



Public Works, Environment and Transportation Commission Agenda

Tuesday, January 23, 2024

6:30 PM

City Council Chambers

Members of the public who wish speak during public comment or an agenda item during this meeting can do so virtually by registering at www.cityofroseville.com/attendmeeting

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 6:30 p.m. **1. Roll Call**
- 6:32 p.m. **2. Public Comments**
- 6:34 p.m. **3. Approval of Meeting Minutes**
 - a. Approve November Minutes
- 6:35 p.m. **4. Communication Items**
 - a. Communication Items
- 6:40 p.m. **5. Street Name Policy Draft**
 - a. Street Name Change Policy Draft
- 6:50 p.m. **6. Public Works Code Updates**
 - a. Public Works Code Updates
- 7:35 p.m. **7. Lighting Policy**
 - a. Lighting Policy Update
- 8:25 p.m. **8. Future Agenda Items**
 - a. Future Agenda Items
- 8:30 p.m. **9. Adjourn**

Roseville Public Works, Environment and Transportation Commission Agenda Item

DATE: January 23, 2024

ITEM: 3.a.

ITEM DESCRIPTION: Approve November Minutes

Background

Attached are the minutes from the November 28, 2023 meeting.

Recommendation

Motion approving the minutes of November 28, 2023, subject to any necessary corrections or revision.

Attachments

1. Draft November Minutes

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, November 28, 2023, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m. and at his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; Vice Chair Des Mueller; and Members Jarrod Cicha, Daniel Fergus, Edwin Hodder and Allison Luongo

Absent: Member Sarah Rudolf (Excused)

Staff Present: Public Works Director Jesse Freihammer; Assistant Public Works Director/City Engineer Jennifer Lowry, and Environmental Manager Ryan Johnson

2. Public Comments

3. Approval of October 24, 2023 Meeting Minutes

Comments and corrections to draft minutes had been submitted by PWETC commissioners prior to tonight's meeting and those revisions incorporated into the draft presented in meeting materials.

Member Luongo indicated at the last meeting she arrived five minutes late. The minutes also showed the recess as being half an hour when it was five minutes.

Vice Chair Mueller noted the minutes showed for staff present Civil Engineer Stephanie Smith when it was Assistant Public Works Director/City Engineer Jennifer Lowry who was present at the meeting.

Motion

Member Hodder moved, Member Cicha seconded, approval of the October 24, 2023 meeting minutes as amended.

Ayes:5

Nays: 0

Abstain: 1
Motion carried.

4. Communication Items

Assistant Public Works Director/City Engineer Lowry provided a brief review and update on projects and maintenance activities listed in the staff report dated November 28, 2023.

5. Recycling RFP Discussion

Environmental Manager Ryan Johnson made a presentation on the 2024 Recycling RFP.

Chair Ficek indicated the City's current contract has a one or two-year extension and he wondered if that has been ruled out.

Environmental Manager Johnson explained the City would not want to extend this contract because the City is looking at getting the savings out of getting the carts out. Staff is not ruling out for certain, if there is a big push to extend then the City will do that.

Member Fergus explained the information states there is an approximate fifty-thousand-dollar maintenance cost for the carts and if the carts were to get stolen or destroyed, the Voss memo mentioned RFID tags, which he assumed has an additional cost, but he suspected someone is looking at the cost of RFID tags versus what is saved.

Environmental Manager Johnson explained they have actually gone away with the RFID tags. Residents thought this was very big brotherish that they knew the carts were actually there and residents thought by reading the RFID tag that people would be found to have not put out recyclables of things like that. What the contractors are doing now is using cameras that are rolling the entire time to protect the driver and City and even a resident from missed pickups, damage, etc.

Member Fergus explained the pickup in the park, Environmental Manager Johnson was talking about the amount picked up and from his own observations it did not seem like recycling in the park was not well separated which he would assume is then adding more contamination so he wondered if there was any discussion or thought given to whether the park bins are adding more contamination to the whole stream and maybe not a good thing to do.

Environmental Manager Johnson explained that always comes up and Park staff actually does a very nice job with keying in on the recycling areas that are problematic and actually help staff out a lot by going to the cart and pulling out some of the materials to clean it up.

79 Vice Chair Mueller indicated she was looking at the costs and units of the 2024
80 RFP and she was trying to remember what the fees are for residents and how much
81 it increased as well as what is expected this next round potentially. She was trying
82 to anticipate how this rolls out to residents.

83
84 Environmental Manager Johnson explained the rate right now is \$14.05 a quarter
85 for the recycling fee on the utility bill. That fee has all of the curbside recycling in
86 it and obviously the parks is part of it, but it also includes cleanup day, shredding
87 day, and staff. It covers everything and obviously the big driver in this case is the
88 collection cost. Staff has already been talking about the next round and he did not
89 think there is a big increase.

90
91 Vice Chair Mueller asked how a multi-unit fee schedule compares to a single-
92 family household.

93
94 Environmental Manager Johnson explained every apartment in a multi-family unit
95 is \$14.05.

96
97 Public Works Director Freihammer noted the proposed 2024 cost is \$14.50 a unit
98 which is about a 3.2 percent increase. This is mainly increased costs due to the
99 contract and general overall staff costs. There are not any major overall changes.

100
101 Chair Ficek thanked Environmental Manager Johnson for the presentation. He
102 thought there was a lot of good information in there and looked forward to more
103 information in the first quarter of 2024.

104 105 **6. City Campus Solar Update**

106 Environmental Manager Ryan Johnson updated the Commission on the City
107 Campus Solar plan.

108
109 Chair Ficek thought this plan was a success.

110
111 Member Hodder asked when staff was doing the feasibility analysis for the solar
112 was the City seeing what the consultant showed for a savings.

113
114 Environmental Manager Johnson explained the City is close. The City is producing
115 close to what the consultant said the City would produce but are a little bit under
116 versus what was shown.

117
118 Member Fergus asked if Roseville's goal is to have one hundred percent energy
119 produced onsite. He indicated he was confused by the two graphs that are shown in
120 the packet.

121
122 Environmental Manager Johnson explained the graph on the left is City operations
123 to be one percent renewable and the graph on the right is twenty-five percent of
124 City operations would be produced onsite. Twenty-five percent of all of the energy

needed at City Hall and the skate center should be produced right in Roseville on a City rooftop or park or carport and then the other on is using the City's solar rooftop and then filling that seventy-five percent gap with community solar and things produced offsite.

Member Hodder reviewed with the Commission the City solar plan and expected savings once the loan is paid off.

Chair Ficek asked if the City is actively looking at adding more solar to the City grid.

Environmental Manager Johnson indicated staff is always looking at adding more solar, such as the top of the skating center.

Chair Ficek thanked Environmental Manager Johnson for the presentation.

7. 2024 Public Works Plan

Assistant Public Works Director/City Engineer Jennifer Lowry reviewed the 2024 public works plan with the Commission.

Chair Ficek asked how roads are selected for replacement.

Public Works Director Freihammer explained how public works decides which roads need to be repaved.

Assistant Public Works Director/City Engineer Lowry indicated the public works plan will be presented to the City Council at the beginning of 2024.

Chair Ficek thanked staff for the review of the plan.

8. Future Agenda Items

Discussion ensued regarding the January 23, 2024 PWETC agenda:

- Sustainability Super Meeting
- Presentation by MPCA regarding Green Step City's/ Gold Leaf
- Green Team update and roles and responsibilities

9. Adjourn

Motion

Member Cicha moved, Member Fergus seconded, adjournment of the meeting at approximately 8:41 p.m.

Ayes: 5

Nays: 0

Motion carried.

Roseville Public Works, Environment and Transportation Commission Agenda Item

DATE: January 23, 2024

ITEM: 4.a.

ITEM DESCRIPTION: Communication Items

Background

At each commission meeting, City staff provides updates on City activities and projects ongoing within the city that pertain to public works activities.

Recommendation

Receive report and provide feedback.

Attachments

1. Communications Memo
2. 2024 Roseville Project Map
3. December Development Activity Report



Public Works Department

Memo

To: Public Works Environmental and Transportation Commission Members

From: Jennifer Lowry, City Engineer

Date: January 19, 2024

Re: Communications Items

The following are updates to projects and other activities happening in Roseville since the last commission meeting:

Roseville Public Works Project updates:

- Long Lake Lift Station
 - Project has been awarded and is awaiting a schedule from the contractor.
- Willow Pond Outlet Structure Repair
 - Construction is nearing completion.

Council Update:

- Below is a highlight of items recently presented to and/or acted on by the City Council. More information can be found in the agenda packets and minutes for the referenced Council meetings:

November 27

- Held public hearing and approved vacation of rights-of-way (various locations)
- Approved Professional Services Agreement with Bolton & Menk, Inc., for engineering services for rehabilitation of the Dale-Owasso Sanitary Sewer Lift Station
- Received final Envision Roseville Report
- Held discussion of City Commissions Scope, Duties, and Functions

December 4

- Adopted Final 2024 Budget
- Adopted the 2024 Utility Rates
- Amended 2024 Fee Schedule
- Discussed Roseville's 2024 Legislative Priorities
- Authorized Application for Metropolitan Council Environmental Services' 2024 Private Property Inflow and Infiltration Grant Program (requested \$75,000)

January 8

- Approved Public Works 2024 Work Plan
- Approved professional services agreement with Rapp Strategies for Referendum Communication Services
- Approved Roseville's 2024 Legislative Priorities

- Approved Amendment to Critical Corridors Grant Agreement for County Road B and Snelling Avenue Pedestrian Traffic Study
 - Approved Agreement for Metropolitan Council's 2024 Private Property Inflow and Infiltration Grant (awarded \$40,000)
 - Consider Commission Reappointments and Process for 2024
 - Consider City Council and Advisory Commission Rules of Procedure
- January 22 (planned)
- Discuss Green To Go Ordinance Engagement Strategy
 - Receive Stormwater Update
 - Discuss Community Survey

Engineering Updates:

- Xcel Energy has submitted another rate proposal to the Public Utilities Commission. It is being reviewed by many including the Suburban Rate Authority, of which Roseville is a member.
- The City Engineers of Minnesota annual conference will be attended by Roseville staff later this month.

Sustainability Updates:

- Sustainability Specialist Noelle Bakken cohosted a meeting on December 8 with Ramsey County and city environmental staff from Maplewood, Shoreview, White Bear Lake, White Bear Township, Lauderdale, and Saint Paul, to discuss 2024 initiatives. Featured speakers were staff from MPCA and the Metropolitan Council to talk about the Carbon Pollution Reduction Grant planning process and the Met Council's Regional Climate and Natural Systems policy priorities.
- Ms. Bakken presented at Resilient Roseville's first "Sustainability for Busy People" series on January 7 at the Roseville Library about Sustainability in the Kitchen.

Major Maintenance Activities:

- Street and Storm
 - Completed first turning of fall leaves at the compost site. Staff manage 20,000 cy of leaves at the site composting to 5,000 cy.
 - Continued trimming/pruning of City boulevard trees.
 - Weather conditions were perfect to allow for 3 anti-icing events.
 - Continued maintenance/management of water break slurries at Ramsey County Kent Street site.
 - Continued storm sewer inspections and maintenance.
- Water and Sanitary Sewer
 - Continue to work with owners of private hydrants that are in need of repairs.
 - Continuing inspections for water service line inventory.
 - Repaired two water main breaks.
 - Inspecting sanitary manholes for 2024 PMP.
 - Continued underground locates, weekly lift station inspections, collection of water samples, and replacing water meters and MIUs.

2024 All Projects

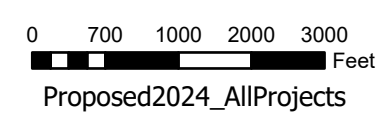


Prepared by: Engineering Department
12/27/2023

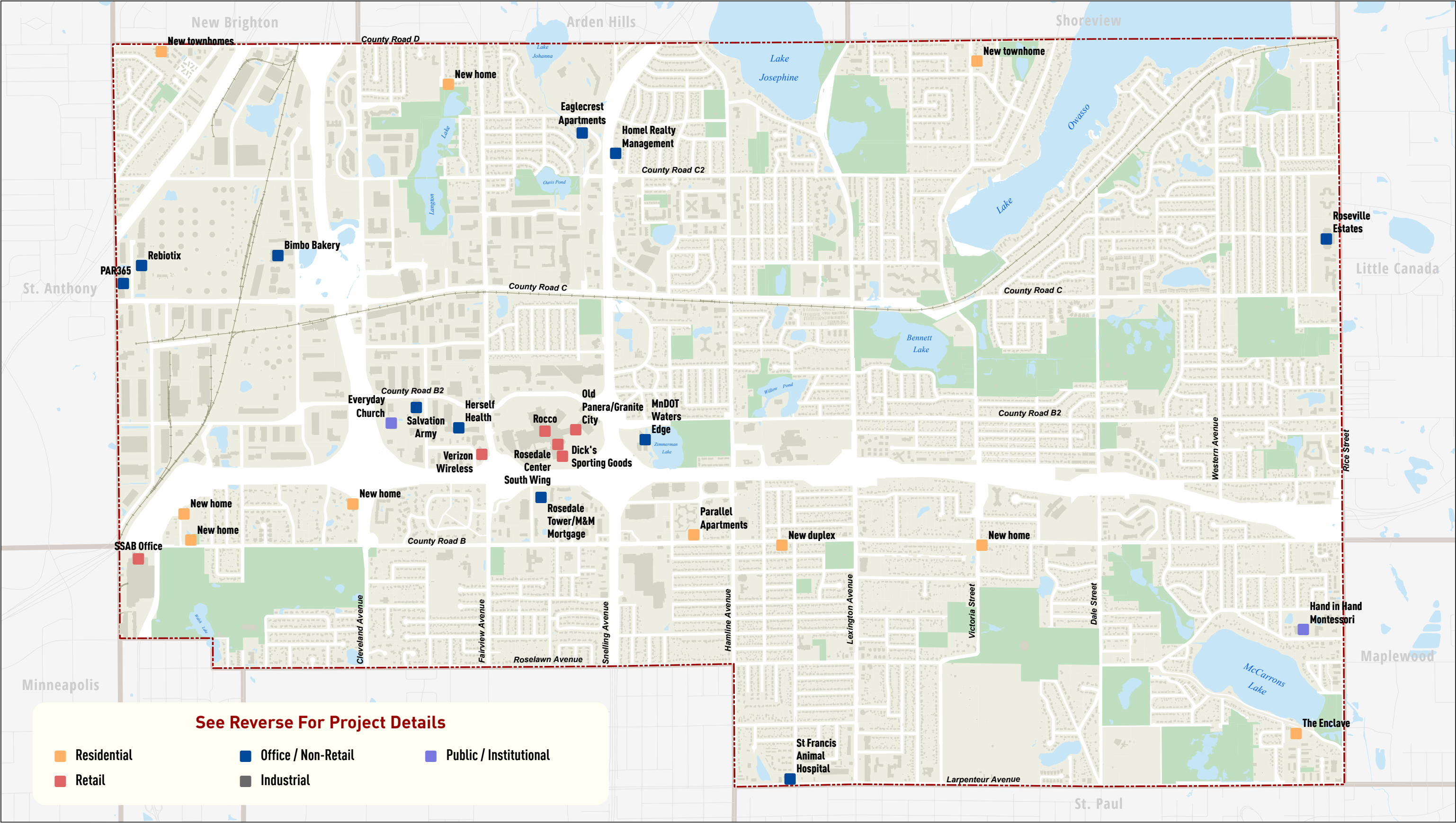
- City Roadway Reconstruction
- City Roadway Mill & Overlay
- County Roadway Project
- MnDOT Roadway Project
- Signal Improvement
- New Pathway
- Pathway Maintenance
- Parking Lot
- Retaining Wall
- Watermain Replacement
- Sanitary Sewer Project
- Street Light Project

Data Sources
* Ramsey County GIS (12/05/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

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



Proposed2024_AllProjects



Development Projects: December 2023

ROSEVILLE COMMUNITY DEVELOPMENT DEPARTMENT					
Updated: December 20, 2023					
	Project Name	Address	Project Description	Applicant/Owner Information	Starting
RESIDENTIAL	The Enclave	201-261 McCarrons Pl	20 detached townhomes	Ovation Homes	Summer 2021
	Parallel Apartments	1415 County Road B	89 unit apartment building		Fall 2023
	Residential New Construction	2239 Cleveland Ave	New single family home	Bald Eagle Builders Inc	Fall 2022
	Residential New Construction	1882 Brenner Ave	New single family home	O’Meara Custom Building Inc	Fall 2022
	Residential New Construction	3092-3094 Victoria St	New townhome	Twin Cities Habitat for Humanity	Summer 2023
	Residential New Construction	858 County Road B	New single family home	Lee Homes Inc	Summer 2023
	Residential New Construction	2387 County Road B	New single family home	Creative Homes	Summer 2023
	Residential New Construction	2444-2454 County Road D	New townhomes	JT MEZZ Construction LLC	Summer 2023
	Residential New Construction	1254 County Road B	New duplex	Restoration Professionals	Summer 2023
	Residential New Construction	2415 Laurie Ct	New single family home	Creative Homes Inc	Summer 2023
RETAIL	PAR365	2655 Patton Rd	Tenant buildout: Indoor Golf Simulation		Summer 2023
	Rosedale Center South Wing	1595 Highway 36	Demo of South Wing Entry	VCC LLC	Fall 2022
	Old Panera Bread	1595 Highway 36	Interior Demo	P.R.M. Contracting	Summer 2023
	Old Granite City	1595 Highway 36	Interior Demo	VCC LLC	Summer 2023
	Rocco	1595 Highway 36	Interior Remodel	P.R.M. Contracting	Summer 2023
	SSAB Office	2500 County Road B	Interior Remodel	RAK Construction Inc	Summer 2023
	Dicks Sporting Goods	1675 Highway 36	Footing & Foundation	VCC LCC	Summer 2023
	Verizon Wireless	2325 Fairview Ave	Tenant Remodel	Summit Properties and Development	Summer 2023
	M & M Mortgage	1700 Highway 36	Interior Remodel	Encompass Properties LLC	Fall 2023
NON-RETAIL/OFFICE	MnDOT Waters Edge	1500 County Road B2	Mechanical upgrades		Fall 2023
	St Francis Animal Hospital	1227 Larpenteur Ave	Addition		Fall 2023
	Homel Realty Management	2924 Snelling Ave	Demo Swimming Pool and Sauna	Home Improvement Shop	Spring 2023
	Rosedale Tower	1700 Highway 36	Common Area Remodel	Encompass Properties LLC	Summer 2023
	Salvation Army	2445 Prior Ave	Interior Remodel	Green Construction Services	Summer 2023
	Everyday Church	2420 Cleveland Ave	Interior Remodel of former LA Fitness		Fall 2023
	Roseville Estates	2735-2755 Rice St	Demo old parking structure, add parking and garages		Fall 2023
	Eaglecrest Apartments	2945 Lincoln Dr	Remodel	Window World	Summer 2023
	Bimbo Bakery	2745 Long Lake Rd	Interior Remodel	Montgomery Brinkman	Summer 2023
	Rebiotix	2680 Patton Rd	Interior Alteration		Fall 2023
	Herself Health	2401 Fairview Ave	Interior Remodel	The Bainey Group Inc	Fall 2023

Roseville Public Works, Environment and Transportation Commission

Agenda Item

DATE: January 23, 2024

ITEM: 5.a.

ITEM DESCRIPTION: Street Name Change Policy Draft

Background

The City has received a request from residents to change the street name of the segment of County Road B, west of Cleveland Avenue – the portion scheduled for reconstruction next year. This segment of County Road B was turned back to the City when the road was disconnected from TH 280.

Minnesota Statute § 440.11 “Street Name Change; Ordinance” allows cities to make a street name change, provided that it is approved by ordinance and then recorded in the office of the county recorder. The City would like to establish a policy for how the public can make these requests, how they can be reviewed, and considered by the City Council. A draft of this policy is attached for discussion and feedback.

The PWETC last discussed the Street Name Change Policy in June 2023. Council discussed this in September. Minutes from the meeting are attached. The Council requested PWETC to review this policy one more time before adoption. They particularly inquired on how the new name would be chosen.

Recommendation

Receive draft and provide feedback.

Attachments

1. Street Name Change Policy Draft
2. September 25, 2023 City Council Minutes Excerpt



ROSEVILLE

STREET NAME CHANGE POLICY

Draft v1.302 October ~~September~~ 2023

PURPOSE: This policy dictates the process for which residents may request a change of name to a street under city jurisdiction, to be considered by the City Council.

BACKGROUND:

Minnesota Statute § 440.11 "Street Name Change; Ordinance" allows cities to make a street name change provided that it is approved by ordinance and then recorded in the office of the county recorder.

440.11 STREET NAME CHANGE; ORDINANCE.

The council of each home rule charter city of the second, third, or fourth class may by ordinance change the name of and rename any of the streets, lanes, avenues, public highways, parks, and public grounds of the city. Immediately after publication, the ordinance shall be recorded in the office of the county recorder of the county in which the city is located.

Although not required by statute, a petition is useful to gauge property owner interest in a street name change, as both benefits and inconveniences associated with an address change will be borne by the property owners. Property owners may consider/consult their tenants.

PROCESS:

A. Contact City Engineer

A member of the public requesting a name change must contact the City Engineer to discuss the process.

B. Resident Petition

Requestor must submit a petition to the City Engineer for consideration. The petition must include the new name requested and have signatures from more than 50% of property owners on the street, whose address includes the proposed road name change. Upon request, the City will provide a list of addresses. A sample petition form is included in Appendix A.

The new street name:

- a) should be changed only if there will be a public benefit that clearly outweighs the public confusion and cost that would be created by the name change.
- b) shall not be longer than can be put on a standard sign or 30 characters, whichever is less.
- c) should not create confusion or delay to standard or emergency services response.
- d) should not uniquely identify a particular product, service, tenant, business or living person.
- e) could be named after natural habitat (vegetation, terrain, animals, etc.), geographic location (park names, water body names, directions, etc.), or appropriate non-descript terminology (joining of two words, names, or activities, etc).
- f) should meet naming requirement of other concerned local governments.

C.B. City Review of Request

The City Engineer shall confer with other concerned local governments, including Ramsey County, to verify that the new street name meets naming requirements.

The City will coordinate with Ramsey County, MnDOT, and adjacent municipalities, as needed, to estimate the cost for signage changes.

D. Public Notice

The City would publish in the city's legal paper the proposed name change. All property owners within 1000 feet of the road with the proposed name change would be notified by mail at least 30 days prior to the City Council meeting. It would include specific notice to directly affected properties that their address would change.

EC. Council Consideration

The Council will consider an ordinance to approve the name change. ~~An ordinance change requires public notice/comment—in this case, it would include specific notice to affected properties.~~ If approved, the ordinance will be sent to the County Recorder.

PETITION FOR STREET NAME CHANGE FORM

Signature below affirms we request changing the name of our street:

_____, from _____ to _____
[current street name] [intersecting street] [intersecting street]

to the new name: _____.
[new name requested]

The petitioners ask the City of Roseville to review this request and put it before the City Council for consideration at an upcoming Council meeting.

	Name	Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Excerpt from

Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, September 25, 2023

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Strahan, Etten, Schroeder, Groff, and Roe. City Manager Patrick Trudgeon and City Attorney Rachel Tierney were also present.

2. Pledge of Allegiance

3. Approve Agenda

Councilmember Etten requested removal of Consent Agenda Item G (Approve Street Name Change Policy) for separate consideration.

Schroeder moved, Groff seconded, approval of the agenda as amended.

Roll Call

Ayes: Strahan, Etten, Schroeder, Groff, and Roe.

Nays: None.

4. Public Comment

Mayor Roe called for public comment by members of the audience on any non-agenda items.

Mr. Art Eguia, Stillwater, explained he has been in conversations with Senior Planner Bryan Lloyd regarding sober housing. He understands this was brought up either last month or the month before. The last email he got from Mr. Lloyd was August 29th so that the September 25th meeting would be the target for the adoption of the Ordinance. When he got to the meeting that was not the case, and he wanted to refresh that part of the conversation. He sent extra documents to Mr. Lloyd and currently runs four sober houses, which are very much needed in the community. They are looking at purchasing a house in Roseville to turn it into a sober house so he wanted to make sure that this gets on the next agenda. He explained the City Council is aware the ADA and FHA protect the sober community class people who are suffering from addiction and it is a covered class in the ADA and FHA so technically, they do not need to ask for a license for a sober home. He wanted to make sure that it is looked at ahead of time because a lot of cities usually want them to pull a rental permit, but it is not rent. He would prefer to come into the City of Roseville doing things the right way and if it is required to fill out a permit, he would be happy to do it. The other way to do it is to buy a house and start putting people in there for sobriety, which is not the way he would like to proceed on something like this. He noted Mr. Lloyd has been very supportive and helpful to him.

Mayor Roe noted for the benefit of Mr. Eguia and the public that the City Council will be considering an ordinance to add what is known as "reasonable accommodation" to the City's code to allow for staff approval of such things as sober homes, with appeal of staff decisions to the Council. So the City is not considering whether to approve a specific sober home, or sober homes in general, but rather to create a process for them to be administratively approved in compliance with Federal and State statutory requirements.

Mr. Trudgeon noted that the Reasonable Accommodation ordinance is planned for the October 23 agenda.

5. Recognitions, Donations, and Communications

a. Proclaim October 9, 2023 Indigenous People's Day

Mayor Roe read the Indigenous People's Day Proclamation.

Etten moved, Groff seconded, proclaiming October 9, 2023 Indigenous People's Day.

Roll Call

Ayes: Strahan, Etten, Schroeder, Groff, and Roe.

Nays: None.

b. Fire Department Life-Saving Award

Mayor Roe introduced Fire Chief David Brosnahan who updated the City Council on the Fire Department life-saving incident on August 27th. He recognized the fire fighters involved in the life-saving incident.

Roseville Fire Fighter Dave Doucot and Fire Fighter Paramedic Brian Smith and Zack Rickman, Fire Fighter EMT Jerod Henderson, Fire Fighter Fire Inspector Chris DuBay, Lieutenant Paramedic Cody Thornberg, Maplewood Fire Department Captain TJ DaBruzzi, Fire Fighter Paramedic Tanner Cook, Fire Fighter Paramedic Eric Zappa, Fire Fighter EMT Nathan Beitler, and Fire Fighter EMT Ryan Hang were presented with the Fire Department Life-Saving Award by Mayor Roe and Fire Chief Brosnahan.

Mayor Roe thanked all of the fire fighters for their life saving efforts and was glad the child survived the incident.

6. Items Removed from Consent Agenda

a. Approve Street Name Change Policy

At the request of Mayor Roe, City Manager Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated September 25, 2023.

Councilmember Etten indicated he asked for this to be moved up from the consent agenda because in the Council's discussion this summer with PWETC, he had

brought up and others concurred at some level, that the City might consider making this a two-step process. The first step process could be to determine if fifty percent or greater of the residents in the neighborhood agree to change the name and then there could be a separate clear process for changing the name. He explained this does provide some direction for what part of the naming convention can be. He felt similar to what the City did recently with the park renaming is as a community asset so it should be thoughtful in how the street name is created or changed. That may be too much, but he did appreciate the changes to the first page on the public notice specifying who would get the notification about the name change.

Mayor Roe remembered that the Council discussed this as being a two-step process, but it did not appear that way in the minutes, so he was not one hundred percent sure where the Council stood. He thought this was a great time to have further discussion about that.

Councilmember Groff wondered what the two-step process would be.

Mayor Roe indicated it would start out with a petition from the neighborhood wanting to change the name and the second step would be the input process to develop what the changed name would be.

Councilmember Etten indicated that was correct. He reviewed what the petition form would look like with possible changes to it. He thought the people who would be affected by a street name change, the people who lived on the street, should be the primary people on the petition.

Mayor Roe thought there would be a process as laid out in the information in the packet.

Councilmember Strahan requested elaboration on what Process A would mean.

Public Works Director Jesse Freihammer explained in the beginning that was just a suggestion, but the PWET Commission did recommend that it be made a requirement. Their thought was to get the emphasis to the next details, A-F. Staff did not think that most roads in Roseville would qualify based on the County's grid system. The only opportunities, he thought, would be former County roads that are still called county roads but most of the system is on a grid and could not be changed.

Councilmember Strahan indicated with that in mind, she wondered if it would be possible to add that into part A in the process. Maybe it could be a flow chart that would show the qualification steps.

Mayor Roe suggested language such as “contact the City Engineer to discuss the requirements of the process” could be added to the end of the line, or something similar.

Councilmember Strahan thought adding what the considerations are would be helpful for people to know.

Councilmember Etten appreciated that the PWETC asked for A and B to be where it is. He stated, for him, it is to discuss the entire process, not just whether the residents can change the name based on section B but also there are several more steps to make sure people are thoroughly understanding this is not a casual activity. It is a fairly rigorous process with several steps. He was not sure he would need to change section A but would be open to little changes.

Mayor Roe asked Councilmember Etten if the proposed changes in the draft policy in the packet get to his concern about having that more involved process to develop the name or does staff need to enhance the policy further to include it.

Councilmember Etten explained it does not and the additional language that has shown up today in section D, means the public notice piece is much better fleshed out here. He appreciated the specificity of the distance and the timing for notification process. What he would be doing is cutting off after the petition and then the City would start going through almost part way through Process B, what can be named, have the community put in name options, and then have this public notice. He understood this will take a long time and people may not be interested in that.

Mayor Roe thought the challenge may become if the City has a cul-de-sac with a unique name that is not shared with other streets and there are five homes on it, then would the City need to notice people within a thousand feet of it. The other question would be does there need to be a process involving a lot of people that do not live on the street either.

Councilmember Etten noted they would get removed by other items in Process B. What he does not want this to be, is a few people getting together and creating a new name.

Mayor Roe thought maybe there could be some kind of parameter around the number of impacted properties as to whether or not it is as complex of a process or can a generic process be outlined that covers both situations like a previous County road rename.

Councilmember Strahan stated the City should have a policy because there are times when more information is known, maybe the City does not have a lot of streets that are named in honor of someone but if there is more information found

out about someone who previously had a street or lake or parkway named after them, and it becomes apparent that it not longer fulfills their diversity, inclusion and equity goals as a City. She thought it is important to have an opportunity and a pattern by which people can approach this and go forward.

Mayor Roe suggested instead of trying to develop a process at this meeting, it might make sense to refer this either to staff or the PWETC again for further thought on what a process would look like and how it can be incorporated into the policy.

The Council concurred.

Mr. Freihammer explained the concern the PWETC had was how to determine on coming up with names. Would the Commission vote to change the name on a road that has a name unlike being a new park. One of the nice things is the residents know what they are asking for and can petition for a name change but what if the name goes to something the residents do not want would the City then go backwards and the same thing with the County, if the City comes up with a name and it goes to the County and the County does not agree on the name change then the City would have to go backwards. He thought it might be a little circular loop. The City and Commission can do that, but it might be a little complex. He did not think this would come up often and may not be a big deal, but it is a little different process than the park because there is a name and certain residents are directly affected by it.

Mayor Roe noted there could be a process that works directly with the public to try to develop a name that has some consensus and check it with the County before the time for adoption to change it. He thought some of that could happen before it gets to a final approval phase.

Mr. Freihammer indicated staff can create C after B with an engagement process and then mimic that similar with what Parks does with the park engagement. He indicated staff can figure some language out to make it work with dealing with the County.

Councilmember Etten suggested staff think it through and see what the PWETC says and bring it back to the Council with the information received.

Councilmember Schroeder thought the people on the street should have a say in the naming of the street they live on. She also liked letting the public know about it. In a way, she would almost say that if someone is more than one thousand feet away from the street, the public would almost have veto power versus coming in and saying the street should be called something else. She would be cautious about the City opening it up for the whole public to be able to name the street.

Councilmember Etten explained who gets to vote on this in the end because it affects multiple addresses.

Mayor Roe thought the votes should go in line with who would be eligible to sign the petition.

The Council concurred.

Mr. Trudgeon indicated there really is not a place for the residents to vote; the City Council would be voting on the name for the street, and it is initiated by the petition.

Councilmember Strahan explained a couple things come to mind, the first being that the particular part of County Road B may include a large apartment building so she wondered who have the input, the owner of the building or the tenants. Also, would there need to be fifty-one percent of the people that reside there and then other locations could include businesses and those owners may or may not reside within Roseville so she wondered about their access and interest. She thought there were a lot of questions, and this could have problems unless there is more specific information.

Mayor Roe explained the petition, right now, is set up for property owners, which is pretty typical in a process in terms of who can suggest names and be involved in the process. He thought staff had enough information to work out a process and bring it back to the Council for consideration.

7. Business Items

a. Adopt a Preliminary 2024 Tax Levy and Budget

City Manager Patrick Trudgeon and Finance Director Michelle Pietrick briefly highlighted this item as detailed in the Request for Council Action and related attachments dated September 25, 2023.

Councilmember Etten noted that he had several questions and appreciated the follow-through and information that was provided to him by staff.

Councilmember Schroeder thanked staff as well because she had quite a few questions going back and forth and appreciated everyone getting back to her in a timely manner. She indicated there is a lot of detail and knew there will be additional questions still coming.

Public Comment

Mayor Roe offered an opportunity for public comment with no one coming forward.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

DATE: January 23, 2024

ITEM: 6.a.

ITEM DESCRIPTION: Public Works Code Updates

Background

City staff has been reviewing ordinances and has a variety of public works related updates. Prior to bringing these code updates to council, staff would like to get feedback from PWETC on the ordinance changes. The majority of the ordinance changes are to get the codes to current standards which are more technical in nature. Please review the ordinances and consider the impacts these would have to residents and the City.

The following ordinance will be reviewed.

- Bench Ordinance 703.05
 - PWETC reviewed this at the September 26, 2023 meeting.
- Right of Way Repair & Restoration 707.12
 - Staff is looking to change the code to give the City the right to make the determination if the street patching shall be completed by City staff. If the City elects not to repair the patch, then the contractor would be required.
- Water Meters 801.10
 - Change water meter deposit escrow to a water meter deposit fee. This is more of a finance/administrative item.
- Wells 801.22
 - Staff wants to further limit the use of wells within the city and have an end date for residential water use.
- Fats Oils Grease (FOG) 802.15
 - Update to some of the technical requirements related to sizing requirements.
- Repair/Abatement, New Ordinance, Chapters 801 & 802
 - Establish an ordinance to clarify how City repairs of private utility services or other right of way issues can be assessed against the property.

Attached are the current ordinances and draft changes to the ordinances.

Recommendation

Receive draft ordinances and provide feedback and recommendations to Council.

Attachments

1. Existing Bench Ordinance 703.05
2. Draft Bench Ordinance
3. PWETC Minutes Excerpts September 26, 2023
4. Existing Right of Way Repair & Restoration 707.12
5. Draft Right of Way Repair & Restoration Ordinance
6. Existing Water Meter Ordinance 801.10
7. Draft Water Meter Ordinance
8. Existing Well Ordinance 801.22
9. Draft Well Ordinance
10. Existing FOG Ordinance 802.15

11. Draft FOG Ordinance
12. Draft Repair/Abatement Ordinance

6. Driveway Approaches: Driveway approaches between the curb and the property line shall be constructed of concrete, asphalt, brick pavers, a strength capable of handling the weight of cars and trucks (generally stamped on bottom of paver) or other hard surface pavement approved by the Public Works Director.

If concrete is used for the driveway, where there is no concrete curb or gutter, the concrete driveway shall be held back two feet from the edge of the roadway. The remaining two feet shall be surfaced with hot mixed bituminous material. Prior to starting work, the owner or builder shall obtain a permit from the Community Development Director or designee.

7. Driveways: Driveways shall be constructed of concrete, asphalt, brick pavers or other hard surface pavement approved by the Public Works Director.

8. Driveway Elevation: The driveway elevation at the property line shall not be more than ten inches nor less than four inches above the centerline of the abutting street with a maximum slope to gutter lines of 10%+ and a minimum slope of 2%+.

9. Driveways on Private Property: Residential driveways, shall be constructed so that the edge of the driveway nearest to the side lot line shall be a minimum of five feet from the side lot line.

10. Driveways On County Or State Roads: Where new principal structures are constructed on lots contiguous to roadways designated as major thoroughfares in the city's comprehensive plan, driveways servicing such lots shall be designed and constructed so as to provide a vehicle turnaround facility within the lot.

- C. Access to County or State Roads: On properties having frontage on both major and minor roads, access shall be provided via the minor road wherever feasible in order to reduce the number of curb cuts on major thoroughfares.
- D. Traffic Control: Where commercial land uses are adjacent to residential districts, ingress and egress from the commercial properties on streets leading to or through the residential zones shall not be permitted unless it can be demonstrated that adequate access to public rights of way is thereby denied. Traffic control is exercised so as to ensure that the location of driveways shall not constitute a hazard nor be injurious to adjacent residential uses.
- E. State and County Highway Requirements: Where the proposed driveway is to be constructed so that it opens into any street designated as either a Minnesota state, Ramsey County or U.S. trunk highway, all additional specifications of the appropriate highway departments will apply. (Ord. 1172, 9-23-1996)

703.05: BUS BENCHES IN RIGHT OF WAY:

No bench may be placed or maintained in a public right of way without securing a permit from the Public Works Director and the payment of an annual license fee as established in Section 314.05. The number, size, and locations of all benches shall be in accordance with the City of Roseville/Metro Transit bus route plan. The Public Works and Transportation Commission will review the annual site application for input regarding the siting application. A permit shall not be issued unless the bench and its placement comply with the following conditions:
(Ord. 1379A, 11-17-2008)

- A. Bus Stops: A bench shall only be placed at a bus stop on an established bus route.

- B. Location: A bench shall be placed parallel to and no nearer than four feet from the roadway curb or the edge of the roadway where no curb exists and shall not obstruct a pathway.
- C. Number: No more than one bus bench may be placed at a roadway intersection in the direction of traffic flow, unless the Public Works Director authorizes more benches in writing after finding that the passenger load justifies more than one bench at a bus stop. All bus benches shall bear the local telephone number at which the permittee may be reached concerning issues with the bench.
- D. Proximity to Other Benches: No bus bench may be placed within 500 feet of any other bench or within 15 feet of an existing one on a roadway, unless the Public Works Director authorizes more benches in writing after finding that the passenger load justifies more than one bench at a bus stop or closer proximity.
- E. Size: The maximum size of a bench shall be three and one-half feet high, seven feet long and three feet wide erected upon a concrete pad of maximum eight foot length and four foot width. The maximum amount of advertising on a bus bench shall not exceed eleven square feet.
- F. Color: A bench shall be of a single color except a multicolored advertising sign. The bench signage may be affixed to or may be used as the backrest of the bench. Signage shall be affixed only to the street-side portion of the bench backrest
- G. Structure Maintenance: When directed by the Public Works Director as necessary to address refuse and litter issues, bench sites shall be equipped with an architecturally complementary trash receptacle. Benches shall be maintained a minimum of once per week with such maintenance to include picking-up litter/debris about the bench, removing graffiti/stickers, removal of ice and snow in a manner such that each bench shall be fully accessible within 72 hours of a snow fall or other weather event. Benches shall be inspected weekly for any damaged or broken parts and shall repair or replace damaged or broken parts within 48 hours after damage or breakage is discovered or reported.
- H. Liability Insurance: A certificate of liability insurance shall be filed with the city covering claims for damages which might arise out of the use or placement of a bench in the public right of way naming the city as an additional insured. The minimum limit of liability shall be six hundred thousand dollars (\$600,000.00).
- I. Removal: At the request of the Public Works Director, a bench shall be removed at the permittee's sole expense in order to permit right of way improvements or maintenance. If the location of the bench is a safety hazard or if it interferes with pedestrian or vehicular traffic on the right of way, or if the bus route changes, the provider shall incur the cost of removal within 30 days of the route change.
- J. State or County Permission: If the bench placement is in a Minnesota Department of Transportation or county right of way, written permission must be secured from the Minnesota department of transportation or the county and filed with the city. (Ord. 1267, 7-15-2002)
- K. Applicants and permittees must meet all local, state, and federal requirements applicable to bus benches, their placement, and their use for public transit services.
(Ord. 1294, 9-15-2003)

703.06: NEWSPAPER VENDING MACHINES:

- A. Notification to City: No newspaper vending machine may be placed or

703.05: ~~BUS BENCHES IN RIGHT OF WAY~~COURTESY BENCHES:

No bench may be placed or maintained in a public right of way without securing a ~~permit~~license from the Public Works Director and the payment of ~~an annual~~a license fee as established in Section 314.05. The number, size, and locations of all benches shall be in accordance with the City of Roseville/Metro Transit bus route plan or adjacent to a city pathway. ~~The Public Works and Transportation Commission will review the annual site application for input regarding the siting application.~~ A ~~permit~~license shall not be issued unless the bench and its placement comply with the following conditions: (Ord. 1379A, 11-17-2008)

- A. Definitions: The following words, terms and phrases, when used in this section, shall have the meaning:
 - Courtesy Bench: Any bench on public property for people . ~~waiting for buses or other vehicles.~~
 - ~~A. —Consent: The consent of the abutting owner or lessee is required for the proposed location of the courtesy bench.~~
- B. License/Permit Term: Once an individual gets a license approved how long it lasts. ~~The term for license shall be two years. Fees for the license will be defined in the city fee schedule.~~
- C. License/Permit Renewal: Once said term is expiring, if renewal is desired, how one would go about such renewal. Ex: At least 60X days prior to the expiration of license, lessee can make application of renewal for another licensed term. Application information to reflect information in original application, with additional license fee for this additional term. Consent of owner of abutting land for renewal required.
- ~~B.D.~~ Change of ownership: If current license is under a particular individual/entity, and transfer is desired, new owner must go through license application process.
- ~~C.E.~~ Bus Stops: A bench shall only be placed at a bus stop on an established bus route.
- ~~D.F.~~ Location: A bench shall be placed parallel to and no nearer than four feet from the roadway curb or the edge of the roadway where no curb exists and shall not obstruct a pathway. A bench may be located on a sidewalk, provided that the minimum remaining width of the sidewalk after bench installation is six feet. No bench shall be fixed to any city property including city sidewalks, utility poles and signs without prior approval of the city.
- ~~E.G.~~ Number: No more than one bus bench may be placed at a roadway intersection in the direction of traffic flow, unless the Public Works Director authorizes more benches in writing after finding that the passenger load justifies more than one bench at a bus stop. All bus benches shall bear the local telephone number at which the permittee may be reached concerning issues with the bench.
- ~~F.H.~~ Proximity to Other BenchesStructures: No bus bench may be placed within 500 feet of any other bench or within 15 feet of an existing on a roadway, unless the Public Works Director authorizes more benches in writing after finding that the passenger load justifies more than one bench at a bus stop or closer proximity. Bench shall not be located within 5 feet of fire hydrants, driveways, or crosswalks.
- I. Size: The maximum size of a bench shall be three and one-half feet high, seven feet long and three feet wide erected upon a concrete pad, or approved -of equal, of a maximum eight footeight-foot length and four-footfour-foot width. The maximum amount of advertising on a bus bench shall not exceed eleven square feet.
- J. ADA Compliance:

K. Color: A bench shall be of a single color except a multicolored advertising sign. The bench signage may be affixed to or may be used as the backrest of the bench. Signage shall be affixed only to the street-side portion of the bench backrest

~~G~~L. Material: Materials used in constructing bench must be durable including, but not limited to, wood, steel, concrete or plastic.

~~H~~M. Advertising: Advertising may be displayed on the front and rear faces of the backrest. Advertisement shall not display alcohol, immoral, obscene or political content. Content including the words "STOP", "LOOK", "DRIVE IN" are not permitted. City Council maintains the right to approve advertisements.

~~I~~N. Structure Maintenance: When directed by the Public Works Director as necessary to address refuse and litter issues, bench sites shall be equipped with an architecturally complementary trash receptacle. Benches shall be maintained a minimum of once per week with such maintenance to include picking-up litter/debris about the bench, removing graffiti/stickers, removal of ice and snow in a manner such that each bench shall be fully accessible within 72 hours of a snow fall or other weather event. Benches shall be inspected weekly for any damaged or broken parts and shall repair or replace damaged or broken parts within 48 hours after damage or breakage is discovered or reported.

~~J~~O. Liability Insurance: A certificate of liability insurance shall be filed with the city covering claims for damages which might arise out of the use or placement of a bench in the public right of way naming the city as an additional insured. The minimum limit of liability shall be six hundred thousand dollars (\$600,000.00).

P. Revocation of License/Permit:

~~K~~Q. Removal: At the request of the Public Works Director, a bench shall be removed at the permittee's sole expense in order to permit right of way improvements or maintenance. If the location of the bench is a safety hazard or if it interferes with pedestrian or vehicular traffic on the right of way, or if the bus route changes, the provider shall incur the cost of removal within 30 days of the route change. A bench shall also be removed if the license held by licensee has expired, and no renewal has been initiated/approved.

~~L~~R. State or County Permission: If the bench placement is in a Minnesota Department of Transportation or county right of way, written permission must be secured from the Minnesota department of transportation or the county and filed with the city. (Ord. 1267, 7-15-2002)

~~M.~~ Applicants and permittees must meet all local, state, and federal requirements applicable to bus benches, their placement, and their use for public transit services. (Ord. 1294, 9-15-2003)

Excerpts from
**Roseville Public Works, Environment
 and Transportation Commission
 Meeting Minutes**

Tuesday, September 26, 2023, at 6:30 p.m.
 City Council Chambers, 2660 Civic Center Drive
 Roseville, Minnesota 55113

1. Introduction / Roll Call

Chair Ficek called the meeting to order at approximately 6:30 p.m. and at his request, Public Works Director Jesse Freihammer called the roll.

Present: Chair Bryant Ficek; and Members Jarrod Cicha, Daniel Fergus, Edwin Hodder, Allison Luongo, Des Mueller, and Sarah Rudolf

Absent: None

Staff Present: Public Works Director Jesse Freihammer; and Sustainability Specialist Noelle Bakken, and Parks and Recreation Superintendent Jim Taylor

9. Bench Ordinance

Public Works Director Jesse Freihammer indicated the City of Roseville has an existing bench ordinance that regulates benches in the City rights-of-way. He noted there are currently 51 benches that are installed by one company that are permitted. The ordinance was last updated in 2008. He explained after looking at other city ordinances and consulting with the City Attorney, the current ordinance could use some updates to be clearer on some items and to add some additional language. He asked the Commission to discuss and provide feedback on potential ordinance changes.

Member Rudolf indicated she was cautiously supportive of more benches because her job closely touches transit and she feels, especially on the heels of this new walkability index, really just thinking about encouraging pedestrian and alternative transportation options for people and making that more possible and she thought there was a number of situations, including older residents but also parents with children or various people after a long day of work waiting at the bus stop it would be nice to have a place to sit. In general, she is supportive. She thought there are considerations to be had for the types of advertising and the locations and number of them, but in general she was in favor of it.

Mr. Freihammer explained the one thing all the ordinances have is the bench companies propose where the benches go, and the City allows or does not allow them. He indicated these are really advertising companies and not bench companies and the benches are placed where the traffic is. He noted the City could put a bench in a location but does not typically do that.

Chair Ficek asked if the name should be changed to courtesy bench.

The Commission was in favor of changing the name.

Chair Ficek asked if the benches should be limited to transit stops. He thought in light of how the Commission has talked about putting benches in other places and having it more walkable, he was in favor of opening this up to allow for more benches.

Mr. Freihammer indicated if there is support for benches to be in other places, the City would make sure that the benches are placed in the rights-of-way and look at the technical aspects of the placement.

The Commission discussed possible placement of benches and where current benches are placed, including transit stops.

infrastructure; (ii) collocated small wireless facility and services shall not interfere with public safety or public utility communications; (iii) city shall have right to shut off power to small wireless facility to perform maintenance work on city infrastructure, after providing reasonable advance notice to the wireless service provider; (iv) city makes no guarantee as to the condition of any wireless support structure with regard to applicant's use; (v) small wireless facility shall not obstruct light emanating from street lighting infrastructure used for collocation; and (vi) permittee shall be solely responsible for to maintain the small wireless facility in good and safe condition, and shall annually inspect mounting brackets to ensure they are securely attached to city infrastructure and not causing damage or premature depreciation of the asset. (Ord. 1549, 4-9-2018)

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

707.11: PERMIT FEES:

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

707.12: RIGHT-OF-WAY REPAIR AND RESTORATION:

- A. Timing: The work to be done under the excavation permit, and the patching and restoration of the right of way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of extraordinary circumstances beyond the control of the permittee, as determined by the Director, or when work was prohibited as unseasonal or unreasonable under Section 707.15 of this Chapter.
- B. Patch and Restoration: Permittee shall patch its own work. The City may choose either to have the permittee restore the right of way or to restore the right of way itself.
 - 1. City Restoration: If the City restores the right-of-way, permittee shall pay the costs thereof within 30 days of billing. If, during the 36 months following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the City, within 30 days of billing, all costs associated

with having to correct the defective work.

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

- C. Standards: The permittee shall perform patching and restoration according to the standards and with the materials specified by the Director. The Director shall have the authority to prescribe the manner and extent of the restoration, and may do so in written procedures of general application or on a case-by-case basis. The Director in exercising this authority shall be guided by the following considerations:
 - 1. The number, size, depth and duration of the excavations, disruptions or damage to the right of way;
 - 2. The traffic volume carried by the right of way; the character of the neighborhood surrounding the right of way;
 - 3. The pre-excavation condition of the right of way; the remaining life expectancy of the right of way affected by the excavation;
 - 4. Whether the relative cost of the method of restoration to the permittee is in reasonable balance with the prevention of an accelerated depreciation of the right of way that would otherwise result from the excavation, disturbance or damage to the right of way; and
 - 5. The likelihood that the particular method of restoration would be effective in slowing the depreciation of the right of way that would otherwise take place.
- D. Guarantees: By choosing to restore the right of way itself, the permittee guarantees its work and shall maintain it for 36 months following its completion. During this 36 month period it shall, upon notification from the Director, correct all restoration work to the extent necessary, using the method required by the Director. Said work shall be completed within five calendar days of the receipt of the notice from the Director, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonal or unreasonable under Section 707.15 of this Chapter.
- E. Failure to Restore: If the permittee fails to restore the right of way in the manner and to the condition required by the Director, or fails to satisfactorily and timely complete all restoration required by the Director, the Director at its option may do such work. In that event the permittee shall pay to the City, within 30 days of billing, the cost of restoring the right of way. If permittee fails to pay as required, the City may exercise its rights under the restoration bond.
- F. Degradation Fee In Lieu of Restoration: In lieu of right-of-way restoration, a right-of-way user may elect to pay a degradation fee. However, the right-of-way user shall remain responsible for patching, and the degradation fee shall not include the cost to accomplish these responsibilities. (Ord. 1209, 8-24-1998)

707.13: JOINT APPLICATIONS:

- A. Joint Application: Registrants may jointly apply for permits to excavate or obstruct the right of way at the same place and time.

707.12: RIGHT-OF-WAY REPAIR AND RESTORATION:

- A. Timing: The work to be done under the excavation permit, and the patching and restoration of the right of way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of extraordinary circumstances beyond the control of the permittee, as determined by the [Public Works](#) Director, or when work was prohibited as unseasonal or unreasonable under Section 707.15 of this Chapter.
- B. Patch and Restoration: ~~Permittee shall patch its own work.~~ The City ~~has the right to~~ may choose either to restore the right of way itself or to have the permittee restore the right of way ~~or to restore the right of way itself.~~
 - 1. City Restoration: If the City restores the right-of-way, permittee shall pay the costs ~~thereof within 30 days of billing~~ up front as part of the permit fee. Restoration fees are established annually in the fee schedule. If, during the 36 months following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the City, within 30 days of billing, all costs associated with having to correct the defective work.
 - 2. Permittee Restoration: If the permittee restores the right of way itself, it shall at the time of application for an excavation permit, if the [Public Works](#) Director determines additional security is necessary, post an additional performance and restoration bond in an amount determined by the [Public Works](#) Director to be sufficient to cover the cost of restoration. If, 36 months after completion of the restoration of the right of way, the [Public Works](#) Director determines that the right of way has been properly restored, the surety on the performance and restoration bond posted pursuant to this subsection shall be released.
- C. Standards: The permittee shall perform patching and restoration according to the standards and with the materials specified by the [Public Works](#) Director. The [Public Works](#) Director shall have the authority to prescribe the manner and extent of the restoration, and may do so in written procedures of general application or on a case-by-case basis. The [Public Works](#) Director in exercising this authority shall be guided by the following considerations:
 - 1. The number, size, depth and duration of the excavations, disruptions or damage to the right of way;
 - 2. The traffic volume carried by the right of way; the character of the neighborhood surrounding the right of way;
 - 3. The pre-excavation condition of the right of way; the remaining life expectancy of the right of way affected by the excavation;
 - 4. Whether the relative cost of the method of restoration to the permittee is in reasonable balance with the prevention of an accelerated depreciation of the right of way that would otherwise result from the excavation, disturbance or damage to the right of way; and
 - 5. The likelihood that the particular method of restoration would be effective in slowing the depreciation of the right of way that would otherwise take place.
- D. Guarantees: ~~By choosing to restore the right of way itself~~ If the city requires the permittee to restore the right of way, the permittee guarantees its work and shall maintain it for 36 months following its completion. During this ~~36-month~~ 36-month period it shall, upon notification from the [Public Works](#) Director, correct all restoration work to the extent necessary, using the method required by the [Public Works](#) Director. Said work shall be completed within five calendar days of the receipt of the notice from the [Public Works](#) Director, not including days during which work cannot be done because of circumstances

constituting force majeure or days when work is prohibited as unseasonal or unreasonable under Section 707.15 of this Chapter.

- E. Failure to Restore: If the permittee fails to restore the right of way in the manner and to the condition required by the [Public Works](#) Director, or fails to satisfactorily and timely complete all restoration required by the [Public Works](#) Director, the [Public Works](#) Director at its option may do such work. In that event the permittee shall pay to the City, within 30 days of billing, the cost of restoring the right of way. If permittee fails to pay as required, the City may exercise its rights under the restoration bond.
- F. ~~Degradation Fee In Lieu of Restoration: In lieu of right of way restoration, a right of way user may elect to pay a degradation fee. However, the right of way user shall remain responsible for patching, and the degradation fee shall not include the cost to accomplish these responsibilities. (Ord. 1209, 8-24-1998)~~

plumber licensed by the City. (Ord. 1009, 3-23-87; amd. 1995 Code) (Ord 1590, 10-12-2020)

801.08: PROPERTY ASSESSMENTS:

Before any permit shall be issued, the following conditions shall be complied with:

- A. Certification by Public Works Director: No permit shall be issued to tap or connect with any water main of the City directly or indirectly from any lot or tract of land unless the Public Works Director shall have certified:
 - 1. That such lot or tract of land has been assessed for the cost of construction of the water main with which the connection is made; or
 - 2. If no assessment has been levied for such construction cost, the proceedings for levying such assessment have been or will be completed in due course; or
 - 3. If no assessment has been levied and no assessment proceedings will be completed in due course, that a sum equal to the portion of cost of constructing said water main would be assessable against said lot or tract has been paid to the City. (Ord. 388, 4-22-63; amd. 1995 Code)
- B. Additional Connection Fee:
 - 1. If no such certificate can be issued by the Public Works Director, no permit to tap or connect to any water main shall be issued unless the applicant shall pay an additional connection fee which shall be equal to the portion of the cost of construction of the said main which would be assessable against said lot or tract to be served by such tapping connection, including interest at a rate equal to the interest rate of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date.
 - 2. The assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the said main. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar tapping or connection with such main, determined on the basis of the total assessable cost of the main, allocated on a frontage basis, acreage basis, or both. (Ord. 745, 12-30-74; amd. 1995 Code) (Ord 1590, 10-12-2020)

801.09: TURNING ON WATER:

No person except an authorized City employee shall turn on or off any water supply at the stop box without permission from the Public Works Director. Authorized City employees shall be allowed access to stop boxes at all times. (Ord. 388, 4-22-63; amd. 1995 Code) (Ord 1590, 10-12-2020)

801.10: WATER METERS:

- A. Meters Required: Except for extinguishment of fires, no person, except authorized City employees, shall use water from the water system or permit water to be drawn from the water system unless the same be metered by passing through a meter supplied or approved by the City. No person not authorized by the Public Works Director shall connect, disconnect, take apart or in any manner change, cause to be changed or interfere with any such meter or the action of

such meter. (Ord. 388, 4-22-63)

1. Master Meter: Commercial or industrial buildings shall be metered with one master meter of adequate size as approved by the Director of Public Works.

2. Auxiliary Meters: If additional or auxiliary meters are desired for recording the subdivision of such supply, they must be furnished and set up by the owner or consumer at the owner or consumer's expense and the owner or consumer must assume all responsibility of reading, billing and maintaining the auxiliary meters. (Ord. 662, 3-13-72)

- B. Installation: All water meters shall be installed in accordance with the standards set by the Public Works Director. (Ord. 388, 4-22-63; amd. 1995 Code)
- C. Security Deposit: A security deposit to be made by customers for water meters and payment for the water meter shall be made in advance of installation for all meters in an amount established by City Council resolution. This deposit will be refunded when the property ownership is transferred. Remote reading devices on water meters will be required except where otherwise determined by the Public Works Director. (Ord. 733, 8-12-74; amd. 1995 Code)
- D. Maintenance and Repair: The City shall maintain and repair all meters when rendered unserviceable through ordinary wear and tear and shall replace them if necessary. However, where replacement, repair or adjustment of any meter is rendered necessary by the act, neglect, including damage from hot water backup or carelessness of the owner or occupant of the premises, any expense caused the City shall be charged against and collected from the water consumer. (Ord. 388, 4-22-63)
- E. Rereading Meter: A consumer may, by written request, have their meter reread by depositing the amount stated below with the Finance Officer. In case a test should show an error of over five percent (5%) of the water consumed, the deposit will be refunded to the consumer, a correctly registering meter will be installed and the bill will be adjusted accordingly if the meter erred in favor of the City. Such adjustment shall not extend back more than one billing period from the date of the written request. The deposit charges for meter testing shall be an amount equal to the City's cost. (Ord. 733, 8-12-74; amd. 1995 Code)
- F. Meters City Property: All water meters shall be and remain the property of the City.
- G. Employees Granted Free Access: Authorized City employees shall have free access at reasonable hours of the day to all parts of every building and premises connected with the water system for reading of meters and inspections. (Ord. 388, 4-22-63)
- H. Rental Fee: A rental fee equal to the interest rate paid on customer security deposits, will be charged the customer for the use of City water meters. The rental fee may be set off or credited against any interest due the customer on the security deposit. (Ord. 733, 8-12-74) (Ord 1590, 10-12-2020)

801.11: WATER RATES AND COLLECTION OF CHARGES:

- A. Accounts, How Kept: All accounts shall be kept on the books of the Finance Officer by the house and street number, under the account number assigned and by the name of the owner. All bills and notices sent out by the Finance Officer shall be sent to the owner. If nonresident owners or agents desire personal notice sent to a different address, they shall file an application with the Finance Officer. Any error in address shall be promptly reported to the Finance Officer.

801.10: WATER METERS:

- A. Meters Required: Except for extinguishment of fires, no person, except authorized City employees, shall use water from the water system or permit water to be drawn from the water system unless the same be metered by passing through a meter supplied or approved by the City. No person not authorized by the Public Works Director shall connect, disconnect, take apart or in any manner change, cause to be changed or interfere with any such meter or the action of such meter. (Ord. 388, 4-22-63)
1. Master Meter: Commercial or industrial buildings shall be metered with one master meter of adequate size as approved by the ~~Director of~~ Public Works Director.
 2. Auxiliary Meters: If additional or auxiliary meters are desired for recording the subdivision of such supply, they must be furnished and set up by the owner or consumer at the owner or consumer's expense and the owner or consumer must assume all responsibility of reading, billing and maintaining the auxiliary meters. (Ord. 662, 3-13-72)
- B. Installation: All water meters shall be installed in accordance with the standards set by the Public Works Director. (Ord. 388, 4-22-63; amd. 1995 Code)
- C. ~~Security Deposit~~ Water Meter Fee: A security deposit water meter fee shall be paid prior to the installation of all meters. The cost of the water meter fee will be based on the size of the meter and adopted annually in the fee schedule. ~~to be made by customers for water meters and payment for the water meter shall be made in advance of installation for all meters in an amount established by City Council resolution. This deposit will be refunded when the property ownership is transferred.~~
- D Remote Reading: Remote reading devices on water meters will be required except where otherwise determined by the Public Works Director. (Ord. 733, 8-12-74; amd. 1995 Code)
- ~~D~~E. Maintenance and Repair: The City shall maintain and repair all meters when rendered unserviceable through ordinary wear and tear and shall replace them if necessary. However, where replacement, repair or adjustment of any meter is rendered necessary by the act, neglect, including damage from hot water backup or carelessness of the owner or occupant of the premises, any expense caused the City shall be charged against and collected from the water consumer. (Ord. 388, 4-22-63)
- ~~E~~F. Rereading Meter: A consumer may, by written request, have their meter reread by depositing the amount stated below with the Finance Officer. In case a test should show an error of over five percent (5%) of the water consumed, the deposit will be refunded to the consumer, a correctly registering meter will be installed and the bill will be adjusted accordingly if the meter erred in favor of the City. Such adjustment shall not extend back more than one billing period from the date of the written request. The deposit charges for meter testing shall be an amount equal to the City's cost. (Ord. 733, 8-12-74; amd. 1995 Code)
- ~~F~~G. Meters City Property: All water meters shall be and remain the property of the City.
- ~~G~~H. Employees Granted Free Access: Authorized City employees shall have free access at reasonable hours of the day to all parts of every building and premises connected with the water system for reading of meters and inspections. (Ord. 388, 4-22-63)
- HI. Rental Fee: A rental fee equal to the interest rate paid on customer security deposits, will be charged the customer for the use of City water meters. The rental fee may be set off or credited against any interest due the customer on the security deposit. (Ord. 733, 8-12-74) (Ord 1590, 10-12-2020)

801.21 CONNECTIONS BEYOND CITY BOUNDARIES:

Where water mains of the City are in any street or alley adjacent to or outside the corporate limits of the City, the City Council may issue permits to the owners or occupants of properties adjacent or accessible to such water mains to make proper water service pipe connections with such water mains of the City and to be supplied with water in conformity with the applicable provisions of this Chapter and subject to the contract between the City and the City of Saint Paul for supply of water. (Ord. 388, 4-22-1963) (Ord 1590, 10-12-2020)

801.22: PRIVATE WATER SUPPLIES:

- A. Connection to Water System Prohibited: No water pipe of the water system shall be connected with any pump, well, tank or piping that is connected with any other source of water supply. (Ord. 388, 4-22-1963)
- B. Continued Use after Connection to System: Private wells may be maintained and continued in use after connection is made to the water system, provided there is no means of cross-connection between the private well and Municipal supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well supply system. The threads on the boiler drain of the well volume tank shall be removed or the boiler drain bibb replaced with a sink faucet. Where both private and City systems are in use, outside hose bibbs shall not be installed on both systems.
- C. New Construction:
 - 1. Water Main Available: All new homes or buildings shall connect to the Municipal water system if a water main is available to the property unless the City Council approves a private well where unusual circumstances exist.
 - 2. Water Main Unavailable: Where new homes or buildings do not have a water main available to the property, the City Council shall determine whether and under what conditions the Municipal water system will be extended to serve the property or a private well allowed. (Ord. 530, 3-20-1967)
- D. Existing Private Water System: Existing private water systems may be continued and maintained. Private wells serving such systems may not be drilled without a permit from the Director of Public Works or the City Council. (Ord. 891, 12-14-1981)
- E. Permit Required: No person shall drill any well without first obtaining a permit. Application for such permit shall state the character, location and size of the proposed well. The permit fee shall be set by City Council resolution. (Ord. 891, 12-14-1981)
- F. Requirements For Issuance: The Director of Public Works shall issue such permits only if one of the following exists:
 - 1. The well will only serve one single-family residence, and the use of the Municipal system would create a health problem for the occupants of such single-family dwelling.
 - 2. The well is to be used for monitoring purposes only and will be abandoned in accordance with State regulations at a set future date.
 - 3. All other wells shall require a permit from the City Council. The City Council will issue such permits only after a determination that the private well will not interfere with the Municipal system and that the property cannot be served by the existing Municipal system. (Ord. 891, 12-14-1981; 1995 Code)

4. Upon the completion of the drilling of each and every well, the well driller shall notify the Chief Code Enforcement Officer and shall furnish the Chief Code Enforcement Officer with a visual pumping test of sufficient duration to determine the yield which shall be of a minimum rate of ten (10) gallons per minute. Within ten days after such a test of a well, the well driller shall file an affidavit with the Chief Code Enforcement Officer setting forth the results of the test, the capacity of the well, the pumping level, the depth of casing from grade and a description of the screen or rock formation. (Ord. 276, 5-19-1959; 1995 Code)

- G. Well Pumps: No person shall install or replace a pump without first obtaining a permit to do so. Application for a permit to install or replace a pump for a well shall be made in writing to the Chief Code Enforcement Officer and shall state the manufacturer, type, horsepower and rating of the proposed pump to be installed or replaced. The permit fee shall be set by City Council resolution. (Ord. 873, 12-22-1980; 1995 Code) (Ord 1590, 10-12-2020)

801.23: PRIVATE USE OF WATER TOWERS:

- A. Permit Required: No person shall in any way use any Municipal water tower for private use without first obtaining a permit from the City Council to do so.
- B. Fee: If the permit is issued by the City Council, it shall be valid only as long as the applicant pays to the City the fee as set by City Council resolution. The permit must be renewed annually.
- C. Cancelling Permits: The City Council may at any time cancel any permit issued to a private person to in any way use any City Municipal water tower by returning to the person the unused portion of the annual fee. (Ord. 419, 4-20-1964; 1995 Code) (Ord. 1504 07-11-16) (Ord 1590, 10-12-2020)

801.22: PRIVATE WATER SUPPLIES:

- A. Connection to Water System Prohibited: No water pipe of the water system shall be connected with any pump, well, tank or piping that is connected with any other source of water supply. (Ord. 388, 4-22-1963)
- B. Continued Use after Connection to System: Single family residences that are currently on well water but have City water available, shall connect to City water by July 31, 2035. Properties that do not connect to city water at that time shall begin being charged for water charges on their utility bill. These wells can continue to be used for irrigation provided there is no cross connections. All other Private wells may be maintained and continued in use after connection is made to the water system, provided there is no means of cross-connection between the private well and Municipal supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well supply system. The threads on the boiler drain of the well volume tank shall be removed or the boiler drain bibb replaced with a sink faucet. Where both private and City systems are in use, outside hose bibbs shall not be installed on both systems. Existing wells that discharge to the sanitary sewer systems shall have a water meter installed to calculate sanitary sewer charges.
- C. New Construction:
 - 1. Water Main Available: All new homes or buildings shall connect to the Municipal water system if a water main is available to the property unless the City Council approves a private well where unusual circumstances exist.
 - 2. Water Main Unavailable: Where new homes or buildings do not have a water main available to the property, the City Council shall determine whether and under what conditions the Municipal water system will be extended to serve the property or a private well allowed. (Ord. 530, 3-20-1967)
- D. Existing Private Water System: Existing private water systems may be continued and maintained. Private wells serving such systems must meet the requirements of 801.22.B. ~~may not be drilled without a permit from the Director of Public Works or the City Council.~~ (Ord. 891, 12-14-1981)
- E. Permit Required: No person shall drill any well without first obtaining a permit from the City and the Department of Health. Application for such permit shall state the character, location and size of the proposed well. The permit fee shall be set by City Council resolution. (Ord. 891, 12-14-1981)
- F. Requirements For Issuance: The ~~Director of~~ Public Works Director shall issue such permits only if one of the following exists:
 - 1. The well will only serve one single-family residence, and the use of the Municipal system would create a health problem for the occupants of such single-family dwelling.
 - 2. The well is to be used for monitoring purposes only and will be abandoned in accordance with State regulations at a set future date.
 - 3. All other wells shall require a permit from the City Council. The City Council will issue such permits only after a determination that the private well will not interfere with the Municipal system and that the property cannot be served by the existing Municipal system. (Ord. 891, 12-14-1981; 1995 Code)
 - 4. Upon the completion of the drilling of each and every well, the well driller shall notify the ~~Chief Code Enforcement Officer~~ Building Official and shall furnish the ~~Chief Code~~

~~Enforcement Officer~~[Building Official with Minnesota Department of Health approved well records.](#) ~~with a visual pumping test of sufficient duration to determine the yield which shall be of a minimum rate of ten (10) gallons per minute. Within ten days after such a test of a well, the well driller shall file an affidavit with the Chief Code Enforcement Officer setting forth the results of the test, the capacity of the well, the pumping level, the depth of casing from grade and a description of the screen or rock formation.~~ (Ord. 276, 5-19-1959; 1995 Code)

- G. Well Pumps: No person shall install or replace a pump without first obtaining a permit to do so. Application for a permit to install or replace a pump for a well shall be made in writing to the ~~Chief Code Enforcement Officer~~[Building Official](#) and shall state the manufacturer, type, horsepower and rating of the proposed pump to be installed or replaced. The permit fee shall be set by City Council resolution. (Ord. 873, 12-22-1980; 1995 Code) (Ord 1590, 10-12-2020)

estate taxes. This certification shall take place regardless of who applied for sewer services, whether it was the owner, tenant or other person. The City shall also have the right to bring a civil action or other remedies to collect unpaid charges. (Ord. 661, 3-13-72; amd. 1995 Code) (Ord. 1383, 6-08-2009)

- F. Utility Rate Discount: The City Council may establish reduced water and sewer rates for owner-occupied homes that meet financially need-based criteria as established by the City Council from time to time.

802.13: INDUSTRIAL USER STRENGTH CHARGES:

The Metropolitan Council Environmental Services, a metropolitan commission organized and existing under the laws of the State of Minnesota, in order to receive and retain grants in compliance with the Federal Water Pollution Control Act is required to impose industrial user strength charges to recover operation and maintenance cost of treatment works attributable to the strength of discharge of industrial waste. The City shall collect industrial strength charges as dictated by the Metropolitan Council Environmental Services rules and Minnesota State Statutes and adopts the same by reference. (1995 Code)

802.14: TRANSPORT AND DUMPING OF SEWAGE:

The cleaning and/or emptying of the contents of any privy vault, septic tank, cesspool, sink or private drain located in the City shall be done in an inoffensive manner and the contents shall be placed in and be removed from the premises in closed, tight covered barrels, receptacles or tank trucks so as to prevent the scattering, dropping or leaking while being transported and shall be discharged or destroyed so as not to be offensive to surrounding property owners. (Ord. 168, 9-15-53; amd. 1995 Code) (Ord 1505 07-11-16)

802.15: DISCHARGE OF FATS, OILS AND GREASE:

- A. Definitions: The following words, terms and phrases, when used in this section, shall have the meaning:
1. Best Management Practice or BMP: Fats, Oils and Grease or FOG BMP's are the most effective and practicable means of controlling, preventing and minimizing the discharge of FOG into the City's sanitary sewer system including the installation of devices, device maintenance, training or any other practice that reduces FOG.
 2. Food Service Establishments or FSE means any facility containing an operation that prepares, packages, serves, vends or otherwise provides food or which disposes of food related wastes. Food service facility does not include single or multifamily residential facilities unless commercial kitchens, which are licensed by Ramsey County Public Health, are present, but does include institutional facilities and other facilities designated by the Public Works Director or their designee, as a facility that discharges enough FOG to have significant impact on the City's sanitary sewer system.
 3. Fats, Oils and Grease or FOG: means material composed primarily of fats, oils and grease from animal or vegetable sources.

4. Food manufacturer/processor or FM/P means those establishments using methods and techniques to transform raw ingredients into food for human consumption.
 5. Grease interceptor means grease retention units of the outdoor or underground type with a 1,000- to 3,000-gallon capacity. FSE requiring a larger than 3,000-gallon capacity interceptor shall plumb and install additional separate units.
 6. Grease trap means a device for separating and retaining waterborne greases and grease complexes prior to the wastewater exiting the trap and entering the sanitary sewer system.
- B. FOG program participation required.
1. This section applies to all FSE and FM/P discharging wastewater containing fats, oils and grease to the City's sanitary sewer system including, but not limited to, restaurants, grocery stores, meat markets, hotels, correctional facilities, factory and office building cafeterias, public and private schools, hospitals, multiple tenant housing which has commercial kitchens licensed by Ramsey County Public Health, commercial day care centers, places of worship, and catering services.
 2. As of the effective date of this ordinance and thereafter, no FSE or FM/P shall discharge any substance of any kind into any portion of the City's sanitary sewer system except in accordance with a best management practice (BMP) program which has been approved by the City's Public Works Director in writing.
 3. No FSE or FM/P shall discharge any substance of any kind into any portion of the sanitary sewer system which is not in conformance with the BMP program for that FSE or FM/P.
- C. FOG prohibitions. No FSE or FM/P shall;
1. Install food grinders in a plumbing or sewage system in any new construction or renovation of a structure designed to house a FSE or FM/P;
 2. Discharge any wastewater containing FOG into the sanitary sewer system except in compliance with the BMP program for that facility;
 3. Introduce any additives into the sanitary sewer system for the purpose of emulsifying FOG or biologically or chemically treating any substance introduced into any sanitary sewer system for the purpose of treatment or pretreatment of wastewater, unless with a specific written authorization by the Public Works Director;
 4. Discharge wastewater at temperatures in excess of 160 degrees Fahrenheit to any grease interceptor or grease trap;
 5. Operate grease interceptors if the unit has accumulated waste, both FOG and food solids, accounting for 25 percent or more of its wetted depth measured from the static water level to the interior tank bottom, with FOG and solids accumulation, exceeding 25 percent of the total operating depth of the grease interceptor; or
 6. Discharge any FOG or any other solid materials removed from the grease control device to the sanitary sewer system.
- D. FOG interceptors installation requirements.
1. Except as provided for in subsection 802.15.M, any structure designed for or intended to be used for an FSE or FM/P must have a grease interceptor

installed prior to discharging any wastewater into a sanitary sewer system. Such grease interceptor must comply with all conditions as set forth in the State of Minnesota Administrative Rule 4715 and the Ramsey County Public Health Department;

2. Property owners of any new commercial construction structure designed to house multiple tenants on a single parcel shall be responsible to install and maintain a single grease interceptor to serve each individual tenant. If a property owner demonstrates to the Public Works Director that it is not practically possible to install and maintain a single grease interceptor to serve each individual unit located in the structure, in which case the Public Works Director has the discretion to approve a plan for such structure providing for more than one grease interceptor or a combination of grease interceptors and grease traps to service such property, which approval shall be in writing. Said approved plan shall include the minimum number of grease interceptors and grease traps that can reasonably serve the structure and the BMP program shall specifically include service for all approved grease intercepts and grease traps;
 3. The owner of any structure occupied by more than one FSE or FM/P shall be jointly and severally liable with the owner of each FSE or FM/P served by any grease interceptor or any grease trap for the servicing and maintenance of that grease interceptor or grease trap and for any servicing and maintenance of any sanitary sewer system located downstream from said structure to remove any accumulations of FOG therefrom;
 4. The Public Works Director may require existing FSE or FM/Ps and owners of structures in which such FSE or FM/Ps are located which have been identified as introducing FOG in any portion of the sanitary sewer system, and which introduction of FOG, in whole or in combination with other FOG contributors, has been responsible for causing the need for the city to clean such portion of the sanitary sewer system more than twice in a single calendar year to install grease interceptors or other FOG equipment as deemed necessary to comply with this section. Such installation shall be completed and operational within 180 days of notice by the Public Works Director.
- E. Grease interceptors. Maintenance and cleaning of grease interceptors. In the maintaining and routine cleaning of grease interceptors and any other grease control device, the owner of the FSE or FM/P and the owner of the structure in which it is located, if different from the owner of the FSE or FM/P shall be responsible for the proper removal and disposal by appropriate means of the captured material. If not performed by personnel under the direct control and direction of any such owner, such removal and haul shall be performed by currently licensed waste disposal haulers who are licensed for this activity.
1. Maintenance of grease interceptors shall be performed as frequently as necessary to protect the sanitary sewer system against the accumulation of FOG. Maintenance shall be performed as determined by inspection and application of the 25-percent rule, or at intervals specified in the permit, whichever is more frequent. Maintenance shall be performed at least every 90 days.
 - a. The 25-percent rule requires that the depth of oil and grease (floating and settled) in a trap shall be less than 25 percent of the total

operating depth of the trap. The operating depth of a trap is determined by measuring the internal depth from the outlet water elevation to the bottom of the trap.

- F. Grease traps. Maintenance of grease traps shall be performed as frequently as necessary to protect the sanitary sewer system against the accumulation of FOG. Maintenance shall be performed as required by inspection and/or sampling or at intervals specified in the permit, whichever is more frequent. Maintenance shall be performed at minimum every 14 days.
- G. Maintenance modifications. Food service facilities which operate infrequently or only for special events may request a modification to the maintenance schedule specified above. The Public Works Director may authorize a maintenance frequency related to the operation of the food service facility. The property owner shall submit a request for a modified maintenance schedule which includes all details of operation for the director to review.
- H. Disposal. The property owner shall be responsible for the proper removal and disposal of the grease interceptor or trap waste. All waste removed from each grease interceptor or trap must be disposed of properly at an appropriate facility designed to receive grease interceptor or trap waste. No grease interceptor or trap waste shall be discharged into any City sanitary or storm sewer system.
- I. Maintenance log. The property owner shall be responsible for retaining records of the maintenance of grease interceptors and traps including manifests, permits, permit applications, correspondence, sampling data and any other documentation that may be requested by the City. This log shall include the dates of service, volume of waste removed, waste hauler, and disposal site of waste. These records shall be kept on-site at the location of the grease interceptor or trap for a period of three years and are subject to review by the City upon request without prior notification.
- J. Inspection. The City will perform periodic inspections of these facilities and shall notify the property owner of any additional required maintenance or repairs. Upon written notification by the City, the property owner shall be required to perform the maintenance and records of said maintenance within 14 calendar days. Upon inspection by the City the property owner may be required to install, at their expense, additional controls to provide a complete system which prevents discharges of FOG into the sanitary sewer system.
- K. Exception from grease interceptor requirements. If the owner of any FSE or FM/P or of any structure in which an FSE or FM/P is located or is to be located demonstrates to the reasonable satisfaction of the Public Works Director that installation of a grease interceptor is not feasible, the Public Works Director may grant an exception allowing such owner to install grease traps or other alternative treatment technology which will in their discretion adequately control the release of FOG from the FSE or FM/P or the structure into the sanitary sewer system. The FSE or FM/P bears the burden of demonstrating that the installation of a grease interceptor is not feasible to the satisfaction of the Public Works Director.
- L. Charge for remedial maintenance or repair of the City sanitary sewer system.
 - 1. In the event that the owner of an FSE or FM/P or the owner of any structure in which an FSE or FM/P is located is found to have contributed to the partial or complete obstruction of a sanitary sewer system resulting from the discharge of wastewater or waste containing FOG and that the City is required to act immediately to control a public health hazard

because of such blockage, such owner shall be required to reimburse the City for all costs of abating such condition. In situations where there are multiple owners identified as contributing to FOG causing such obstruction, the Public Works Director will apportion the cost of the cleanup, maintenance or repair costs on a prorated basis, based on each owner's percentage share of the average total sanitary sewer charges for all such owners. Further, should inspection, testing or other sampling activity by the City confirm that any property owner is contributing FOG (including other harmful ingredients) and is causing the repair or excessive maintenance activity to maintain the sanitary sewer system, the Public Works Director may require retrofitting of the structure with grease interceptors or grease traps, including testing facilities and access thereto sufficient to resolve the problem;

2. The costs for curing any private sewer lateral failures and sewer system overflows, including cleaning and other maintenance, caused in whole or in part by FOG introduced into the sanitary sewer system by any FSE or FM/P, alone or in conjunction with any other party, are the responsibility of the owner of the FSE or FM/P and the owner of any structure in which the FSE or FM/P contributing the FOG to the sanitary sewer system is located.

M. Compliance. Compliance with the grease control program shall be evaluated based on the following criteria:

1. All FSE and SM/P who are implementing and documenting BMPs and performing and documenting grease retention unit cleaning at the required frequency will be considered to be in full compliance with this policy.
2. When an obstruction and/or sanitary sewer overflow occur due to the presence of FOG, the records of all FSE or FM/P that discharge to the affected sanitary sewer line may be reviewed in order to determine the responsible party. Any FSE or FM/P found to be in noncompliance with the required grease retention unit cleaning frequency shall be deemed a "responsible party" for cost recovery. Payment of cost recovery does not preclude further enforcement actions for noncompliance as per the FOG enforcement response plan.

N. Penalties and assessments for FOG program noncompliance. In the event that the owner of an FSE or FM/P or the owner of any structure in which an FSE or FM/P is located is found to have failed to comply with the provisions of this division, the following penalties or assessments or both may be applied:

1. For introduction of FOG into any sanitary sewer system resulting in obstruction to said system or in a sanitary sewer overflow:
 - a. The city may disconnect water and sewer service to the FSE or FM/P and to the structure in which the FSE or FM/P is located;
 - b. City may impose a fine per the City's Fee Schedule until such owner demonstrates that the subject FSE or FM/P or structure is in compliance with the requirements of this section;
2. For failure to maintain records as required by the BMP program for any FSE or FM/P, or failing or refusing to timely comply with any request for records required to be provided to the Public Works Director, a fine per the City's Fee Schedule until such records are provided;

3. For failure to pass the FOG inspection due to lack of or ineffective FOG equipment the Public Works Director may:
 - a. Require the subject FSE or FM/P to install additional FOG equipment as necessary to resolve the problem;
 - b. Change the sewer rate class of the FSE or FM/P to reflect the presence of the excessive FOG contribution by the FSE or FM/P

(Ord. 1552, 6-4-2018)

802.16: DEFECTIVE DRAIN

Whenever any drain connected with any public sewer or drain becomes clogged, obstructed, broken or out of order, or detrimental to the use of the sewer or drain or unfit for the purposes of drainage, the owner, agent, occupant or person having charge of any building, yard, lot of land or other premises which are drained by said drain or sewer shall, when directed by the Public Works Director, remove, reconstruct, alter, cleanse or repair said drain as the condition of said drain may require. In case of neglect or refusal to remove, reconstruct, repair, alter or cleanse said drain for the space of three (3) days, the public works director shall cause the same to be removed, reconstructed, repaired, altered or cleansed, as the public works director may deem expedient, at the expense of the owner, agent or other person as aforesaid. (Ord 1590, 10-12-2020)

802.17: OBSTRUCTIONS

No owner, agent, occupant or other person having charge of any building, yard, lot of land or other premises which are drained into any public sewer or drain shall permit any substance or matter, which may form a deposit or obstruction in any public sewer or drain, to flow or pass into the same. And said owner, agent, occupant or other person, as aforesaid, shall, when directed by Public Works Director or building code enforcement, within ten (10) days' notice in writing to that effect from said Public Works Director or building code enforcement, provide their drain with sufficient cesspool or catch basin, or, if one already exists, clean out, repair or alter the same, and provide such other means as shall prevent any substance or matter from passing into the drain or sewer which may cause a deposit or obstruction therein. (Ord 1590, 10-12-2020)

802.15: DISCHARGE OF FATS, OILS AND GREASE:

A. Definitions: The following words, terms and phrases, when used in this section, shall have the meaning:

1. Best Management Practice or BMP: Fats, Oils and Grease or FOG BMP's are the most effective and practicable means of controlling, preventing and minimizing the discharge of FOG into the ~~City's~~ public sanitary sewer system including the installation of devices, device maintenance, training or any other practice that reduces FOG.
2. Food Service Establishments or FSE means any facility containing an operation that prepares, packages, serves, vends or otherwise provides food or which disposes of food related wastes. Food service facility does not include single or multifamily residential facilities unless commercial kitchens, which are licensed by Ramsey County Public Health, are present, but does include institutional facilities and other facilities designated by the Public Works Director or their designee, as a facility that discharges enough FOG to have significant impact on the ~~City's~~ public sanitary sewer system.
3. Fats, Oils and Grease or FOG: means material composed primarily of fats, oils and grease from animal or vegetable sources.
4. Food manufacturer/processor or FM/P means those establishments using methods and techniques to transform raw ingredients into food for human consumption.
5. Grease interceptor means grease retention units of the outdoor or underground type with a 1,000- to 3,000-gallon capacity. FSE requiring a larger than 3,000-gallon capacity interceptor shall plumb and install additional separate units.
6. Grease trap means a compact device commonly located in the kitchen used for separating and retaining waterborne greases and grease complexes prior to the wastewater exiting the trap and entering the sanitary sewer system.

B. FOG program participation required.

1. This section applies to all FSE and FM/P discharging wastewater containing fats, oils and grease to the ~~City's~~ public sanitary sewer system including, but not limited to, restaurants, grocery stores, meat markets, hotels, correctional facilities, factory and office building cafeterias, public and private schools, hospitals, multiple tenant housing which has commercial kitchens licensed by Ramsey County Public Health, commercial day care centers, places of worship, and catering services.
2. ~~As of the effective date of this ordinance and thereafter, No~~ FSE or FM/P shall discharge any FOG substance of any kind into any portion of the ~~City's~~ public sanitary sewer system ~~except in accordance with a best management practice (BMP) program which has been approved by the City's Public Works Director in writing.~~
3. ~~No FSE or FM/P shall discharge any substance of any kind into any portion of the sanitary sewer system which is not in conformance with the BMP program for that FSE or FM/P.~~

C. FOG prohibitions. No FSE or FM/P shall;

1. Install food grinders in a plumbing or sewage system in any new construction or renovation of a structure designed to house a FSE or FM/P;
2. Discharge any wastewater containing FOG into the sanitary sewer system except in compliance with the BMP program for that facility;

3. Introduce any additives into the sanitary sewer system for the purpose of emulsifying FOG or biologically or chemically treating any substance introduced into any sanitary sewer system for the purpose of treatment or pretreatment of wastewater, unless with a specific written authorization by the Public Works Director;
4. Discharge wastewater at temperatures in excess of 160 degrees Fahrenheit to any grease interceptor or grease trap;
5. Operate grease interceptors if the unit has accumulated waste, both FOG and ~~food~~ solids, accounting for 25 percent or more of its wetted depth measured from the static water level to the interior tank bottom, with FOG and solids accumulation, exceeding 25 percent of the total operating depth of the grease interceptor; or
6. Discharge any FOG or any other solid materials removed from the grease control device to the sanitary sewer system.

D. FOG interceptors installation requirements.

1. Except as provided for in subsection 802.15.M, **any structure designed for or intended to be used for an FSE or FM/P must have a grease interceptor installed** prior to discharging any wastewater into a sanitary sewer system. Such grease interceptor must be a minimum 1,000 gallon capacity and comply with all conditions as set forth in the State of Minnesota Administrative Rule 4715 and by the Ramsey County Public Health Department;
2. Property owners of any new commercial construction structure designed to house multiple tenants on a single parcel shall be responsible to install and maintain a single grease interceptor to serve each individual tenant. If a property owner demonstrates to the Public Works Director that it is not practically possible to install and maintain a single grease interceptor to serve each individual unit located in the structure, in which case the Public Works Director has the discretion to approve a plan for such structure providing for more than one grease interceptor or a combination of grease interceptors and grease traps to service such property, which approval shall be in writing. Said approved plan shall include the minimum number of grease interceptors and grease traps that can reasonably serve the structure and the BMP program shall specifically include service for all approved grease intercepts and grease traps;
3. The owner of any structure occupied by more than one FSE or FM/P shall be jointly and severally liable with the owner of each FSE or FM/P served by any grease interceptor or any grease trap for the servicing and maintenance of that grease interceptor or grease trap and for any servicing and maintenance of any sanitary sewer system located downstream from said structure to remove any accumulations of FOG therefrom;
4. The Public Works Director may require existing FSE or FM/Ps and owners of structures in which such FSE or FM/Ps are located which have been identified as introducing FOG in any portion of the sanitary sewer system, and which introduction of FOG, in whole or in combination with other FOG contributors, has been responsible for causing the need for the city to clean such portion of the sanitary sewer system more than twice in a single calendar year to install grease interceptors or other FOG equipment as deemed necessary to comply with this section. Such installation shall be completed and operational within 180 days of notice by the Public Works Director.

- E. Grease interceptors. Maintenance and cleaning of grease interceptors. In the maintaining and routine cleaning of grease interceptors and any other grease control device, the owner of the FSE or FM/P and the owner of the structure in which it is located, if different from the owner of the FSE or FM/P shall be responsible for the proper removal and disposal by appropriate means of the captured material. If not performed by personnel under the direct control and direction of any such owner, such removal and haul shall be performed by currently licensed waste disposal haulers who are licensed for this activity.
1. Maintenance of grease interceptors shall be performed as frequently as necessary to protect the sanitary sewer system against the accumulation of FOG. Maintenance shall be performed as determined by inspection and application of the 25-percent rule, or at **90 day intervals specified in the permit**, whichever is more frequent.
~~Maintenance shall be performed at least every 90 days.~~
 - a. ~~The 25-percent rule requires that the depth of oil and grease FOG (floating and settled) in an trap shall~~ interceptor shall be less than 25 percent of the total operating depth ~~of the trap~~ determine by measuring the wetted depth from the static water level to the interior tank bottom. ~~The operating depth of a trap is determined by measuring the internal depth from the outlet water elevation to the bottom of the trap.~~
- F. Grease traps. Maintenance of grease traps shall be performed as frequently as necessary to protect the sanitary sewer system against the accumulation of FOG. Maintenance shall be performed as required by inspection and/or sampling or at **14 day intervals specified in the permit**, whichever is more frequent. ~~Maintenance shall be performed at minimum every 14 days.~~
- G. Maintenance modifications. Food service facilities which operate infrequently or only for special events may request a modification to the maintenance schedule specified above. The Public Works Director may authorize a maintenance frequency related to the operation of the food service facility. The property owner shall submit a request for a modified maintenance schedule which includes all details of operation for the director to review.
- H. Disposal. The property owner shall be responsible for the proper removal and disposal of the grease interceptor or trap waste. All waste removed from each grease interceptor or trap must be disposed of properly at an appropriate facility designed to receive grease interceptor or trap waste. No grease interceptor or trap waste shall be discharged into any City sanitary or storm sewer system.
- I. Maintenance log. The property owner shall be responsible for retaining records of the maintenance of grease interceptors and traps including manifests, permits, permit applications, correspondence, sampling data and any other documentation that may be requested by the City. This log shall include the dates of service, volume of waste removed, waste hauler, and disposal site of waste. These records shall be kept on-site at the location of the grease interceptor or trap for a period of three years and are subject to review by the City upon request without prior notification.
- J. Inspection. The City will perform periodic inspections of these facilities and shall notify the property owner of any additional required maintenance or repairs. Upon written notification by the City, the property owner shall be required to perform the maintenance and records of said maintenance within 14 calendar days. Upon inspection by the City the property owner may be required to install, at their expense, additional controls to provide a complete system which prevents discharges of FOG into the sanitary sewer system.

- K. **Exception from grease interceptor requirements.** If the owner of any FSE or FM/P or of any structure in which an FSE or FM/P is located or is to be located demonstrates to the reasonable satisfaction of the Public Works Director that installation of a grease interceptor is not feasible, the Public Works Director may grant an exception allowing such owner to install grease traps or other alternative treatment technology which will in their discretion adequately control the release of FOG from the FSE or FM/P or the structure into the sanitary sewer system. The FSE or FM/P bears the burden of demonstrating that the installation of a grease interceptor is not feasible to the satisfaction of the Public Works Director.
- L. Charge for remedial maintenance or repair of the City sanitary sewer system.
1. In the event that the owner of an FSE or FM/P or the owner of any structure in which an FSE or FM/P is located is found to have contributed to the partial or complete obstruction of a sanitary sewer system resulting from the discharge of wastewater or waste containing FOG and that the City is required to act immediately to control a public health hazard because of such blockage, such owner shall be required to reimburse the City for all costs of abating such condition. In situations where there are multiple owners identified as contributing to FOG causing such obstruction, the Public Works Director will apportion the cost of the cleanup, maintenance or repair costs on a prorated basis, based on each owner's percentage share of the average total sanitary sewer charges for all such owners. Further, should inspection, testing or other sampling activity by the City confirm that any property owner is contributing FOG (including other harmful ingredients) and is causing the repair or excessive maintenance activity to maintain the sanitary sewer system, the Public Works Director may require retrofitting of the structure with grease interceptors or grease traps, including testing facilities and access thereto sufficient to resolve the problem;
 2. The costs for curing any private sewer lateral failures and sewer system overflows, including cleaning and other maintenance, caused in whole or in part by FOG introduced into the sanitary sewer system by any FSE or FM/P, alone or in conjunction with any other party, are the responsibility of the owner of the FSE or FM/P and the owner of any structure in which the FSE or FM/P contributing the FOG to the sanitary sewer system is located.
- M. Compliance. Compliance with the grease control program shall be evaluated based on the following criteria:
1. All FSE and ~~SM~~FM/P who are implementing and documenting BMPs and performing and documenting grease retention unit cleaning at the required frequency will be considered to be in full compliance with this policy.
 2. When an obstruction and/or sanitary sewer overflow occur due to the presence of FOG, the records of all FSE or FM/P that discharge to the affected sanitary sewer line may be reviewed in order to determine the responsible party. Any FSE or FM/P found to be in noncompliance with the required grease retention unit cleaning frequency shall be deemed a "responsible party" for cost recovery. Payment of cost recovery does not preclude further enforcement actions for noncompliance as per the FOG enforcement response plan.
- N. Penalties and assessments for FOG program noncompliance. In the event that the owner of an FSE or FM/P or the owner of any structure in which an FSE or FM/P is located is found to have failed to comply with the provisions of this division, the following penalties or assessments or both may be applied:

1. For introduction of FOG into any sanitary sewer system resulting in obstruction to said system or in a sanitary sewer overflow:
 - a. The city may disconnect water and sewer service to the FSE or FM/P and to the structure in which the FSE or FM/P is located;
 - b. City may impose a fine per the City's Fee Schedule until such owner demonstrates that the subject FSE or FM/P or structure is in compliance with the requirements of this section;
2. For failure to maintain records as required by the BMP program for any FSE or FM/P, or failing or refusing to timely comply with any request for records required to be provided to the Public Works Director, a fine per the City's Fee Schedule until such records are provided;
3. For failure to pass the FOG inspection due to lack of or ineffective FOG equipment the Public Works Director may:
 - a. Require the subject FSE or FM/P to install additional FOG equipment as necessary to resolve the problem;
 - b. Change the sewer rate class of the FSE or FM/P to reflect the presence of the excessive FOG contribution by the FSE or FM/P

(Ord. 1552, 6-4-2018)

XX.XX: CITY ABATEMENT OF PUBLIC WORKS NUISANCES:

- A. Notice: Whenever an officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, and determines that the City abatement process is appropriate, the officer shall notify, in writing, the owner or occupant of the premises of such fact and order that such nuisance be terminated or abated. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding 30 days, within which the nuisance is to be abated.
- B. Service of Notice: Notice may be served by any or all of the following methods:
 - 1. In person; or
 - 2. By regular or certified mail; or
 - 3. By posting on site or premises.
- C. Noncompliance: If the notice is not complied with within the time specified, the enforcing officer shall immediately report that fact to the City Council. The enforcing officer shall also provide notice to the owner or occupant of the premises that the City Council will consider the matter and may provide for abating the nuisance by the City. The notice shall state the date on which the City Council will consider the matter. Notice by the enforcing officer shall be given at least ten days before the date stated in the notice when the City Council will consider the matter.
- D. Action of City Council: Upon notice from the enforcing officer of noncompliance, the City Council may, after notice to the owner or occupant and an opportunity to be heard, provide for abating the nuisance by the City.
- E. Immediate Threat: If the nuisance poses an immediate threat to the health or safety of the public, the City may abate the nuisance immediately with no hearing.

XX.XX: RECOVERY OF COST:

- A. Personal Liability: The owner of premises on which a nuisance has been abated by the City shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Manager, or other official designated by the City Council, shall prepare a bill for the cost and mail it to the owner. The amount shall be immediately due and payable at the office of the City Manager.
- B. Assessment: If the nuisance is a public health or creating a public safety hazard, the City Manager shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges, as well as other charges for current services to be assessed under Minnesota Statutes section 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year, or in annual installments not exceeding 10, as the City Council may determine in each case.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

DATE: January 23, 2024

ITEM: 7.a.

ITEM DESCRIPTION: Lighting Policy Update

Background

The City last updated its lighting policy in 2003. The policy is in need of updating since the City currently has a lot of lighting installed in commercial districts that do not meet the current policy. The City has also installed decorative lights in some areas that do not meet the policy. As many lighting systems will be replaced in the near future, staff thought the policy should be reviewed before the systems are replaced.

Recommendation

Receive draft lighting policy and provide feedback and recommendations to Council.

Attachments

1. Existing Lighting Policy
2. Existing Street Light Map
3. Presentation

City of Roseville
Street Light Policy

I. Purpose and Need for Policy

The installation of streetlights provides a safer environment for the community in regard to traffic and pedestrian safety. Due to limited funds and varying viewpoints of individual property owners, as to the desirability of such installations, the City has established this policy to define its street lighting program.

II. Policy Statement

The City shall adopt and utilize the following standard policy for the installation, maintenance, and funding of street lighting. It is important to establish a consistent, equitable approach, relating to the method of selecting the locations for streetlights, to insure fair and reasonable treatment for property owners. Street lighting in all areas of the City shall follow the requirements detailed below.

III. Conditions

- Standard residential and commercial streetlight types will be adopted by the City Council. All new street lighting must be consistent with the adopted City standards.
- Pedestrian level lighting may be considered in areas where there is a sidewalk or pathway.
- Variations to the City standard street light types will be allowed only by City Council action. Extra costs associated with variations to the City standard, both installation and O& M, will be the responsibility of the benefiting properties.
- All street lighting designs shall consider industry standards, safety, uniformity, lighting intensity and cost.
- Installation of any telecommunications devices on streetlights shall be subject to the review and approval of the City Council.
- Qualifying requests for streetlights may be scheduled for installation in a subsequent year if the City Council determines sufficient funds are not available in the current City budget.
- On projects where pedestrian level lighting is desired, a continuous level of light should be maintained for the design. Spacing should be in the range of 90 to 120 feet.

IV. Standard Street Lights

In order to develop a rational approach to streetlight installation, the City Council in 1957, established a policy to install streetlights at no assessment to ensure that the lights would be installed where most needed and wanted. The “Standard Street Light” installation is a continuation of this policy.

A. Streetlight design

Street light type: Cobrahead Cutoff

Pole type: Wooden

B. Procedure

The City will install streetlights at locations that conform to the following qualifying conditions:

- Overhead electrical service is available, unobstructed, and no more than one new wooden pole needs to be set, AND
- The location is at the intersection of two streets, OR
- The location is at the end of a cul-de-sac, OR
- The distance between existing streetlights is greater than 600 feet, OR
- The location is on a severe curve, either vertically or horizontally, OR
- The location is it at a dedicated pedestrian crosswalk.

Mid-block lights are desirable, and should be considered for placement if the spacing between existing lights is greater than 600 feet. If the above conditions are met, an individual property owner may circulate a petition in the neighborhood to determine if the light is desired (particularly by those property owners directly adjacent to the proposed light). If 100% consensus is built with property owners within 150 feet of the proposed light, the City staff will work with the electric utility company to install the light.

C. Funding

This is accomplished administratively, at no charge to the individual property owners. The City annually budgets for these costs, including installation, operation and maintenance.

V. **Enhanced Street Lighting**

When the location, design, or number of requested lights does not meet the “Standard Street Light” qualifying conditions, property owners may request that the City undertake an “Enhanced Street Lighting” project.

A. Streetlight design

Street light type: Cobrahead Cutoff, Shoebox

Pedestrian level light: Lumec L80, Acorn, or Larpenteur (substitutions may be made upon City review and approval of design and manufacturer)

Pole type: wooden, aluminum, fiberglass

B. Procedure

When a request for an “Enhanced Street Lighting” project is received, City staff, working with property owners, will determine the boundaries of the project. Requests for street lighting can be initiated through a *petition process* that includes signatures representing at least 60% of the property in the project area.

Petition Process

- Upon receipt of a petition signed by the owners of sixty percent (60%) of the property area within the proposed project limits, City staff will prepare a preliminary report detailing the streetlight types, location, costs, and proposed assessments.
- The City Council will be asked to call and hold a public hearing pursuant to Minnesota Statutes, Section 429.031.
- If the project goes to the public hearing, but is not ordered forward, subsequent petitions will not be undertaken for the same project area or any part of the project area for a two (2) year period beginning on the hearing date. The exception to this requirement would be if the City initiates a street reconstruction project in the area.

C. Funding

The additional costs of an “Enhanced street lighting” project shall be assessed to the benefiting property owners according to City Assessment Policy. All properties within 150 feet (Street frontage) of each light shall be considered for assessment. City staff shall determine the number and locations of lights that could have been installed under the “Standard Street Light” section of this policy. The maintenance cost for these lights will be deducted from the overall project cost.

A summary of the assessable cost shall be as follows:

Cost of installation of enhanced streetlights
plus Cost of Operation, Maintenance (pro-rated for 25 years)
plus Administrative costs
minus “Standard Street Light” maintenance cost (if applicable)
= total assessable cost.

Xcel energy provides a 25 year warranty for lights that they install. This is included in the City’s monthly charge. At the end of this period the City will evaluate the maintenance needs for the “enhanced” areas. A reconstruction project will be considered where the new operation and maintenance costs for the next 25 years will be proposed to be assessed to the benefiting properties.

VI. Development/ Redevelopment Street Lights

The Developer of any proposed subdivision or redevelopment area, whether residential, commercial or other may elect to install street lights as a part of their overall development plans. Approval and implementation shall conform to this policy.

A. Streetlight design

Street light type: Cobrahead Cutoff, Shoebox.

Pole type: wooden, aluminum, fiberglass

B. Procedure

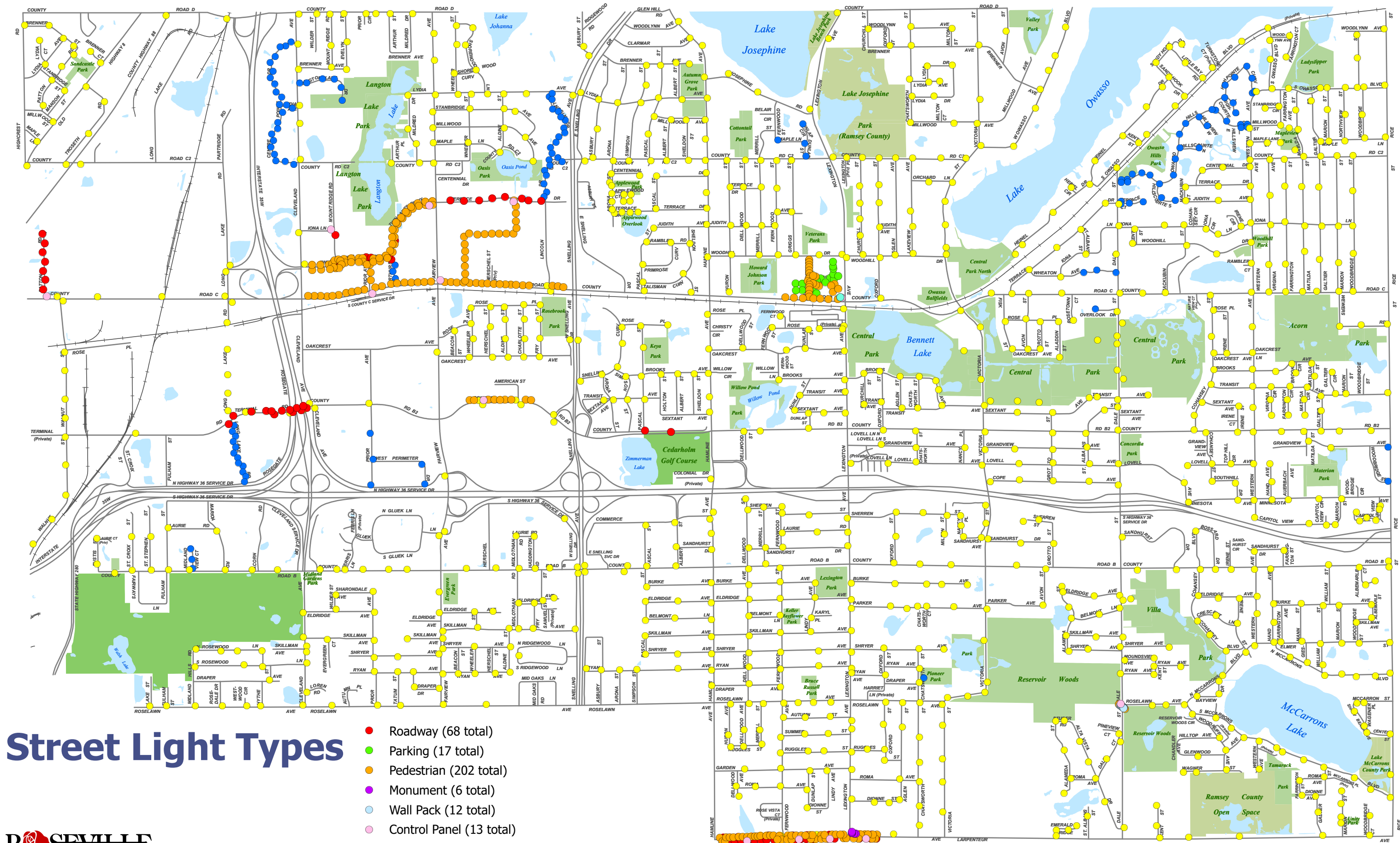
- The developer shall submit a street lighting plan for review and approval by the City Engineer.
- For new residential subdivisions and commercial areas, the developer shall pay the O & M costs to the electric utility company until the City accepts the street lighting system.
- Acceptance of the new streetlights must be requested in writing by the developer, along with a certification from the electric utility company that it was installed according to their specifications.

C. Funding

- The costs for installation, operation, and maintenance of streetlights in developments will be paid for by the developer according to the provisions set forth in this Policy.
- The operation and maintenance costs for an “enhanced street light” project in new developments shall be paid for by the new development in perpetuity. These costs shall be determined and included in the Development Contract. The costs shall either be paid for up front by the developer or assessed to the property owners. The total cost shall be the “enhanced” operation and maintenance cost minus the City’s basic contribution. The City’s basic contribution shall be determined based on the procedure outlined in section IV. B. of this policy.

VII. Authority

It is implemented through the provision in each year’s budget to pay for the cost of power and maintenance of the existing system and funds for additional new lights. The engineering division shall be responsible for the implementation of this policy.



Street Light Types

- Roadway (68 total)
- Parking (17 total)
- Pedestrian (202 total)
- Monument (6 total)
- Wall Pack (12 total)
- Control Panel (13 total)
- Sign (2 total)
- Xcel Contract (124 total)
- Xcel Owned (1027 total)

ROSEVILLE
Prepared by: Engineering Department
12/15/2023

Data Sources
* Ramsey County GIS (11/1/2023)
* City of Roseville Community Development
* City of Roseville Finance Department

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-702-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.



Street Light Policy

Public Works Department



Street Light Policy

Topics

- Background
 - Lighting purpose and need
 - Existing Policies
 - Existing Lighting
 - Funding/Budget
- Need for changes/issues
 - Equity, Consistency
 - Future replacement
 - Developments
 - Examples
- Proposed changes to policy



Street Light Policy

Background

Lighting purpose and need

- Street lights are a critical part of the City's infrastructure because they provide illumination for safe pedestrian, bicycle, and vehicle access within the City right of way (pathways, boulevards, and streets). Street lights can also serve as a general deterrent for unlawful activities.

Street Light Policies

1957

- Council established a maximum of 100 lights per year be installed.

1976

- Established procedure
 - If property owners petition and the following criteria are met, a new light is installed.
 - Existing overhead electric
 - Intersections
 - 600' spacing
 - Severe curves

LMC Sustainable City Award

Street Light Policy

Background

2003 – Current Policy

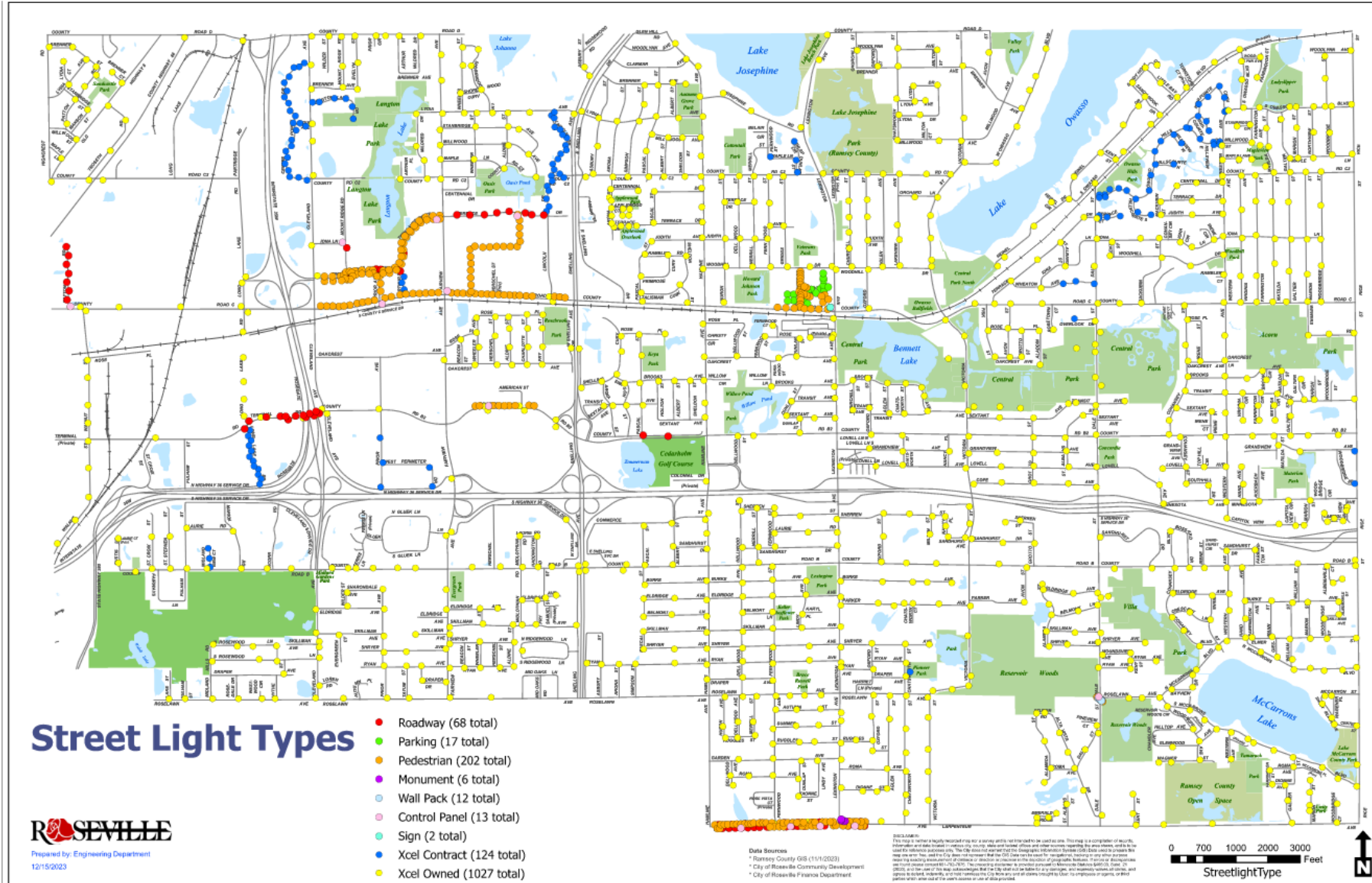
- Standard light – Wooden pole with Cobrahead Cutoff
- Procedure
 - If residents 100% consensus of residents within 150 feet of proposed light, city will install light at City expense if the following conditions are met
 - Overhead electric available and no more than one new wooded pole is needed, AND
 - Intersection of two streets, OR
 - End of a cul-de-sac, OR
 - Greater than 600' from existing lights
 - On a severe curve, OR
 - At a dedicated pedestrian crosswalk
- Funding – Accomplished administratively with no costs to individual property owners
- Enhanced Street Lighting Projects
 - Establishes a petition procedure and cost structure for enhanced lighting
- Development/Redevelopment Street Lights
 - Establishes procedure
 - If standard street lighting, city will take over upon project acceptance and pay for O&M
 - If enhanced street lighting, the operation and maintenance shall be paid by the development in perpetuity
 - Costs determined by enhanced cost minus city basic contribution and included in the development contract

Background

Existing Lighting

- Total Lights – 1,458
 - Xcel Owned – 1,027
 - Xcel Leased becoming City Owned - 124
 - City Owned - 307
 - Roadway - 68
 - Parking Lot - 17
 - Pedestrian - 202
 - Monument – 6
 - Wall Pack - 12
 - Sign - 2

Includes City Campus Lights including parking lots. Does not include parks parking lots.



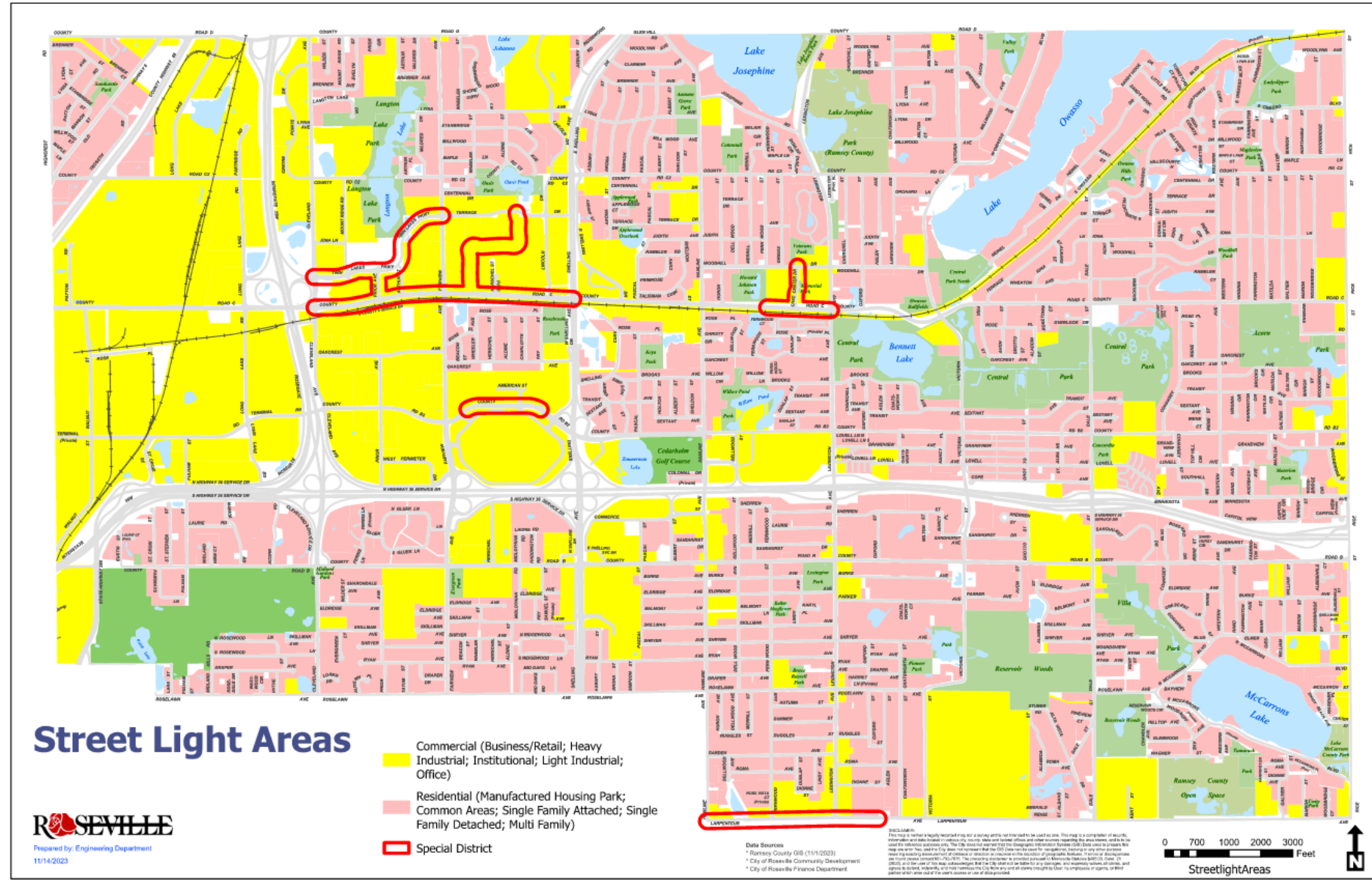
Street Light Policy

Background

Existing Lighting

- Total Lights – 1,458

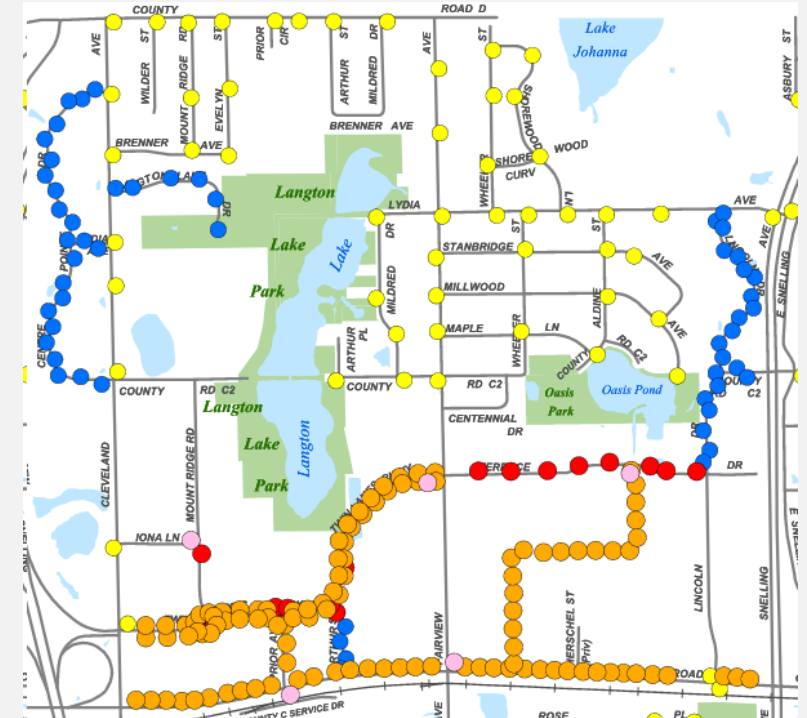
Includes City Campus Lights including parking lots. Does not include parks parking lots.



Street Light Policy

Lighting Areas

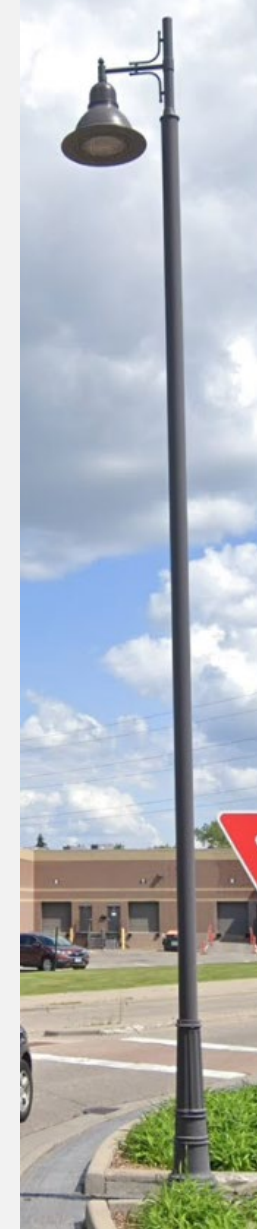
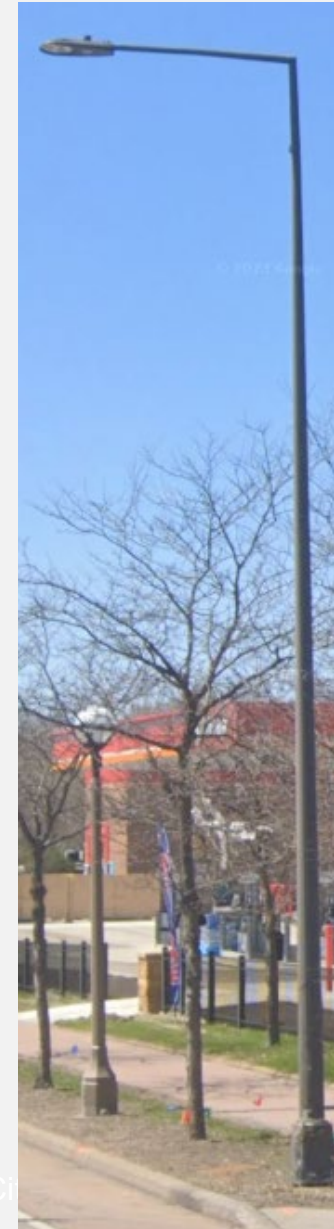
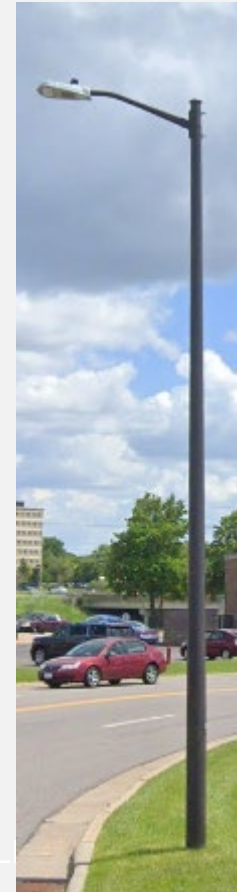
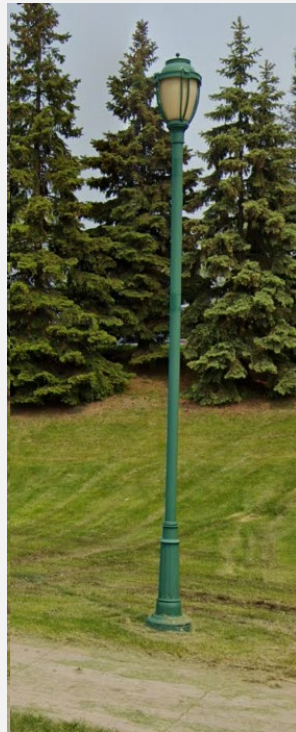
- Residential
 - Standard residential
 - Owasso Hills
 - Langton Dr
- Commercial/Industrial
 - Patton Rd
 - Centerpoint
 - Long Lake Rd
 - Lincoln Drive
 - Perimeter Drive
- Special Districts
 - Larpenteur Area
 - Twin Lakes Area
 - County Road C
 - County C/Civic Center Drive/Campus
 - Owasso Hills area



Street Light Policy

Fixture Types

- Wood Pole with LED
- Steel Pole with shoebox Fixture (HPS)
- Aluminum Pole/Fiberglass Pole – LED Lights



Street Light Policy

Background

Funding/Budget

- 2024 Budget - General Levy
 - Street Lighting Fund - \$225,000
 - Utilities - \$210,000
 - Pays for electrical charges
 - Metered and non metered
 - Contract Maintenance - \$15,000
 - For knockdowns
 - Street Light Replacement
 - CIP \$52,500
 - Used to replace city lighting systems and xcel contract lighting systems when they expire.

Wild Rice Festival

LMC Sustainable City Award

Street Light Policy

Background

Cost of Lights

- Xcel Owned
 - Non Metered
 - Wood Poles - \$10-20/light/month depending on wattage
 - Includes all costs
 - After initial install costs
 - 30' fiberglass poles with LED cobra heads - \$21/light/month
- City Owned/Xcel Contract
 - Metered – only includes electricity
 - Lights – City needs to budget to replace poles/fixtures
 - Decorative
 - \$5,000-\$10,000 per light
 - Commercial
 - ~\$3,500 per light

Street Light Policy

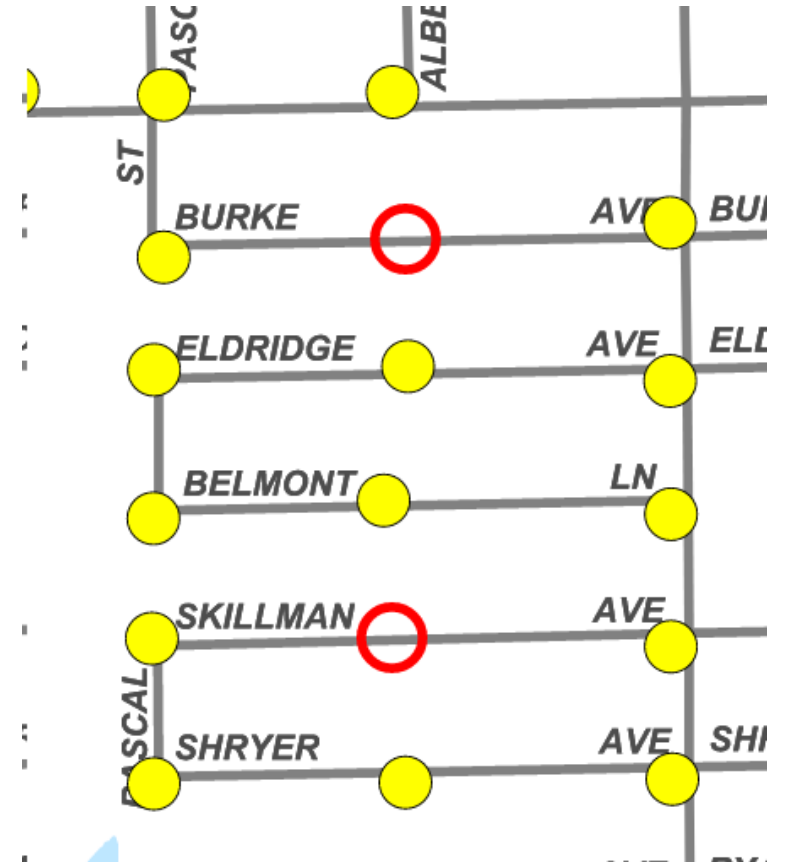
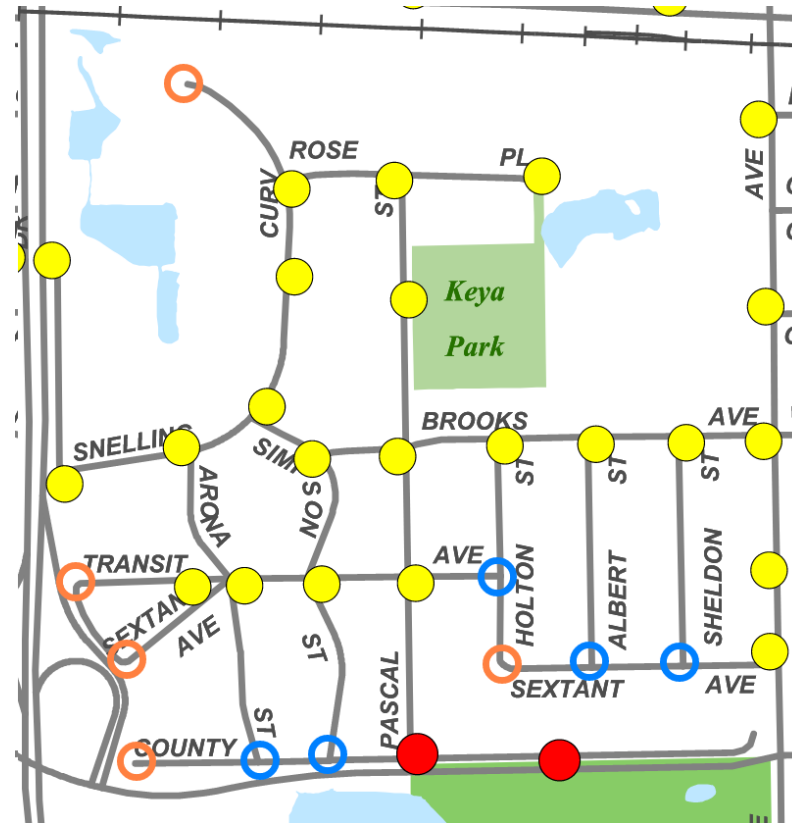
Need for changes

Consistency

- Total Lights – 1,458

Many intersections and marked crosswalks are missing lighting.

- ~100 intersections not marked
- ~20 marked crosswalks not marked
- Did not analyze for curves or midblock lights that would qualify



Street Light Policy

Need for changes

Equity

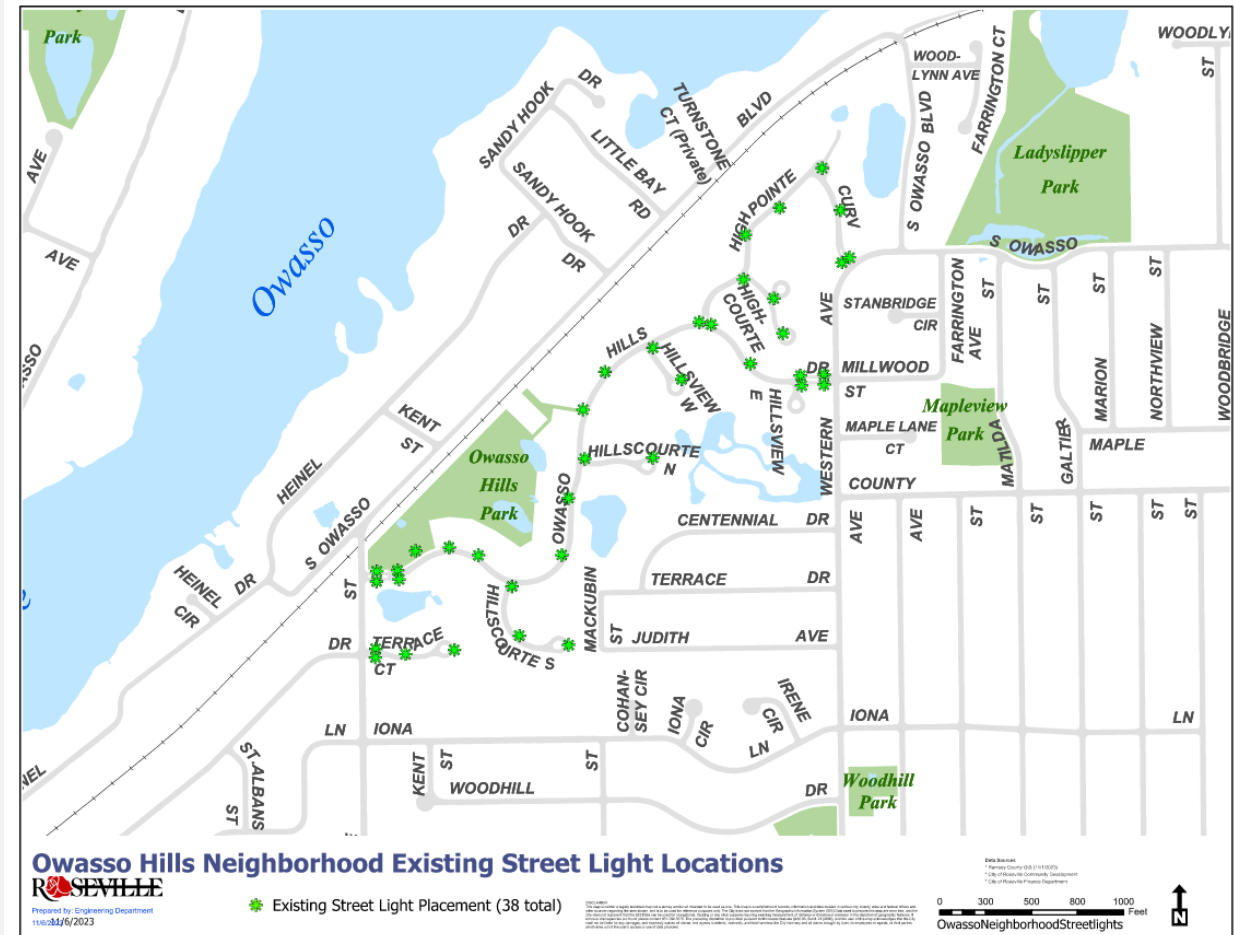
- Should lighting be applied equally through the city?
- Should lighting differ by land use?
- Should lighting be automatic if it meets the location requirements or should residents have to request lighting (current policy)?

Street Light Policy

Future Replacements

Xcel Contract expiring

- 14 systems have recently expired or will expire in the next 10 years
- City now responsible for lights when contract expire.
- The leases were 25 years so systems at the end of the life cycle and need replacement
 - Most lights are HPS and not LED
- Most of these systems have much higher lighting standard than policy allows.
- Most systems were installed by developments or the city.
- City has done some replacements



LMC Sustainable City Award

Proposed Policy Changes

Lighting Areas

- Establish lighting policy for each type of area
 - Residential
 - Keep same standard
 - Commercial/Industrial
 - Modify spacing standard to have higher level lighting
 - Recommend 200-250' spacing
 - Special District
 - These would be for City established districts
 - Lighting standards would be done on a case by case basis and would not follow a set standard



Street Light Policy

Proposed Policy Changes

Future Developments

- For large scale projects
 - Incorporate into development agreement
 - Developer pays up front costs and any increased maintenance costs if they want a higher lighting standard
- For infill projects with minimal lighting
 - Follow residential or commercial policy
 - Developer pays up front costs and city maintains lighting once accepted.
 - These would be for City established districts
 - Lighting standards would be done on a case by case basis and would not follow a set standard

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Street Light Policy

Example Replaced Areas

Perimeter Road

- Lease expired and lights replaced in 2014
 - Reduced lighting from 12-5
 - Entered into new 25 year lease

Terrace Drive, Fairview - Lincoln

- Lease expired and lights replaced in 2021
 - Reduced lighting from 20-8
 - City installed lights
 - City owns and maintains
 - Metered lights
 - Decorative lights following Twin Lakes Area standard

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Street Light Policy

Example Proposed Replaced Areas

Centerpoint Drive

- Lease expired in 2024
- Scheduled replacement in 2028
 - Reduce lighting from 23-12
 - \$42,000
 - \$21/Light/ Month
 - Xcel owned and maintained
 - Pay portion up front and monthly maintenance charge.
No expiration date



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Street Light Policy

Special District Examples

Larpenteur

- City owned, First known decorative lights
- Agreement with St Paul to maintain since St Paul has same lighting on their side.
- St Paul Standard, non LED
- Installed in 2000, No scheduled replacement
- Pedestrian level lighting, 70' spacing

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Twin Lakes Area

- City owned, installed in three phases
- Twin Lakes decorative standard, LED
- Installed in 2010-2015, No scheduled replacement
- Pedestrian and street level lighting, 160' spacing

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Street Light Policy

Other Cities

Stillwater

- Petition of 35% or more of the property owners in an existing subdivision, or the council themselves, determine where a lighting system will be installed. Council schedules hearing at which they will consider project.

Maple Grove:

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- Council determines from time to time areas that need operating street light systems. They hold a hearing when a location is selected
- At the hearing, the property owners express their opinion and desirability of the proposed project.
- The hearing can be skipped if 100% owner approval is achieved.

Elk River

- Street lighting of a type approved by the city may be required at all intersections and other locations within the subdivision.

Eagan

- Street light installed and operated by city when Petition achieves 50% or more from property owners in subdivision, or if the council desires.

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Street Light Policy

Questions for Consideration

- When should lights be installed?
 - If 100% residents agree and it meets the standard?
 - Current Policy
 - If they meet the standard?
 - Compromise between the two?
 - Intersection standard
 - Midblock 100% adjacent owner petitioned
- Should we have different standard locations or spacing?
 - Some cities 350-400 feet
- Should different land use areas have different lighting standards?
 - For example 600' spacing residential & 250' commercial

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2024 Public Works Work Plan

Questions?

Roseville Public Works, Environment and Transportation Commission Agenda Item

DATE: January 23, 2024

ITEM: 8.a.

ITEM DESCRIPTION: Future Agenda Items

Background

Recommendation

Set preliminary agenda items for the February 20, 2024 Public Works, Environment & Transportation Commission meeting.

Attachments

1. Future Agenda



Memo

To: Public Works Environmental and Transportation Commission Members

From: Jesse Freihammer, Public Works Director

Date: January 23, 2024

Re: Look Ahead Agenda Items/Next Meeting February 20, 2024

Suggested Items:

Looking Ahead:

- February 20– Third Tuesday due to Caucus
 - Sustainability Super Meeting
 - Green Step City's/Gold Leaf – Kristin Mzoz-Risse (MPCA)
 - Green Team Update & Roles and Responsibilities
 - Mowing Ordinance Discussion
 - Less Mow May Update
 - Pollinator update/issues
- March 26
 - Envision Roseville Update
 - Green To Go Update
- April 23
 - Swearing in New Commissioners
 - Annual Recycling Report
 - Pavement Funding/Asset Management