



City Council Agenda

Monday, October 9, 2023

6:00 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)

6:00 p.m. **1. Roll Call**

Voting & Seating Order: Etten, Schroeder, Groff, Strahan, and Roe

6:01 p.m. **2. Pledge of Allegiance**

6:02 p.m. **3. Approve Agenda**

6:03 p.m. **4. Public Comment**

6:08 p.m. **5. Recognitions and Donations**

- a. Adopt a Resolution to Accept Roseville Police Foundation Donation

6:18 p.m. **6. Items Removed from Consent Agenda**

7. Business Items

- 6:20 p.m. a. Consider Presumptive Penalty Approval - 2023 Tobacco Compliance Check (Quick Mart)
- 6:25 p.m. b. Consider Presumptive Penalty Approval - 2023 Tobacco Compliance Check (Noble Tobacco)
- 6:30 p.m. c. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Applebees)
- 6:35 p.m. d. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Chilis)
- 6:40 p.m. e. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (D'Amico and Sons)
- 6:45 p.m. f. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (La Casita)
- 6:50 p.m. g. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (MGM Liqour)
- 6:55 p.m. h. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Mito)
- 7:00 p.m. i. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Pagoda)
- 7:05 p.m. j. Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Szechuan)
- 7:10 p.m. k. Receive Position Classification & Compensation Study Report

8. Council Direction on Councilmember Initiated Agenda Items

8:10 p.m. **9. Approval of City Council Minutes**

- a. Approve Minutes from September 18, 2023 City Council Meeting

- b. Approve Minutes from September 18, 2023 EDA Meeting
- c. Approve Minutes from September 25, 2023 City Council Meeting

8:15 p.m. **10. Approve Consent Agenda**

- a. Approve Payments
- b. Approval of 2 Tetrahydrocannabinol Licenses and 1 Temporary Liquor License

8:20 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements
- Council and City Manager**

- a. Future Agenda Review

8:25 p.m. **12. Adjourn**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

5.a.

Department Approval



City Manager Approval



Item Description:

Adopt a Resolution to Accept Roseville Police Foundation Donation

Background

The Roseville Police Foundation is a local foundation that supports and provides additional resources to the Roseville Police Department in an effort to enhance the Department's capacity to provide quality services to all Roseville community members through outreach initiatives, the pursuit of innovative training, and through the acquisition of supplemental equipment and technology.

The use of covert cameras has shown to be an effective way of providing law enforcement with important information to respond to calls for service and to conduct criminal investigations including human trafficking, auto theft and repeat nuisance property investigations. Unfortunately, RPD's current camera system is no longer functioning and cannot be serviced due to the devices' age.

Our Community Action Team (CAT) expressed the need to replace our camera, which will enhance the department's human trafficking investigations. In July 2023, the Roseville Police Foundation approved a funding request to purchase a covert camera. The cost of the camera and accessories is \$6,690.00.

A resolution for acceptance of the funds is required per state law.

Policy Objectives

Allow the Roseville Police Department to accept the \$6,690.00 in funds to be used as requested.

Racial Equity Impact Summary

Investing in innovative tools to investigate crimes such as human trafficking benefits all and furthers the City of Roseville and the Roseville Police Department's commitment to creating a safe and

livable community for all, including Roseville’s historically disadvantaged communities who tend to be at higher risk of victimization.

Budget Implications

There is no initial cost to the City. However, there is a minimal monthly expense for wireless internet service.

Staff Recommendations

The police department is recommending City Council adopt a resolution allowing the City of Roseville to accept a donation from the Roseville Police Foundation in the amount of \$6,690.00 to purchase a covert camera to investigate human trafficking and other crimes impacting the Roseville community.

Requested Council Action

Adopt a resolution to accept a donation from the Roseville Police Foundation in the amount of \$6,690.00 to enhance its human trafficking investigations through the purchase of a covert camera.

Prepared by: Deputy Police Chief Joe Adams

Attachments: 1. Resolution to Accept RV Police Foundation Funds 10-9-23

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

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was duly held on the ___th day of _____, 2023, at 6:00 p.m.

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

Member introduced the following resolution and moved its adoption:

**RESOLUTION NO. _____
A RESOLUTION ACCEPTING A DONATION FROM THE ROSEVILLE POLICE
FOUNDATION OF FUNDS FOR THE PURCHASE OF A COVERT CAMERA AND
ACCESSORIES**

WHEREAS, the City of Roseville is generally authorized to accept donations of real and personal property for the benefit of its residents pursuant to Minnesota Statutes Section 465.03;

WHEREAS, the Roseville Police Foundation has offered to donate to the City funds in the amount of \$6,690.00 for the purchase of a covert camera and accessories as part of the Roseville Police Department's human trafficking investigations initiative. Covert camera systems have become valuable tools, providing enhanced investigative support to police operations to help solve crimes and improve the quality of life in the city of Roseville;

WHEREAS, the above-referenced donation has no further conditions on its acceptance;

WHEREAS, the donation is contributed to the City for the benefit of its residents; and,

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED, that the Roseville City Council, on behalf of the City of Roseville, Minnesota, hereby accepts the gift of the donation described herein.

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

WHEREUPON said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the ____th day of _____, 2023, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this ____th day of _____, 2023.

Patrick Trudgeon, City Manager

(SEAL)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.a.

Department Approval

City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Tobacco Compliance Check (Quick Mart)

Background

Per Roseville City Ordinance, at least twice per year, the City shall conduct citywide compliance checks at all businesses with a city tobacco license. Mandatory penalties shall be imposed on noncompliant licensees. The following is related to the first round of tobacco compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a tobacco license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the tobacco checks, two businesses failed (Attachment 1).

Quick Mart (CN 23023248) - The underage checker asked for a pack of cigarettes. The employee did not request identification and provided the cigarettes to our checker. The employee was issued an administrative citation, which has since been paid. This is the third tobacco compliance failure for Quick Mart in the past 36 months. Previous failures occurred on June 15, 2021 and July 16, 2022.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 2).

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders for the third violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a seven (7) day suspension.

Racial Equity Impact Summary

Upon review of racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 306.09, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a seven (7) day suspension issued to the license holder for the third violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders for the third violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a seven (7) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_Quick Mart Report CN 23023248
2. Attachment 2_Quick Mart 2023 Notice of Hearing

Roseville Police Department

Case RV23023248 - UNAPPROVED DRAFT

Printed on October 3, 2023

Status Active
Report Type Incident
CIBRS Classification Private
Primary Officer Christine Marston
Investigator None
Records Technician
Reported At 08/11/23 13:26
Incident Date 08/11/23 13:26 - 08/11/23 13:36
Incident Code COD : COD - Code Enforcement
Location 2815 RICE ST N, ROSEVILLE, MN 55113
Zone
Court None
Location Name ADAMS FOOD & FUEL
Ereferral County None
Summary Of Incident

Disposition R - Report
Disposition Date/Time 08/11/23 13:36
Review for Gang Activity None

Asst Officers

RV18819 - Anderson, Bryan; RV27198 - Tanis, Philip

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense Compliance Check - RPD
Statute 5005
NIBRS Code
Counts 1
Include In NIBRS Yes
Completed Yes
Bias Motivation None (no bias)
Location Convenience Store
Entry Forced No

Cited

ELKHODERI, AHMED SALAH ARAFA E

Male, DOB 8/1/93

5005 - 5005 - Compliance Check - RPD

2815 RICE ST N
ROSEVILLE, MN 55113

(612) 242-2144 Home
 (612) 438-7159 Cell
 (612) 450-7715 Cell
 (651) 424-3226 Work

Other

THOMAS, HENRY ARTHUR

Male, DOB 1/19/05

1517 MIDWAY PKWY
ST PAUL, MN 55108

(651) 335-3761 Home

Mentioned: 5005 - 5005 - Compliance Check - RPD

Private: 5005 - 5005 - Compliance Check - RPD

Primary Narrative By Christine Marston, 09/07/23 10:31

Tobacco Compliance failure

On 8/12/2023 myself along with Officer Tanis were conducting tobacco compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Quick Mart, 2815 Rice St. The checker asked for a pack of Marlboro Reds, and was not asked to show ID. Once the checker was given the cigarettes and a receipt, the employee said, "you're 21 right", after the transaction was completed. The checker exited the store with the pack of cigarettes and a receipt. The checker informed me there was only one employee behind the counter.

I entered the store and recognized the employee behind the counter as the store owner, Elkhoderi. Elkhoderi immediately began arguing with me that he was not in violation because the checker "lied" to him saying he was 21. I explained to Elkhoderi that he knows (especially due to prior compliance check failures) that he needs to ask for identification prior to making a sale of tobacco. I further explained it is his responsibility to verify customers are the legal age to purchase tobacco products.

Photos of the purchase receipt and product have been uploaded to evidence.com

Nothing further.

Supporting Narrative By Bryan Anderson, 09/06/23 18:47

Delivery of Notifications

On 9/6/2023 I delivered a council meeting notice and fine notification to AHMED ELKHODERI. I explained the information that was on the forms and asked if he had any questions which he did not.

ROSEVILLE POLICE DEPARTMENT
2023 Tobacco Compliance Check
 September 6, 2023



September 6, 2023

Quick Mart
 2815 Rice St N
 Roseville, MN 55113

Dear Quick Mart Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 11, 2023 Tobacco compliance failure at Adams Food & Fuel. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and seven (7) day tobacco license suspension for the third qualifying failure in 36 months.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 11, 2023: An employee sold an underage compliance buyer tobacco without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023248). On July 16, 2022 and June 15, 2021, employees also sold tobacco to an underage compliance checker.

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.b.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Tobacco Compliance Check (Noble Tobacco)

Background

Per Roseville City Ordinance, at least twice per year, the City shall conduct citywide compliance checks at all businesses with a city tobacco license. Mandatory penalties shall be imposed on noncompliant licensees. The following is related to the first round of tobacco compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a tobacco license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the tobacco checks, two businesses failed (Attachment 1).

Noble Tobacco (CN 23023244) - The underage checker asked for a pack of cigarettes. The employee did not request identification and provided the cigarettes to our checker.

The employee was issued an administrative citation, which has since been paid. This is the second tobacco compliance failure for Noble Tobacco in the past 36 months. The previous failure occurred on June 15, 2021.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 2).

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a three (3) day suspension.

Racial Equity Impact Summary

Upon review of racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 306.09, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a three (3) day suspension issued to the license holder for the second violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 306.09, for tobacco license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a three (3) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_Noble Tobacco Report CN 23023244
2. Attachment 2_Noble Tobacco 2023 Notice of Hearing

Roseville Police Department

Case RV23023244 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status Active
Report Type Incident
CIBRS Classification
Primary Officer Christine Marston
Investigator None
Records Technician
Reported At 08/11/23 12:45
Incident Date 08/11/23 12:45 - 08/11/23 13:09
Incident Code COD : COD - Code Enforcement
Location 1681 RICE ST N, ROSEVILLE, MN 55113
Zone

Disposition R - Report
Disposition Date/Time 08/11/23 13:09
Review for Gang Activity None

Asst Officers

RV27198 - Tanis, Philip

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense Compliance Check - RPD
Statute 5005
NIBRS Code
Counts 1
Include In NIBRS Yes
Completed Yes
Bias Motivation None (no bias)
Location Specialty Store
Entry Forced No

Cited

Deria, ABDINASIR MOHAMED

Male, DOB 11/3/85

5005 - 5005 - Compliance Check - RPD

3901 VALLEY VIEW DR
EAGAN, MN 55122

Unspecified

Al Dairieh, Ahmad Fahim

Male, DOB 12/28/80

4651 HAYWARD ROAD
OAKDALE, MN 55128

(651) 494-2420 Home
(651) 494-4060 Cell

Primary Narrative By Christine Marston, 09/07/23 09:40

Compliance check failure

On 8/12/2023 myself along with Officer Tanis were conducting tobacco compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

The checker entered Noble Tobacco, 1681 Rice St. The checker asked for a pack of Marlboro Reds, and was not asked to show ID. The checker exited the store with the pack of cigarettes and a receipt. The checker informed me there was only one employee in the store.

I entered the store and made contact with the only employee who was standing behind the counter, identified by International Driving License as, Deria. I explained the violation to Deria and he stated he did not sell to a minor. There was a slight language barrier but after some further conversation, Deria seemed to understand and called the manager of the store. A short time later Al Dairieh arrived. Al Dairieh explained that he is the new store manager (as of April 2023). Al Dairieh said that he left for a short time to pick up his daughter from school and while he was gone he asked his friend, Deria, to watch the store. Al Dairieh said that Deria was just doing him a favor. I explained to Al Dairieh that as the store manager it is his responsibility to ensure that whoever is selling tobacco in his store knows the state laws and age regulations. Deria said he does not live in this country and would be returning to home soon. Deria listed the address in Eagan as his friend's apartment where he is staying currently. I explained the next steps to both parties and they said they had no further questions.

Photos of the purchase receipt and product have been uploaded to evidence.com.

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2023 Tobacco Compliance Check
 September 6, 2023



September 6, 2023

Noble Tobacco
 1681 Rice St N
 Roseville, MN 55113

Dear Noble Tobacco Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 11, 2023 Tobacco compliance failure at Noble Tobacco. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and three (3) day tobacco license suspension.

Council discussion of this violation will occur during the “Business Actions” segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city’s website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 11, 2023: An employee sold an underage compliance buyer tobacco without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023244). On June 15, 2021, an employee also sold tobacco to an underage compliance checker.

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.c.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Applebees)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

Applebees (CN 23023407) - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. Applebees later provided the required training documentation for their staff.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_Applebee's Report CN 23023407
3. Attachment 3_Applebee's 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023407 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	
Primary Officer	Christine Marston
Investigator	None
Records Technician	
Reported At	08/12/23 16:26
Incident Date	08/12/23 16:26 - 08/12/23 16:44
Incident Code	COD : COD - Code Enforcement
Location	1893 HIGHWAY 36 W, ROSEVILLE, MN 55113
Zone	
Location Name	APPLEBEE'S [1893]

Disposition	R - Report
Disposition Date/Time	08/12/23 16:44
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Cited

REYNOLDS, CREED JOE

Male, DOB 10/23/98

5005 - 5005 - Compliance Check - RPD

529 PORTLAND AVE #2

ST PAUL, MN 55102

(507) 517-7132 Cell

Unspecified

Ward, Dallas Robert

Male, DOB 9/26/71

1893 HIGHWAY 36
ROSEVILLE, MN 55113

(612) 695-0257 Cell

(612) 781-5274 Work

(651) 697-0648 Office

Primary Narrative By Christine Marston, 08/15/23 12:33**Alcohol compliance failure**

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of her MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at Applebees, 1893 Highway 36, and the compliance checker went inside alone. The checker was seated at a high-top table in the bar area. The checker ordered Blue Moon beer from the server. The server asked for her ID, which she presented. The server looked at her ID before returning it to her and serving her the alcoholic beverage. The compliance checker took a photo of the drink she was served which is attached in evidence.com.

Once the compliance checker alerted me she was served an alcoholic beverage, I entered the business. I spoke with the server who was identified via MNDL as, Reynolds. I also spoke with the manager on duty identified as, Ward. I explained the violation to Reynolds, and Reynolds stated that he checked the ID and did not believe he served someone underage. I retrieved the checker's ID to show Reynolds again and to show Ward. I explained to Reynolds and Ward that Reynolds would be receiving an administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Ward would be receiving a letter from the city regarding next steps for the business.

Both stated they understood and had no additional questions.

Nothing further.

Supporting Narrative By Bryan Anderson, 09/08/23 18:53**Notifications Delivered**

On 9/8/2023 I hand delivered a council notification and administrative citation to the manager, DALLAS WARD. WARD stated that he would be able to get the administrative citation to CREED REYNOLDS who is no longer employed with Applebee's.

PCN: 23025982

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
 September 8, 2023



September 8, 2023

Applebee's
 1893 Highway 36 W
 Roseville, MN 55113

Dear Applebee's Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at Applebee's. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and one (1) day liquor license suspension.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023407).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.d.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Chilis)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

Chilis (CN 23023404) - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. Chilis later provided the required training documentation for their staff. This is the second alcohol compliance failure of Chilis in 36 months (previous failure on September 12, 2022).

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a five (5) day suspension issued to the on-sale license holder for the second violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_Chili's Report CN 23023404
3. Attachment 3_Chili's 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023404 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	
Primary Officer	Christine Marston
Investigator	None
Records Technician	
Reported At	08/12/23 16:02
Incident Date	08/12/23 16:02 - 08/12/23 16:25
Incident Code	COD : COD - Code Enforcement
Location	1840 COUNTY ROAD B2 W, ROSEVILLE, MN 55113
Zone	
Location Name	Chili's [1840]
Disposition	R - Report
Disposition Date/Time	08/12/23 16:25
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Cited

JORDAN, MICHELLE RENE A

Female, DOB 4/22/87

5005 - 5005 - Compliance Check - RPD

2122 FOREST DR NE

COLUMBIA HEIGHTS, MN 55421

(651) 230-9348 Cell

Other

STROUD, NIAKEYA BETTY DAMARA

Female, DOB 6/8/84

Mentioned: 5005 - 5005 - Compliance Check - RPD

1840 COUNTY ROAD B2 W

ROSEVILLE, MN 55113

(651) 633-7718 Business

Unspecified

STRAUGHAN, AMIEE LEE

Female, DOB 8/3/93

1840 COUNTY ROAD B2 W
ROSEVILLE, MN 55113

(612) 730-6090 Cell

Primary Narrative By Christine Marston, 08/15/23 12:57

Alcohol Compliance Failure

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of her MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at Chili's, 1840 CO RD B2, and the compliance checker went inside alone. The checker was seated at a table in the bar area. The checker ordered Blue Moon from the server. The server asked for her ID, which she presented. The server looked at her ID before returning it to her and serving her the alcoholic beverage. The compliance checker took a photo of the drink she was served which is attached in evidence.com.

Once the compliance checker alerted me she was served an alcoholic beverage, I entered the business. I spoke with the server who was identified via MNDL as, Jordan. I also spoke with the manager on duty identified as, Straughan. I explained the violation to Straughan and showed her the checkers ID. I explained to Jordan and Straughan that Jordan would be receiving and administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Straughan would be receiving a letter from the city regarding next steps for the business.

Both stated they understood and had no additional questions.

Nothing further.

Supporting Narrative By Bryan Anderson, 09/08/23 18:43

Notification Delivered

On 9/8/2023 I hand delivered a council notification and administrative citation the the manager, NIAKEYA STROUD. STROUD stated that she would be able to get the administrative citation to MICHELLE JORDAN who is no longer employed with Chili's.

PCN: 23025985

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
 September 8, 2023



September 8, 2023

Chili's
 1840 County Road B2 W
 Roseville, MN 55113

Dear Chili's Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at Chili's. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and five (5) day liquor license suspension. A previous compliance failure occurred on September 12, 2022.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023402).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.e.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (D'Amico and Sons)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

D' Amico and Sons (CN 23023376) - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. D' Amico and Sons later provided the required training documentation for their staff.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_D'Amico & Sons Report CN 23023376
3. Attachment 3_D'Amico & Sons 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023376 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	
Primary Officer	Christine Marston
Investigator	None
Records Technician	
Reported At	08/12/23 13:19
Incident Date	08/12/23 13:19 - 08/12/23 13:33
Incident Code	COD : COD - Code Enforcement
Location	1490 COUNTY ROAD B W, ROSEVILLE, MN 55113
Zone	
Location Name	DAMICO & SONS
Disposition	R - Report
Disposition Date/Time	08/12/23 13:33
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Cited

BRAUN, KIRA MARY

Male, DOB 10/31/03

5005 - 5005 - Compliance Check - RPD

1291 AVON ST N

ST PAUL, MN 55117

(651) 707-2914 Cell

Unspecified

GILLESPIE, ALEX JOSEPH

Male, DOB 7/4/90

5540 38TH AVE S

MINNEAPOLIS, MN 55417

(651) 633-7667 Business

Primary Narrative By Christine Marston, 08/16/23 13:31

Alcohol Compliance failure

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at D'Amico & Sons, 1490 CO RD B, and the compliance checker went inside alone. The checker ordered Whitehaven white wine from the cashier. The cashier asked for ID, which the checker presented. The cashier looked at the ID before returning it to the checker and serving the checker the alcoholic beverage. The compliance checker took a photo of the drink she was served which is attached in evidence.com.

Once the compliance checker alerted me they were served an alcoholic beverage, I entered the business. I spoke with the cashier who was identified via MNDL as, Braun. I also spoke with the manager on duty identified as, Gillespie. I explained the violation to Braun and Braun stated she didn't look close enough at the ID presented. I explained to Braun and Gillespie that Braun would be receiving an administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Gillespie would be receiving a letter from the city regarding next steps for the business.

Both stated they understood and had no additional questions.

Nothing further.

Supporting Narrative By Bryan Anderson, 09/08/23 18:59

Notification Delivered

On 9/8/2023 I hand delivered a council notification and administrative citation the the manager, ALEX GILLESPIE. GILLESPIE stated that he would be able to get the administrative citation to KIRA BRAUN who is no longer employed with Damico & Sons.

PCN: 23025979

Nothing further.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
 September 8, 2023



September 8, 2023

DAMICO & SONS
 1490 County Road B W
 Roseville, MN 55113

Dear DAMICO & SONS Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at DAMICO & SONS. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and one (1) day liquor license suspension.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023376).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.f.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (La Casita)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

La Casita (CN 23023413) - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. La Casita later contacted the police department and advised that they did not have documentation of their training. While it was reported that all employees who serve alcohol had gone through training at their hire date, no documentation exists to corroborate this claim. La Casita has since retrained and will be providing documentation to support this.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_La Casita Report CN 23023413
3. Attachment 3_La Casita 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023413 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Christine Marston
Investigator	Christine Marston
Records Technician	
Reported At	08/12/23 17:02
Incident Date	08/12/23 17:02 - 08/12/23 17:18
Incident Code	COD : COD - Code Enforcement
Location	1925 WEST PERIMETER DR, ROSEVILLE, MN 55113
Zone	
Court	None
Location Name	LA CASITA [1925]
Ereferral County	None
Summary Of Incident	
Disposition	R - Report
Disposition Date/Time	08/12/23 17:18
Review for Gang Activity	None
Asst Officers	
	RV26037 - Figueiredo, Jonah
Bias Based On	
Bias Targets	
Bias Circumstances	

Unspecified

LEAL, ISAAH MATTHEW

Male, DOB 9/24/04

1265 FROST AVE E UNIT 135

MAPLEWOOD, MN 55109

(651) 398-2329 Cell

Lewis, Timothy James

Male, DOB 9/6/94

2345 WOODBRIDGE STREET APT 156

ROSEVILLE, MN 55113

(651) 403-2421 Secondary

Primary Narrative By Christine Marston, 08/15/23 11:23

Alcohol Compliance - Failure

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of her MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at LaCasita, 1925 West Perimeter Dr, and the compliance checker went inside alone. The checker was seated at a high-top table in the bar area. The checker ordered a specialty Blue Margarita from the server. The server asked for her ID, which she presented. The server looked at her ID before returning it to her and serving her the alcoholic beverage. The compliance checker took a photo of the drink she was served which is attached in evidence.com.

Once the compliance checker alerted me she was served an alcoholic beverage, I entered the business. I spoke with the server who was identified via MNDL as, Leal. I also spoke with the manager on duty identified as, Lewis. I explained the violation to Leal, and Leal stated he didn't look close enough at the ID presented. I explained to Lewis and Leal that Leal would be receiving an administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Lewis would be receiving a letter from the city regarding next steps for the business.

Both stated they understood and had no additional questions.

Nothing further.

Supporting Narrative By Philip Tanis, 09/12/23 15:24

Council Letter and Citation Delivered

On 9/12/23 at 1520 hours I met with Tim Lewis the manager, and provided him the council letter. He stated the employee was not currently working, but he stated he would be able to deliver the council citation to him. No further action taken. BWC active.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
 September 12, 2023



September 12, 2023

La Casita
 1925 West Perimeter Dr.
 Roseville, MN 55113

Dear La Casita Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at La Casita. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and one (1) day liquor license suspension.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023413).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.g.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (MGM Liquor)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

MGM Liquor (CN 23023352) - The underage checker entered the liquor store, selected alcohol and proceeded to the cash register. The employee then checked the underage ID and provided alcohol to the underage checker.

The employee was later issued an administrative citation, which has not since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). MGM later provided the required training documentation for their staff.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine with no suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and no suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for off-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and no suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_MGM Liquor Report CN 23023352
3. Attachment 3_MGM Liquor 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023352 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	
Primary Officer	Christine Marston
Investigator	None
Records Technician	
Reported At	08/12/23 11:52
Incident Date	08/12/23 11:52 - 08/12/23 12:04
Incident Code	COD : COD - Code Enforcement
Location	1149 LARPEN TEUR AVE W, ROSEVILLE, MN 55113
Zone	
Location Name	MGM Liquor [RVL932]
Disposition	R - Report
Disposition Date/Time	08/12/23 12:04
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Liquor Store
Entry Forced	No

Cited

HOLST, RUTH MARIE

Female, DOB 1/24/69

1324 MARSHALL AVE

ST PAUL, MN 55104

(612) 559-4528 Cell

5005 - 5005 - Compliance Check - RPD

Unspecified

Hajjali, Kelly Ann

Female, DOB 7/29/71

15881 POTASSIUM ST NW

RAMSEY 55303-4163

(651) 488-6682 Business

Karr, Elizabeth Christine

Unknown, DOB 2/7/84

7225 GUIDER DR APT 219

ST PAUL, MN 55125

(651) 387-9723 Home

(651) 488-6685 Cell

Primary Narrative By Christine Marston, 08/16/23 13:45

Alcohol Compliance check - failure

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of their MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at MGM Liquors, 1149 Larpentuer Ave, and the compliance checker went inside alone. The checker selected a small single-serve box of Barefoot Moscato wine. The cashier asked for ID, which the checker presented. The cashier looked at the ID before returning it to the checker and completing the sale of the alcoholic beverage. The compliance checker took a photo of the drink she was served which is attached in evidence.com.

Once the compliance checker alerted me they were served an alcoholic beverage, I entered the business. I spoke with the cashier who was identified via MNDL as, Holst. I also spoke with the manager on duty identified as, Karr. I explained the violation to Holst, and Holst stated that I was incorrect. I showed the checker's ID to Holst again, along with Karr and they both agreed the checker was underage. I explained to Holst and Karr that Holst would be receiving an administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Karr would be receiving a letter from the city regarding next steps for the business. Holst was very resistant to providing me her information and was very upset with Karr as I was leaving. Karr told Holst she had to go home for the day.

Karr stated she understood and had no additional questions.

Nothing further.

Supporting Narrative By Philip Tanis, 09/12/23 15:56

Council Citation Issued

On 9/12/23 at approximately 1550 hours I met with Kelly Hajjali and issued her the Council summons. She informed me that Ruth is no longer employed at the business. When asked, she stated she could get her the citation. I informed her that if she had issues in doing so she could contact us and we could do so. BWC active.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
September 12, 2023



September 12, 2023

MGM Liquor
1149 Larpenteur Ave W
Roseville, MN 55113

Dear MGM Liquor Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at MGM Liquor. Staff has recommended Council impose the presumptive penalty as set by the administrative fine schedule.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023352).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.h.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Mito)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Friday, August 18, 2023, a 20-year-old underage compliance checker entered Mito, which holds a liquor license in the city of Roseville, Minnesota, to conduct a compliance check. Upon conclusion of the check, Mito failed (Attachment 2).

Mito (CN 23023976) - The underage checker entered the establishment at 10:00PM. The checker was denied a table on the main level due to capacity, but was ultimately granted access to the basement where a dance club operates. Prior to entering the basement, the underage checker's identification was checked. The checker then paid a \$20 cash cover charge and was granted access to the basement. Once downstairs, the checker was told the dance club was cash only. The checker then ordered an alcoholic beverage and was served without being carded.

The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. Mito later provided the required training documentation for their staff.

It should be noted that staff will continue to communicate with Mito management as they are also in violation of Roseville's Repeat Nuisance Ordinance for having three qualifying nuisance calls within a period of 720 days (City Code 511).

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_Mito's Latin Cuisine Report CN 23023976
3. Attachment 3_Mito's Latin Cuisine 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023976 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	Private
Primary Officer	Sean Johnson
Investigator	Christine Marston
Records Technician	
Reported At	08/18/23 22:10
Incident Date	08/18/23 22:10 - 08/18/23 23:11
Incident Code	COD : COD - Code Enforcement
Location	2801 SNELLING AVE N, ROSEVILLE, MN 55113 (MITO LATIN CUISIN)
Zone	
Court	None
Ereferral County	None
Summary Of Incident	
Disposition	Case Assigned
Disposition Date/Time	08/19/23 11:16
Disposition Comments	Alcohol Compliance Violation
Review for Gang Activity	None
Asst Officers	
RV13961 - Jorgensen, Jr., John; Krosnowski, Emily; RV22406 - Wiesner, Zach	
Bias Based On	
Bias Targets	
Bias Circumstances	

Offense Information

Offense	Administration - RPD
Statute	5051
NIBRS Code	
Counts	1
Include In NIBRS	No
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Offense	CAT - RPD
Statute	5004
NIBRS Code	
Counts	1
Include In NIBRS	No
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	No

Completed	Yes
Details	Offender(s)
	Used
	Alcohol
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Other**GARCIA RUIZ, ADRIAN ALEJANDRO**

Unknown, DOB 1/20/05

1381 75TH AVE NE
FRIDLEY, MN 55432

(763) 204-3402 Cell

Business: 5005 - 5005 - Compliance Check - RPD
Employee: 5005 - 5005 - Compliance Check - RPD**PIEDRAS SANCHEZ, ANNAYELI**

Female, DOB 7/28/99

2449 GUNFLINT TRL
BROOKLYN PARK, MN 55444(651) 376-8452 Cell
(651) 330-8677 WorkBusiness: 5005 - 5005 - Compliance Check - RPD
Manager: 5005 - 5005 - Compliance Check - RPD**SALAS MENDES, JOSEPH JAVIAR**

Unknown, DOB 4/16/86

700 GARDEN LANE
SHAKOPEE, MN 55379

(908) 344-4735 Cell

Business: 5005 - 5005 - Compliance Check - RPD
Employee: 5005 - 5005 - Compliance Check - RPD**Primary Narrative By Sean Johnson, 08/19/23 12:37****Alcohol Compliance Check Failure**

On August 18th at approximately 0955 hours Roseville officers conducted an alcohol compliance check for the Mito Restaurant located at 2801 Snelling Avenue. This business is unique from other establishment's because it has both a dining area on the main floor and exterior patio which alcohol sales can occur and also a dancing area in the lower level which is accessed by a stairway from the main floor.

I, along with other officers are aware this restaurant advertises food and alcohol sales along with entertainment at the location. I have learned from past police calls for service that Roseville officers have responded and observed a dance floor in the lower level and there is an identification check process by an employee at the top of the stairway for the lower level.

Because of these unique circumstances Ofc. Marston was assigned an plainclothes officers assignment to accompany the underage compliance checker for this compliance check. Officers Jorgensen, Wiesner and I were the primary contact team that were present outside the business while the compliance check was conducted.

I know the compliance checker is twenty years (20) of age. Officers noted and photographed the checker's driver's license. The compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the card holder is a minor. This driver's license was used by the compliance checker.

I observed Ofc. Marston and the checker enter into Mito Restaurant just before 2200 hours. Ofc. Marston was in contact with me and provided me with the following information;

The checker and her had attempted to get a seat in the main level of the restaurant, however they were told there were no available seats/reservations full. They were told they could wait until the lower level opened at 2200 hours. At approximately 2207 hours the checker and her were in the lower level after paying a \$20 dollar entrance fee each. At approximately 2211 hours the checker was served alcohol by an employee behind the lower level bar.

I updated other officers of the underage alcohol sale violation. Officers Jorgensen, Wiesner and I entered into the Restaurant and advised staff of the alcohol compliance check and the underage sale of alcohol to our checker. I asked Ofc. Wiesner to identify the employee who was checking identifications at the top of the stairwell while Ofc. Jorgensen and I went to the lower level. Ofc. Wiesner identified this male by his photo Portugal license as Joseph Javier Salas Mendes, D.O.B. 04/16/1986. (No MN nor US identification)

I was met by a female who identified herself as the general manager of Mito. I positively identified her by MN Driver's License as, Annayeli Piedras, D.O.B. 07/28/1999. I explained the purpose of our presence at Mito and that during our alcohol compliance check an employee had served alcoholic beverage to our underage checker. Piedras was cooperative and assisted by going to lower level with officers and speaking with the employee who committed the alcohol violation.

I confirmed with Ofc. Marston the specific employee behind the bar was whom she observed sell alcoholic beverage to the checker. GM Piedras assisted me by informing the employee of the violation and letting us use an lower level office to speak with the employee. The violator was identified verbally and by him typing in his name as Adrian Alejandro Garcia Ruiz and D.O.B. 01/20/2005. I later verified this by him showing me his Cuban passport. I checked NCIC files and determined that Ruiz has a MN DL file indicating the address he provided to officers, 1381 75th Avenue, Fridley MN 55432.

Ruiz spoke Spanish and GM Piedras assisted me with speaking to Ruiz. I informed him that he had served alcohol to an underage checker. Ruiz was advised he would be mailed a city ordinance citation for the misdemeanor alcohol violation.

I advised GM Piedras that she would be given notice of an hearing with the city and would be speaking with city staff. Piedras told me she has previously met with City of Roseville staff regarding concerns about Mito and was agreeable to meeting again. I informed Piedras that Mito could be facing additional fines, or suspension imposed by the city which would be determined at a later time.

I requested Piedras return \$70 dollars to me as I had two members of my team pay the \$ 20 dollar entrance fee for two persons and \$ 30 dollars for alcoholic beverages. Piedras returned the full amount to me. I later provided these buy funds back to Ofc. Marston who is completing compliance checks in the city.

Please see Ofc. Marston's supplemental report for further information from this incident.

Body Worn Camera was active for this incident.

Supporting Narrative By Christine Marston, 08/21/23 17:39

Decoy and UC

On 8/18/23 I participated in a planned check for Alcohol Compliance at MITO, 2801 Snelling Ave.

With me, was an underage compliance checker. The checker was in possession of her MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We entered MITO at approximately 2150 hours. We went to the reception desk at the front and asked if we could be seated. The hostess told we could only sit in the restaurant if we have a reservation. We walked around the restaurant looking for an open seat at the bar and did not find any. When we returned to the hostess stand, I asked if we could go downstairs and she told me the basement doesn't open until the DJ starts playing at 2200 hours.

At 2200 hours, we paid \$20.00/person in cash as the entry fee to the club, Tulum Hall, and were each given a wrist band on our wrist. 2 MITO employees were standing at the top of the stairs monitoring who was given access to go downstairs. I passed by both employees but the compliance checker was stopped by an employee later identified as Mendes. Mendes was wearing all black and a baseball hat. Mendes asked the checker for her ID which she presented. Mendes briefly looked at the ID and handed it back to the compliance checker and allowed her downstairs.

Once downstairs, I saw 2 bars were open for alcohol service. We went to the first bar, closest to the stairs which was being tended by a single bartender later identified as, Ruiz. Ruiz told us the bar was cash only and I ordered a margarita and the compliance checker ordered a mojito. Neither of us were asked for ID. Our drinks were poured and served to us. We were seated at a table together as I alerted the assisting officers that the under age compliance checker was served. The checker photographed the drink they were served as evidence and the wristband was property. It should be noted that no indication was made of the compliance checker being underage. No "X" on her hands or different color wrist band was given upstairs when their ID was checked.

Once other officers arrived, the compliance checker and I exited the club.

Photos of the compliance checker have been uploaded to evidence.com.

Nothing further.

Supporting Narrative By Philip Tanis, 09/13/23 19:06

Council Summons Issued

On 9/13/23 at approximately 1900 hours I met with Annayeli Sanchez, the general manager of Mito. Sanchez was served the City Council Summons and also stated she would be able to get the former employee who committed the violation their City Council Citation. Sanchez stated she had no questions. BWC was active.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
 September 12, 2023



September 12, 2023

Mito Latin Cuisine
 2801 Snelling Ave N
 Roseville, MN 55113

Dear Mito's Latin Cuisine Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 18, 2023 alcohol compliance failure at Mito Latin Cuisine. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and one (1) day liquor license suspension

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 18, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023976).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.i.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Pagoda)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

Pagoda (CN 23023402) - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. Pagoda later provided the required training documentation for their staff.

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a one (1) day suspension issued to the on-sale license holder for the first violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the first violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a one (1) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_Pagoda Report CN 23023402
3. Attachment 3_Pagoda 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023402 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status	Active
Report Type	Incident
CIBRS Classification	
Primary Officer	Christine Marston
Investigator	None
Records Technician	
Reported At	08/12/23 15:52
Incident Date	08/12/23 15:52 - 08/12/23 16:02
Incident Code	COD : COD - Code Enforcement
Location	2401 FAIRVIEW AVE N, ROSEVILLE, MN 55113
Zone	
Location Name	ROSEDALE MARKET PLACE [RVL491]
Disposition	R - Report
Disposition Date/Time	08/12/23 16:02
Review for Gang Activity	None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On

Bias Targets

Bias Circumstances

Offense Information

Offense	Compliance Check - RPD
Statute	5005
NIBRS Code	
Counts	1
Include In NIBRS	Yes
Completed	Yes
Bias Motivation	None (no bias)
Location	Restaurant
Entry Forced	No

Cited

ZHOU, FENG YI

Female, DOB 8/25/71

5005 - 5005 - Compliance Check - RPD

7339 17TH AVE S

RICHFIELD, MN 55423

(612) 242-7919 Cell

Unspecified

Dai, Yue

Female, DOB 10/2/88

313 WASHINGTON AVE S APT 705

MINNEAPOLIS, MN 55415-1011

(612) 598-7790 Cell

(612) 378-4710 Business

Primary Narrative By Christine Marston, 08/16/23 11:27

Alcohol Compliance failure

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of her MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at Pagoda, 2401 Fairview Ave, and the compliance checker went inside alone and was seated at a table. The checker ordered an Angry Orchard hard cider from the server. The server asked for ID, which the checker presented. The server looked at the ID before returning it to the checker and serving the alcoholic beverage. The compliance checker took a photo of the drink that was served which is attached in evidence.com.

Once the compliance checker alerted me they were served an alcoholic beverage, I entered the business. I spoke with the server who was identified via MNDL as, Zhou. I also spoke with the manager on duty identified as, Dai. I explained the violation to Zhou, and Zhou did not offer an explanation. Dai showed me records of alcohol training that each server signs off on. Dai stated she feels she should do more training with her employees. I explained to Zhou and Dai that Zhou would be receiving an administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Dai would be receiving a letter from the city regarding next steps for the business.

Both stated they understood and had no additional questions.

Nothing further.

Supporting Narrative By Philip Tanis, 09/12/23 15:32

Council Cite Issued

On 9/12/23 I contacted Feng Zhou and issued her the council citation. There was no manager on location for another hour. I plan to return in one hour to issue the city council letter. BWC active.

Supporting Narrative By Philip Tanis, 09/12/23 16:39

Summons to Manager Provided

On 9/12/23 at 1640 hours I returned to Pagoda and met with acting manager Yue Dai and provided him with the City Council summons. BWC activated.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
September 12, 2023



September 12, 2023

Pagoda
2401 Fairview Ave N
Roseville, MN 55113

Dear Pagoda Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at Pagoda. Staff has recommended Council impose the presumptive penalty of a \$1000.00 fine and one (1) day liquor license suspension.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023402).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.j.

Department Approval



City Manager Approval



Item Description:

Consider Presumptive Penalty Approval - 2023 Alcohol Compliance Check (Szechuan)

Background

In 2023, all businesses with a city liquor license were mailed a letter announcing two citywide alcohol compliance checks to be conducted before the end of the calendar year (Attachment 1). The letter included information on the Roseville City Ordinance regarding the mandatory liquor licensee training program and penalties for noncompliance. The following is related to the first round of alcohol compliance checks, which occurred in August of 2023.

On Saturday, August 12, 2023, an 18-year-old underage compliance checker entered establishments holding a liquor license in the city of Roseville, Minnesota, to conduct compliance checks. Upon conclusion of the checks, multiple businesses failed (Attachment 2).

Szechuan (CN 23023382) - The underage checker ordered an alcoholic beverage. The server then checked the underage ID and provided alcohol to the underage checker. The server was issued an administrative citation, which has since been paid.

Officers met with each business in-person and advised them of the Roseville City Council hearing date. This notification was also provided in writing (Attachment 3). Staff also sent follow-up information that reflected the updated penalties based on Council action at the September 11 meeting. Szechuan later provided the required training documentation for their staff. This is the second alcohol compliance failure of Pagoda in 36 months (previous failure on July 15, 2022).

Policy Objectives

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

Racial Equity Impact Summary

Upon review of any potential racial equity impacts, staff notes that the citywide compliance checks, subsequent fines, and suspensions are uniform and written into the city code. At this time, staff did not identify a disproportionate racial equity impact.

Budget Implications

Pursuant to City Code Section 302.15, the financial impact shall be a mandatory penalty of a two thousand dollar (\$2,000.00) fine and a five (5) day suspension issued to the on-sale license holder for the second violation within thirty-six (36) months.

Staff Recommendations

Staff recommends Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders.

Requested Council Action

The Roseville Police Department seeks Council approval to issue and administer the presumptive penalty pursuant to City Code Section 302.15, for on-sale license holders for the second violation within thirty-six (36) months. The mandatory minimum penalty shall be a two thousand dollar (\$2,000.00) fine and a five (5) day suspension.

Prepared by: Joe Adams, Deputy Police Chief

Attachments:

1. Attachment 1_2023 Alcohol Compliance Checks Letter
2. Attachment 2_Szechuan Report CN 23023382
3. Attachment 3_Szechuan 2023 Notice of Hearing

ROSEVILLE POLICE DEPARTMENT

Alcohol Compliance Checks

June 29, 2023



2023 Alcohol Compliance Checks

The Roseville Police Department conducts a minimum of two citywide alcohol compliance checks each year. The police department conducts compliance checks to ensure Roseville alcoholic beverage license holders are complying with state law and city code. When Roseville began alcohol compliance checks in 1997, the compliance rate was only 70%. Our goal is to achieve 100% compliance.

Required Training

Roseville city code requires all licensees, managers, and employees who serve alcohol to complete a city-approved or city-provided training program.

- The required training shall be completed prior to an employee serving or selling alcohol.
- The training must be completed on an annual basis for all employees who serve or sell alcohol.
- More information on the manager and server training can be found on the police department's [website](#).

Documentation of Training

Your business must maintain documentation you have properly trained every employee who sells or serves alcohol. Per city code, this documentation must be provided to a police officer or designated city employee when requested. Additional penalties may be assessed if you are unable to provide documentation or it is determined an employee did not undergo the required training.

Penalty for Noncompliance

In addition to any criminal penalties, the City Council may suspend a liquor license for up to 60 days, revoke a license, and/or may impose a civil fine on a licensee. The mandatory minimum penalty for the sale of alcoholic beverages to underage individuals is a \$1,000 fine for the license holder and a one day suspension for on-sale establishments. Additional administrative penalties will be imposed when there is a history of violations.

Additional Information

Any questions regarding compliance checks, training, city code, or state laws can be directed to Deputy Chief Joe Adams at 651-792-7275 or joe.adams@cityofroseville.com. Additional information can be found at:

- <https://www.cityofroseville.com/2365/Alcohol-Compliance>
- <https://www.cityofroseville.com/836/Liquor-Licenses>
- https://www.cityofroseville.com/DocumentCenter/View/27294/Title-3-Business-Regulations_181231
- <https://www.mlba.com/>
- <https://www.revisor.mn.gov/statutes/cite/340A.503>

Erika Scheider
Chief of Police

Roseville Police Department

Case RV23023382 - UNAPPROVED DRAFT

Printed on September 19, 2023

Status Active
Report Type Incident
CIBRS Classification
Primary Officer Christine Marston
Investigator None
Records Technician
Reported At 08/12/23 13:47
Incident Date 08/12/23 13:47 - 08/12/23 14:00
Incident Code COD : COD - Code Enforcement
Location 2193 SNELLING AVE N, ROSEVILLE
Zone

Disposition R - Report
Disposition Date/Time 08/12/23 14:00
Review for Gang Activity None

Asst Officers

RV26037 - Figueiredo, Jonah

Bias Based On
Bias Targets
Bias Circumstances

Offense Information

Offense Compliance Check - RPD
Statute 5005
NIBRS Code
Counts 1
Include In NIBRS Yes
Completed Yes
Bias Motivation None (no bias)
Location Restaurant
Entry Forced No

Cited

HE, ZHIGUO

Male, DOB 6/28/97

5005 - 5005 - Compliance Check - RPD

2164 COOL STREAM CIRCLE
EAGAN, MN 55122

(612) 223-0255 Cell

Unspecified

Vang, Ger

Male, DOB 7/5/94

1030 SHRYER AVE W
ROSEVILLE, MN 55113

(651) 440-6863 Unknown

(651) 440-6863 Secondary

Primary Narrative By Christine Marston, 08/16/23 11:59

Alcohol Compliance check - failure

On 8/12/2023 myself along with Officer Figueiredo were conducting alcohol compliance checks throughout the city of Roseville. Also with us was our underage compliance checker. The check was in possession of her MNDL which is oriented vertically.

It should be noted the compliance checker's driver's license is orientated vertically indicating they are under 21 years of age. Under 18 and under 21 indicators are displayed below the picture. UNDER 21 UNTIL, with appropriate date, displays as white text in a red bar. This driver's license / identification card orientation was implemented by The Minnesota Department of Public Safety Driver and Vehicle Services in August of 2018. The intent of this particular change was to make it a quick reference that the cardholder is a minor.

We arrived at Szechuan, 2193 Snelling Ave, and the compliance checker went inside alone and was seated at a table. The checker ordered a Heineken from the server. The server asked for ID, which the checker presented. The server looked at the ID before returning it to the checker and serving the checker the alcoholic beverage. The compliance checker took a photo of the drink she was served which is attached in evidence.com.

Once the compliance checker alerted me they were served an alcoholic beverage, I entered the business. I spoke with the server who was identified via MNDL as, He. I also spoke with the manager on duty identified as, Vang. I explained the violation to He, and He did not seem to understand. I showed He the checkers ID again and explained the details to him highlighting that the checker is underage. I also showed the ID to Vang and he stated his employee "didn't know". I explained to Vang that it is his responsibility to ensure his employees know how to correctly check ID. I explained to He and Vang that He would be receiving an administrative citation letter for the offense of selling an alcoholic beverage to a person underage and Vang would be receiving a letter from the city regarding next steps for the business.

Both stated they understood and had no additional questions.

Nothing further.

Supporting Narrative By Philip Tanis, 09/13/23 18:52

City Council Summons Issued

On 9/13/23 I arrived and met with the manager Ger Vang, who accepted the City Council summons. He also stated the employee who served the alcohol was still employed and he would be able to provide them the citation. He had no questions. BWC active.

ROSEVILLE POLICE DEPARTMENT
2023 Alcohol Compliance Check
 September 12, 2023



September 12, 2023

Szechuan
 2193 Snelling Ave N
 Roseville, MN 55113

Dear Szechuan Manager,

On Monday, October 9, 2023, the Roseville City Council will discuss the August 12, 2023 alcohol compliance failure at Szechuan. Staff has recommended Council impose the presumptive penalty of a \$2000.00 fine and five (5) day liquor license suspension for a second violation within 36 months. A previous compliance failure occurred on July 15, 2022.

Council discussion of this violation will occur during the "Business Actions" segment of the meeting. A representative from your establishment may appear at the time of the council discussion to offer any information you deem relevant as to whether the Council should deviate from the presumptive penalties set forth in the Roseville City Code. If you choose not to appear at this meeting, the City Council will act without any input from your business. Please note, due to the pandemic, the September city council meetings are being held in –person and virtually. Information on providing input can be found on the city's website at <http://cityofroseville.com/3458/Attend-a-Virtual-Meeting>.

Summary of Violation:

August 12, 2023: An employee sold an underage compliance buyer alcohol without asking for identification. This violation was confirmed by a plain clothing police officer (ref Police Incident 23023382).

Please be advised if another violation should occur, further penalties will be invoked. Also, I will need copies of your training records. Please email the records to joe.adams@cityofroseville.com. If you have any questions, you can reach me at 651-792-7275.

Sincerely,

Joe Adams
 Deputy Chief of Police

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

7.k.

Department Approval



City Manager Approval



Item Description:

Receive Position Classification & Compensation Study Report

Background

As part of the 2023 budget process, Council set aside funds to hire a consultant to conduct a city-wide classification and compensation study. Classification and compensation studies review internal equity (pay relationships between positions) and external competitiveness (pay relationships with labor market competitors). Classification and compensation plans group positions on the basis of uniform criteria. It then allocates positions to salary grades which are determined through market analysis.

At the February 27, 2023 meeting, Council authorized a contract with Abdo Solutions to conduct a classification and compensation study to accomplish a variety of important strategic priorities, including full job description review and updates, an analysis of the current municipal compensation markets, and a review of current and potential Minnesota Pay Equity compliance requirements. The city last conducted a formal independent study in 2012-13.

On April 17, 2023, the Council received a presentation from Abdo and discussed their desired pay philosophy and position within the market.

On May 15, 2023, the Council outlined the specific cities to use for the market analysis as part of the study.

Since that time, staff and the consultant have completed the following:

1. Worked with each staff member, supervisor, and department head to review and update individual job descriptions. These updated job descriptions served as a strong foundation for the position scoring for the new system.
2. The consultant reviewed, analyzed and scored each position based on their scoring methodology - a plan adapted from the State of Minnesota Hay Method. The scoring analysis was based on the following categories: Know-How, Problem Solving, Accountability, and Special Conditions.
3. The consultant conducted a market study of comparable government entities as determined by the City Council. These entities were chosen based on several factors such as comparable size, complexity, geographic location, proximity to Minneapolis/St. Paul city centers, budgets,

demographics, daytime population and commercial/retail volume. The cities that were selected as comparable cities are listed below:

Brooklyn Center	Burnsville	Coon Rapids	Eagan	Edina
Fridley	Maplewood	Minnetonka	New Brighton	Oakdale
Richfield	St. Louis Park			

Some of the key market wage analysis findings are:

- All market and wage data is based on **2023 compensation scales**. Many cities approve an annual Cost of Living Adjustment (COLA) and will plan to do so for a January 1, 2024 effective date. It should be noted that if Roseville's COLA for 2024 is less than those of comparable cities, current market variances would continue to grow.
- Although union employees were included in the market survey, and those positions represented by collective bargaining agreements were scored, those positions would not be placed in the compensation salary system as union employee wages must be negotiated.
- Current non-union pay range minimums for each position were, on average, 8.00% below the market minimum pay for similar positions.
- Current non-union pay range maximums for each position were, on average, 10.30% below the market maximum pay for similar positions.

Pay Equity

[Minnesota Chapter 3920](#) establishes the Pay Equity rules that local government entities must adhere to. Pay equity laws are meant to eliminate any gender-based wage inequities in compensation. Local governments are required to submit reports to Minnesota Management and Budget every 3 years to determine if their compensation systems are in compliance with these laws. As part of this study, the consultant tested the city's current structure in the pay equity system and it was determined to be out of compliance. It should be noted that the last few reports the city was required to submit were also out of compliance and steps had to be taken in order to update the system to be in compliance. This was another reason for undertaking a classification study. The amendments to the system demonstrate the need to update and revise the structure in order to maintain compliance with pay equity rules. The proposed compensation system has been tested and was found it meets all of the compliance regulations at this time. With any future changes to compensation, including the impact of collective bargaining agreements, the city will need to retest to ensure compliance.

Implementation

The next step in this process is to consider implementation of the compensation system. As we move forward, it is essential to acknowledge the thoroughness of the approach and methodology and the careful consideration given to various options during the process. The study, as outlined in the attached report, encompassed a wide array of critical aspects. Furthermore, the market analysis, including the selection of comparable cities and examination of current wage disparities, has provided valuable insight into the external competitiveness of our compensation structure.

When considering the final recommendation by the consultant and staff, multiple implementation approaches were considered. Various options were evaluated, each with its own merits and challenges. The ultimate goal in recommending the implementation approach was to align the city's priorities with attracting and retaining a qualified, talented workforce and position itself competitively within the market, while balancing the city's fiscal responsibility and budget priorities for the community.

Working collaboratively, the consultant and staff recommend the following approach to implement a new classification and compensation structure. Staff has taken great strides to also balance this approach with the understanding that several of the city's union contracts expire at the end of 2023 and must be

negotiated for 2024 and beyond. These negotiations play a crucial role in determining compensation, benefits and working conditions of a significant portion of our workforce.

The total cost of implementation of the classification and compensation study was built based on Abdo building cost models for part of the transition to the new compensation system. They are as follows:

Step 1: Transition into Proposed Step and Grade Structure

Adopt the new step and grade structure. Place employees at the step that is closest to their current wage in the new system, without a decrease in pay. This assumes that employees that are currently being compensated at a level that is higher than their newly proposed range would remain at their current rate of pay.

Cost to implement: \$213,800.00

Step 2: 2024 Cost of Living Adjustment and Market Penetration Adjustment

Adopt a 3% Cost of Living Adjustment (COLA) effective January 1, 2024. This COLA would be applied to the newly adopted step and grade structure. This COLA would maintain the market position of the newly adopted system. Without a COLA, market variances would continue to grow. This step also includes a market penetration adjustment for those employees who are eligible. Because of the new wage structure, there are some long-term employees who, without the adjustment, would be placed at the same step as new employees. This adjusts the employee to a similar penetration level of the new grade system to reflect their previous level and experience. However, after a thorough examination of financial implications, it was determined that moving all employees to a step that aligns precisely with their years of experience from the previous system would be significantly more expensive, and therefore staff has sought to strike a balance between recognizing employee experience and ensuring fiscal sustainability of our compensation system. While it is our intention to acknowledge employees for their results and years of dedicated service, we must be mindful of the overall financial impact on the city. Therefore employees may not be placed at the precise step that they were at in the previous system, but longer-tenured employees will have their starting location in the new system adjusted based on years of service with the City.

Cost to implement: \$422,700.00

Step 3: 2024 Annual Step increases

Employees would continue to be eligible for step increases annually on their position start date anniversary.

Cost to implement: \$121,600.00

Total cost of the implementation: **\$758,100.00**. It is important to note that the only "new" costs are those associated with adopting the new structure and moving employees into that system (Phase 1), and part of the dollars from Phase 2. The other costs associated with step increases (Phase 3) and an annual COLA occur every year and are incorporated into the budget recommendations annually.

Policy Objectives

The city's mission is to provide ethical, efficient, and responsive local government, in support of community aspirations, guided by the policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations. Additionally, the city adopted a Strategic Racial Equity Action Plan that includes high-impact areas in which to make measurable improvements, including diversifying the city's workforce to mirror the population we serve. The objective is to implement a compensation and classification system that will enhance employee engagement and satisfaction and attract and retain a diverse and highly qualified workforce.

Racial Equity Impact Summary

133 Although no formal racial equity analysis was undertaken throughout this process, the Minnesota Pay
134 Equity law outlines that a local government must be in compliance to eliminate any gender-based wage
135 inequities. Our current system, without changes would not be in compliance with the Pay Equity
136 reporting. The proposed system would update our compensation structure and without any other
137 changes, would position the city to be in compliance.
138
139

140 **Budget Implications**

141 Based on the approach listed above, the cost for the implementation in 2024 would be \$758,100.00.
142 This amount includes the three steps listed above.
143
144

145 **Staff Recommendations**

146 Implementing a new classification and compensation system addresses critical needs within our
147 organization and ensures the continued success and efficiency of our city's operations. The City
148 Manager has provided a memo (Attached) that provides greater detail on the reasons why he is
149 recommending that the classification and compensation should be implemented as presented.
150

151 At this point, Council is being asked to receive the report. Knowing that there is a lot of information
152 included in the report, staff wanted to give Council an opportunity to ask questions of the consultant prior
153 to making a decision. Staff will bring back an agenda item at the October 23, 2023 meeting requesting
154 the Council adopt the implementation of the classification and compensation system in order to allow
155 staff enough time to update materials and systems prior to January 1, 2024.
156
157

158 **Requested Council Action**

159 Receive the report.
160
161
162

Prepared by: Rebecca Olson, Assistant City Manager 651-792-446
Patrick Trudgeon, City Manager 651-792-7021

Attachments: 1. City Manager Memo
2. Classification & Comp Study Report
3. BENCH HANDOUT

163

Memo

To: Mayor and City Council
cc: Department Heads
From: Patrick Trudgeon, City Manager
Date: October 4, 2023
Re: Implementation of Classification and Compensation Study

At the October 9 City Council meeting, you will be receiving the results from Abdo's classification and compensation study for the City of Roseville and will be presented the costs to implement the study. As you know, the costs to implement the study have been included as part of my 2024 budget proposal.

The final report indicates that Roseville employees' wages lag behind our comparison cities for non-union and union positions. For non-union employees, the pay range minimums were on average 8% below market and pay range maximum were 10.3% below market. We are also behind the market for union positions as well.

This is not necessarily a surprise as our previous pay plan structure was pegged to be slightly below market. (This study represents being at 100% of the market). As a result of the current pay plan, I have found it has been challenging to attract experienced candidates. Often when we are recruiting for a position, more times than not, our pay range is less than another city that is advertising a similar vacancy. In other cases, we struggle to keep our existing employees with the city due to the limitations of our current wage plan. While wages are not the only reason that people decide to work and stay employed with Roseville, the wage imbalance factors into candidate and employee decisions more and more.

With the completion of the classification and compensation study by Abdo, we now have the necessary market data to implement a compensation system that is competitive within the local government market.

The cost to properly implement the classification and compensation plan is a major investment for the City, one that I believe is critical to ensure our organization continues to provide the quality programs, services, and infrastructure that our taxpayers pay for and expect in return.

Similar to investing resources into our programs, services, and infrastructure, we need to be investing in our human capital. As we often experience with infrastructure, when the costs to address issues is ignored for too long, the amount of resources needed to correct the problem is very large. As a result, staff and City Council often struggle to provide enough resources to take care of all of those needs.

We are at that critical point with employee wages. After going 10 years since the last market compensation study and 20 years from doing the last classification study, we are significantly behind the market.

As discussed previously, this is not a new problem, but one that has been building for years. The market adjustment done in 2014 was helpful, but for non-union staff, the lack of competitive COLAs in past budgets has meant that our staff has fallen further behind their peers. Over the past couple of years, many cities have done market studies which has resulted in increased wages in local government. Lastly, the disruption of COVID-19 and its subsequent ripple effect in the economy and work force has also put upwards pressure on wages.

So with that in mind, I am requesting that the City Council implement the new classification and compensation plan as presented in Abdo's final report. As noted in the Request for Council Action, the cost to implement the non-union portion of the study is \$758,100. Of that cost, only Phase 1 (moving non-union employees into the new wage structure) and a portion of Phase 2 (the market position adjustment for longer-tenured employees) are totally new costs for the 2024 budget. The remaining costs to implement the plan (Cost of Living Adjustment and Annual Step increases) occur every year and are built into every year's budget, including the proposed 2024 budget.

With these costs in mind and the currently open contracts with the firefighter and police unions, I am not recommending we reduce the preliminary levy at this time. Our other four unions have contracts through 2024. Based on our completed classification and compensation study, they may ask for their contracts to be re-opened.

Throughout the consideration of wage structure options, I have been very aware of the available resources we can put towards implementation. The costs for moving forward with my recommendation on implementing the classification and compensation study may be higher than the than the City Council would like to see but I strongly believe that it is a necessary investment to ensure our residents and businesses receive quality local government services. I am confident that the investment in the new classification and compensation plan will be an overall benefit to the community.

I look forward to reviewing the findings of the study with City Council on October 9 and working together with you to implement a competitive classification and compensation system for City of Roseville employees.



Position Classification & Compensation Study Report

City of Roseville, Minnesota
October 9, 2023



<i>Edina Office</i>	<i>Mankato Office</i>
5201 Eden Avenue, Ste 250	100 Warren Street, Ste 600
Edina, MN 55436	Mankato, MN 56001
P 952.835.9090	P 507.625.2727
F 952.835.3261	F 507.388.9139

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City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Executive Summary

Abdo was contracted by the City of Roseville to provide an independent position classification and compensation study to accomplish a variety of important strategic priorities, including full job description review and updates, an analysis of the current municipal compensation markets, a comparison of benefits offerings between municipalities, and a review of current and potential Minnesota Pay Equity compliance requirements. The City last conducted a formal independent position classification and compensation study many years ago and has experienced growth, changes in its workforce and operations, challenges finding and retaining skilled employees, the addition of a full-time Fire Department, and increased market competition for employees from neighboring cities.

As part of our study, Abdo worked closely with the City to review updated position descriptions provided for each current and proposed future position and conducted a Fair Labor Standards Act (FLSA) review to support the overtime exemption election for all applicable existing positions. FLSA testing checklists and results were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using the Abdo Scoring Methodology, which aligns with the Minnesota Hay Method. Using this model, each position was given a score in the following categories; Know-How, Problem Solving, Accountability and Special Conditions. These categories are intended to measure and rank the level of knowledge, skills, influence and impact on City operations for each position.

To complete the evaluation and scoring of Roseville positions, we reviewed the organizational structure, updated job descriptions, and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions and conducting pay equity testing, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the comparable public employee wage market in Minnesota.

The market analysis consisted of analyzing salary and benefit data from comparable local governments in Minnesota by directly soliciting data from identified municipalities and, for a few positions, reviewing municipal salary data published by the League of Minnesota Cities (LMC) through their 2022 (aged) annual salary survey and utilizing municipal wage data from the Economic Research Institute (ERI) database.

Although Abdo completed the position classification and compensation analysis as an independent party, City leadership staff, including department heads, were very involved throughout all phases of the study and provided significant information, insight, and clarification related to job description development, interpretation of position responsibilities related to scoring, and overall compensation structure design aspects. This collaboration was critical to the process and improved the level of accuracy, customization, and applicability of all project deliverables.

The results of both the classification (position scoring) and compensation analysis follow.

Methodology

Since the last study was completed in 2013, the City has relied upon the independently developed step and grade compensation model for each position and has performed its own informal compensation analysis on a regular basis to remain competitive. While some positions may have been paid higher or lower than the predicted pay scale, the City has historically been in compliance with the Minnesota Pay Equity Act, submitting its most recent reporting, with adjustments, in 2021. The City will be required to submit their next Pay Equity Report in January 2024.

In recent years, the City has experienced a change in workforce and challenges finding skilled workers which has impacted both the job duties and wage demands for many positions. In light of these organizational changes and staffing challenges, the City of Roseville determined that a formal, independent, system-wide position reclassification and market wage analysis was again necessary to assist executive leadership in establishing a new, logical and justifiable employee wage and salary framework to build upon into the future.

Scoring Analysis – Abdo Scoring Methodology

This section reflects the review, analysis and scoring of all Roseville positions. To complete this task Abdo used updated job description information for current positions, based on direction from the City. Our firm reviewed the job descriptions and solicited necessary feedback from City representatives to gain the insight needed to accurately score each position. Scoring was completed using the Abdo Scoring Methodology, a plan adapted from the State of Minnesota Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions.

Know-How represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay Method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

Job-Specific Knowledge includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

Integrating Know-How considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breadth categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

Human Relation Skills is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

Context includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.

Thinking Challenge includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

Freedom to Act/Empowerment involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

Magnitude is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

Job Impact is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e., heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.

Findings and Recommendations

Position Points

Table 1 represents the total score assigned to each non-union position based on the Abdo Methodology discussed.

Table 1: Position Classification and Point Assignment

Position Title	Department	New Grade
Receptionist	Finance Admin	3
Customer Service Representative	Park & Rec	6
Police Cadet	Police	6
Community Service Officer (CSO)	Police	6
Firefighter Cadet	Fire	6
Customer Service Representative/Permit Technician	Comm Dev	7
Accounting Technician I	Finance Admin	7
Office Assistant - Police	Police	7
Office Assistant - Public Works	Public Works	7
License Center Representative - Motor Vehicle	License Center	7
License Center Representative - Passport	License Center	7
Department Assistant - Community Development	Comm Dev	8
Department Assistant - Zoning, Planning & Economic Development	Comm Dev	8
Department Assistant - Planning & Economic Development Authority	Comm Dev	8
Department Assistant - Building & Inspections	Comm Dev	8
Utility Billing Clerk	Finance Admin	8
Department Assistant - Parks & Recreation	Park & Rec	8
Police Records Technician	Police	8
Accounting Technician II	Finance Admin	8
Administrative Community Service Officer (CSO)	Police	8
Human Resources Assistant	Administration	9
Administrative Coordinator - Fire Department	Fire	9
Code Compliance Officer	Comm Dev	9
Forestry Coordinator	Park & Rec	11
Accounting Technician III	Finance Admin	11
Police Records Technician II	Police	11
Lead License Center Representative	License Center	11
Lead Passport & Auto Dealer Representative	License Center	11
Property Room and Investigations Technician	Police	12
Engineering Technician III	Public Works	12
Right of Way Coordinator	Public Works	12
Building Inspector	Comm Dev	13
Code Compliance Coordinator	Comm Dev	13
Sustainability Specialist	Public Works	13
Deputy City Clerk	Administration	13
Administrative Coordinator - Police Department	Police	13
Accountant	Finance Admin	13
Database Specialist	Public Works	13
Engineering Project Coordinator	Public Works	13
Volunteer Manager	Administration	13
Geographic Information Systems (GIS) Coordinator	Public Works	13



Motor Vehicle Supervisor	License Center	13
Passport Supervisor	License Center	13
Economic Development + Geographic Information Systems (GIS) Specialist	Comm Dev	13
Investigative Analyst	Police	13
Recreation Program Supervisor - Adult Leagues & Outdoor Field Rentals	Park & Rec	13
Recreation Program Supervisor - Cedarholm Community Bldg. & Golf Course	Park & Rec	13
Recreation Program Supervisor - Facilities	Park & Rec	13
Recreation Program Supervisor - Gymnastics	Park & Rec	13
Recreation Program Supervisor - Nature Center	Park & Rec	13
Recreation Program Supervisor - Youth Programs	Park & Rec	13
Recreation Program Supervisor - Skating Center	Park & Rec	13
Community Relations Coordinator	Administration	13
Community Relations Specialist	Administration	13
Community Relations Specialist - Police	Police	13
Homeless Outreach and Housing Navigator	Police	14
Senior Planner	Comm Dev	14
Human Resources Generalist	Administration	15
Civil Engineer	Public Works	15
Senior Project Coordinator	Public Works	15
Housing & Economic Development Program Manager	Comm Dev	16
Assistant Building Official	Comm Dev	16
Environmental Manager	Public Works	17
Support Services Manager	Police	18
Community Relations Manager	Administration	18
License Center Manager	License Center	18
Golf Course Superintendent	Park & Rec	18
Recreation Superintendent	Park & Rec	18
Skating Center Superintendent	Park & Rec	18
Equity and Inclusion Manager	Administration	18
City Planner	Comm Dev	18
Assistant City Engineer	Public Works	19
Building Official	Comm Dev	19
Public Works Superintendent - Streets	Public Works	19
Public Works Superintendent - Utilities	Public Works	19
Parks Superintendent	Park & Rec	19
Assistant Finance Director	Finance Admin	22
Assistant Parks & Recreation Director	Park & Rec	22
Assistant Public Works Director/City Engineer	Public Works	22
Assistant Fire Chief	Fire	22
Community Development Director	Comm Dev	26
Public Works Director	Public Works	26
Finance Director	Finance Admin	26
Parks & Recreation Director	Park & Rec	26
Fire Chief	Fire	26
Police Chief	Police	26
Assistant City Manager	Administration	26
City Manager	Administration	30



Market Analysis

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, and proximity to the Minneapolis/St. Paul city centers. The identification of market comparables also included consideration of city budgets, resident demographics, daytime population, and commercial/retail volume.

Final discussion and agreement on the list of comparable cities to be used in the market study occurred at the City of Roseville Council meeting on Monday, May 15, 2023.

The City of Roseville is within 10 miles of both St. Paul and Minneapolis and in close proximity to many other large metro cities. As a result, the City is actively competing for talented employees with these larger metro communities. The City should consider a competitive compensation scale to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the current labor market. These factors, coupled with the demand of specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of Roseville. **It should be noted that the governments listed do not always have the exact type or number of positions as Roseville and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

Table 2 - Market Survey

The Market Survey lists the Cities that were selected as a comparable, responded to the manual wage survey, and had at least one relevant position match included in the market analysis.

Brooklyn Center	Maplewood
Burnsville	Minnetonka
Coon Rapids	New Brighton
Eagan	Oakdale
Edina	Richfield
Fridley	St. Louis Park

The market analysis has been adjusted to reflect comparable 2023 wages for the local governments analyzed.

Key market wage analysis considerations and findings for non-union positions include:

- All market and City of Roseville wage data is based on 2023 compensation scales.
- Current non-union employee pay range MINIMUMS for each position were, on average, 8.00% below the market minimum pay for similar positions. **It is important to note, however, that this is an average and individual positions vary.**
- Current non-union employee pay range MAXIMUMS for each position were, on average, 10.30% below the market minimum pay for similar positions. **It is important to note, however, that this is an average and individual positions vary.**
- It is important to note that large market variances for any position, should they occur, indicate that:
 - the position wage range is above or below the market, and/or
 - the position within Roseville is simply not a perfect match to comparable data in regard to duties, experience requirements, and responsibilities, to other positions with similar titles in comparable cities. Potential causes of market variance for each position should be evaluated independently.
- Market wage variances identified in this analysis, in addition to the City's broader compensation philosophy, were the primary resources used in the development of an updated position classification and compensation structure for all non-union employees. This new structure will assist in realigning all positions in relation to the comparable market and, in doing so will, presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- While positions represented by any of the City's six (6) union agreements were included in the market survey



solicitation, considered during development of the proposed step and grade compensation structure, and included in all pay equity testing, union employee wages are not reflected in the market analysis findings as they are negotiated independently.

- Additional market survey information related to union positions is included in **Appendix A**.
- It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2024, effective date. As a result, it should be noted that, should the City not elect to apply a 2024 COLA adjustment to either their current compensation model or to the proposed compensation scale updates, current market variances, as reflected in the following table, would continue to grow.

Compensation Plan

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of Roseville is motivated to attract and retain qualified talent to facilitate successful City operations and leadership. In order to do this effectively, both in the past and looking ahead, the City has historically aimed to position itself competitively related to wages and benefits and wishes to provide a compensation structure that motivates career progression and development.
- City leadership maintains an organizational compensation philosophy that aims to align with the current and comparable municipal market averages for positions.
- The City wishes to maintain a formalized pay structure across the entire organization that will be both compliant with Minnesota Pay Equity requirements and offer competitive pay for all positions.
- The City values the contributions, skills and experience, not limited to formal education, of each individual and position and is committed to maintaining job descriptions that accurately depict each position.
- The City understands that employees and residents have questions and concerns related to the overall compensation philosophy of the City that is based on their perceptions of the marketplace and the City wishes to compile independent and accurate market data to guide future decisions related to compensation.
- It is important to remember that, while employees represented by any of the City's six (6) union agreements were included in the market study and considered during development of the proposed step and grade compensation structure, union employee wages must be negotiated independently. Adoption of the proposed non-union compensation model would approve the proposed scoring for these union positions but would not place them in the proposed salary structure unless otherwise agreed upon through collective bargaining.

The proposed non-union compensation model effectively aligns with the relevant market data and reflects the following structural components:

- Step and grade model utilizes a total of 7 steps, including the start step, to achieve maximum compensation after 5 years and encompasses a total of 31 grade levels.
- All 7 steps are intended to be used as the standard compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance.
- The minimum pay level for the proposed non-union compensation scale is, on average, within 0.22% of current market minimum pay averages for each position.
- The maximum pay level for the proposed compensation scale is, on average, within 0.20% of current market maximum pay averages for each position.
- The proposed scale includes a 5.00% adjustment between grades.
- The proposed scale reflects a 3.50% adjustment between steps.
- The range within each grade of the proposed scale (Step 1 through Step 7) is 22.93%

Table 3 - Step and Grade Scale – Proposed 2023 Compensation Model

Points	Grade	1	2	3	4	5	6	7	
0	50	1	\$ 20.10	20.80	21.53	22.29	23.07	23.87	24.71
51	60	2	\$ 21.11	21.84	22.61	23.40	24.22	25.07	25.94
61	70	3	\$ 22.16	22.94	23.74	24.57	25.43	26.32	27.24
71	80	4	\$ 23.27	24.08	24.93	25.80	26.70	27.64	28.60
81	100	5	\$ 24.43	25.29	26.17	27.09	28.04	29.02	30.03
101	128	6	\$ 25.65	26.55	27.48	28.44	29.44	30.47	31.53
129	139	7	\$ 26.94	27.88	28.85	29.86	30.91	31.99	33.11
140	179	8	\$ 28.28	29.27	30.30	31.36	32.46	33.59	34.77
180	200	9	\$ 29.70	30.74	31.81	32.93	34.08	35.27	36.51
201	210	10	\$ 31.18	32.27	33.40	34.57	35.78	37.03	38.33
211	231	11	\$ 32.74	33.89	35.07	36.30	37.57	38.89	40.25
232	236	12	\$ 34.38	35.58	36.83	38.12	39.45	40.83	42.26
237	304	13	\$ 36.10	37.36	38.67	40.02	41.42	42.87	44.37
305	308	14	\$ 37.90	39.23	40.60	42.02	43.49	45.02	46.59
309	319	15	\$ 39.80	41.19	42.63	44.12	45.67	47.27	48.92
320	350	16	\$ 41.79	43.25	44.76	46.33	47.95	49.63	51.37
351	365	17	\$ 43.88	45.41	47.00	48.65	50.35	52.11	53.93
366	410	18	\$ 46.07	47.68	49.35	51.08	52.87	54.72	56.63
411	440	19	\$ 48.37	50.07	51.82	53.63	55.51	57.45	59.46
441	444	20	\$ 50.79	52.57	54.41	56.31	58.28	60.32	62.44
445	449	21	\$ 53.33	55.20	57.13	59.13	61.20	63.34	65.56
450	500	22	\$ 56.00	57.96	59.99	62.09	64.26	66.51	68.84
501	575	23	\$ 58.80	60.86	62.99	65.19	67.47	69.83	72.28
576	650	24	\$ 61.74	63.90	66.13	68.45	70.85	73.32	75.89
651	669	25	\$ 64.82	67.09	69.44	71.87	74.39	76.99	79.69
670	800	26	\$ 68.07	70.45	72.91	75.47	78.11	80.84	83.67
801	820	27	\$ 71.47	73.97	76.56	79.24	82.01	84.88	87.85
821	840	28	\$ 75.04	77.67	80.39	83.20	86.11	89.13	92.25
841	860	29	\$ 78.79	81.55	84.41	87.36	90.42	93.58	96.86
861	880	30	\$ 82.73	85.63	88.63	91.73	94.94	98.26	101.70
881	900	31	\$ 86.87	89.91	93.06	96.32	99.69	103.18	106.79

Pay Equity Compliance

The 2023 current pay scale for the City of Roseville was tested in the Minnesota Pay Equity Compliance system, as required, and was found to be out of compliance. The reports and certification generated from the testing have been included in **Appendix B** of the report.

The proposed scale has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance. The reports generated from the test have been included in **Appendix C** of the report. In addition, **Appendix D** includes a publication from the State of Minnesota providing guidance on interpreting and understanding the Minnesota Pay Equity System.

Implementation

The next step in this process is to consider implementation of the Compensation System. Before moving to this step there are several questions the Council will want to consider.

- Should the City adopt a new step and grade plan, including updated job descriptions and position point assignments for all existing positions, to ensure alignment with the current wage market for all positions?
- What is the overall 2023 and/or 2024 cost of implementation for non-union employees, assuming employees would move to the step and grade program and are placed at the step closest to, but not below, their current salary? See detailed implementation phases and costs below.

Implementation Overview:

After meeting with department heads and leadership, the proposed implementation approach was developed. The goal of this approach is to strike a balance between the key objectives set out at the start of the project, equitable impact to employees based on tenure with the city, and the budget. Details of each phase are listed below.

Step 1: Transition onto Proposed Step and Grade Structure

The proposed step and grade program, based on 2023 data could be implemented effective December 31, 2023, by placing employees at the step that is closest to their current wage, without a decrease in pay, and assumes that employees (if any) that are currently being compensated above the proposed wage scale would remain at their current rate of pay. Estimated costs of Step 1 are listed below.

Step 2: 2024 Cost of Living Adjustment and Market Position Adjustments

The City may adopt a 3.00% COLA for the 2024 calendar year, effective January 1, 2024. This COLA would be applied to the newly adopted step and grade program. Cost of Living Adjustments (COLAs) have historically been awarded by the City and should not be considered an “additional” expense related to adoption of the proposed step and grade program.

In addition, this step would move employees to a same or similar grade position relative to the current compensation model on the new grade. For example, if an employee, prior to implementation of the proposed compensation structure was positioned at step 5, adoption of the proposed ranges may reposition them, at their current rate, at a step 3. Step 2 represents the cost to adjust employee pay to reposition them back to or closer to their prior range position, step 5 in this example. This adjustment keeps the employee in the same position relative to both the internal pay grade and the market pay. Based on tenure, employees may be eligible for a market position adjustment of:

- 0-4 years of experience: No market position adjustment
- 5-9 years of experience: up to one step market position adjustment
- 10-14 years of experience: up to two step market position adjustment
- 15+ years of experience: up to three step market position adjustment

While the true cost of a COLA is difficult to calculate due to the implementation approach, we estimate that cost to be about \$240,000.

Estimated costs of Step 2 are listed below.

Step 3: 2024 Step Increases

Employees on the step and grade program will continue to be eligible for step increases annually on their position start date anniversary. Step 3 details the annual 2024 cost for employees earning a step increase in 2024 on the new pay plan. The

City has historically awarded step increases to staff and should not be considered an “additional” expense related to adoption of the proposed step and grade program.

Estimated costs of Step 3 are listed below.

Table 4 – Estimated Costs to Implement

Estimated Current 2023 Annual Payroll - All Employees		\$	8,389,000.00
Step 1:	Total Annual Cost of 2024 Implementation (Annualized)	\$	216,200.00 2.58%
Step 2:	Total Annual Cost of 2024 COLA & Market Position Adjustment	\$	420,300.00 5.01%
Step 3:	2024 Step Increase (Rounded to Anniversary Month)	\$	121,600.00 1.35%
TOTAL		\$	758,100.00 9%

It is important to note that estimated implementation costs do not include annualized wages for the addition/promotion of staff in new or currently vacant positions as these are not considered as part of the compensation structure implementation, but rather new or ongoing labor expenses.

In light of our comprehensive study and City compensation philosophy, our recommendation would be as follows:

- Adopt the proposed 2023 implementation plan as outlined above. This includes:
 - Transition onto Proposed Step and Grade Structure as of 12/31/2023, moving each individual to the next salary step, without a decrease in salary, and
 - Utilize the step and grade scale to calculate and apply 2024 and all future annual approved cost of living increases (COLA) for all positions, effective each January 1st; and
 - Utilize the step and grade scale to calculate and apply market position adjustments to employees based on their tenure with the city, and annual step increases for eligible employees
 - Suspend the non-union merit pay program in light of the adoption of a compensation structure that better aligns high-performing and tenured employees with the current market maximum pay rates

Closing

Should the City decide to adopt to the proposed position classification, compensation structure, and implementation plan, we recommend approval at a regular meeting of the City Council.

Abdo would like to thank the City of Roseville for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.

Appendix A

Position	Current Grade	AVERAGE Market Min Salary (2023 Rates)		AVERAGE Market Max Salary (2023 Rates)	
		Houly	Salary	Hourly	Salary
Battalion Chief	Fire Union	\$ 41.10	\$ 85,493.41	\$ 48.03	\$ 99,900.51
Fire Lieutenant	Fire Union	\$ 32.62	\$ 67,857.33	\$ 36.21	\$ 75,324.53
Firefighter/EMT	Fire Union	\$ 25.89	\$ 53,860.11	\$ 32.00	\$ 66,565.35
Firefighter/Inspector	Fire Union	\$ 31.23	\$ 64,954.93	\$ 36.58	\$ 76,082.93
Firefighter/Paramedic	Fire Union	\$ 30.79	\$ 64,050.13	\$ 37.41	\$ 77,812.80
Paid On Call Firefighter	Flat Rate	\$ 17.07	\$ 35,515.48	\$ 20.25	\$ 42,124.06
Ice Arena Maintenance Worker	49ers Union	\$ 26.57	\$ 55,271.01	\$ 32.07	\$ 66,707.68
Ice Arena Maintenance Worker - Ice & Golf Course	49ers Union	\$ 26.92	\$ 55,991.17	\$ 32.68	\$ 67,976.13
Maintenance Worker II - Parks	49ers Union	\$ 29.25	\$ 60,829.81	\$ 36.70	\$ 76,332.05
Working Foreman - Parks	49ers Union	\$ 38.50	\$ 80,074.67	\$ 46.06	\$ 95,804.27
Police Deputy Chief	Police Union	\$ 60.13	\$ 125,074.52	\$ 73.27	\$ 152,408.78
Police Lieutenant	Police Union	\$ 61.02	\$ 126,927.84	\$ 69.71	\$ 144,996.80
Police Officer	Police Union	\$ 36.48	\$ 75,870.59	\$ 48.97	\$ 101,864.46
Police Sergeant	Police Union	\$ 51.47	\$ 107,066.08	\$ 61.05	\$ 126,992.15
Maintenance Worker II - Street	49ers Union	\$ 29.60	\$ 61,564.05	\$ 37.18	\$ 77,328.37
Maintenance Worker II - Utilities	49ers Union	\$ 30.58	\$ 63,609.87	\$ 38.04	\$ 79,126.84
Mechanic	49ers Union	\$ 32.13	\$ 66,834.77	\$ 39.41	\$ 81,968.85
Working Foreman - Streets	49ers Union	\$ 37.20	\$ 77,380.62	\$ 45.21	\$ 94,026.48
Working Foreman - Utilities	49ers Union	\$ 39.53	\$ 82,218.86	\$ 48.48	\$ 100,832.16
Working Foreman - Vehicle Maintenance	49ers Union	\$ 40.04	\$ 83,273.79	\$ 48.75	\$ 101,390.86

Appendix B

Compliance Report

Jurisdiction: Roseville
2660 Civic Center Drive

Roseville, MN 55113

Contact: Rebecca Olson

Phone: (651) 792-7446

Report Year: 2024
Case: 1 - 2023 Test - Current (Private
(Jur Only))

E-Mail: rebecca.olson@cityofroseville.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	49	51	4	104
# Employees	135	65	8	208
Avg. Max Monthly Pay per employee	7480.10	6618.19		7190.27

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 78.06123 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	22	15
b. # Below Predicted Pay	27	36
c. TOTAL	49	51
d. % Below Predicted Pay (b divided by c = d)	55.10	70.59

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 198	Value of T = 2.677
-------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 6

b. Avg. diff. in pay from predicted pay for female jobs = -233

III. SALARY RANGE TEST = 89.27 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 4.43

B. Avg. # of years to max salary for female jobs = 4.96

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Appendix C

Compliance Report

Jurisdiction: Roseville
2660 Civic Center Drive

Report Year: 2024
Case: 2 - 2023 Test - Proposed
(Private (Jur Only))

Roseville, MN 55113

Contact: Rebecca Olson

Phone: (651) 792-7446

E-Mail: rebecca.olson@cityofroseville.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	49	50	5	104
# Employees	135	64	10	209
Avg. Max Monthly Pay per employee	7654.11	7436.36		7578.77

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 91.83674 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	31	30
b. # Below Predicted Pay	18	20
c. TOTAL	49	50
d. % Below Predicted Pay (b divided by c = d)	36.73	40.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 197	Value of T = 0.266
-------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -28

b. Avg. diff. in pay from predicted pay for female jobs = -59

III. SALARY RANGE TEST = 89.29 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 4.43

B. Avg. # of years to max salary for female jobs = 4.96

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 10.20 *

B. % of female classes receiving ESP = 4.00

*(If 20% or less, test result will be 0.00)

Appendix D

A Guide to Understanding Pay Equity Compliance:

<https://mn.gov/mmb-stat/pay-equity/guide-understand-compl.pdf>

From: noreply@civicplus.com
To: *RVCouncil; [Rebecca Olson](#); [Pat Trudgeon](#)
Subject: Online Form Submittal: Contact City Council
Date: Thursday, October 5, 2023 2:59:27 PM

Caution: This email originated outside our organization; please use caution.

Contact City Council

Please complete this online form and submit.

Subject	Classification and comp study report
---------	--------------------------------------

Contact Information

Name:	Cynthia S White
-------	-----------------

Address:	
----------	--

City:	Roseville
-------	-----------

State:	MN
--------	----

Zip:	55113
------	-------

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

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

Email Address:	
----------------	--

Phone Number:	
---------------	--

Please Share Your
Comment, Question or
Concern

I am thrilled that this study was done, and dismayed it has been so long since the City had a full study done.

I have studied the report. I am not familiar with Abdo, but will trust that they are well known for this kind of study for City positions, and so I accept their findings as they stand.

I support implementation.

That said ... in my working life, I was in charge of large,

international organizations, with multi-million dollar budgets. We also did compensation studies. I found that one of the challenges was to ensure that managers did not promote people into higher positions in a rote fashion. We needed to train our managers in effective performance reviews and be sure that we paid for performance, not for tenure. This sometimes meant that an employee did not move to the next level, and therefore did not move into a higher pay range. I sincerely hope that the City has looked at this, and taken appropriate consideration.

Unless restricted by law, all correspondence to and from Roseville City government offices, including information submitted through electronic forms such as this one, may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: *RVCouncil; [Rebecca Olson](#); [Pat Trudgeon](#)
Subject: Online Form Submittal: Contact City Council
Date: Monday, October 9, 2023 12:08:03 PM

Caution: This email originated outside our organization; please use caution.

Contact City Council

Please complete this online form and submit.

Subject hay method

Contact Information

Name: roger b hess jr

Address:

City: roseville

State: MN

Zip: 55113

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

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

Email Address:

Phone Number:

Please Share Your Comment, Question or Concern councilmember,
from wikipedia:

"A criticism levelled against the Hay Guide Chart is that the choice of factors is skewed towards traditional management values:

"The Hay system consistently values male-dominated management functions over non-management functions more

likely to be performed by women."[2]"

just wanted to make you aware . . .

have a great day!

roger
roger hess jr

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Email not displaying correctly? [View it in your browser.](#)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

10.a.

Department Approval

City Manager Approval



Item Description:

Approve Payments

Background

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

Check Series #	Amount
ACH Payments	\$245,392.79
107752-107857	\$1,732,159.70
Total	\$1,977,552.49

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

Policy Objectives

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

Racial Equity Impact Summary

Not applicable.

Budget Implications

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

Staff Recommendations

Staff recommends approval of all payment of claims.

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Requested Council Action

Motion to approve the payment of claims as submitted.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments: 1. Attachment 1 - Checks for Approval 10.03.2023

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Bank Reconciliation

Board Audit

User: Joshua.Kent
 Printed: 10/03/2023 - 2:38PM
 Date Range: 09/20/2023 - 10/03/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 100 General Fund				
Department: 01 General Government				
0	Adam's Pest Control Inc	Prevention Plus	09/20/2023	148.19
0	Company Promo-CC	Park Patrol Gear	09/21/2023	156.53
0	David Doucot	Tuition Reimbursement - Paramedic P	09/20/2023	1,104.40
0	DG Minnesota CS 2021, LLC	Solar Billing Aug 2023	09/26/2023	3,987.07
0	Erickson, Bell, Beckman & Quinn P.A.	Prosecution Service through 8/31/23	09/20/2023	14,473.71
0	Facebook-CC	Envision Roseville	09/21/2023	100.00
0	Fastsigns-CC	Single Sided Banner	09/21/2023	83.26
0	HealthSource-CC	D'Laney Healthsource Conference Reg	09/21/2023	210.00
0	Innovative Office Solutions	Office Supplies	09/26/2023	258.68
0	Menards-CC	Ice machine parts	09/21/2023	54.53
0	MNSHRM-CC	D'Laney - Conference	09/21/2023	250.00
0	Mystic Lake-CC	D'Laney - Conference Hotel Room	09/21/2023	208.66
0	Nelsons Cheese & Deli-CC	Intern Orientation Lunch	09/21/2023	150.00
0	Office Depot- CC	Operating Supplies	09/21/2023	35.96
0	Staples-CC	Toner	09/21/2023	169.82
0	Suburban Ace Hardware-CC	Ice Machine Parts	09/21/2023	17.77
0	Target- CC	Thomas - Frame	09/21/2023	141.44
0	The Corndog Company-CC	Corndogs	09/21/2023	158.19
0	Volgistics-CC	Volunteer Database	09/21/2023	234.00
0	Walgreens-CC	Thomas - photo	09/21/2023	4.28
0	Walmart-CC	Folding table, chairs, snacks	09/21/2023	135.53
0	Xcel Energy	Xcel Billings	09/26/2023	1,098.08
0	Yer Vue	SCSC Annual Meeting - Mileage Rein	09/20/2023	102.84
107759	Bent Brewstillery	Overpayment of THC License #20231	09/20/2023	300.00
107777	Linn Building Maintenance	September Cleaning Services	09/20/2023	8,626.00
107797	Shred-N-Go, Inc.	Admin Shredding Services	09/20/2023	71.89
107805	Trans Union, LLC	Credit Reports	09/20/2023	48.82
107814	Anchor Solar Investments, LLC	Solar Lease	09/26/2023	1,700.33
107821	Ehlers & Associates, Inc.	Westwood Village HIA Review	09/26/2023	1,071.25
107840	Metropolitan Courier Corp.	Services for August 2023	09/26/2023	791.39
107849	Adela Rossi	Overpayment for Massage Therapy Li	09/26/2023	6.25
Total for Department: 01 General Government				35,898.87
Department: 02 Public Safety				
0	Amazon.com- CC	Car Battery Jump Starter	09/21/2023	434.74
0	Animals of Walton's Hollow-CC	PD Event	09/21/2023	1,151.50
0	BCA-CC	Training - D. Cook	09/21/2023	175.00
0	Best Buy-CC	Replace TV's in Breakroom and Gym	09/21/2023	536.85
0	CentralSquare Technologies, LLC	Billable Travel and Lunch	09/20/2023	1,219.04
0	Costco-CC	Glass Cleaner/Water	09/21/2023	58.94
0	Dollar Tree-CC	Outreach - food/supplies	09/21/2023	38.92
0	Dr Scholls Shoes-CC	Uniforms	09/21/2023	280.00
0	Ebay Inc-CC	Docking Station	09/21/2023	410.16
0	FBI Leeda-CC	Training - SLI	09/21/2023	795.00
0	Frattallones-CC	Wasp Spray	09/21/2023	22.52
0	IAAI-CC	Membership - Z. Spates	09/21/2023	103.00
0	Innovative Office Solutions	Office Supplies	09/26/2023	141.80
0	Jimmy John's- CC	Training - Meal	09/21/2023	48.97

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	Metro Transit-CC	Metro Transit Card - ARP Grant	09/21/2023	100.00
0	Mister Car Wash- CC	Patrol Detail	09/21/2023	18.74
0	MN Crime Prevention Assoc-CC	Conference Registration - T. Pitzl	09/21/2023	300.00
0	Motel 6 - CC	Motel Rooms - HOME ARP Grant	09/21/2023	2,393.76
0	Natl Assoc. of School Resource-CC	Registration - A. Warsame	09/21/2023	550.00
0	Orkin-CC	Bed Bug Treatment	09/21/2023	650.00
0	Speedway-CC	Ice	09/21/2023	4.38
0	Star Tribune-CC	Subscription	09/21/2023	49.27
0	Streicher's	Uniform - M. Bechthold	09/26/2023	5,733.21
0	Suburban Ace Hardware-CC	Wasp Spray	09/21/2023	4.28
0	Target- CC	Outreach - Food/Supplies	09/21/2023	354.92
0	UE Medical-CC	Vehicle Supplies	09/21/2023	200.00
0	Walgreens-CC	Outreach Supplies	09/21/2023	100.00
0	Walmart-CC	Light Bulb	09/21/2023	29.98
0	Xcel Energy	Xcel Billings	09/26/2023	2,659.97
107764	Comcast	Services 9/18-10/17/23	09/20/2023	111.65
107777	Linn Building Maintenance	September Cleaning Services	09/20/2023	1,400.00
107778	Lube Tech & Partners, LLC	Old World Blue DEF Diesel Exhaust F	09/20/2023	328.76
107786	On Time Delivery Service, Inc.	Professional Services	09/20/2023	16.31
107793	Rosenbauer Minnesota, LLC	Shop Labor and Materials	09/20/2023	13,587.50
107806	TransUnion Risk and Alternative	August 2023 Billing	09/20/2023	376.70
107814	Anchor Solar Investments, LLC	Solar Lease	09/26/2023	371.91
107827	Group Health Non-Patient A/R	Q2 2023 Su;ily Charges - Pharmacy St	09/26/2023	15.72
107831	Henry Schein, Inc.	Combat Tourniquet - Blk	09/26/2023	358.95
107833	Language Line Services	Over-the-phone Interpretation	09/26/2023	224.49
107839	McKesson Medical-Surgical	Lancet, Safety Press Activ Blu	09/26/2023	30.70
107857	Verizon	PD Phones 8/9 - 9/8/23	09/26/2023	2,986.18
Total for Department: 02 Public Safety				38,373.82
Department: 03 Public Works				
0	Amazon.com- CC	Fuel Filters	09/21/2023	175.87
0	Apple-CC	iCloud Storage	09/21/2023	1.98
0	Emergency Automotive Tech Inc	2023 Ford F-350 Updates	09/20/2023	615.57
0	Factory Motor Parts, Co.	Vehicle Supplies	09/20/2023	413.99
0	Factory Motor Parts, Co.	88864539 C900 R160	09/26/2023	257.84
0	Fastenal Company Inc.	45 DEG Elbow 1/4BLK	09/20/2023	175.13
0	Innovative Office Solutions	Office Supplies	09/26/2023	118.28
0	Mansfield Oil Company of Gainesville,	CONV 87 OCT E-10	09/20/2023	11,444.98
0	Napa Auto Parts	3YR WTY BAT	09/20/2023	655.98
0	Snap On-CC	LCD Circuit Tester	09/21/2023	138.00
0	Suburban Ace Hardware-CC	Drill Bit	09/21/2023	25.07
0	Verizon-CC	Pub Works Phones May 27 - Jun 26	09/21/2023	226.16
0	Xcel Energy	Xcel Billings	09/26/2023	14,423.16
107756	Allstate Peterbilt of South St. Paul	Filter	09/20/2023	23.40
107761	CES Imaging	SSP Minimum	09/20/2023	80.00
107763	Cintas Corporation	Clothing	09/20/2023	128.10
107767	Goodyear Tire & Rubber Company	Tire repair	09/20/2023	592.63
107768	Grainger Inc	Electronic Test Lead Kit	09/20/2023	17.93
107772	Jeff Belzers Roseville Chrysler Dodge .	Tow Bill - Dodge Durango	09/20/2023	366.96
107774	Konrad Material Sales, LLC.	Deery 3723 Crack Sealant	09/20/2023	3,150.00
107802	Suburban Tire Wholesale, Inc.	Tires	09/20/2023	1,752.00
107818	Cintas Corporation	Clothing	09/26/2023	42.70
107826	Grainger Inc	Vehicle Supplies	09/26/2023	547.64
107832	Konrad Material Sales, LLC.	Deery 3723 - Crack Sealant	09/26/2023	1,575.00
107838	Martin Marietta Materials Inc	Operating Supplies	09/26/2023	2,533.28
107852	Suburban Tire Wholesale, Inc.	Tires	09/26/2023	595.72
107854	Titan Machinery	Lock Ring, Side Ring, O Ring	09/26/2023	1,083.62
107855	Towmaster	Helmet onspot, wheel w/ no chan onsp	09/26/2023	1,029.58
107856	VariTech Industries, Inc.	Repair Kit for 1706 Pump	09/26/2023	589.11
Total for Department: 03 Public Works				42,779.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Total for Fund:100 General Fund				117,052.37

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 101 General Fund Donations				
Department: 02 Public Safety				
0	Culvers-CC	Donations - Outreach	09/21/2023	11.26
0	Dairy Queen-CC	Dilly Bars	09/21/2023	40.23
0	Jimmy John's- CC	Employee Meal	09/21/2023	184.90
107798	Silver Barrel Labs, LLC	K9	09/20/2023	200.00
Total for Department: 02 Public Safety				436.39
Total for Fund:101 General Fund Donations				436.39

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 103 Contracted Engineering Svcs				
Department: 00 General Function				
0	Short Elliott Hendrickson, Inc.	Sprint Decom Roseville City Hall	09/20/2023	3,189.32
107776	Kraus Anderson	Erosion Control Escrow Refund - EC-	09/20/2023	3,000.00
Total for Department: 00 General Function				6,189.32
Department: 03 Public Works				
0	Amazon.com- CC	Phone Supplies	09/21/2023	111.61
107809	Universal Services, Inc.	ROW Permit Voided - ROW23-118	09/20/2023	1,056.46
Total for Department: 03 Public Works				1,168.07
Total for Fund:103 Contracted Engineering Svcs				7,357.39

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 109 Information Technology				
Department: 01 General Government				
0	Metro-INET	Monthly IT Services	09/26/2023	71,328.00
Total for Department: 01 General Government				71,328.00
Total for Fund:109 Information Technology				71,328.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 110 Telecommunications				
Department: 01 General Government				
0	Adobe System-CC	Adobe Stock Monthly	09/21/2023	29.99
107857	Verizon	PD Phones 8/9 - 9/8/23	09/26/2023	87.82
Total for Department: 01 General Government				117.81
Total for Fund:110 Telecommunications				117.81

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 111 IT: Roseville Capital				
Department: 01 General Government				
107766	Dell Marketing, L.P.	New Desktop Computer	09/20/2023	817.29
Total for Department: 01 General Government				817.29
Total for Fund:111 IT: Roseville Capital				817.29

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 112 IT: Other Agency Operational				
Department: 01 General Government				
0	Metro-INET	September 2023 IT Services for Metro	09/26/2023	1,000.00
Total for Department: 01 General Government				1,000.00
Total for Fund:112 IT: Other Agency Operational				1,000.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 200 Recreation Fund				
Department: 04 Recreation				
0	Aldi-CC	Preschool Chef Supplies	09/21/2023	59.21
0	Amazon.com- CC	Fidgets - Spec	09/21/2023	217.57
0	Atsuko Johnson	Baby and Me Hula Aug 9-30th	09/20/2023	35.00
0	Austin Beatty	Sand Volleyball Official	09/20/2023	52.00
0	Blainbrook Entertainment-CC	Friday Field Trip	09/21/2023	188.37
0	Brayden Streit	Youth Soccer Official	09/20/2023	104.00
0	Breanna Burmester	Sand Volleyball Official	09/20/2023	104.00
0	Breanna Burmester	Sand Volleyball Official	09/26/2023	156.00
0	Certified Laboratories, Inc.	Sting x Pro Aerosol	09/20/2023	224.45
0	City of St. Paul-CC	Como Pool Field Trip	09/21/2023	125.00
0	Comcast-CC	Comcast Services - Autumn Grove Pa	09/21/2023	303.15
0	Cub Foods- CC	Preschool Chefs Supplies	09/21/2023	101.25
0	DG Minnesota CS 2021, LLC	Solar Billing Aug 2023	09/26/2023	1,104.08
0	Ebay Inc-CC	Scoreboard Module Parts	09/21/2023	412.05
0	Frattallones-CC	Drill bit	09/21/2023	6.98
0	Grip Studs-CC	Screw-in Tire Stud	09/21/2023	373.65
0	Hobby Lobby-CC	Frame	09/21/2023	3.21
0	JoAnn Fabrics-CC	Backyard Builders Supplies	09/21/2023	10.40
0	John Lambrecht	Sand Volleyball Official	09/20/2023	208.00
0	John Lambrecht	Sand Volleyball Official	09/26/2023	104.00
0	Joslyn Klitzkie	Mileage Reimbursement 5/15/23 - 8/2	09/20/2023	239.08
0	Juan Felipe Ruiz Duque	Sand Volleyball Official	09/20/2023	130.00
0	Kathie Urbaniak	Sand Volleyball Official	09/20/2023	104.00
0	Kathie Urbaniak	Sand Volleyball Official	09/26/2023	52.00
0	Lois Cunningham	Thursday Chair Yoga Session 7/6 - 8/3	09/20/2023	145.60
0	Menards-CC	Grass Seed & Supplies	09/21/2023	323.93
0	Michaels-CC	P2P/playpals supplies	09/21/2023	25.72
0	Misty Nickels	Sand Volleyball Official	09/20/2023	196.00
0	Misty Nickels	Sand Volleyball Official	09/26/2023	84.00
0	Natalie Witham	Sand Volleyball Official	09/20/2023	52.00
0	Petco-CC	Animal Supplies	09/21/2023	33.80
0	Peter Linabery	Youth Soccer Official	09/20/2023	66.00
0	Pitsco Education-CC	Camp Supplies	09/21/2023	70.65
0	R & R Specialties of Wisconsin, Inc	Squeezegee, Cable, Lid Lift	09/20/2023	481.80
0	Ravel Martin	Youth Soccer Official	09/20/2023	80.00
0	S & S Worldwide-CC	Checkers for DYP	09/21/2023	81.19
0	Sadie Linabery	Youth Soccer Official	09/20/2023	100.00
0	Sam's Club-CC	Spec Snacks	09/21/2023	353.27
0	Science Museum -CC	Field Trip - Spec	09/21/2023	160.00
0	Scott Breuer	Mileage Reimbursement 8/1 - 8/30/23	09/20/2023	49.98
0	Staples-CC	Office Supplies	09/21/2023	92.91
0	Target- CC	DYP Duct Tape	09/21/2023	189.60
0	U of M-CC	Conference	09/21/2023	295.00
0	United States Ice Rink-CC	Facility Membership	09/21/2023	275.00
0	Walmart-CC	Stopwatches/cards for Track	09/21/2023	143.21
0	Willie McCray	Umpires 9/5 - 9/10/23	09/20/2023	1,536.00
0	Willie McCray	Umpires 9/11 - 9/17/23	09/26/2023	1,920.00
0	Xcel Energy	Xcel Billings	09/26/2023	22,949.02
107753	A. Norman & Company Inc	Bridges in the Twin Cities Trip 9/15/23	09/20/2023	3,900.00
107754	Action Sports of MN, Inc.	Skateboard Camp - Session 4, 8/15 - 8	09/20/2023	2,516.00
107760	Aksel Brathen Johnson	Youth Soccer Official	09/20/2023	160.00
107771	International Chemtex Corp	Hach DPD Total Chlorine, HS-4243 C	09/20/2023	1,591.31
107773	Brody Junker	Youth Soccer Official	09/20/2023	60.00
107777	Linn Building Maintenance	September Cleaning Services	09/20/2023	3,140.00
107781	MIDC Enterprises	Operating Supplies	09/20/2023	87.04
107782	Midwest Roofing & Coating, LLC	Repaired Leaks	09/20/2023	677.97
107783	MR Cutting Edge	Professional Services	09/20/2023	831.00
107785	On Site Companies-OSSTC	Hand Wash Station -Wild Rice Festiva	09/20/2023	985.00
107792	Revolutionary Sports, LLC	Sports Extravaganza Camp 8/21 - 8/31	09/20/2023	13,963.96
107795	Shamrock Group, Inc.	CO2 Cylinder Rent	09/20/2023	30.07

Check No.	Vendor/Employee	Transaction Description	Date	Amount
107796	The Sherwin-Williams Company	Paint	09/20/2023	69.86
107799	Snake Discovery, LLC	Reptile Tabletop Program - 3 hours	09/20/2023	375.00
107803	Ellington Sweeney	Youth Soccer Official	09/20/2023	160.00
107804	Total Mechanical Services, Inc.	Repairs to cooling tower	09/20/2023	3,199.35
107808	Twin City Filter Service, Inc.	Filters	09/20/2023	892.84
107812	A Touch of Magic, Inc	Halloween Spooktacular Face Painters	09/26/2023	1,014.00
107813	AARP Driver Safety Program	Driver Safety Course Refresher - Cour	09/26/2023	170.00
107822	Andrea Fairbanks	Wild Rice Festival - Songs and Games	09/26/2023	200.00
107823	Anthony Frank	Wild Rice Festival - Little Earth Singe	09/26/2023	1,200.00
107824	Gibbs Farm	Dakota Outreach Wild Rice Fesitval	09/26/2023	400.00
107836	Antonia Lowell	Wild Rice Festival - Songs and Games	09/26/2023	200.00
107843	Nashke Native Games	Hosted Game Event - Wild Rice Festiv	09/26/2023	500.00
107846	Reach for Resources, Inc	Inclusion Overage and Mileage	09/26/2023	5,437.22
107847	Paul Rice	Wild Rice Festival - Hand finishing wi	09/26/2023	400.00
107850	Mary Schifsky	Spring Track Payment	09/26/2023	100.00
Total for Department: 04 Recreation				76,382.75
Total for Fund:200 Recreation Fund				76,382.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 202 Park Dedication Fund				
Department: 04 Recreation				
0	LHB Inc	Midland Legacy Park, Concept Desigr	09/20/2023	1,585.00
0	LHB Inc	Midland Legacy Park, Services throug	09/26/2023	4,547.10
Total for Department: 04 Recreation				6,132.10
Total for Fund:202 Park Dedication Fund				6,132.10

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 204 P & R Contract Maintenance				
Department: 04 Recreation				
0	Amazon.com- CC	Intellivolt Ballast	09/21/2023	348.17
0	David Beckermann	Union Purchase Reimbursement	09/20/2023	199.99
0	Davis Lock & Safe-CC	Operating Supplies	09/21/2023	933.19
0	Fastenal-CC	UV Black Cable Ties	09/21/2023	564.33
0	Fra Dor-CC	Black dirt & Recycle	09/21/2023	773.00
0	Frattallones-CC	Operating supplies	09/21/2023	113.55
0	Home Depot- CC	Operating Supplies	09/21/2023	320.53
0	Horizon Pools-CC	Hypochlorite solutions	09/21/2023	356.20
0	Menards-CC	Batteries	09/21/2023	454.35
0	Poolside-CC	Oxysheen	09/21/2023	112.73
0	Rainbow Play Systems-CC	Basketball Hoops	09/21/2023	1,211.00
0	Signarama-CC	Bench Plaque	09/21/2023	125.00
0	Suburban Ace Hardware-CC	LED Bulbs	09/21/2023	97.59
0	SupplyHouse.com-CC	Water Closet	09/21/2023	367.42
0	Target- CC	Pop up tent	09/21/2023	161.05
0	Tri State Bobcat-CC	Bar Oil, Gloves	09/21/2023	77.39
0	Voss Lighting-CC	Light bulbs	09/21/2023	63.44
0	Walmart-CC	Vinegar & Baking Soda	09/21/2023	6.82
0	Xcel Energy	Xcel Billings	09/26/2023	5,902.05
107777	Linn Building Maintenance	September Cleaning Services	09/20/2023	325.00
107790	Reinders Inc.	Grass Seed	09/20/2023	1,260.00
107816	BigSigns.com, Inc	Pickleball Windscreens, as measured i	09/26/2023	8,731.70
Total for Department: 04 Recreation				22,504.50
Total for Fund:204 P & R Contract Maintenance				22,504.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 260 Community Development				
Department: 02 Public Safety				
0	Amazon.com- CC	Tools	09/21/2023	342.89
0	Innovative Office Solutions	Office Supplies	09/26/2023	65.69
107765	Definitive Technology Solutions, Inc.	Waste Toner	09/20/2023	57.00
107819	Dell Marketing, L.P.	Computer - G. Proulx	09/26/2023	716.55
Total for Department: 02 Public Safety				1,182.13
Department: 10 Community Development				
107819	Dell Marketing, L.P.	Computer - S. Johnson	09/26/2023	716.55
Total for Department: 10 Community Development				716.55
Total for Fund:260 Community Development				1,898.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 265 License Center				
Department: 01 General Government				
0	Amazon.com- CC	Ethernet Splitter	09/21/2023	238.83
0	Amy Kolasa	Mileage Reimbursement 4/5 - 8/29/23	09/26/2023	80.57
0	Chipotle- CC	Accidental Personal Purchase	09/21/2023	18.09
0	Innovative Office Solutions	Office Supplies	09/26/2023	592.61
0	USPS-CC	Postage	09/21/2023	1,061.76
0	Xcel Energy	Xcel Billings	09/26/2023	900.29
107777	Linn Building Maintenance	September Cleaning Services	09/20/2023	880.00
Total for Department: 01 General Government				3,772.15
Total for Fund:265 License Center				3,772.15

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 290 Police Forfeiture Fund				
Department: 02 Public Safety				
107857	Verizon	PD Phones 8/9 - 9/8/23	09/26/2023	50.75
Total for Department: 02 Public Safety				50.75
Total for Fund:290 Police Forfeiture Fund				50.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 295 Police Grants				
Department: 02 Public Safety				
0	IAATI-CC	Auto Theft Grant Training	09/21/2023	55.00
Total for Department: 02 Public Safety				55.00
Total for Fund:295 Police Grants				55.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 400 Police Vehicle Revolving				
Department: 02 Public Safety				
0	Advanced Graphix, Inc.	K9 Squad	09/26/2023	318.50
107815	Axon Enterprise, Inc.	Mounts	09/26/2023	166.95
107819	Dell Marketing, L.P.	Monitors - PD	09/26/2023	592.74
Total for Department: 02 Public Safety				1,078.19
Total for Fund:400 Police Vehicle Revolving				1,078.19

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 408 Pathway Maintenance Fund				
Department: 03 Public Works				
107775	Molly M. Krakowski	Marion Street Contractor Service for A	09/20/2023	520.00
Total for Department: 03 Public Works				520.00
Total for Fund:408 Pathway Maintenance Fund				520.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 409 Central Svcs Equip Revolving				
Department: 01 General Government				
107769	GreatAmerica Financial Services	Equipment Rental	09/20/2023	332.00
Total for Department: 01 General Government				332.00
Total for Fund:409 Central Svcs Equip Revolving				332.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 410 Building Improvements				
Department: 01 General Government				
107796	The Sherwin-Williams Company	Paint	09/20/2023	64.99
Total for Department: 01 General Government				64.99
Total for Fund:410 Building Improvements				64.99

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 411 Recreation Improvements				
Department: 04 Recreation				
0	Stantec Consulting Services Inc.	Res. Woods Grant Restoration	09/26/2023	11,090.80
107807	Tree Trust	Tree Removals and Plantings	09/20/2023	56,178.18
Total for Department: 04 Recreation				67,268.98
Total for Fund:411 Recreation Improvements				67,268.98

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 590 Street Construction				
Department: 03 Public Works				
0	American Engineering Testing, Inc.	Construction Services - 2023 Pathway	09/20/2023	1,243.50
Total for Department: 03 Public Works				1,243.50
Total for Fund:590 Street Construction				1,243.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 600 Sanitary Sewer				
Department: 05 Sanitary Sewer				
0	InfoSend, Inc.	August 2023 Billings	09/26/2023	497.79
0	Innovative Office Solutions	Highlighters	09/20/2023	8.36
0	Innovative Office Solutions	Office Supplies	09/26/2023	8.36
0	Verizon-CC	Pub Works Phones May 27 - Jun 26	09/21/2023	75.02
0	Xcel Energy	Xcel Billings	09/26/2023	1,395.09
107752	2277 Roseville West, LLC	PW Storage Lease Payment for October	09/20/2023	1,671.77
107810	Viking Electric Supply, Inc.	Unapplied Payment from Check 10642	09/20/2023	191.21
Total for Department: 05 Sanitary Sewer				3,847.60
Total for Fund:600 Sanitary Sewer				3,847.60

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 610 Water Fund				
Department: 00 General Function				
0	T. A. Schifsky & Sons, Inc.	Hydrant Meter Refund	09/20/2023	6,000.00
107757	Laine Anderson	Void/Re-issue of uncashed UB check	09/20/2023	375.13
107758	Benson-Orth General Contractors	Meter Deposit	09/20/2023	400.00
107762	LINDA CHEN	Refund Check 000828-000, 2474 BRI	09/20/2023	48.74
107770	JUDY HINRICHS	Refund Check 007875-000, 441 SEX	09/20/2023	171.26
107780	MATTIE & NOLA MICHAELSON	Refund Check 025889-000, 2798 HU	09/20/2023	192.46
107787	ALYCE PERRY	Refund Check 024124-000, 1372 SA	09/20/2023	158.33
107789	WILLIAM & JEANNIE RAMSEY	Refund Check 000968-000, 1347 BUI	09/20/2023	58.72
107791	ERIN & JUSTIN REINECKE	Refund Check 019370-000, 759 CO B	09/20/2023	188.11
107794	ELLEN SCHIFERL	Refund Check 018110-000, 2193 DEI	09/20/2023	232.49
107800	JANE SPEAKMAN	Refund Check 022212-000, 1129 RO	09/20/2023	35.58
107811	SECOND & LINDA YANG	Refund Check 024224-000, 2063 FRY	09/20/2023	148.49
107817	BRIDGES MN	Refund Check 024481-000, 2205 MII	09/26/2023	121.14
107825	JACOB & LAURA GILLELAND	Refund Check 022143-000, 2873 MA	09/26/2023	187.17
107828	CAROLYN HALL	Refund Check 021805-000, 701 ELD	09/26/2023	6.83
107829	KEVIN HENNINGER	Refund Check 011708-000, 1312 SH	09/26/2023	45.73
107830	CHRIS HENNINGSON	Refund Check 005660-000, 63 MID C	09/26/2023	100.30
107834	CHRISTINA LILLESVE	Refund Check 020717-000, 1939 MII	09/26/2023	90.05
107835	SUSAN LOUCKS	Refund Check 000041-000, 1897 AG	09/26/2023	27.78
107837	RORY MALLOY	Refund Check 016364-000, 1178 RYA	09/26/2023	189.24
107844	NANCY NELSON	Refund Check 000761-000, 998 BRE	09/26/2023	97.81
107845	MARY OWENS	Refund Check 009353-000, 1967 VIC	09/26/2023	69.59
107848	DEAN ROEHRICH	Refund Check 013038-000, 2109 HA	09/26/2023	36.05
107851	CHRISTOPHER SCHOTTEL	Refund Check 008458-000, 380 SAN	09/26/2023	37.88
Total for Department: 00 General Function				9,018.88
Department: 06 Water Fund				
0	Ferguson Waterworks #2518	Operating Supplies	09/20/2023	2,950.43
0	Home Depot- CC	M18 Trouble Light	09/21/2023	96.14
0	InfoSend, Inc.	August 2023 Billings	09/26/2023	497.78
0	Verizon-CC	Pub Works Phones May 27 - Jun 26	09/21/2023	115.03
0	Walmart-CC	Water	09/21/2023	16.08
0	Xcel Energy	Xcel Billings	09/26/2023	7,986.89
107752	2277 Roseville West, LLC	PW Storage Lease Payment for October	09/20/2023	1,671.77
107755	Advanced Engineering & Environment	2023 SCADA Services	09/20/2023	17,272.43
107758	Benson-Orth General Contractors	Meter Rental	09/20/2023	-40.00
107801	St. Paul Regional Water Services	July 2023 Water, Acct #0709535	09/20/2023	1,533,021.60
Total for Department: 06 Water Fund				1,563,588.15
Total for Fund:610 Water Fund				1,572,607.03

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 620 Golf Course				
Department: 00 General Function				
0	Xcel Energy	Xcel Billings	09/26/2023	-120.00
Total for Department: 00 General Function				-120.00
Department: 07 Golf Course				
0	Amazon.com- CC	Bluetooth Receiver	09/21/2023	137.84
0	Cub Foods- CC	Water	09/21/2023	7.00
0	Menards-CC	Operating Supplies, black plastic	09/21/2023	275.11
0	Reinders-CC	Flex-guard 1 gal fluazinam	09/21/2023	348.01
0	Total Wine-CC	Wine/Women Event Supplies	09/21/2023	269.03
0	U of M Golf-CC	Youth Golf - Mini Camp	09/21/2023	60.00
0	Xcel Energy	Xcel Billings	09/26/2023	1,865.41
107820	DLL Finance LLC	9/1 Installment Due	09/26/2023	1,875.00
107853	Tio's Food and Beverage	Concessions Sold Aug 14 - 27, 2023	09/26/2023	3,444.20
Total for Department: 07 Golf Course				8,281.60
Total for Fund:620 Golf Course				8,161.60

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 640 Storm Drainage				
Department: 08 Storm Water				
0	InfoSend, Inc.	August 2023 Billings	09/26/2023	497.78
0	Verizon-CC	Pub Works Phones May 27 - Jun 26	09/21/2023	56.63
0	WSB & Associates, Inc.	Pond Maintenance - July 2023	09/20/2023	3,437.50
0	Xcel Energy	Xcel Billings	09/26/2023	2,385.16
107752	2277 Roseville West, LLC	PW Storage Lease Payment for October	09/20/2023	1,671.77
107788	Precision Landscape & Tree, Inc	Tree Removal, stump grind	09/20/2023	2,400.00
107841	MNL	Weed Control - Corpus Christi Church	09/26/2023	225.00
Total for Department: 08 Storm Water				10,673.84
Total for Fund:640 Storm Drainage				10,673.84

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 710 Risk Management				
Department: 00 General Function				
107784	OECS - 170064	Safety Services for Upcoming Month	09/20/2023	525.00
Total for Department: 00 General Function				525.00
Total for Fund:710 Risk Management				525.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 722 HRA Property Abatement Program				
Department: 00 General Function				
107842	Montgomery Brinkman, LLC	Lawn work - Vacant Lot 1415 Cty Rd	09/26/2023	664.00
Total for Department: 00 General Function				664.00
Total for Fund:722 HRA Property Abatement Program				664.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 725 EDA Operating Fund				
Department: 00				
0	Center for Energy and Environment	RSVL Economic Development Author	09/26/2023	750.00
0	Jeanne Kelsey	Mileage Reimbursement for NAHRO	09/20/2023	230.58
0	Urban Land Institute- CC	Membership	09/21/2023	680.00
Total for Department: 00				1,660.58
Total for Fund:725 EDA Operating Fund				1,660.58

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date:

10/9/2023

Item No.:

10.b.

Department Approval

City Manager Approval



Item Description:

Approval of 2 Tetrahydrocannabinol Licenses and 1 Temporary Liquor License

Background

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Tetrahydrocannabinol Retail License

Crave Hospitality Roseville, LLC
1595 Highway 36W #1025
Roseville, MN 55113

High Pines Brewing Company LLC
2704 Snelling Ave N
Roseville, MN 55113

Ordinance No. 1638 was adopted on August 21, 2023. Chapter 316 of the City Code was amended in order to allow establishments holding a license under Roseville City Code Chapter 302 (Liquor Control) to obtain a license to sell Tetracannabinol Products, which will not be included in the cap of total licenses of eight; or the requirement that such establishments be age restricted.

Temporary Liquor License

New Life Presbyterian Church
965 Larpenteur Ave West
Roseville, MN 55113

New Life Presbyterian Church is holding a wedding with a private reception on October 23, 2023 at 965 Larpenteur Ave West.

Policy Objectives

Required by City Code.

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Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7023

Tetrahydrocannabinol (THC) Retail Application

Business Name Crave Hospitality Roseville, LLC
Business Address 15 95 MN-36W #1025
Business Phone 651-478-5606
Email Address 116@kaskaidhospitality.com

Business Owner:

Name Kamran Talebi
Address 6545 Flying Cloud Drive; Suite 101 E.P. MN 55344
Phone 612-281-9490
Email Kamrt@craveamerica.com

Person to Contact concerning Business License (if different from above.):

Name Lesley McNiece
Address 6545 Flying Cloud Dr
Phone 612-396-6274
Email Kaskaid licenses@kaskaidhospitality.com

Do you currently hold a liquor license with the City of Roseville?

If yes, license Number(s) 346852

☒ I hereby apply for the following license ending December 31, 2023, in the City of Roseville, County of Ramsey, State of Minnesota.

OR

☐ I hereby apply for the following license ending December 31, 2024, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required

Annual Fee

*Tetrahydrocannabinol (THC) Retailer valid through 12/31/2023

\$75

OR

*Tetrahydrocannabinol (THC) Retailer valid through 12/31/2024 \$375

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

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statute §151.72

Signature

Date

1 Cam Fle
9/28/2023

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



Administration Department, License Division
2660 Civic Center Drive, Roseville, MN 55113
(651) 792-7023

Tetrahydrocannabinol (THC) Retail Application

Business Name High Pines Brewing Company LLC
Business Address 2704 Shelling Ave, Roseville MN 55113
Business Phone 612 290 8679
Email Address kmoeller@highpinesbrewing.com

Business Owner:

Name Peter Crews
Address 
Phone 
Email pcrews@highpinesbrewing.com

Person to Contact concerning Business License (if different from above.):

Name Kelly Moeller
Address 
Phone 
Email ~~kmoeller@highpinesbrewing.com~~ kmoeller@highpinesbrewing.com

Do you currently hold a liquor license with the City of Roseville?

If yes, license Number(s) 74319

X I hereby apply for the following license ending December 31, 2023, in the City of Roseville, County of Ramsey, State of Minnesota.

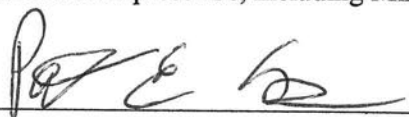
OR

_____ I hereby apply for the following license ending December 31, 2024, in the City of Roseville, County of Ramsey, State of Minnesota.

License Required	Annual Fee
*Tetrahydrocannabinol (THC) Retailer valid through 12/31/2023	\$75
OR	
*Tetrahydrocannabinol (THC) Retailer valid through 12/31/2024	\$375

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

The undersigned applicant makes this application pursuant to all the laws of the State of Minnesota and regulation as the Council of the City of Roseville may from time to time prescribe, including Minnesota Statue §151.72

Signature 
Date 9/29/2023

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

Attachment 3

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
New Life Presbyterian Church		2014		41-0789388	
Organization Address (No PO Boxes)		City	State	Zip Code	
965 Larpenteur Ave W		Roseville	Minnesota	55113	
Name of person making application		Business phone		Home phone	
Sandy McGiffin		651-488-5581		[REDACTED]	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
October 28, 2023		☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Fae Wilson, Clerk of Session		Roseville	Minnesota	55113	
Organization officer's name		City	State	Zip Code	
			Minnesota		
Organization officer's name		City	State	Zip Code	
			Minnesota		

Location where permit will be used. If an outdoor area, describe.
New Life Presbyterian Church, Fellowship Hall

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

FUTURE MEETING AGENDA HIGHLIGHTS

October 9, 2023

October 16, 2023 City Council Meeting (Work session)

- Joint Meeting with Planning Commission
- Multicultural Advisory Committee (MAC) Update

October 23, 2023 City Council Meeting

- Discussion regarding short-term rentals
- Consider Ordinance Amendments regarding Sacred Settlements
- Consider Ordinance Amendment and Policy for Reasonable Accommodation
- Discuss potential modifications to Rosefest
- Discuss potential site plan modifications and upgrades to Rosebrook Park
- Approve concept plan for new park on County Road B (Midland Legacy Estates 3rd Addition)
- Authorize Final Plans and Specs – Wagner Path
- Authorize Final Plans and Specs – Tamarack Path
- Award Bid – Twin Lakes Pathway Project Phase II
- Approve Classification and Compensation Plan

Future Agenda Review - Longer Term Initiatives

9/21/2023

(items that likely require council discussion/action)

<u>Item</u>	<u>Initiated By</u>	<u>Target Date</u>	<u>Status/Notes</u>
Hotel Licensing	Staff/Council	Fall '23	
RFP for strategic planning	Staff/Council	Fall '23	(City Manager goal item)
Rooster Regulations	Council	Fall ' 23	Staff will review for changes in code
Commission scope/duties/functions implementation	Etten/Council	Fall '23	
Update SREAP with new goals/objectives	Staff/Council	Late '23	(City Manager goal item)
Strategic planning	Staff/Council	1st qtr '24	(City Manager goal item)
Roseville Fire role in medical transport	Staff	TBD	Ongoing discussions with Allina, etc.
Review need of pet licenses	Council	TBD	Staff review amount of licenses issued and report back
Sister City Relationship with Indigenous Tribal Nation	Strahan	TBD	
Zero Waste Packaging/Compostable Containers	Etten/Strahan	TBD	PWET will continue to work on issue and report back
City Speed Limit Review on Local Streets	Strahan/Council	TBD	PWET will continue to work on issue and report back
Update on shopping carts left in public r-o-w	Strahan	Summer '24	CD Director provided email 7/14 providing update
<u>City/EDA Budget Process</u>			
Fin Comm budget recomm's & prelim levy/budget	Staff/Council	18-Sep-23	(budget calendar item)
Utility Rates & Fee Schedule	Staff/Council	Nov '23	(budget calendar item)
Adopt final budget, levy, utility rates, & fees	Staff/Council	Dec '23	(budget calendar item)