 hrs plus meeting prep time) Roseville Armory Citizen's Committee for the National Guard's local units ( <i>no regular meetings; they do have public events as announced at council meetings</i> )
Councilmember Roe	North Suburban Communications Commission ( <i>alt</i> ) (1 x mo) Comprehensive Plan Steering Committee (1 x mo)

### Suggested Memberships:

Councilmember Roe	Roseville Armory	Library Group
	School Boards	P&R Foundations
	Neighborhood Assns	Senior Assns
	Neighboring City Councils	Roseville Community Fund
	Ramsey County Board	Roseville Historical Society

Note regarding Councilmember Roe's suggested memberships: "Organizations listed are not strictly for membership, but rather in many cases for possible liaison status. I think it makes sense to discuss how we as a city and/or as a council want relate to many of those organizations in our community (and others that council or staff might identify, too.)"

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

Date: January 5, 2009  
Item No.: 13.c

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Department Approval

City Manager Approval

*WJ Malinen*

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Item Description: **Consider a Special Meeting to Discuss Strategies for the Year**

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1 **BACKGROUND**

2  
3 As in many cities, it has been the practice for the City Council to hold special strategic  
4 planning sessions to map out the best way to conduct the City's business.

5 **POLICY OBJECTIVE**

6 A strategic planning session would help the Council set its agenda for the upcoming year.

7 **COUNCIL ACTION**

8  
9 Consider whether the Council should set a special meeting to discuss strategies for a  
10 successful year as a Council.

11  
12 Consider date, time and location for such a meeting(s).

**Prepared by: William J. Malinen, City Manager**